



ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,
Accredited with 'A++' Grade by NAAC (CGPA : 3.59) in the Fourth Cycle under Dual Mode Category
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KARAIKUDI – 630 003, Tamil Nadu, India



MANUAL OF DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF



INTERNAL QUALITY ASSURANCE CELL,
NOVEMBER 2025

ALAGAPPA UNIVERSITY

MANUAL OF DUTIES AND RESPONSIBILITIES OF SUPERVISORY CADRE OF ADMINISTRATIVE STAFF

INDEX

S.No	Name	Page No
1	Introduction	1
2	General Code of Conduct underpinning with Duties and Responsibilities	2
3	Supervisory Staff	2
4	Administrative Staff	3
5	Duties of Deputy Registrar	3
6	Duties of Assistant Registrar	4
7	Duties of Superintendent	5
8	Administrative Section	6
9	Vice-Chancellor's Secretariat	9
10	Office of the Registrar	9
11	Special Officer (Planning & Development) Section	10
12	RUSA Directorate	11
13	Finance Section	12
14	Examination Section	13
15	Research Section	18
16	Internal Quality Assurance Cell	27
17	College Development Council	28
18	Curriculum Design and Development Cell	29
19	Special Officer (Project) Section	30
20	Centre for Distance and Online Education	31
21	Directorate Collaborative Programme	33
22	Central Library	34
23	Estate Development and Maintenance Section	35
24	Duties and Responsibilities of Deputy Registrar/Assistant Registrar (Governance-Authority/Legal)	39
25	Duties and Responsibilities of Deputy Registrar (Administration including Establishment)	39
26	Duties and Responsibilities of Assistant Registrar (Administration and Establishment)	40
27	Duties and Responsibilities of Deputy Registrar (Finance)	41
28	Duties and Responsibilities of Deputy Registrar (Examinations)	42
29	Duties and Responsibilities of Assistant Registrar (Examinations)	42
30	Duties and Responsibilities of Superintendent (Examinations)	42
31	Duties and Responsibilities of Computer Centre in the Examination wing	43
32	Duties and Responsibilities of Deputy Registrar (Research)	44
33	Duties and Responsibilities of Deputy Registrar (Planning and Development)	44
34	Duties and Responsibilities of Deputy Registrar (Estate Development and Maintenance)	45
35	Duties and Responsibilities of Deputy Registrar (Management Information System)	46
36	Conclusion	47



ALAGAPPA UNIVERSITY

INTRODUCTION

Alagappa University recognizes that all employees are part of the educational excellence being imparted at the University. The University is proud of its efficient and very supportive non-academic staff. Hence the University seeks to promote among its staff the same kind of dedication to intellectual excellence and growth, respect for the truth and human dignity that are the hallmarks of education and bring about a clear overview of the duties and responsibilities along with a summary of various relevant policies as per the University's Act, Statute, Ordinances and Regulations.

A "Manual for Non-Teaching Staff of Alagappa University 2025" would outline the rules, regulations and procedures for all non-teaching personnel within a University.

The objectives behind this manual for Non-Teaching Staff are

- To provide a standard reference in understanding their duties and carrying out their Responsibilities diligently.
- To encourage continuity and consistency in the administration and application of University rules and policies.
- To provide a direction and clarity in the day to day administration of University.

The manual is designed to be a reference document for communicating and interpreting the job responsibilities assigned to each designation / position in the non-academic staff at Alagappa University.

The manual supersedes all inconsistent official statements which have been issued till date. However, in case of any difference of opinion in the application, the relevant Act, Statutes of the University and Government orders (pertinent to the context) shall prevail.

This manual is approved by the Syndicate of the Alagappa University and applies to all Non-Teaching staff of the University. The Syndicate of Alagappa University reserves the right to add/delete /change or otherwise revise the material contained in this manual with or without notice to the employees whenever such action is warranted and by following the Act and Statutes of the University.

This manual is created with a primary focus on the employee welfare and performance at their optimum efficiency level. These two variables play a vital role in the Institution's success and the individual's career progress. A handbook of manual will be given to the employees at the time of their joining the institution and also available on the University website for ready reference.

GENERAL CODE OF CONDUCT UNDERPINNING WITH DUTIES AND RESPONSIBILITIES

(Ref: UGC Regulations-Code of professional ethics, clause17.0)

- a. Greet the colleagues and respond to their greetings
- b. No smoking within the campus
- c. Maintain proper attire
- d. Sign in and sign out as per rules of the University
- e. Do not accept/engage any assignments/consultancy/service with other institutions without express consent of the University
- f. Disclose personal interest, if any, in any transactions/dealings with the University
- g. Do not canvass, influence or otherwise interfere with admission of students to the University or act in a way which may affect the effective functioning of the departments/centers
- h. Do not seek favours or ex-gratia services from students/suppliers/contacts of the University
- i. Do not use the name of the University in any personal matters
- j. Do not sign any letter on behalf of the University, unless authorized
- k. Encourage discussion, avoid arguments
- l. Avoid gossip and loose talks
- m. Raise personal viewpoints only at appropriate forums
- n. Promptly communicate using the University email
- o. Respond to communications within reasonable time
- p. Maintain confidentiality of classified information
- q. Do not discuss outside one's authority
- r. Follow the reporting protocol on all official matters
- s. Do not make any race/gender/caste/politics/religion biased comments
- t. Cultivate harmony and team spirit within the departments/University
- u. Uphold, promote, participate in and contribute to the Vision, Mission and Core Values of the University
- v. University letter head is to be used only for official letters/certificates, by persons authorized for the purpose
- w. Be punctual to your office and be present in your section during the entire working hours.
- x. Do not send any messages in the social media and do not report to any press or media without the prior approval of the University authorities.
- y. Do not send any petitions either signed or anonymous to higher authorities such as Higher Education Department, Government of Tamil Nadu, Ministry of Education Government of India, University Grants Commission, NAAC Office, District Collector etc.,

SUPERVISORY STAFF

- a. Systematically and diligently carry out specific job responsibilities as per applicable rules and regulations
- b. Maintain a work diary for daily tasks done, plans for the following day and details of pending matters
- c. Properly check and supervise the work done by the team members

- d. Report to managerial team head on every matter needing consultation/advice

ADMINISTRATIVE STAFF

- a. Systematically and diligently carry out specific job responsibilities assigned.
- b. Keep a work diary on a daily basis on the jobs done as per the prescribed format.
- c. Prioritize the work scheduling and complete the same as per the directions of the reporting head.
- d. Report to managerial team head on every matter needing consultation/advice.

DUTIES OF DEPUTY REGISTRAR

The Deputy Registrar shall discharge the duties under directions of the respective Head i.e. Controller of Examinations, Finance Officer, Registrar and the Vice-Chancellor. He / She shall assist the Registrar to broadly perform the following duties:

1. Ensure application of rules and maintenance of certain confidential records/ files entrusted to him/her by the higher authorities.
2. Be in-charge of the units/sections and be responsible for their normal and smooth working.
3. Look after day-to-day work of the section/unit of which he/she is in charge as per the instructions from the higher authorities from time to time.
4. Plan and schedule the entire work of the section/unit/department well in advance and take the periodical reviews of its execution.
5. Assign/reassign specific jobs to his/her subordinates, and shall also decide the time dimension in respect of each jobs so assigned, where the norms are not laid down.
6. Ensure and maintain proper co-ordination and follow up with other departments/units/sections and shall be totally accountable for follow up actions on the decisions/ instructions of the authorities of the University.
7. Be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
8. Ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. Deal with non-routine cases referred to him/her by the supervisory staff working in his/her section/unit/department. He/she shall call meetings of his/her staff periodically and also train the members of his/her department and provide guidance to all.
10. Dispose of cases of importance where relevant regulations are clearly applied and forward them for further action to the higher official, with clear and specific comments. Else he/she shall refer it to the person from whom it has originated with specific queries on the subject. He / She shall also prepare items for consideration of the authorities/ bodies of the University.
11. Keep exhaustive and self-contained notes of important papers passed on and keep track of their movements till final disposal of the paper and also consider the proceedings of the work.

12. Exercise constant vigil on the speedy disposal of work, safety of the records, regular and orderly behavior of the staff.
13. Prepare, as per rules and specifications, the annual confidential and assessment reports and submit them.
14. Report the cases of erring employees to the authorities of the University.
15. Record verbal discussions, orders and instructions, which shall be attested by the Registrar.
16. Hold periodic meetings with Superintendent and Assistants to discuss the pending work, procedural knot-points and other problems which create bottlenecks in the quick disposal.
17. Appraise the plan which he/she may prepare and its time schedule to employees working under him/her, monitor results, appraise responses and motivate individuals towards achievements of objectives.
18. Any other works assigned from time to time.

DUTIES OF ASSISTANT REGISTRAR

The Assistant Registrar shall discharge the duties under directions of the Head of the department concerned i.e. Deputy Registrar, Finance Officer, Controller of Examinations, Registrar and Vice-Chancellor. He / She shall broadly perform the following duties:

1. Ensure application of rules and maintenance of certain confidential records/ files entrusted to him/her by the higher authorities.
2. Be in-charge of the units/sections and be responsible for their normal and smooth working.
3. Look after day-to-day work of the section/unit of which he/she is in charge as per the instructions from the higher authorities from time to time.
4. Plan and schedule the entire work of the section/unit/department well in advance and take the periodical reviews of its execution.
5. Assign/reassign specific jobs to his/her subordinates, and shall also decide the time dimension in respect of each jobs so assigned, where the norms are not laid down.
6. Ensure and maintain proper co-ordination and follow up with other departments/units/sections and shall be totally accountable for follow up actions on the decisions/ instructions of the authorities of the University.
7. Be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
8. Ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. Deal with non-routine cases referred to him/her by the supervisory staff working in his/her section/unit/department. He/she shall call meetings of his/her staff periodically and also train the members of his/her department and provide guidance to all.
10. Dispose of cases of importance where relevant regulations are clearly applied and forward them for further action to the higher official, with clear and specific comments. Else he/she shall refer it to the person from whom it has originated with specific queries on the subject. He / She shall also prepare items for consideration of the authorities/ bodies of the University.

11. Keep exhaustive and self-contained notes of important papers passed on and keep track of their movements till final disposal of the paper and also consider the proceedings of the work.
12. Exercise constant vigil on the speedy disposal of work, safety of the records, regular and orderly behavior of the staff.
13. Prepare, as per rules and specifications, the annual confidential and assessment reports and submit them.
14. Report the cases of erring employees to the authorities of the University.
15. Record verbal discussions, orders and instructions, which shall be attested by the Registrar.
16. Hold periodic meetings with Superintendent and Assistants to discuss the pending work, procedural knot-points and other problems which create bottlenecks in the quick disposal.
17. Appraise the plan which he/she may prepare and its time schedule to employees working under him/her, monitor results, appraise responses and motivate individuals towards achievements of objectives.
18. Any other works assigned from time to time.

DUTIES OF SUPERINTENDENT

The Superintendent shall discharge the duties under directions of the concerned Head i.e. Assistant Registrar, Deputy Registrar, Finance Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Look for work considered urgent to ensure timely disposal of pending work. Assess the pending work and get them done on a priority basis if there is more pending work.
2. It is absolutely necessary that on receipt of the daily work, the Superintendent of the Section should himself/herself see, initial and date all letters. He / She should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions to ensure prompt and proper attention being paid to it.
3. Reminders received from the UGC/Ministry or any other organisation should be put up immediately to the Head of Office together with the concerned papers and any other information available for his/her perusal and orders. The submission of the reminders must be done without any delay.
4. Be aware of FR rules and SR rules in particular and any other relevant rules as applied to employees of Alagappa University and develop a thorough knowledge in the interpretation of the rules.
5. Monitor the movement of files.
6. Ensure application of rules and maintenance of certain confidential records/ files entrusted to him/her by the higher authorities.
7. Allot/ distribute work to dealing assistants of the section
8. To undertake direct responsibility in respect of such important/ confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any misleading note submitted by the Dealing Assistant through him/her to the higher authority.
9. The Superintendent shall be required to initiate various proposals drafts and submit the same to the higher authority for consideration and approval in a time bound manner.

10. He / She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
11. The Superintendent of the section concerned is responsible for the correctness of any facts presented to authorities of the University. Superintendents are also responsible for bringing to notice orders of the Government of Tamil Nadu, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the Officer may have accidentally over-looked.
12. He/she will supervise the work done by the dealing assistants of the Section and to advise them regarding maintenance of discipline in the Section.
13. If the Superintendent is absent, it will then be the Assistant's duty to send the files/ letters directly to the Deputy Registrar/Assistant Registrar without further delay.
14. Any other works assigned from time to time.

ADMINISTRATIVE SECTION

ESTABLISHMENT (TEACHING) SECTION

1. Appointment of Faculty Members and Officers of the University – Advertisement, Constitution of Scrutiny Committee and Selection Committee
2. Scrutiny/Selection Committee related work under CAS promotion of teaching staff.
3. Pay fixation to newly appointed and promoted staff members
4. Declaration of Regularization and declaration of Probation completion
5. Nomination/Relieving related work of Deans of Faculties, Principals of Colleges, Heads and Heads i/c of the Departments, Dean Research, Dean-Student affairs
6. Transfer/Lien/Deputation related work in respect of Teaching staff members
7. Conducting CAS for promotion of eligible staff members
8. Issuing the Proceedings for sanctioning terminal benefits to the Retired and Voluntarily Retired personnel
9. Sending the Panel of subject experts related particulars to TNPSC/TRB
10. Issue of NOC, Service Certificates and Experience certificates to Teaching Assistants
11. Finance Officer's service related work
12. Permission to teaching faculty apply for/attend UGC-sponsored Courses and Programmes related work
13. Temporary Teaching Assistants Engagements/Extension for every academic year.
14. Disciplinary Action related work
15. Committees-Establishment Committee, Grievance Committee, Enquiry Committee and Syndicate Sub-Committee related work
16. Statistics related work
17. Sanction of Allowances to faculty members
18. Sanction of Annual increment to faculty members
19. Submitting related documentary evidences to the Finance section for preparing replies and settling the Audit Objections
20. Making necessary service related entries in the Service Register
21. Sanction of Fee concession to staff members and the employees wards
22. Sanction of EL Surrender, LTC, Sabbatical Leave, Maternity Leave, LLP, EL and ML
23. Sanction of Vehicle Loan
24. Work related to Incentive for completion of 25 years of Unblemished Service

25. Preparation of “Staff on duty” Report for all the teaching staff every month
26. Submission of Advance Adjustment/Bill Passing related to purchases
27. Organising Teachers’ day Celebration
28. Replies to Govt. /RTI Act queries/CM Cell petitions/UGC.

ADMINISTRATIVE STAFF ESTABLISHMENT

Section I

1. Appointment – (Advertisement, Constitution of Selection Committee)
2. Pay Fixation
3. Declaration of Regularisation
4. Declaration of Probation completion
5. Transfer
6. Promotion
7. Retirement
8. Terminal benefit
9. Compassionate appointments
10. Maintenance of Service Registers for all Administrative Staff, Scrutiny of eligibility conditions for appointment/promotion (before & after)
11. Disciplinary Action
12. Committees - Establishment Committee/Grievance Committee, etc.,
13. Statistics related to Administrative Staff
14. Sanction of Allowances
15. Award of Selection Grade/Special Grade
16. Reply to Audit Objections related to teaching and administrative staff Establishment
17. RTI act replies related to Administrative Establishments
18. Sanction of Fee Concession
19. Sanction of LTC
20. Sanction of Maternity Leave
21. Sanction of Vehicle Loan
22. Work related to Incentive for completion of 25 years of Unblemished Service
23. Issue of NOC & Service Certificate
24. Scrutiny of eligibility conditions for appointment and promotion of teaching and non-teaching staff.

Section II

1. Work related to Casual Labourers (Outsourcing)
2. Temporary Appointments (Consolidated Pay)
3. Sanction of EL/ML/Increment/Staff on Duty/Surrender/Typing/Filing
4. Sanction of Festival Advance to teaching and non-teaching staff
5. Independence Day Arrangements
6. Republic Day Arrangements
7. Administrative Day Arrangements
8. Work related to Centre for Women Studies (UGC Scheme)
9. Statistics related to temporary Staff / Casual Labourers

Section III

1. Replying to Queries under Right to Information Act, 2005
2. Alagappa University Hostels (appointment related works for all hostel workers)
3. Work related to NSS, RRC, YRC, NCC, VEP
4. Matter related to Association of Commonwealth Universities (Annual subscription only)
5. Matter related to Association of Indian Universities (Annual subscription only)
6. Founder's Day Arrangements
7. Flag Day Arrangements
8. Thondi Camp for Physical Education Students related works
9. Statistics for Hostel Students

Section IV

1. Purchase of Supply & Stationery and issue to all departments & sections.
2. Work related to issue of Railway Season Ticket and issue to students
3. Preparation of Students Calendar
4. Preparation of Monthly Calendar
5. Preparation of Diary for Staff
6. Equivalence Certificate related works
7. Service to Old Students
8. Issue of Transfer Certificate for old students
9. Issue of Migration Certificate
10. Application forwarding for Identity Card (Staff, Pensioners, Students, Ph.D. Scholars)
11. Scrutiny of all Convocation Applications
12. Stock Verification in the Registrar's wing
13. Work related to Toner refilling for whole University
14. Arrangement for purchase of Uniforms, Shoe etc., for drivers.
15. Administrative Section Staff Attendance/Leave Register Maintenance works.
16. Work related to Alagappa Model Higher Secondary School
17. Work related to tournaments organised by Directorate of Physical Education, AUCPE, AUCE

Section V

1. Preparation of Prospectus
2. Preparation of Advertisements for admission
3. Scrutiny of all Applications through Online
4. Preparation of Merit List, conducting Admission Committee meetings
5. Preparation of Admission call letter to the eligible students
6. Service to students who discontinue during the academic year
7. Works related with Re-do cases
8. Service to current year students
9. Industrial Visit / Tour related works for students
10. Preparation of Circular related to students
11. Convocation related works – Preparation and purchase of Medals
12. Preparation of Notification for Convocation
13. Constitution various committees for Convocation
14. Preparation of Invitation, Refreshment Card, Admit One Card, Car Pass, Dias Card etc.
15. for Rank Holders, Chief Guests and the Staff

16. Custodian of robes for Convocation
17. Details of data relating to students gender, community, income and branch of study.
18. Village Extension Programme.

VICE-CHANCELLOR'S SECRETARIAT

Duties of PA to Vice-Chancellor

1. Submitting all the files to Vice-Chancellor for his perusal and consideration and sending back the files to the respective sections
2. Acting as a Liaison Officer between the officers and heads of the departments of the University and the Vice-Chancellor
3. Arranging appointments for visitors to meet the Vice-Chancellor
4. Looking after the daily programmes of the Vice-Chancellor and communicating the same to the respective officers/departments/sections and outsiders
5. Maintaining all correspondence to and from the Vice-Chancellor's Office
6. Preparing the TA Bills of the Vice-Chancellor in respect of his official visits
7. Maintaining the attendance and the Imprest of the Vice-Chancellor's Secretariat

Duties of Public Relations Officer

1. Looking after the daily programmes of the Vice-Chancellor in and outside the University
2. Preparing the background papers for the meetings of Vice-Chancellor
3. Arranging the press releases and press meets periodically
4. Exhibiting the achievements of the University to all the stake holders
5. Accompanying the Vice-Chancellor in all the outside assignments
6. Providing input to the Publication division of the University regarding the activities of the University

Work relating to Vehicle Maintenance

1. Allotment of Duties to Drivers
2. Checking of Fuel Bills, Log book etc.,
3. Renewal of Insurance for Vehicles
4. Regular repairs, service and maintenance
5. Disposal of old vehicles and purchase of new vehicles

Work relating to Guest House

1. Allotment of rooms to guests
2. Regular upkeep and maintenance of rooms
3. Collection of rent from the guests and deposit into University account
4. Labour management

OFFICE OF THE REGISTRAR

Duties of PA to Registrar

1. Submitting all the files to Registrar for his perusal and sending the files to Vice-Chancellor for his consideration
2. Acting as a Liaison Officer between other officers of the University and the Registrar
3. Arranging appointments for visitors to meet the Registrar
4. Maintaining all correspondence to and from the Registrar's Office

5. Preparing the TA Bills of the Registrar in respect of his official visits
6. Maintaining the attendance and the Imprest of the Registrar Section
7. Sending the replies to the communications received from the Government Departments.

Duties of the Superintendent

1. In and Out Tapals and files (Check in/ Checkout)
2. Email – Circular - Department/Colleges/Sections
3. Pledge – Note order and circular
4. Government Data - collect data from the concerned sections compile and forward to the Higher Education Department/TANSCHE/UGC/GOI
5. Registrar's Office Purchase / Bill passing
6. Petty Cash maintenance
7. Registrar's TA/DA Bill
8. Registrar's Programme schedule/appointments
9. Mudhalvarin Mugavari Petitions (IIPGCMS) (Integrated and Inclusive Public Grievance Chief Minister Helpline Management System)
10. CPGRAMS (Centralised Public Grievance Redressal and Monitoring System) – Petitions

SPECIAL OFFICER (PLANNING & DEVELOPMENT) SECTION

The Special Officer (Planning & Development) section is a speciality Executive Division of the University that takes care of execution of the activities concerning planning and development of academic, publicity, scholarship, resource, and other related programs of the University.

The major roles and responsibilities of this section are.

1. Implementation and Monitoring of Schemes announced by the Government of Tamil Nadu & ATR for Higher Education
2. Implementation and Monitoring of Schemes announced by UGC DBT/DST/MOE and other agencies
3. Arranging for signing of MoU with National / International Institutions.
4. Monitoring the functions of Alagappa University Research Fund (AURF) – Fellowship / Seed money / VEP / Travel / etc.,
5. Vetting and forwarding of requests from the faculty members for submission of proposals for Awards and student projects
6. Vetting and forwarding of requests from the faculty members for participation / presentation of papers in the International / National Conferences / Seminars
7. Vetting and forwarding of requests from the faculty members for organizing conferences / seminars / workshops at International / National levels
8. Arranging for celebrating International / National days
9. Arranging for activating programs / events of Centres / Cells / Clubs
10. Arranging for the distribution of Merit Scholarship awarded by the Government of Tamil Nadu / External bodies after due assessment of merit order of the candidates. (PMT / VOC)
11. Arranging for Group Insurance for employees and students of the University

12. Arranging for training and motivation programs for non-teaching staff
13. Preparation of Annual Report
14. Preparation of Policy Note and Makkal Sasanam for submission to the State Government
15. Uploading of University Data and Monitoring of data uploaded by the affiliated colleges in respect of All India Survey on Higher Education Scheme
16. Furnishing of statistical report to appropriate bodies
17. Processing the request for Adjunct / Visiting Faculty from the Departments
18. Processing the request for conducting Alumni and PTA meetings
19. Processing the request for Endowment Lectures, Special Chairs
20. Work related to FRRO Registration (Foreigners Regional Registration Office)

RUSA DIRECTORATE

Segment	Nature of Work
Monitoring and Advisory	Periodical monitoring of the prime objectives and all heads of expenditure and its compliances & Overall monitoring of work progress and outcome of Theme Based Research Projects.
Co-ordination with various Monitoring and Executive committees	Performing overall Co-ordination with various Committees such as Board of Governors, Project Monitoring Unit, TBRP Task force for the periodical conduct of meeting at regular time interval, recording & reporting the deliberations in the meeting, preparation of minutes and consistent follow up action on the minutes of all meetings.
Administrative Works	Recording of Inward and Outward tapals & Tapal distribution to respective seat. Preparation of note orders & Preparation of approval / sanction orders. Communication to the respective experts / members of Committees. Assisting the selection process. Preparation of Minutes and selection orders Processing on salary claim of RUSA fellows and temporary staff.
Financial Matters	Allocation of head-wise expenditures. Monitoring the budget provision. Maintenance of Cash book / Appropriation Register / Ledger. Furnishing account details for the preparation of Financial Estimate and Annual Account, Monthly Reconciliation with Banks. Submission of Utilization Certificate to the RUSA Directorate, Chennai. Processing of Files having the financial implications. Payments to claimants through PFMS/ SNASPARSH

Major and Minor Purchases	<p>Purchases of all type of items / materials, such as Equipment, Furniture, Fixtures, Minor / major laboratory items, Chemicals, Glassware, stationeries in the Theme Based Research Projects as well as other heads of expenditure.</p> <p>Purchase procedures, such as getting approval for purchase, calling quotations, preparing comparative statements, convening the Purchase committees, preparation of Minutes, placing supply orders, Scrutiny of bills, approval for payment and arranging the payments.</p> <p>Preparation of periodical consolidated report of purchases made / under process / approval obtained.</p>
Building Construction/ Renovation/Up gradation	Estimate Checking, Tender Process, M Book – Verification of measurements, Bill Passing, Accounting
Maintenance and Monitoring of PFMS, Fund Tracker, Geo tagging	<p>Collection of all documents / vouchers of payments made under RUSA 2.0.</p> <p>Scanning of required documents and kept in e-version.</p> <p>Preparation of checklists and forwarding the e version of the bills along with checklist to TNRUSA for verification and payments.</p> <p>Uploading of necessary details in the PFMS/SNA SPARSH and Fund Tracking portals of all expenses in RUSA 2.0.</p> <p>Geo-tagging of all Constructions/Repairing and purchases under RUSA 2.0.</p> <p>Numbering of all items purchased under RUSA2.0.</p> <p>Affixing name boards in the new constructions/new equipment purchased under RUSA 2.0.</p>
Documentation and Report preparation	<p>Collection of all details from the respective sections and Consolidation of activities carried out / work done.</p> <p>Documenting all events / process from the submission of proposals to the submission of Final Report.</p> <p>Preparation of report as per need from the RUSA Directorate, Chennai and Delhi.</p>
Meetings and Attending day-to-day queries of TNRUSA/MOE,GOI	Attending online meetings organized by TNRUSA frequently for updating the current status of the project and clarification of queries & compliance with their instructions.

FINANCE SECTION

Sl.No	Designation	Seat No	Work Details
1	Superintendent	F16	CDOE – Receipts & Payments , Bank Reconciliation Statement Preparation
2	Superintendent	F11	Salary, NHIS, GIS, SPF, Finance section purchase stock entry, Replies to Audit Objections
3	Superintendent	F10	General Fund & CDOE Advance Adjustment , EDM Bills – First stage, GST payment
4	Assistant	F17	Preparation of Accounts & Budget

5	Assistant	F6	General Fund File and Bill Processing - First Stage
6	Assistant	F7	CDOE Exam Fund , CDOE University Representative Advance & Adjustment, Question Paper Setting Remuneration, Permanent Advance for all Departments, Foreign Examiners
7	Assistant	F4	Finance Committee, General Fund Receipts, BRS, Grants, Staff TA/DA, L.C.T.L Auditorium Permission first Stage, Finance Section Purchase stock entry, Pettycash – Finance Section
8	Assistant	F20	Staff & Pensioner Income Tax, Contractor & Suppliers Income Tax (University Income Tax related work), Alagappar Museum, Thondi Tourist Spot (TTS) & SISU
9	Assistant	F14	General Fund Payments, Transfer of Funds
10	Assistant	F12	Scholarship, No dues, Stock Verification , Ph.D Remuneration work
11	Assistant	F2	Ear Marked Fund – NSS – Audit , BRS, Tamil Library, Festival Advance & Vehicle Advance
12	Assistant	F15	Evening College, Section Leave Maintenance, RTI, Hostels –6 Nos, Alumni Garden, Eco Park
13	Assistant	F8	Investment, Collaborative, Online Programme Receipt & Payments
14	Assistant	F13	Temporary Staff Salary , Examination Valuation Bill & Question Paper Setting Claim bill and P.hd Remuneration, General Fund & CDOE Imprest A/c, Newspaper & Cable TV - Payment
15	Junior Assistant	F9	Contributory Pension Scheme, General Provident Fund, Pension & Annual Increment
16	Junior Assistant	F3	Plan Fund – Receipts & Payments & Bank Reconciliation Statement – Student Fellowship, Contingency bills & Review Meeting
17	Record Clerk	F18	File Despatch, Inward Tapals

EXAMINATION SECTION

Duties of Deputy Controller of Examinations

The Deputy Controller of Examinations (DCOE) assists the Controller of Examinations in managing all aspects of the examination process, including supervision of office staff, planning, execution and examination – related documentation.

EXAMINATION PROCEDURES

Notification of the Examinations:

As per the date scheduled in the University Calendar duly approved by the appropriate authorities, the commencement of University End-Semester Examinations (for both odd and even semesters) will be announced. The Examination Notification shall consist of following information:

- Date of Commencement of submission of applications for Examinations
- Last Date for submission of applications for Examinations without Late Fee.

- Last Date for submission of applications for Examinations with Late Fee.
- Date of Commencement of University End-Semester Examinations.

Submission of Examination application form and payment of examination fees shall be made through online only. Affiliated Colleges shall pay their student's examination fee through digital transaction mode only.

Examinations Time -Table:

Odd/Even Semester Examination's Time table for the students of University Departments/ Colleges shall be prepared through an automated process (Time table shall be prepared based on the Date, Time, Programme and Course code). Time-table shall be uploaded along with the examination notification in the University web page for the reference of the students.

e- Hall Ticket:

Based on the database collected from the filled-in Examination Applications the e-hall tickets will be generated using systems. The students of the University Departments shall download the e-hall ticket from the University web-page directly. Students and Principal(s) of the Affiliated College(s) shall have option to download e-hall ticket online. In case difficulties arise to download e-hall ticket, they shall collect the hall ticket from the Office of the Controller of Examinations as an alternative arrangement.

Question Paper Setting, Printing, Packing &Distribution:

The Board of Studies of the concerned programme shall recommend the eligible subject experts for question setting. The subject experts will be appointed as question paper setters by the Controller of Examinations with prior approval of the Vice-Chancellor. The process relating to Setting, Printing, Packing & Distribution of Question Paper are classified and kept as highly confidential.

The number of Question Papers to be printed shall be arrived based on the student strength applied for the particular examinations. The Question Papers shall be printed at approved security printing presses. The sealed Question Paper packets shall be distributed to the examination centres established at departments/ colleges. The distribution of Question Papers will be done by the staff of Confidential Section of Office of the Controller of Examinations under the direct supervision of Controller of Examinations.

Conduct of Examinations:

The University End-Semester Examinations will be conducted in identified centres duly approved by the Vice-Chancellor. The examination centres shall be equipped with basic amenities including proper lighting, adequate ventilation, restroom and drinking water facilities for the students. The examination centres shall be having strong room to store the examination stationeries, Question Papers and Answer Scripts. The hall arrangements in the examination centre shall have proper candidate seating plan and the same shall be published in the notice board of the examination centre for easy identification of hall/seat number by the students. The examination hall shall be proctored by hall invigilators to ensure the prompt conduct of examination. The hall invigilators shall be appointed by the Controller of Examinations/ Chief- Superintendent of the examination centre. The Chief-Superintendent

shall be responsible for the conduct of examination without any malpractices at the examination centre. The Surprise Inspection Squad to ensure proper conduct of examinations in various centres shall be deputed by the Controller of Examinations with the due approval of the Vice-Chancellor. The surprise inspection squad shall visit the examination centres and submit a report to the Controller of Examinations.

Malpractices:

Details of the students who have indulged in malpractice at the examination centre shall be brought into the notice of the Controller of Examinations by the Chief Superintendent / Surprise Inspection Squad. Malpractices if detected at the time of valuation process should also be brought into the notice of Controller of Examination by the concerned examiner/ staff. The Controller of Examinations shall compile all the malpractice cases reported if any and present before the Disciplinary Committee to assess the nature of malpractice indulged. The Disciplinary Committee shall submit a report on malpractices with the recommendations for further action needed if any and the same will be placed before Syndicate Committee for the approval. Upon approval of the Syndicate Committee necessary disciplinary actions will be taken against the students who have indulged in the malpractices.

Answer Booklet:

A forty-four pages answer booklet with several security features along with barcode pre-printed Optical Mark Recognition (OMR) sheets as top and bottom sheets shall be issued to the students for writing the examinations. After the examinations, the answer booklet shall be collected from the exam centres and stored safely in the custody of Office of the Controller of Examination.

As a part of pre-evaluation process the Part “A” of the OMR answer booklet that reveal the identity of the student shall be torn off, scanned confidentially and securely stored in the Automation Section of the Office of the Controller of Examinations. The identity masked answer booklets shall be sent for evaluation purpose.

Evaluation Methodology:

During the centralized valuation process, the examiners are briefed about the question paper along with the scheme for valuation, and allotted answer booklets in the range of 50 per day. The marks are entered in the first page of (Part-B) of the answer booklets. No entries are permitted on answer books. The evaluated answer book is scrutinized by the chairperson and the bar-coded Part-B of the answer booklets is torn off. The marks are entered, by scanning of OMR evaluation slip (Part-B), into the computer against the bar-code. In the case of double valuation, the answer booklet goes to another evaluator for a second evaluation and the entire procedure is repeated. Thus, against every bar-code in the system, there are two independent entries of marks for the same course. The average of these two marks forms the final marks for that course. If the difference between the two sets of marks is more than 20%, a third evaluation is conducted by a separate examiner. After the third evaluation, the closer two of the three marks are averaged to obtain the final marks. The Passing board meets and approves the results. If the moderation marks are given, these are entered into the computer and the system calculates the eligible marks.

The bar-coded Part-A of the answer booklets, containing the student's identity i.e., name, register number, name of department/ college and the course name—which was torn before will be handed over to the examiner for valuation and kept in a secure store. This Part-A of the answer booklet will be processed at Automation Section to match the marks entered in the bar-coded Part-B of answer booklet used for evaluation process by the examiner.

A Tabulated Mark Register (TMR) is generated duly signed by the Chairman and members of the Valuation Board. Then the TMR shall be endorsed by Deputy Controller of Examination and Controller of Examinations for publication of results.

Processing of Marks and Publication of Results:

The marks obtained from the evaluation of answer scripts shall be processed to obtain results using system-based process. The continuous internal assessment marks and University end-semester examination marks shall be cumulated and results will be arrived using computer-based programme. The arrived marks shall be presented as Tabulated Mark Register before the Result Passing Board of concerned programme. The Result Passing Board can approve/moderate marks given by the examiners and recommend the same to the Controller of Examinations for publication of results. The University end-semester examination results will be published in the University website by the Controller of Examinations with the approval of the Vice-Chancellor.

Revaluation / Photocopy of Answer Scripts:

The students can apply for revaluation or seeking photocopy of the answer scripts wherein single evaluation is done within seven days after the date of publication of results duly paid with prescribed fees. The revaluation of answer scripts will be done afresh by the examiners appointed by the Controller of Examinations duly approved by the Vice-Chancellor. The highest marks obtained by the student in either valuation shall be taken as final marks for result publishing.

Maximum Timeframe: 7 Working Days from date of application for revaluation

Special Supplementary Examinations:

The Special Supplementary Examinations will be conducted for the outgoing students as an additional chance to complete their programme within the same academic year. The outgoing students who failed in the maximum of two courses only can apply for special supplementary examinations. The special supplementary examinations will be conducted during the month of July/August, in a year.

Printing and Issuance of Mark Statements & Certificates:

The mark statements (both Individual Mark Statements and Cumulative Mark Statements), Provisional and Degree certificates shall be printed at the in-house printers of the Office of the Controller of Examinations using stationery with sufficient security features. The Mark Statements and Provisional certificate will be despatched to the students through their college Principal within fifteen days after publication of final results. The degree certificate shall be issued to the qualified graduates during convocation ceremony or sent later.

University Annual Convocation:

The University Annual Convocation is organised every year with the due approval of the Chancellor, Pro-Chancellor and Vice-Chancellor of the University. The announcement of Annual Convocation shall be made in leading Newspapers and University website inviting eligible candidates to apply for getting their degree certificates. The Ph. D., candidates and First Rank holders of Under Graduate and Post Graduate programmes shall be permitted to participate in the Annual Convocation and receive their degree certificates in-person. All the other eligible candidates will receive their degree certificate through in-absentia mode after the completion of University Annual Convocation Ceremony.

Grievance Redressal:

There is a specific section designated as Grievance Redressal Section with a section head and two staff to redress the grievances raised by students and other stake holders of the University. The grievances from various stake holders are received through email, telephone, grievance petitions through tapal and in-person. Based on the nature of the grievance raised by the stake holders the same will be redressed within a stipulated time. A specific Grievance Redressal Register is maintained at the Grievance Redressal Section to follow up the status of grievance raised by the stake holders for speedy redressing of the same by the sections/divisions concerned.

Exam Registration Issues:

If the student finds any mistakes in the examination registration form, he/she can request the Controller of Examinations to rectify the same. All the credentials like fees receipts and statement of attendance will be verified. The mistakes will be rectified and the corrections will be updated.

The maximum time frame for resolving the issue is one working day.

Elective Deviation Issues:

If the student finds any deviation in Electives, he can approach Controller of Examination through the Head of the Department/ Institution. The subject list supplied by the Department/ Institution and the Electives opted by the student will be verified. Necessary corrections will be made upon verification of above said documents and the status will be updated accordingly.

The maximum time frame for resolving the issue is one working day.

Name Correction in Hall Ticket:

If the student, after receiving the Hall Ticket, finds any mistakes in the hall ticket, he/she can request for the corrections by approaching the Examination Section. Examination Section will identify the correction in the Hall Ticket and compare that hall ticket with the details submitted by the College/Department/ Institution. The student has to submit a request letter to the office of the Controller of Examinations along with the application regarding name corrections in the hall ticket duly forwarded by the Head of Department/ Institution. After verification, necessary corrections will be updated and hall ticket will be handed over to the student.

The maximum time frame for resolving the issue is one working day.

Grievance on Question Paper:

If the teacher/ student finds any error in the Question paper and requires any clarification from the Office of the Controller of Examinations, he has to submit a request cum intimation letter stating the actual issue related to the question paper. The Controller of Examinations will resolve the problem in consultation with the Board of Valuation appointed for the subject concerned. The Board of Valuation shall deliberate on the issue raised by the teacher/ student with the detailed syllabus approved by the Board of Studies. The Controller of Examinations will announce the decision on the issue associated with question paper as suggested by the Board of Valuation.

Maximum Timeframe: Before the valuation process begins.

Discrepancy in Results:

If the candidate finds any discrepancy in results announced by the University, he has to submit an application form seeking rectification of discrepancy in results to the Office of the Controller of Examinations. The concerned section of Office of the Controller of Examinations will check the results, verify the documents like nominal roll, seating arrangement, session wise attendance statement, consolidated absentees statement, etc., and the final results will be declared accordingly.

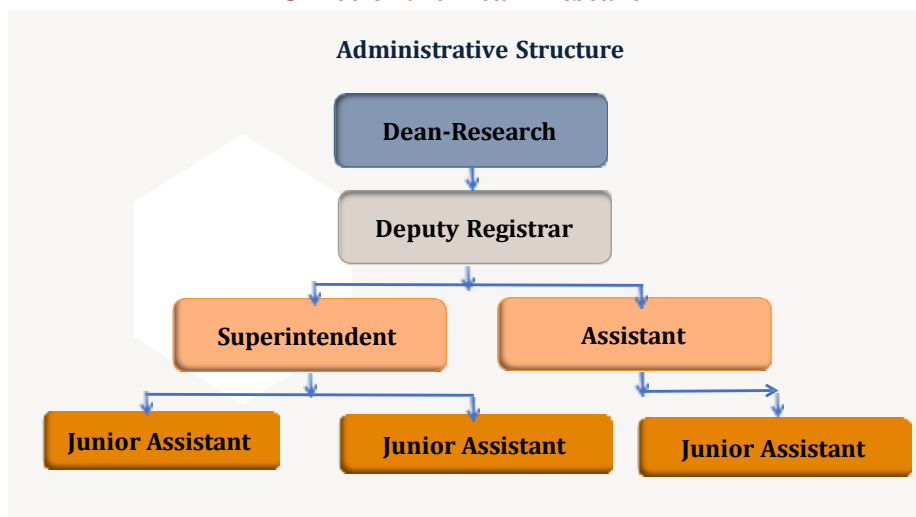
The maximum time frame for resolving the issue is two working days.

Name Correction in Individual Marks Statement / Cumulative Marks Statement / Provisional Certificate / Degree Certificate:

If a student finds any correction in the semester-wise Individual Marks Statement /Cumulative Marks Statement/ Provisional Certificate/ Degree Certificate he has to submit an application form seeking corrections along with prescribed fees to the Office of the Controller of Examination. The Office of the Controller of Examinations will peruse through the request submitted by the student and resolve the problem by issuing new certificates after necessary corrections.

The maximum time frame for resolving the issue is two working days.

RESEARCH SECTION Office of the Dean-Research

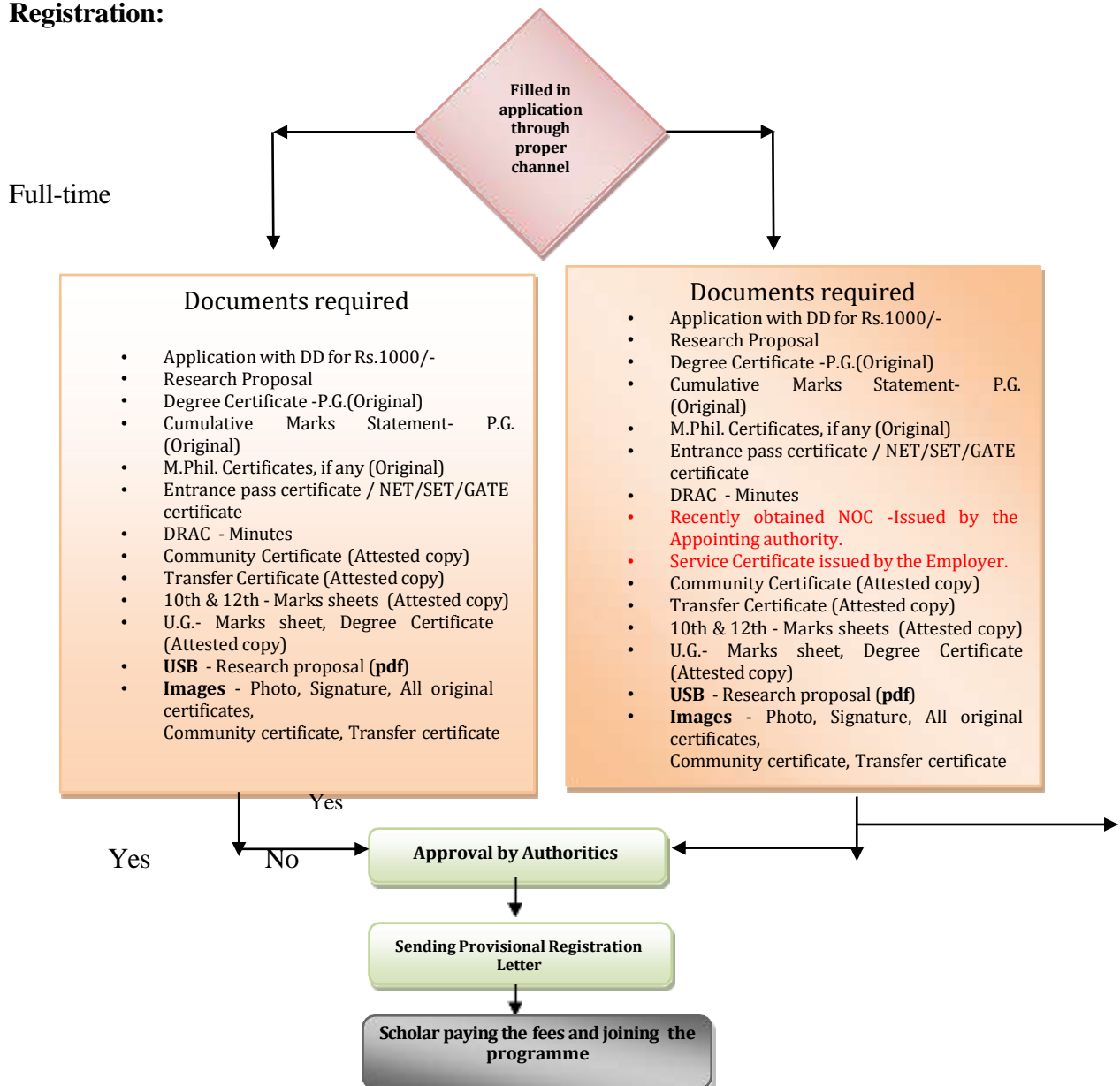


Administrative Procedures

Registration	<ol style="list-style-type: none"> 1. Processing the applications for registration 2. Collecting annual fees 3. Monitoring of fees collection registers 4. Remittance of demand drafts to the bank 5. Preparing the list of scholars on roll 6. Statistics – On roll & Registration
Course work	<ol style="list-style-type: none"> 7. Processing the work for conducting course work (exam. & comprehensive viva) 8. Fixing examiner for course work viva and sending intimation to the Examiner and Research Supervisor concerned. 9. Getting approval from the Vice-Chancellor for confirmation of registration. 10. Publishing results regarding course work (confirmation) to the scholars concerned.

Step 1:

Registration:



The Staff concerned should verify all the required documents, such as Educational qualifying certificates, Service Certificate & No objection Certificate (for part-time candidates) for processing the application for awarding provisional registration, by using the software provided by Directorate of MIS.



With the approval of authorities, provisional registration letter will be issued along with the research policy.

Upon receipt of Fees for Registration, Annual Research, Course work, Library & Internet fees (applicable to full-time candidates in the University), the registration entry should be made in the Admission Register by the staff. Also, the annual tuition fees collection will be monitored every year.

Step-2:

Doctoral Committee (DC):

The staff concerned should get the Syllabus along with the recommendations of the Departmental Research Advisory Committee and a panel of subject experts for constituting Doctoral Committee for each research scholar.

- ❖ The panel of subject experts should be obtained from the Research Supervisor concerned in the prescribed format, through the research centre.
- ❖ The subject experts should be suggested from the neighboring accredited Universities.

- ❖ The subject experts should hold the position of Associate Professor / Professor.

With the approval of the Vice-Chancellor, a Doctoral Committee will be constituted with the following members and intimated to the members:

- ❖ Research Supervisor - Convenor;
- ❖ Head of the Department - Internal Member;
- ❖ One external member nominated by the Vice-Chancellor;
In case, the HOD is the Research Supervisor, a faculty member of the department concerned may be nominated as an internal member.

Course work:

All the Research Scholars (Full-time and Part-time) should undergo the following Course work for Ph.D. Programme, after provisional registration:

P.G. qualified candidates	i) Research Methodology ii) Two more Courses in the relevant discipline. iii) Research and Publication Ethics (RPE)
M.Phil. qualified candidates	i) Two Courses in the relevant discipline. ii) Research and Publication Ethics (RPE)

- ❖ The details of course work (month & year) be reflected in the registration letter itself.
- ❖ The final examination for the Course Work is centralized and conducted by the Controller of Examinations.
- ❖ On Successful completion of course work examination, all the research scholars must take comprehensive viva before the Doctoral Committee, in the research centre, where they registered.

Course on Research and Publication Ethics (RPE)

As per the UGC regulations, the course on Research and Publication Ethics (RPE) is mandatory for all the candidates registered on or after 1 June 2020.

The Research Scholars, who joined Ph.D. Programme in the University Departments Approved Research Centres Affiliated Colleges/ Other Institutions must attend the classes for the compulsory course on RPE and to appear for the written examination.

- ❖ The classes shall be arranged by the RPE-Coordinators, twice in a year (October/November and April / May) in the Alagappa University premises.
- ❖ All the scholars should attend the RPE classes without fail.
- ❖ 80% attendance is required for appearing in the written examination.
- ❖ List of absentees should be intimated to the Controller of Examinations.
- ❖ If, a research scholar fails to attend the RPE classes in the specific period, he/she will not be allowed to write the written examination for RPE.
- ❖ If, a research scholar fails to appear for the written examination in the specialized papers / RPE, he/she should pay Rs.200/- (each paper) well in advance, for appearing in the next examination.
- ❖ The Course Work shall be completed normally within one and half years and the registration should be confirmed only after the completion of Course Work.
- ❖ Failure to get the confirmation within two years from the date of registration, the registration shall be treated as automatically cancelled.
- ❖ If any research scholar wants to continue the research, he/she must pay a renewal fees of Rs.10,000/- for attending the course work examination and comprehensive viva.

Confirmation of Registration:

On successful completion of course work, Provisional Registration will be issued to the research scholar, with the approval of the Vice-Chancellor.

Other works:

- The staff concerned should monitor the fees collection.
- The demand drafts should be deposited in the University bank account.
- Necessary fees entries should be made in the Admission Register.
- In every April, Demand Collection Balance (DCB) Report should be submitted to the Finance Officer.
- Replies to RTI queries/ CM Cell petitions should be prepared and sent.

Change of Title, Change of Guide, Conversion, Extension, Re-registration etc.	<ol style="list-style-type: none">1. Change of title2. Change of Guide and fee collection3. Change of Centres and fee collection4. Conversion from full-time to part-time and vice versa.5. Sanctioning extension for research work6. Sanctioning of re-registration7. Sanctioning of special extension8. Discontinuance / Cancellation of registrations, if any9. Replies to RTI / CM Cell petitions
NOC	<ol style="list-style-type: none">1. Sanctioning leave (ML/Maternity leave) to the scholars2. Permitting the scholars for participation in Conferences (India/ Abroad)/ Seminars / paper presentation3. Permitting scholars to visit the other universities / institutions / research centres for project work and sample collections.
Journal verification	Verification of research papers published by the Ph.D. scholars
Doctoral Committee Pre-thesis Submission Presentation	<ol style="list-style-type: none">1. Fixing the date for Doctoral Committee(Pre-thesis submission presentation) meeting.2. Getting approval from the Vice-Chancellor for the Minutes of the meeting of Doctoral Committee (Pre-thesis Submission Presentation).3. Communication to the scholar regarding the date of submission of thesis.

Change of title of the Research Work

- The Research Scholars shall be permitted to seek Change of Title prior to the submission of the Synopsis of the Thesis.
- A request has to be submitted along with the last half yearly report or Ph.D. pre-thesis submission presentation report.
- All such changes should have been approved by the Doctoral Committee.
- Fees need not be collected for the first time. For the second time, Rs.1000/- will be collected.

Change of Guide and fee collection

- On request from a candidate, change of Research Supervisor shall be allowed only in deserving cases, subject to the approval of the original Research Supervisor and consent from the proposed Research Supervisor.
- In case, the Research Supervisor is on long leave (6months or more) or has ceased to be a faculty in Department / Research Centre, change of Research Supervisor will be considered.
- A written request of the candidate through proper channel shall be considered.
- Required fees: Rs.2000/-

Change of Research Centres and fee collection

- While changing the Research Supervisor, change of Research Centre will be allowed.
- Required fees: Rs.2000/-

Conversion from full-time to part-time and vice versa

- Conversion from Full-time research to Part-time research and vice-versa shall be allowed only once time for valid reasons.
- A written request of the candidate through proper channel shall be considered.
- For Full-time to Part time: Two years of continuous research experience in full-time mode OR Two years of continuous professional experience (before joining as a full-time scholar) is mandatory.
- For Part-time to Full-time: 50% of part-time duration will be taken into account as full-time, provided attendance in part-time period is recommended by the DRAC.
- Required fees: Rs.2000/-

Sanctioning extension for research work (Four extensions)

- Maximum period of duration: 5 years (Registration upto 31.12.2020)
- Maximum period of duration: 6 years (Registration from 01.01.2021)
- **Extension:** Four extensions will be allowed. (One Extension = Six months)
- Required fees for Extension: Rs.1000/-.
- One month prior to the expiry of the maximum period, a written request of the candidate along with fees and Research Supervisor's recommendation through proper channel shall be considered.
- Annual Research Fees + Extension fees of Rs.1000/- should be paid by the candidate.

Sanctioning of Re-registration (two years):

- The Scholars who could not complete the Ph.D. within the prescribed maximum time limit will be given a chance to re-register for Ph.D.
- The scholars should continue on the same topic under the same Research Supervisor or Doctoral Committee as the case may be.
- The re-registered scholars are permitted to submit the thesis not later than two **years** after the re-registration.
- The re-registered scholars will be governed by the regulations in force.

Sanctioning of special extension (One year):

- Special Extension of one year will be allowed to the Ph.D. Scholars, who have joined Ph.D. Programme, **prior to 01.01.2021**(i.e. Registration upto 31.12.2020).

- Special Extension penalty - Rs.10, 000/-.
- The Scholars should pay all arrears of fee dues.
- One year tuition fee + Penalty of Rs.10, 000/- will be collected for sanctioning Special Extension.
- The scholars should continue on the same topic chosen nine years before.

Discontinuance of registration (Processing fee - Rs.5, 000/-) :

- Request for discontinuance of Ph.D. Programme by the Scholar, after one year from the date of registration, shall be entertained, with a processing fee of Rs.5, 000/- along with the submission of No Dues form.
- A written request of the candidate through proper channel shall be considered.
- If the candidate continued to be absent, as certified by Departmental Research advisory Committee, the Annual Research fee will be waived.
- If the scholar has paid all the fees upto date, the processing fee of Rs.5,000/- shall be waived.

Cancellation of registration:

- Proof for intimation given to the scholar and Recommendations of the Departmental Research Advisory Committee should be submitted by the Research Supervisor for cancellation of registration.

Sanctioning leave to the scholars (ML/Maternity leave):

- Female Ph.D. Scholars shall be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme.

No Objection Certificate:

- A written request of the candidate through proper channel shall be considered for
- Permitting the scholars for participation in Conferences (India/Abroad)/Seminars/ paper presentation.
 - Permitting the scholars for internship programme in abroad.
 - NOC will be issued.

Journal Verification:

- Verification of research papers published by the Ph.D. scholars
- Sending research papers to the Internal Review System (IRS) for verification. After obtaining remarks from Internal Review System (IRS), granting acceptance/not to the guide concerned.

Pre-thesis Submission Presentation:

- Fixing the date for Doctoral Committee (Pre-thesis submission presentation) meeting.
- After Doctoral Committee meeting getting approval from the Vice-Chancellor for the Minutes of the meeting of Doctoral Committee (Pre-thesis Submission Presentation).
- Communication to the scholar regarding the date of submission of thesis.

Submission of Thesis by scholars	<ol style="list-style-type: none"> 1. Verifying the details : Title, course work confirmation, report on pre-thesis submission presentation, Certificate obtained from Tamil virtual academy, No similarity certificate (iThenticate), publications, CD, fees, etc., 2. Issue of submission certificates, on request. 3. Receiving panel of experts from the guide concerned. 4. Sending the Thesis submission details to Association of Indian Universities 5. After approval of Award by the Syndicate, sending CDs to Library for Inflibnet (Soft copy of the thesis). 6. Fees entries in the Admission Register 7. Preparing Demand Collection Balance (DCB) Report and for working it to Finance Section
Fellowship / PDF	<ol style="list-style-type: none"> 1. Fellowships – JRF / SRF 2. PDF / SF 3. Purchase of toner cartridge / furniture / computer accessories / gadgets etc.,

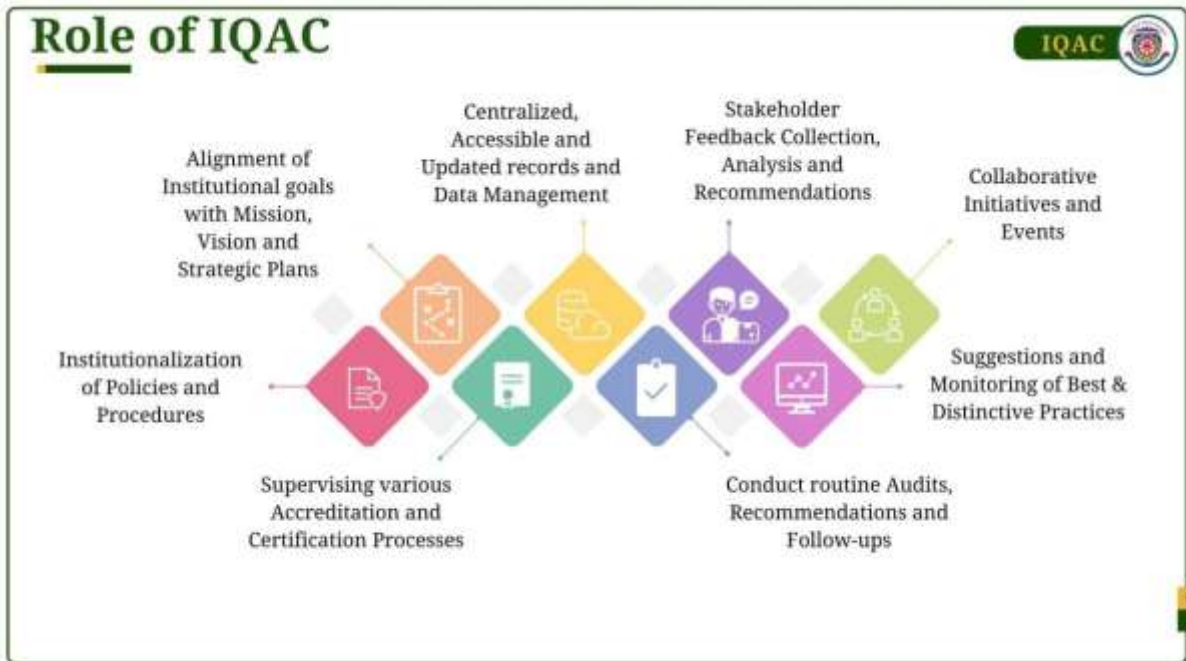
Submission of Thesis by the scholars:

- Verify: The title of the thesis with Registration letter / Approval of Change of title / Minutes of Doctoral Committee meeting (pre-thesis submission presentation).
- Verify : Endorsement of HoD / Principal
- Clearance of Course work (examination & comprehensive viva)
- Confirmation of Ph.D. Registration
- Verify: Research paper publications and Presentation certificates from Seminars or Conferences.
- Research Supervisor Certificate for the above
- Get soft copy : Synopsis & Thesis in separate CDs,
- Check: Fees, etc.,
- Get approval from the Dean-Research for further process of thesis.
- Issue submission certificates to the scholars, on their request with a payment of fees (Rs.1000/ subject to revision).
- Receiving panel of experts along with Consent letters of experts from the Guide, as per the format prescribed by our office.
- Make necessary entries in the Thesis monitoring register.

Valuation processes of Ph.D. Theses for all faculties	<ul style="list-style-type: none"> • Submitting the panel of examiners for nomination of examiners / Alternate examiners • Request a fresh panel from the guide, if required. • Sending reminders to the examiners for obtaining reports– through e-mail / post mail, periodically. • Sending e-mail for acknowledging the receipt of report immediately. • Minor correction / Major revision on the theses/Rejection • Processing the corrected / revised theses
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	<ul style="list-style-type: none"> • Sending reports to the Research Supervisors for Consolidation and fixing viva-voce exam. • Sending award notifications (Declaration of results) to the Ph.D. Awardees. • Permission for publishing the thesis • Issue of certificates relating to UGC regulations 2009 under minimum standard and procedure. • Preparing the list of awardees for Syndicate's approval. • Preparing the list of awardees for Convocation • Preparing the list of awardees for the IQAC / NIRF / AIU • Sending bills to Finance section for making payment under BNPL-postal service in every month. • Convening thesis review committee meetings for issuing equivalence certificates, if any. • Maintenance of Petty Cash
<p>valuation processes of Ph.D. Thesis for all faculties</p>	<ul style="list-style-type: none"> • Sending soft copy of the synopsis to the examiners, through e-mail for getting acceptance, if required. • Sending reminders to the examiners for obtaining acceptance – through e-mail / post mail, if required. • Preparing Indian and Foreign examiner's order for evaluation of the thesis and sending the soft and hard copies of thesis and Proforma to the research Supervisors, Indian Examiners, Foreign Examiners and Alternative Examiners. • Sending e-mail for acknowledging receipt of report (thanks through e-mail), periodically. • Sending evaluation bills to Finance Section for making payment (both Indian and Foreign Examiner's). • Preparing Income and Expenditure for the Assessment year. • Verification of check slips. • Verification of Extension files • Verification of Comprehensive viva-voce bills. • Updating of Status • Getting approval for conducting public viva-voce examination. • Sending notification for public viva-voce examination. • Sending Ph.D Public Viva-Voce bills to Finance Section for making payment. • Issue of Viva Voce completion certificate, on request.

INTERNAL QUALITY ASSURANCE CELL



Activities of the IQAC

1. Submission of Annual Quality Assurance Report
2. Conduct of Academic & Administrative Audit
3. Implementation of Outcome Based Education & Syllabus Revision
4. Suggesting the introduction of Value Added Courses
5. Ensuring the Project/Field visit/Internship in every programme
6. Implementation of ICT based T-L-E Initiatives
7. Arranging Feedback from the stakeholders
8. Initiating suitable measures for promotion of research
9. Suggesting necessary infrastructure augmentation as per the requirements of the ranking institutions
10. Taking Student Centric Quality actions
11. Framing of Governance –Policies
12. Ensuring the implementation of Green Initiatives
13. Data Management-Facilitating University participation in National & International Ranking
14. Implementing Mentoring for Accreditation – Paramarsh
15. Coordinating “Act Next” Programmes commemorating the award of Nobel prizes
16. Preparing documents of achievements of the University for sending to the Government
17. Counter signing the Project Proposals certifying that the proposal has been checked using approved plagiarism detection software and AI-content detection tools
18. Initiating annual meetings of Parents, Teachers and Alumni
19. Coordinating Teachers Day Celebration, Faculty Development Programmes and Orientation Programmes for Non-teaching staff
20. Providing necessary data to the needy sections for onward transmission to Government departments, UGC, NAAC etc.,
21. Organising capacity building programmes for teaching and non-teaching staff.

COLLEGE DEVELOPMENT COUNCIL

Affiliated Colleges – Seat 1

All works in respect of

- a) Fresh affiliation to new colleges including nomination of Inspection Committee, submission of Inspection report, collection of fees and compliance report from the college
- b) Affiliation to new academic programmes including nomination of Inspection Committee, submission of Inspection report, collection of fees and compliance report from the college
- c) Conversion of programmes including nomination of Inspection Committee, submission of Inspection report, collection of fees and compliance report from the college
- d) Permanent Affiliation to academic programmes including nomination of Inspection Committee, submission of Inspection report, collection of fees and compliance report from the college
- e) Granting additional section including nomination of Inspection Committee, submission of Inspection report, collection of fees and compliance report from the college
- f) Collection of entrance & recognition fee from the colleges
- g) Collection of Sports fee and other fees from the colleges
- h) Calculation and Collection of continuous affiliation fee from the colleges
- i) All works relating to increase in students in-take
- j) Convening Principals' Meeting and other meetings and their follow up action
- k) Searching records and answering to RTI questions
- l) Preparing replies to audit paras
- m) Preparation of Budget Estimate
- n) Reply to the letters received from Government i.e. DCE, JDCE, TANSCH, CM Cell
- o) Collection of data from the colleges and consolidating the data for onward transmission to UGC, State Govt. and other Agencies / Institutions
- p) Verifying and forwarding proposals to UGC, NAAC and other agencies
- q) Circulars / information to be sent to colleges and the follow up
- r) Verifying proposal and forwarding to UGC under FDP
- s) Collection of data from the affiliated colleges for preparing Annual report
- t) Issue of NOC to Ph.D. pursuing staff in affiliated colleges
- u) Maintenance of Fee Watch Register and preparation of DCB
- v) Making arrangement for fee remittances in the respective bank accounts
- w) Maintenance and Verification of Stock Register
- x) Visit to affiliated colleges for periodical academic checkup
- y) General letters from inside and outside the University

Besides, any other works as and when assigned by the Deputy Registrar/Dean depending upon the necessity.

Affiliated Colleges – Seat 2

- a) Approval of educational qualification of the Principal and teaching faculty in Aided colleges
- b) Maintenance of leave particulars of staff members in CDC section
- c) Maintenance of Temporary Advance and Permanent Advance
- d) Maintenance of Stationery
- e) Preparing “Staff on duty report”
- f) Maintenance of postal stamp account.

Affiliated Colleges – Seat 3

- a) Work related to transfer of students within affiliated colleges and students from other Universities
- b) Redo the semester – Relevant work
- c) Issue of migration certificate to students
- d) Issue of eligibility certificate to the students hailing from other state / country
- e) Work related to change of Part I
- f) Late admission of students
- g) Work related to fixing of last date for student admission.
- h) Admission of Students under Lateral Entry Scheme
- i) Issuing Medium of Instruction / PSTM Certificate to Students

Evening Colleges

- a) Issue of Transfer Certificate and Conduct Certificate
- b) Issue of Mark Statement
- c) Any other requests from the Students and Staff of Alagappa University Evening Colleges

Besides, any other works as and when assigned by the Deputy Registrar/Dean depending upon the necessity.

CURRICULUM DESIGN AND DEVELOPMENT CELL

1. Constitution of Board of Studies (once in three years).
Work related to the conduct of meeting of Board of Studies for framing/revising syllabus for UG, PG, M.Phil. & Diploma programmes offered in Alagappa University, DDE, Collaborative Programmes, Online Programmes and Affiliated colleges of Alagappa University.
 - Collection and preparation of the seniority list of faculty members in affiliated colleges
 - Preparing the list of Chairpersons and members of BOS
 - Sending intimation letter about the meeting of BOS to all members
 - Conducting the meeting of BOS
 - Preparing syllabus, regulations, programme structure model for each BOS meeting
 - Preparing and passing bills for BOS meeting i.e. TA/DA bill, Sitting fee, Abstract etc.,
 - Making arrangements for providing hospitality to members of BOS
 - Preparing Attendance Register and Attendance Certificate for members of BOS
 - Work related to collecting, verifying and aligning of new/revised syllabus
 - Work related to uploading the new/revised syllabi in our University website
 - Work related to finalizing the syllabi and sending the copy to COE.

2. Conduct of the Adhoc Committee Meetings and preparation of syllabus for new courses and forwarding syllabus to University website.
3. Reply to letters received from UGC, TANSICHE, TNPSC, and Collegiate Education & State Government etc.
4. Files related to obtaining Equivalence of UG/PG programme by TANSICHE
5. Non Major Elective courses related works
6. Value added courses related works
7. Works related to CM Cell petitions and other petitions.

SPECIAL OFFICER (PROJECT) SECTION

The Special Officer (Project Section) is one of the administrative divisions for execution of Research Projects successfully.

- Maintaining records of all ongoing and completed funded projects
- Coordinating with principal investigators for timely implementation of the projects
- Forwarding the project proposals of faculty members and students proposal to funding agencies.
- Ensuring the compliance of Principal Investigators with the guidelines of funding agencies including UGC, DBT, DST, STAR, ICSSR, ICMR, DOM, TANSICHE, CMRG and various collaborative projects.
- Getting timely approval for budget allocation, purchase of equipments to PIs
- Arranging the conduct of interviews for selecting Project fellows, Project Assistants, JRF, etc., with appropriate notifications.
- Disbursement of Project fellowship to the Project fellows.
- Verifying Bills for payment, Reimbursement, Advance and procurement documents as per project norms
- Processing of recurring and Non-recurring expenditure payments for Vendors, PIs and Project fellows.
- Monitoring fund disbursement and expenditure tracking for each project
- Supporting faculty members in responding to queries or clarifications from funding agencies.
- Getting permission to PIs for organizing review meetings, workshops, and training programs, field work, sample collections and activities under the projects.
- Liaising with funding agencies regarding PFMS and TNPFTS portal related queries (Payment portal).
- Preparing and submitting utilization certificates and statement of expenditure.
- Refund of unspent amount to the funding agencies through DD or NEFT and interest earned to Bharatkosh.gov.in at the time of submitting the UC.

- Submitting the consolidated Govt. audited Statement of Expenditure and Utilisation Certificate to the funding agency for getting settled/finalized or closure acknowledgement from the funding agency.
- Preparation of a reconciliation statement every month.

CENTRE FOR DISTANCE AND ONLINE EDUCATION

S. No.	Nature of Work
	Deputy Director
	Duties of Director's office Section
1.	Handling correspondence and compliance with regulatory bodies: UGC-DEB, NCTE, TANSICHE, NAAC and Government agencies
2.	Reconstitution of CIQA (Centre for Internal Quality Assurance) and coordination of meetings.
3.	Preparation and uploading of CIQA Annual Report
4.	Establishment of new Learner Support Centres (LSCs)
5.	Renewal and monitoring of existing LSCs
6.	Constitution and facilitation of Syndicate Sub-Committee meetings and implementation of resolutions
7.	Constitution/Reconstitution of Boards of Studies (BoS) and coordination of meetings to update the curriculum
8.	Preparation and dissemination of Admission Notifications and Prospectus
9.	Engagement and processing the payment of supportive staff
10.	Issue of official documents to students such as: Conduct Certificates, UGC-DEB Recognition Letters and Letters of Recommendation
11.	Collection and compilation of data for Academic Audit
12.	Collection and compilation of data for Annual Reports
13.	Addressing and resolving student grievances via email, phone and in-person
	Duties of Admission Section
1.	Receipt and processing of online applications and supporting documents
2.	Three-tier verification of eligibility and documents for admission
3.	Admission of eligible candidates into respective programmes
4.	Communication of admission confirmation to students
5.	Generation of indents and coordination with Book Section for dispatch of Self Learning Materials (SLMs)
6.	Preparation of DCB (Demand Collection and Balance)
7.	Preparation of data regarding Students admission
8.	Processing of fee refunds
9.	Notification of PCP (Personal Contact Programme) classes and processing the claim Bills
10.	Resolution of admission-related student grievances via email, phone and in-person.
11.	Work relating to <ul style="list-style-type: none"> ● Change of Name ● Change of Elective ● Change of Address

	<ul style="list-style-type: none"> • Change of Medium • Change of Course • Admission via Mobility Scheme • Issuance of Bonafide Certificate • Scholarship related services
Duties of Programme Fee Collection Section	
1.	Verification of Online Payments
2.	Remittance and tracking of demand drafts
3.	Preparation of indents for Self Learning Materials (SLM) dispatch to second and third-year students
4.	Issue of Certificates <ul style="list-style-type: none"> • Transfer Certificate • Course Completion Certificate • Migration Certificate • Bonafide Certificate • Date of Joining Certificate • Medium of Instruction Certificate • PSTM Certificate • Genuineness Certificate • Tuition fee payment Certificate • No Due Certificate
5.	Other Services to students <ul style="list-style-type: none"> • Change of Address • Change of Learner Support Centre (LSC) • Name Correction/Changes • Elective / Language option changes • Request for Extra SLMs • Issue of Duplicate ID cards
Duties of Purchase/Project/RTI Section	
1.	Procurement of equipment, stationery, and computer peripherals
2.	Maintenance of stock and consumable registers
3.	Receipt of Project Reports
4.	Receipt and verification of student project reports
5.	Forwarding verified projects to the Controller of Examinations (COE) for evaluation
6.	Responding to RTI (Right to Information) queries and maintaining RTI documents
7.	Replying to Chief Minister's Cell petitions
Duties of Book Section	
1.	Processing the files for printing SLM
2.	Receiving printed SLM from printers
3.	Dispatch of SLM to the Students of direct admission
4.	Dispatch of SLM to all the Learner Support Centers
5.	Maintenance of SLM Stock Register, Data Entry and Records
6.	Operation and maintenance of postal franking machine for dispatch of SLMs and official Correspondence

7	Record-keeping of all logistics and inventory data
Online Programmes	
1.	Receipt and processing of online applications and supporting documents
2.	Two-tier document and eligibility verification
3.	Admission of qualified students to online programmes
4.	Preparation of timetables and coordination of live online classes
5.	Editing and uploading the recorded lectures to the Learning Management System (LMS) Platform
6.	Uploading of e-resources and study materials to LMS
7.	<p>Student Support Services</p> <ul style="list-style-type: none"> • Notifications on online classes, assignments, projects and exams • Change of Address • Change of Elective • Name Correction <p>Issue of</p> <ol style="list-style-type: none"> a) Bonafide Certificate b) Course Completion Certificate c) Medium of Instruction Certificate d) Transfer Certificate e) Processing of fee refunds
8.	Preparation of monthly bank statements
9.	Forwarding online project reports to COE
10.	Maintenance of Stock Registers
11.	Compilation of online student admission data
12.	Preparation of DCB (Demand Collection and Balance)
13.	Preparation of CIQA report for online programmes
14.	Handling student grievances via email, phone and in-person

DIRECTORATE OF COLLABORATIVE PROGRAMMES

Activities

- Deputation of Inspection teams to reputed educational institutions seeking approval for starting new Collaborative Programmes centres. Based on the recommendation of the Inspection team and approval of the Syndicate, the new centres are approved.
- Deputation of Inspection teams for grant of additional programmes / additional intake for the existing Collaborative Institutions.
- Conduct of Board of Studies (BoS) Meetings to frame, revise and modify Curriculum for the Collaborative Programmes through the Director, C.D & D.C.
- Renewal of Collaborative Academic Agreement / Memorandum of Understanding (MoU) once in three years between Alagappa University and approved Collaborative Institutions to continue their academic activities.
- Making students admission online through Collaborative Institutions.

- Redressal of grievances of the students of Collaborative Programmes regarding admission, refund of tuition fees, change of Programme and change of centres. Replying to the complaints received through **RTI / Legal**.
- Receipt of tuition fee collection from the various Collaborative centres through online payment gate way and submits the records to Finance Section.
- Conduct of Meeting of **Advisory Committee** on Collaborative Programmes and implements their recommendations with the approval of Vice- Chancellor.
- Issue of the following Certificates to the passed out students
 1. Migration Certificate
 2. Medium of Instruction Certificate

CENTRAL LIBRARY

Alagappa University Central Library is the cornerstone of academic life, serving as a hub for learning, research and intellectual development at Alagappa University. The following activities are carried out in the Central Library:

Acquisition Section

- Receiving suggestions/recommendations for the procurement of publications from Departments / Centers
- Accessing the publications- Books and Non-Book Materials
- Passing the bill for payment
- Attending queries for the purchase of publications
- Maintenance of files and records for procurement
- Maintenance of expenditure details about books and Non-Book Materials
- Processing of projects books

Technical Section

- Assigning call number for books with the help of Dewey Decimal Classification (DDC) Scheme.
- Pasting the Spine and Date labels in the books and noting the Call no. on the spine label and Accession no on the date label along with the Call no.
- Arranging the library books along with other processed books to be displayed each month.
- Preparing the list of the processed books during a month with bibliographical details, Accession no and location using Microsoft Word.
- Sending the processed books for display each month after entering the required details of the books in the OPAC.

Circulation Section:

- Registration of membership, issue of books, return of books and issue of dues particulars are carried out in this section.

Newspaper Section:

Tamil and English dailies are subscribed for the users

Reading Hall:

Users are allowed to go through the Reference books such as Encyclopedias, Handbooks, Dictionaries, Atlases, etc., that are kept in the reading hall.

Stack Room:

- Arrangement of all the printed books in arts, science and humanities in the Stack Room.
- It also houses all the Tamil language and literature books and books donated by philanthropists such as Ra.Ya. So. and Dr.V. Sp. Manickam

Internet Lab:

- Computer terminals provide access to the internet facility provided by National Knowledge Network (NKN) infrastructure with 1 Gbps connectivity and also 8 Mbps connectivity of our university.
- Forty personal computers are available for the users.

Access to e-resources

- Access to e-resources through the One Nation One Subscription (ONOS) is coordinated by the Information and Library Network (INFLIBNET) Centre, acquiring national licenses for e-journal/database subscriptions from most of the prominent journal publishers.
- A total of 30 major international journal publishers have been included in ONOS.
- All the journals published by these publishers will be accessible to the students, faculty members and researchers.

Theses/Journals Back-Volumes Section:

- Theses and dissertations pertaining to Ph.D., and M.Phil. Programs of our University are available for reference.
- Also, back-volumes of journal and magazine issues are available in this section.

Bindery Section:

- This section has necessary resources (especially a Cutting Machine) for binding of books and journals.
- This section also assists the Administration in the preparation of reports, minutes, pamphlets etc.

ESTATE DEVELOPMENT AND MAINTENANCE SECTION

Sl.No.	Name and Designation	Nature of Work
1.	Assistant Engineer (Elec.)	<ul style="list-style-type: none"> ➤ Execution and supervision of major and minor electrical works valued up to ₹25 lakhs, ensuring adherence to government norms and University guidelines. ➤ Preparation of estimates, tender documentation, agreement preparation, preparing Bills etc. ➤ Operation and maintenance of air conditioning systems installed in academic buildings, laboratories, offices, and auditoriums. ➤ Maintenance and servicing of generator sets (DG sets) to ensure uninterrupted power supply during

		<p>outages and for critical events.</p> <ul style="list-style-type: none"> ➤ General electrical maintenance, covering lighting, fans, power points, and all internal electrical infrastructure and external street lights, campus lighting etc. in all the classrooms, hostels, administrative blocks, public utility areas etc. in entire University campus. ➤ Operation and Maintenance of 500KVA HT Transformer and 630KVA HT Transformer, MV panels, VCB, Load break switch, yard maintenance etc. ➤ Maintenance of Over Headlines, Panel boards, Distribution boards, EB service points including fault rectification, preventive care, and coordination with TANGEDCO for grid-related issues. ➤ Operation and Maintenance of Public Address Systems in all the auditoriums ➤ Technical support and Execution for special events and functions such as convocations, conferences, VIP visits, and NAAC peer team assessments. ➤ Electrical Maintenance of Vice Chancellor's Residence, Registrar's Residence, Main Guest House, International Guest House, International students Hostel etc. ➤ Maintaining TNEB service points and passing EB bills of HT service, LTCT service and LT service connection.
2.	Assistant Engineer (Civil)	<ul style="list-style-type: none"> ➤ Preparation of estimates for all the Civil works ➤ Preparation of bills and recording of the bills in the M.Books. ➤ Renovation and maintenance of buildings. ➤ Looking after construction work under RUSA fund. ➤ OHT water tank 1 lakh litre capacity of 2 nos. daily water distribution maintenance. ➤ Daily monitoring of 40 no. of borewell for the effective water distribution without any interruption. ➤ Ladies and Gents hostels maintenance and water supply maintenance ➤ Steps for obtaining DTCP approval 25 nos. of buildings. ➤ Other related civil works as and when instructed by the higher authorities.
3.	Junior Engineer (Civil)	<ul style="list-style-type: none"> ➤ Preparation of estimates for all the Civil works ➤ Preparation of bills and recording of the bills in the M.Books. ➤ Renovation and maintenance of buildings.

		<ul style="list-style-type: none"> ➤ Looking after construction work under RUSA fund. ➤ OHT water tank 1 lakh litre capacity of 2 nos. daily water distribution maintenance. ➤ Daily monitoring of 40 no. of borewell for the effective water distribution without any interruption. ➤ Ladies and Gents hostels maintenance and water supply maintenance ➤ Steps for obtaining DTCP approval 25 nos. of buildings. ➤ Other related civil works as and when instructed by the higher authorities.
4.	Assistant Technical Officer	<ul style="list-style-type: none"> ➤ University all Telephone maintenance work. ➤ All BSNL bill payment work and Communication related work in the University. ➤ Undertaking repairs & renewals of <ul style="list-style-type: none"> BSNL Line & OFC - 68 Nos. Mobile - 16 Nos. Intercom Exchange - 03 RF Tower - 03 Intercom - 360+ Internal Exchange - 05 ➤ Any other work assigned by University Higher Authorities.
5.	Assistant	<ul style="list-style-type: none"> ➤ Purchase of civil and electrical materials. ➤ Preparing Quotation and placing supply orders Civil, Electrical materials required by the departments. ➤ Preparation of all the file Notes, order preparation for submission to V.C. ➤ Daily tapal collection distribution to AE (Civil) and AE (Elec.) ➤ Monthly demand and annual, lease agreement preparation and renewal of Indian Bank, City Union Bank, NCC, Galaxy, Canteen, H2next, Meya Lab, Mechstellar, the Companies. ➤ Demand collection and Balance register for rent for 53 nos. of residential buildings of staff. ➤ Monthly bill for the security staff preparation. ➤ File preparation and refund of Caution Deposit in respect of 3 nos. Auditorium booking for University functions and public functions. ➤ Processing University canteen tender and monthly rent collection for it.

6.	Electrician	<ul style="list-style-type: none"> ➤ General electrical maintenance, covering lighting, fans, power points, and all internal electrical infrastructure and external street lights, campus lighting etc. in all the classrooms, hostels, administrative blocks, public utility areas etc. in entire University campus. ➤ Operation and Maintenance of 500KVA HT Transformer and 630KVA HT Transformer , MV panels, VCB, Load break switch, yard maintenance etc. ➤ Maintenance of Over Head lines, Panel boards, Distribution boards, EB service points including fault rectification, preventive care, and coordination with TANGEDCO for grid-related issues. ➤ Operation of Public Address Systems in all the auditoriums ➤ Taking Meter Readings for Domestic and Commercial consumers, Preparation of current consumption Bills and collection etc.,
7.	Office Assistant	<ul style="list-style-type: none"> ➤ Allotment of Convocation hall and LCT.PL., Veerukaviyaranar Mudiyanar Arangam for attend University functions, public functions.
8.	Watchman	<ul style="list-style-type: none"> ➤ Tapal and file transmission to various sections.
9.	Electrician cum Plumber	<ul style="list-style-type: none"> ➤ General electrical maintenance, covering lighting, fans, power points, in all the classrooms, hostels, all the departments in science campus and all internal electrical infrastructure and external street lights, campus lighting and public utility areas etc. in the entire Science campus. ➤ Operation and Maintenance of 500KVA HT Transformer , MV panels, VCB, yard maintenance etc.,
10.	Sweeper cum Scavenger	<ul style="list-style-type: none"> ➤ Plumbing works for the entire University campus ➤ Repairs, renewals and maintenance work in respect of departments, hostel and garden area water lines.

a. Security men, gardeners and other service providers

1. Periodical renewal of contract for outsourcing the staff
2. Regular checking of Muster Roll and forwarding to the finance section
3. Deploying additional work force to the needy section/department
4. Monitoring the payment of PF and ESI contributions for the outsourced staff

b. Canteen, Bank, NCC Office, Post Office

1. Periodical renewal of contract
2. Collection of monthly rent and deposit into the University account

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR / ASSISTANT REGISTRAR (GOVERNANCE – AUTHORITY / LEGAL)

The Deputy Registrar/Assistant Registrar is responsible for arranging all the statutory meetings of the University such as the meetings of Syndicate, Senate, Finance Committee, Standing Committee on Academic Affairs etc. as per the provisions of the Alagappa University Act, Statute, Ordinance and Regulations.

- a. He shall get the order from the Vice-Chancellor for convening the meetings with the agenda items received from various sections of the University.
- b. As the first item on any Agenda of any meeting is the “Action Taken Report” relating to previous meeting, he shall prepare the ATR with input from various sections responsible for implementation of the resolutions.
- c. He shall prepare an estimate of expenses to be incurred for organizing the meeting and apply to the Finance Officer for an advance amount of money to meet the expenses.
- d. Notice of the meeting along with the Agenda and Notes on Agenda shall be prepared and sent to all the members of the concerned meeting.
- e. He must make necessary arrangements for holding the meeting at the appointed time, date and venue.
- f. During the course of the meeting he shall arrange to prepare the TA bills of all the members and disburse the sitting fee and TA and DA.
- g. After the meeting is over, he must in consultation with the Registrar, prepare the Minutes of the completed meeting and get the signatures of all the members.
- h. When the Minutes is signed by all, he must send the abstract of the resolution to every section which had sent the input for passing the resolution with the approval of the Vice-Chancellor.
- i. Finally he must arrange to collect all the bills and settle the advance amount obtained for holding the meeting.
- j. The Minutes shall be properly documented in both hard and soft modes for circulation to all the members who attended the meeting.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (ADMINISTRATION INCLUDING ESTABLISHMENT)

He / She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to General Administration of the University.
2. Making decisions as per the administrative and financial powers delegated in the statutory provisions
3. Procurement of goods and services for the University at best possible price and ensuring compliance with the regulations/guidelines provided in the Act, Statute and Rules specified in the Govt. of the Tamil Nadu. viz. Purchase procedures, Tender Transparency Act of Govt. of TN. etc.
4. Regular coordination with Contract Committee, Technical Committee etc. for timely finalisation of procurement of goods and services in the University.

5. Ensuring strict adherence to contractual clauses in the Contracts/AMCs etc. finalised by the University under delegated Financial Powers of the Vice Chancellor/Registrar.
6. Releasing tenders/EOIs for the indulgence of contractors for provisioning services/goods in the University.
7. Ensuring timely feedback to the Registrar on issues regarding tenders/ procurements/ administrative issues from time to time.
8. Providing answers to the RTIs and handling court cases regarding procurement and other related matters of General Administration. He / She must keep the Registrar regularly informed about the cases and obtain requisite orders wherever required.
9. Service matters such as recruitments, appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive etc. pertaining to both teaching and non-teaching employees (regular and contractual) of the University.
10. Maintenance of sanctioned scale register, roster, seniority list and gradation list of both teaching and non-teaching employees.
11. Maintaining personal file, service detail, leave records, LTC etc. of Teaching and Non-Teaching Staff.
12. To ensure the compliance of all national and state standards and implementation of policies pertaining to both teaching and non-teaching employees (both regular and contractual) with the approval of the Competent Authority.
13. Assisting the Registrar to develop and implement effective strategies for the betterment of the University.
14. Organize appropriate training programmes regularly for the employees of the University in order to ensure upgradation and enhancement of their skills and knowledge.
15. Promotion and maintenance of constructive relationships for coordination with key external stakeholders, including Govt. of TN, Govt. of India, UGC and other Agencies in respect of the tasks related to General administration.
16. General supervision of Divisions and adherence to Office Procedures.
17. He / She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He / She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.
18. The Deputy Registrar shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.

DUTIES AND RESPONSIBILITIES OF ASSISTANT REGISTRAR (ADMINISTRATION AND ESTABLISHMENT)

He / She shall be responsible for the following:

1. Assisting DR (General Administration) in performance of his/her duties.
2. Handling of all procurement proposals
3. Handling of all tender related procurement and ensuring applicable regulatory compliance.
4. Handling tasks related to management of contracts related to services including Security.

5. He / She shall look after day-to-day work of the Division as per the instructions from the higher authorities from time to time.
6. He / She will provide regular feedback to the Deputy Registrar (GA) on issues regarding contracts/tenders/ procurements and other important & pending issues of the Division.
7. He / She shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution. He/ She shall also get regular updates from the staff and guide them to ensure that the jobs assigned to each of them are completed.
8. He / She shall be responsible for smooth and efficient working of the Division and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
9. He / She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with appropriately.
10. Any other work assigned by the Registrar/Vice Chancellor from time to time.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (FINANCE)

1. Ensure the overall accuracy of financial information recorded in the University's general ledger and reflected on the University's account and other financial reports submitted to Finance Committee, Audit Committee and other stakeholders.
2. Oversee the development and implementation of robust local financial systems and processes (e.g., Fund flow and investment managements) as appropriate.
3. Proactively develop financial forecast analysis to assist in areas such as management of financial risk and cost control effectiveness
4. Lead the process of analysis and interpretation of financial reports to ensure that accurate
5. Ensure that the finance team has all the necessary resources needed to provide enough financial information to support all the existing and upcoming academic programs by supporting the authorities in preparation of financial reports needed for this objective.
6. Support Finance Officer in preparing budgets for new collaborations/programs/courses/projects and revisions of existing projects.
7. Help in design and implementation of processes which clearly define the operations of functions related to development and maintenance of University's assets (Land and buildings) and track the expenses done for these activities along with their budgeting and report the deviations on a regular basis for assistance in audits.
8. Maintain and upgrade with the help of "MIS Section" computer systems which capture information required for internal and external financial reporting.
9. Participate in recruitment activities as well as initiate the performance development training programs.
10. Develop financial goals and objectives for the finance team of the University.
11. Help the Finance Officer in building and implementing necessary financial controls throughout the University.
12. Develop financial policies and procedures for operational efficiency.
13. Ensure that financial operational activities are executed and delivered as per the standards set by the University.
14. Develop operational initiatives to achieve financial goals.

15. Assist in the selection process of eligible and deserving staff in the respective department to ensure high-standards of operation as and when needed.
16. Monitor regularly the expenses and ensure that they stay within the established budget.
17. Maintain sufficient funds by forecasting cash requirements and obligations.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (EXAMINATIONS)

1. With the approval of the authorities, issue Notifications inviting applications fixing the dates of commencement of examination.
2. Prepare the detailed time-tables of all examinations and arrange to notify them for the information of candidates registered for the examinations as per calendar of events.
3. Declare and notify the centre of examinations for both theory and practical, 30 days in advance of the commencement of practical examinations in consultation with CoE
4. Responsible for the proper maintenance of the records for stock registers, furniture, stationery etc., required for the work in the Section.
5. Assist the CoE to print and supply the various forms, registers, marks cards, answer books and other stationaries etc., required for the office work and for the centre of examination.
6. Assist the CoE to purchase/procure the required stationery articles for the use of office and centre of examination as per rules, maintain the stock-account and supply them to various Boards and Centre of Dispatching, Tabulation etc.,
7. Assist the CoE to arrange for the proper distribution and disposal of day-to-day tappals in the Section and to issue of migration certificate, provisional Degree certificate, marks cards and rank certificate, Duplicate marks card, Duplicate Degree Certificate etc.
8. Attend to all the types of work connected with the convocation under instructions of the CoE
9. Assist the CoE to place before the Syndicate the Panel of Examiners suggested by the Board of Studies for its final approval.
10. Prepare and supply relevant extracts from this Examination Manual for the guidance and benefit of several Officers/officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.
11. In Addition to the above duties, carryout any other duty / duties entrusted to him by the CoE.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT REGISTRAR (EXAMINATIONS)

1. Discharge all the duties and responsibilities entrusted to him by the CoE / Deputy Registrar
2. Supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT (EXAMINATIONS)

1. Shall exercise general control over the Section including supervision and coordination of work, discipline of staff and punctuality of attendance.
2. Ensure that all communications received in the section are accounted for and those that require action are brought before the appropriate officer promptly.
3. Ensure that no correspondence shall be kept pending without appropriate action for more than three working days in the section.

4. He / She should see that all cases are submitted for orders within 3 working days of the receipt of the cases.
5. Any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part.
6. Personally attend to confidential and important cases and be the custodian of the concerned files.
7. Scrutinize and supervise a) Receipt and Dispatch Register b) Weekly and Months arrears list c) Candidates lists d) Result sheets e) Progress Charts f) Work charts and g) Such other files and Registers.
8. Work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

DUTIES AND RESPONSIBILITIES OF COMPUTER CENTRE AT EXAMINATION WING

The Examination Computer Centre is headed by System Analyst (SG) and assisted by operators who work under the direct control of CoE.

The Computer centre is an exclusive restricted area with limited access. Entry and exist to the centre is regulated through permission of CoE or any authorized officer of the University. The entire staff of the Computer Centre report to the CoE only or to any other person as authorized by him.

The nature of work carried out at the Centre is as follows:

1. Collection of University Departments / Affiliated colleges / Distance Education / Online Education & Collaborative mode details and students data from Academic Section and generate Register Number and unique Student Id.
2. Collection of data of students who have got transferred from other University/colleges year wise / semester wise / course wise.
3. Hosting of Examination Application Forms for all programmes on e-portal.
4. Issuing of candidates list for all programmes /courses to colleges through e-portal.
5. Providing of Practical Subjects list with code for conducting practical examination 30 days before commencement of practical examination through e-portal.
6. Generate question paper indent subject wise, college wise, centre wise within 5 days from the last date of submission of examination application form.
7. Hosting of Hall Tickets through e-portal.
8. Receiving of original Marks list of all Courses of covering theory paper / practical examination / Internal Assessment / Viva- voce through on line mode (soft copy) as well as in printed format (hard copy) from the Colleges / Departments.
9. Making arrangements for data entry or processing of scanned data provided by the scanning section / agency authorized by the University for the said purpose.
10. After collection of practical / theory marks data, the Computer Section / the authorized Agency should process and tabulate the result and declare the same and host in the University website.
11. Printing of Marks cards, Examination Ledger, Passing Certificates and other documents.
12. Preparing of Merit list and Rank list / eligibility list / presentation list course wise in U.G. Courses and subject wise in case of P.G. Courses.
13. Printing and issue of Results Statistical Data for all courses.

14. Maintain all pertinent records in the computer centre both in hard and soft form and one set of same documents shall be handed over to the record section.
15. Periodic upgradation of software and hardware shall be ensured.
16. Maintain copy of all regulations for all courses being offered by the University.
17. Monitors results that are withheld due to various reasons such as Mal-practice, court cases, etc.
18. Provide all information as and when sought to CoE / Deputy CoE / Deputy Registrar or to any other officer as authorized by CoE.
19. Foresee the needs of examination section and ensure that the same are procured well in time so as to ensure smooth functioning of the examination section.
20. Receive and document all the complaints received from students, get the same addressed and provide solution within reasonable time by following established protocols.
21. Any other work entrusted by the CoE from time to time.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (RESEARCH)

1. Assisting the Dean-Research for conducting RAC meeting (Preparing agenda, intimating Minutes), uploading all documents pertaining to research in the University website (Maintaining Research link)
2. Updating modifications / amendments in the regulations for Ph.D. Programme, updating modifications / amendments in the regulations for D.Sc./D.Litt. Programme
3. Processing the applications for recognizing guideship (with the assistance of R4)
4. Processing the applications for recognizing Research Centres (with the assistance of R4)
5. Processing the applications of other institutions, for recognizing Research Centres (with the assistance of R3)
6. Processing the applications for Revival of Approved Research Centres (with the assistance of R3 / R4)
7. Processing the D.Sc., / D.Litt. applications.
8. Processing the D.Sc., / D.Litt. Thesis for evaluation.
9. Reply to RTI / CM cell petitions
10. Overall supervision of the Office of the Dean-Research.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (PLANNING AND DEVELOPMENT)

- Take necessary steps to furnish the Scheme / Project proposal to the Higher Education Department and follow up its implementation and Monitoring of Schemes announced by the Government of Tamil Nadu & Action Taken Report (ATR) for Higher Education.
- Arrange to collect the proposals from faculty members and submit the same to the UGC and see its implementation and Monitoring of Schemes announced by UGC.
- Liaison with the Department concerned for arranging for signing of MoU with National / International Institutions.
- Monitor the functions of Alagappa University Research Fund (AURF) – Fellowship / Seed money / VEP / Travel / etc.
- Arrange the Expert Committee for vetting and forwarding of requests from the faculty members for submission of proposals for Awards and student projects
- Vetting and forwarding of requests from the faculty members for participation / presentation of papers in the International / National Conferences / Seminars.

- Vetting and forwarding of requests from the faculty members for organizing conferences / seminars / workshops at International / National levels
- Ensure that celebration of International / National days are conducted as per schedule approved.
- Ensure that the programs / events of Centres / Cells / Clubs are conducted by the respective Departments / Units concerned.
- Arrange the distribution of Merit Scholarship University by the Government of Tamil Nadu / External bodies after due assessment of merit order of the candidates. (PMT / VOC)
- Arrange Accidental Group Insurance for employees and students of the University
- Arrange training and motivation programs for non-teaching staff
- Arrange preparation of Annual Report
- Preparation of Policy Note and Makkal Sasanam for submission to the State Government
- Ensure that the Uploading of University Data and Monitoring of data uploaded by the affiliated colleges in respect of All India Survey on Higher Education Scheme
- Arrange to furnish all statistical report / replies to appropriate bodies of the Govt. of Tamil Nadu / Govt. of India / UGC / Agencies
- Process the request for Adjunct / Visiting Faculty from the Departments
- Process the request for conducting Alumni and PTA meetings
- Process the request for Endowment Lectures, Special Chairs
- Initiate steps for FRRO Registration / C form / S Form in respect of overseas students / scholars / visitors.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (ESTATE DEVELOPMENT AND MAINTENANCE)

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related new proposals for construction / establishment of academic / administrative buildings / facilities
2. Coordination with PWD to ensure monitoring and timely completion of new construction works in the University campus.
3. Ensuring timely payments of grants from the funding agencies and its utilization for the projects.
4. Making decisions as per the delegated financial powers wherever required.
5. Providing timely feedback regarding tenders/ procurements/ administrative issues and all matters related to Project management and association with the funding agencies to the Registrar.
6. Ensuring strict adherence to contractual clauses in the Contracts/Annual Maintenance Contract (AMC) etc. finalised by the University under delegated financial powers of the Vice Chancellor/Registrar.
7. Handling of correspondence with the State Govt. and other statutory organisations and funding agencies
8. General supervision of Division and adherence to Office Procedures.
9. He / she shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments along with all relevant rules and regulations related to the case/proposal.

10. He / She shall be responsible for planning and scheduling of the entire Civil / Electrical / Plumbing works well in advance and shall take the periodical reviews of its execution.
11. He / She shall be personally responsible for the smooth conduct and working of the Division.
12. He / She shall convene regular meetings of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He / She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.
13. He / She shall be responsible for preserving of all the documents/files/records concerning to the Division as per policy in vogue.
14. Any other work assigned by the Registrar/Vice-Chancellor from time to time.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (MANAGEMENT INFORMATION SYSTEM)

The Management Information System (MIS) wing is responsible for the effective management, integration and utilization of an organization's information systems. Its role is pivotal in ensuring data integrity, optimizing information flows, and supporting strategic academic decisions through comprehensive data analysis.

The MIS collaborates with various departments to identify needs, develop solutions and implement systems that drive efficiency and innovation.

Key Responsibilities

System Management and Maintenance

- Oversee the installation, configuration and maintenance of information systems.
- Ensure system security, data integrity and availability of information.
- Conduct regular system audits and generate reports on system performance and usage.

Data Analysis and Reporting

- Collect, analyze and interpret data to provide actionable insights for academic strategy.
- Develop and maintain dashboards, reports and visualizations for various stakeholders.
- Support data-driven decision-making processes across the organization.

Technical Support and Troubleshooting

- Provide technical support to various departments and sections of the University for information systems, resolving issues promptly.
- Train users on system functionalities and best practices.
- Collaborate with Computer Science and other departments to solve complex technical problems.

Project Management

- Lead and manage MIS projects, ensuring timely and within-budget delivery.

- Work with cross-functional teams to gather requirements and develop project plans.
- Monitor project progress and adjust plans as necessary to meet objectives.

System Development and Integration

- Identify opportunities for system improvements and innovations.
- Design and implement system enhancements and integrations with other educational applications.
- Ensure compliance with academic standards and regulatory requirements.

CONCLUSION

This manual has been designed to inform the staff of Alagappa University about their duties and responsibilities. It is intended to supplement the information contained in the University's Act, Statute, Regulations and Ordinances. Various sections of the Manual cover the duties of (1) Deputy Registrar (2) Assistant Registrar (3) Superintendent (4) Assistant and Junior Assistant.

This manual gives the members of Staff some indication of the scope of duties of the various administrative positions and it can serve to help decide which position best meets the particular interests. The Officers concerned will be happy to provide the staff with additional information.

As an officer, one should be familiar with the scope of responsibilities of his/her position. Knowing how, where and to whom the suggestions, proposals or inquiries should be directed can only result in improved communication and organizational effectiveness.

This manual has been prepared with inputs from different Sections of our University and vetted by a team of experts. It is important that the Manual is periodically reviewed, modified and improved depending on the changes that are taking place in various Sections.