



Government of Tamil Nadu

MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005

**Department of Higher Education,
Secretariat,
Chennai-600 009**

(February, 2007)

PREFACE

Preface

The Government of India have enacted the Right to Information Act 2005 (Act 22 of 2005) which came into effect from 15.06.2005. This act provides for Right to Information to citizens to secure access to information under the control of public authorities and also to promote transparency and accountability in the working of every public activity.

2. Under Section 4(1)(b) of the Act, it is mandatory for the public authorities to publish all particulars required therein for information of the public.

3. Accordingly, this Manual relating to the Higher Education Department, Secretariat is published. This manual contains the details of organization, functions, duties, powers etc. for the use of the public. This manual also contains the list of Public Information Officers/ Appellate Authorities for the use of public, as required under the Act.

4. It is hoped that this Manual will serve the needs of the general public with reference to the Right to Information Act, 2005.

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CHAPTER -1
INTRODUCTION

INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, this manual has been brought out by way of publication of all relevant information as required therein.

The purpose of this manual is to inform the general public about Higher Education Department's organisational set-up, functions and duties of its officers and employees, records and documents that are available with the Department.

This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by this Department and the Head of Departments under its administrative control.

A person requiring any information under this Act may contact any of the Public Information Officers as indicated in Chapter 17.

Persons, who desire to obtain any information under this Act, shall make a request in writing or through electronics means in English or in Tamil, accompanying such fee as may be prescribed from time to time under the Tamil Nadu Right to Information (Fees) Rules, 2005.

CHAPTER – 2
[Sec.4(1)(b)(i) of the Act]

**PARTICULARS OF ORGANIZATION,
FUNCTIONS AND DUTIES**

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1. Objective / purpose of the Department.

The basic objective of the Department is to formulate policies, laws, regulations and various programmes based on the needs of the society now and then, for achieving the following goals of the Government in the field of Higher Education in Tamil Nadu.

- To provide Higher and Technical Education.
- To provide higher education for the youth from poor families to have an equal opportunity to pursue higher education.
- To achieve the Higher Education access rate 25% by 2020.
- To improve the infrastructure facilities in colleges.
- To improve and enrich the syllabus.
- To improve the quality of Higher Education and Technical Education
- To popularize Science and Technology among the people in General and students in particular in Urban and Rural areas in this State.
- To create Scientific temper among the students and encourage research activities in Science and Technology in this State.

2.2. Vision Statement of the Department.

It is the aim of the Government to make the State of Tamil Nadu, the foremost State in the country in the field of Higher Education.

It is the aim of the Government to introduce more job-oriented courses in Arts and Science Colleges.

It is the aim of the Government to provide access to higher education for large segment of population.

It is the aim of the Government to improve the quality of the existing institutions rather than merely increase in the number of new institutions.

2.3. Duties of the Department.

The Higher Education Department was formed in 1997, after bifurcation from the Education, Science & Technology Department of Secretariat. According to the allocation of subjects as per the Business Rules, applicable to all the Departments of Secretariat, this Department has been allocated the following items of work:-

1. Overall administrating the Head of Departments functioning under Higher Education department
2. Policy formulation,
3. Finalisation of the annual budget relating to the schemes implemented Higher Education by the Department.
4. Administrative sanctions for various projects and programmes
5. Advice to other departments in Higher Education and Technical Education.
6. Universities.

This Department coordinates the activities of the following ten Heads of Departments:

Name of the Head of Department	Functions in Nutshell
Collegiate Education	The Directorate of Collegiate Education was formed in the year 1965 with a view to exclusively administer Collegiate Education by bifurcating the erstwhile Directorate of Public Instruction into Directorate of School Education and Directorate of Collegiate Education. Matters relating to Government, Government Aided and Self Financing Arts and Science College, Training Colleges, Oriental Colleges, Physical Education and School of Social Work. Opening of Government Arts and Science Colleges, Sanction of New Courses and establishment matters relating to College teachers. Implementation of UGC scales pay.
Technical Education	Matters relating to Engineering Colleges, Polytechnic Colleges and Special Institutions, conduct of Technical Examination. Technical Teachers' Training, Lateral Entry Admissions to Engineering Colleges. Transfer of students from one engineering college to another. A Construction wing of a PWD is functioning under the control of Technical Education especially for construction of the Government College buildings. Sanction of Grants to Anna University. Technical Education Quality Improvement Programme (TEQIP).
Tamil Nadu Archives	The orderly storage, preservation and retrieval of records relating to Secretariat and other Government Departments. Historical Research activities, Microfilming of pre-mutiny records.
Tamil Nadu Science and Technology Centre	Established by Govt. Tamil Nadu in 1983. The Centre has been registered under Societies Act and functioning under the Chairmanship of Hon'ble Minister for Education, Government of Tamil Nadu. Its main objective is popularizing Science and Technology among the general public and students both in urban as well as in rural areas in the State.
Science City	Entire Guindy Taramani institutional belt consisting of about 60 educational and research institutions like I.I.T. Anna University.

	CLRI and Science Centre belonging both Central and State Governments has been declared as Science City with the objective of promoting Science and Technology. Science City is implementing various programmes connected to the development of Science and Technology.
Tamil Nadu State Council for Science and Technology	Tamil Nadu State Council for Science and Technology, an autonomous body under Government of Tamil Nadu was established in the 1984. With the objectives of Tamil Nadu State Council for Science and Technology are to popularize Science and Technology among masses and to develop scientific temper among the youth and promote research in science and technology in the State.
Tamil Nadu State Council for Higher Education.	Tamil Nadu State Council for Higher Education was established as an autonomous body by an Act of the Tamil Nadu Legislative Assembly in 1992 for the promotion and co-ordination with the University Grants Commission. The Activities of the Council are carried out with the allocation of funds made by the Government.
Universities	Alagappa University, Karaikudi, Anna University, Chennai, Anna University, Tiruchirappalli, Anna University, Coimbatore, Annamalai University, Chidambaram, Bharathidasan University, Tiruchirappalli, Bharathiar University, Coimbatore, Manonmaniam Sundaranaar University, Tirunelveli, Madurai Kamaraj University, Madurai, Mother Teresa Women's University, Kodaikanal, Periyar University, Salem, Tamil Nadu Physical Education and Sports University, Chennai, Tamil Nadu Open University, Chennai, Thiruvalluvar University, Vellore and University of Madras, Chennai.

2.4. List of services being provided by the Department with a brief write-up on them.

Administrative Section/Bills Section

The OP section deals with establishment matters related to the employees of the Higher Education Department as per the rules framed by the nodal departments, the Personnel and Administrative Reforms Department and Public Department of the Government of Tamil Nadu. As far as the claim of the staff of this department like salary, medical reimbursement, etc. there is a separate Bills section looking after all payment due to the staff members and also maintains the Service Registers of the staff.

Budget

'A' Section of this department deals with all Budget/Finance/Assembly related works and reports to Finance Department, Planning, Development and Special Initiatives Department, Legislative Assembly Secretariat, Hon'ble Chief Minister's Secretariat, Assurances Committee and Public Accounts Committee. Besides preparation of Governor's Address, Budget Speech, consolidation of Part – II Schemes, reports on Top Priority Schemes of Chief Minister's Secretariat, preparation of Annual Plan and Five Year Plan. This section has also been vested with the responsibility of keeping track of issuance of G.O.s on all schemes (Part-I and Part-II), announcements relating to this department made by His Excellency The Governor of Tamil Nadu, the Hon'ble Chief Minister, Minister for Finance and Minister for Higher Education.

Besides the Administration and Budget Sections, the remaining sections are divided among the three wings viz. Collegiate Education, Technical Education and University Education, dealing with various subjects, schemes which are implemented by the Heads of Departments/Universities under the control of Higher Education Department inclusive of the corresponding administrative issues. They are briefly as given below:-

COLLEGE WING:

SECTION	SUBJECT
“E”	: Opening of Aided, Self Financing Arts and Science Colleges and Training Colleges. I.A.S.E. and C.T.E. minority status of private Arts and Science Colleges and Training Colleges. Special Institutions and general policy of Self Financing Colleges. Service matters of teaching staff including Graduate Librarians of Aided College. All non service matters relating to aided Arts and Science and Training Colleges.
“F”	: Service matters of Director, Joint Directors, Principals, Professors Lecturers and GPF rules relating to above personals.
“G”	: General and common issues and demands of all associations of Government Arts and Training Colleges. Opening of Government Arts Colleges. Sanction of teaching and non-teaching posts to Government Arts and Training Colleges and Directorates and Regional Directorates. Schemes including National Service Scheme. Service matters of staff of Directorate of Collegiate Education, Regional Directorates of Collegiate Education, Government Arts and Training Colleges. Tamil Nadu Government Servants’ Conduct Rules relating to all personnel of Collegiate Education Department. State Institute of English. Non-service matters of Directorates and Regional Directorates of Collegiate Education.
“D”	: Service matters of non-teaching staff including non-Graduate Librarians of aided Arts and Science and Training Colleges. Scholarship relating to Higher Education only. Demands of aided College teachers and non-teaching staff associations. Taking over of Aided Colleges. Madras School of Social Work.

TECHNICAL WING:

SECTION	SUBJECT
“B”	: Non-service matters of Director of Technical Education including construction wing, matter relating to Technical Examinations. Lands in Central Institute of Technology Campus. Framing of Service Rules relating to Technical Education Department. Tamil Nadu Educational Loan Rules, 1962. Creation, sanction, surrender and revival and continuance of temporary posts in Engineering Colleges and Polytechnics. World Bank Project, Opening of Polytechnics (Government, Government Aided, Self Financing) and Minority status of Polytechnics. Tamil Nadu State Council for Science and Technology, Tamil Nadu Science and Technology Centre and Science City, Chennai. Land Acquisition and construction of buildings for Engineering Colleges and Polytechnics. Project and Improvement (Government Building repair and maintenance)
“C”	: Service matters of Teaching and non-teaching staff of aided engineering colleges and polytechnics. All representations of service associations relating to the above. State Board of Technical Education and Training. All service and non-service matters of non-teaching staff in the office of Director of Technical Education, Government Polytechnics, Special Institutions and Government Engineering Colleges. All general and common matters of all Engineering Colleges and Polytechnics. Non-service matters of all technical and special institutions. (Rental Housing Quarters in respect of Technical staff (both teaching and non-teaching staff) shall be dealt with by the concerned Service sections).
“I”	: Service and non-service matters of teaching staff of Government Engineering Colleges. All matters of Anna University, Chennai, Anna University, Tiruchirappalli and Anna University, Coimbatore. Service and non-service matters of Group A and B Officers in the Office of the Directorate of Technical Education.

Representations of Service Associations relating to Service matters of above personnel.
 Service and non-service matters of teaching staff of Government Polytechnics and Special Institutions.
 Representations of service associations relating to service matters of above staff.
 Disaster risk management progress. (NPCBEERM)

“J” : Opening of Government Aided and Self-Financing Engineering Colleges.
 Minority status of Engineering Colleges.
 Policy decisions on Self Financing Engineering Colleges and conferment of minority status.
 All India Council for Technical Education.
 Tamil Nadu Industrial Liaison Board.
 Opening of Government aided and Self Financing Polytechnics.
 Policy decision of self-financing polytechnics.
 Technical Education Quality Improvement Programme.
 Indian Institute of Science, Bangalore.
 Institute of Higher learning for Technical Education.

UNIVERSITY WING:

SECTION	SUBJECT
“H”	: All statutory and non-statutory matters including Land acquisition of University of Madras, Annamalai University, Alagappa University, Avinashilingam University for Women, Madurai Kamarajar University, Manonmaniam Sundaranar University, Bharathiar University and Bharathisan University. Clarification on the applicability of University Grants Commission scales of pay and policy decisions. Institute of Traditional Culture. Rural Institute of Higher Education. Medium of Instruction in Colleges. Legislation relating to above Universities. Meeting of Vice-Chancellors of All Universities. State Council for Higher Education. Matters relating to legislation of the above Universities. All issues relating to Science and Technology both STED.

“K” : All statutory and non-statutory matters including land acquisition of Mother Theresa University and Gandhigram Rural Institute, Thiruvalluvar University, Periyar University, Tamil Nadu Open University and Tamil Nadu Physical Education and Sports University.
 Recognition of Qualifications on par with other Universities.
 Legislation relating to above Universities.
 Legislation on common issues of all Universities.
 Establishment of new Universities.
 General and common matters relating to all universities (Except Anna University).

2.5. Organizational Structure

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary to Government is the administrative head of this Department and principal adviser to the Government on all matters of policy and administration relating to Higher Education. He is assisted by a Special Secretary, two Deputy Secretaries, five Under Secretaries.

2.6. Mechanism available for monitoring the service delivery and public grievance resolution.

Each programme implemented by department has an in built monitoring mechanism. Periodical meetings are conducted by Secretary and Special Secretary of the department to review the progress of the implementation of the Scheme. Sanction of amount for the schemes are done in consultation with the advisory department and the Finance Department and monitoring of the scheme is made regularly and depending on the necessity. Higher Officials from the Government are deputed for verification/inspection of the schemes implemented by the Heads of Departments, whenever considered necessary.

2.7. Addresses of the Directorates under the control of this Department.

Name of the Directorate	Address
Director of Collegiate Education.	E.V.K.Samptah Maligai, 9 th Floor, College Road, Chennai-600 006. Phone Off: 28212091, 28276791 & 2827679 Per. 28212090. e.mail. tndceo @ md4.net.in
Directorate of Technical Education	Sardar Patel Road, Guindy, Chennai-600 0025. Phone Off: 22351018, 22350525 Per 22352299. Website. www.tndte.com .
Commissioner of Archives and Historical Researches.	50 – 51, Gandhi Irwin Road, Chennai-600 008. Phone: Per. 28191202, Off. 28190355, 28190855. e.mail. tnarchives @ vsnl.net

The Executive Director, Tamil Nadu Science and Technology Centre.	Gandhi Mandapam Road, Chennai-600 025. Phone Per. 24918787, Off. 24410025. e.mail tnste @ md5.vsnl.net.in
Vice-Chairman, Science City.	Planetarium Campus, Gandhi Mandapam Road, Chennai-600 025. Phone Per. 24454034, Off:24454054 and 24454034. e.mail. scicity @ md3.vsnl.net.in
Member Secretary, Tamil Nadu State Council for Science and Technology.	Director of Technical Education Campus, Chennai-600 025. Phone: 22301597, 22301428. Website www.tanscst.org
Vice-Chairman, Tamil Nadu State Council for Higher Education.	Lady Wellington College Campus, Kamarajar Salai, Triplicane, Chennai-600 005. Phone: Per. 28440961, Member Secretary Phone Per. 28446486, Off. 28445570. e.mail. tansche @ vsnl.in

2.8. Working hours of the Department

Opening hours : 10.00 A.M.

Closing hours : 05.45 P.M.

2.9. GENERAL

In tune with the changing needs of the society and the student community at large, the nature of duties and functions of this Department, in the field of Higher Education may undergo slight changes with regard to the types/numbers of schemes/programmes taken up for consideration/approval prior to their implementation by the Head of Departments. These details are incorporated in the "POLICY NOTE" of the Department prepared and placed before the Legislature every year, seeking budget provision of funds to meet out the expenditure involved.

CHAPTER –3
[Sec.4(1)(b)(ii) of the Act]
POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The following are the powers and duties of officers and employees of this Department:-

Secretary to Government

This department is headed by the Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Secretary is the administrative head of the Department and principal adviser to the Minister (Higher Education) on all matters of policy and administration relating to this department. The Secretary is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Special Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. The Secretary is to take steps for the prompt transaction of business in the department. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be over all in charge of the Department.

Special Secretary to Government

Special Secretary has been delegated to co-ordinate and oversee all the schemes/ sections excluding. He is designated as circulating officer to send cases direct to the Minister with reference to the general direction of the Secretary. He is an officer who acts on behalf of the Secretary.

Deputy Secretary to Government

The Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Deputy Secretary also exercises control over the sections placed in his/her charge. He is entrusted with the disposal of majority of cases coming up to him. He uses his discretion in taking orders of Special Secretary/Secretary on more important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

Under Secretary to Government

The Under Secretary exercises control over the sections placed in his charge generally consisting of 2 and 3 section and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work come to him from the section under his charge. He disposes as many cases as possible at his own level and takes the orders of the higher officers on important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

Section Officer

Section Officer is in-charge of a section of a Secretariat Department. He will be assisted by Assistant Section Officers who work under his direction and control. The training of Assistant Section Officers under him is one of his principal functions. He will manage and Co-ordinate the work relation to the section. He will scrutinize the files submitted by the Assistant Section Officers. He will guide the Assistant Section Officers in all aspect of work and see that they do not waste time and paper on needless noting or correspondence. He will have a keen watch on receipt of tappals and disposals of the same. He will not simply supervise but will undertake himself in dealing the difficult or important papers whenever necessary. He will be responsible for the despatch of all communications of the section and Section Officer should take independent actions on issuing reminders, obtaining or supplying factual information of a non-classified nature. He will ensure proper maintenance of registers, Office orders etc. keeping them up to date. He will ensure the neatness and tidiness of the Section.

Assistant Section Officer

The main duties of Assistant Section Officer in a section is to put up notes, drafts, maintain the Personal Registers and also to assist the Section Officer. He will maintain the Periodical Registers, reference books stock files etc. keeping them up to date. He will act according to the orders and direction of the Section Officer in imparting official duties. He will dispose off the tappals received by him without any delay. He will keep his seat neat and tidy.

Assistant

Assistants are expected to attend the routine work such as comparing, despatching, indexing and docketing of closed papers. They will also maintain the prescribed Periodical Registers and put up reminders.

Typist

Typist will type note and drafts and make fair copy of all communication to be despatched.

Private Secretary / Personal Assistant / Personal Clerk

He should keep the officer free from the worries of a routine nature and mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to involve himself to the work in which he has specialised. The Personal Assistant should earn the confidence of his officer for being entrusted with confidential and secrete papers. He should be familiar with the persons who come in contact with his officer and to interact as per the directions of the officer. He will perform the liaison work between the officer and the subordinates for smooth functioning of the office.

CHAPTER – 4
[Sec. 4(1)(b)(iii) of the Act.]
PROCEDURE FOLLOWED IN DECISION
MAKING PROCESS

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

All the Departments of Secretariat follows the same procedure in the process of decision making. This procedure to be followed in the regard is set out in detail in the Secretariat Office Manual and the Business Rules and Secretariat Instructions. Further, the process of decision making requires the participation of many officials – from ASO to Ministers including Chief Minister and the Governor at a few instances – depending on the nature of the issue involved. The procedure is elucidated in the following paragraphs.

The tappal is opened in the presence of the Section Officer in-charge of the tappal section, sorted out section-wise., numbered and sent to the Under Secretaries concerned. The tappals are then stamped with the date of its receipt. Envelopes addressed to officers by name and those marked 'Secret' or 'Strictly Confidential' or Confidential ' are opened by the Officers to whom they are addressed in the absence of the Officer concerned on leave or otherwise , such envelopes as are marked immediate is opened by an officers of equal or immediately lower rank in the department but not below the rank of Deputy Secretary to Government. Important communications are sent by the Under Secretary to the Secretary or to the Deputy Secretary as the case may be for perusal. After perusal by the officers (who enter on them any instruction they wish to give), the papers are sorted by the Assistant Section Officers / Assistants in charge of tappals, numbered (if it has not already been numbered) and sent to the respective Section Officers. The papers are them registered in his Personal Register by the subject Assistant Section Officer attached to the section. In case the subject Assistant Section Officer is away the Assistant, registers the currents.

If any paper relates to an unclosed case, the Assistant Section Officer adds the paper to the current or note file of the case, Otherwise, he puts each paper, in an appropriate pad and the paper thus becomes a 'Case'. He then obtains previous papers, if any, in the secretariat, referred to in the current or note file and, unless the case is taken over by the Section Officer, takes the necessary further action. Such action may be obtaining of further previous papers or precedents, the preparation of precis, the writing of a brief note stating the points for orders and, the drafting of an order, endorsement etc., in accordance with an established precedent. The Section Officer after making any revision of, or addition to, the Assistant Section Officer's note or draft or putting up a fresh one, submits the case to the secretary or Deputy Secretary or Under Secretary .The Section Officer shall himself attend to important cases which involve interpretation of Acts and Rules, preparation of notes for Public Accounts Committee etc. When submitting a case for orders, the note may suggest references for further information or remarks to other Departments of the Secretariat or to outside officers but should not suggest the orders to be passed except in simple cases and in cases where there are precedents, he may however, submit a draft answer to a Legislative Assembly question relating to facts and not to the opinion or policy of Government. The Officers to whom the case submitted should direct further action to be taken or suggest clearly the nature of the disposal to be make or the orders to be

passed in each case and it is the Secretary or Deputy secretary or Deputy Secretary who decides whether any Minister or the Governor should see the case at that stage. Specific orders of the Chief Minister should be taken if any case requires discussion at a meeting of the Council of Ministers with reference to the provisions of the Business Rules. The case is circulated, if so directed, and on return is submitted to the Secretary or Deputy Secretary for perusal. It is then sent to the Section Officer, being seen first by the Under Secretary if it belongs to a section under him. The section Officer passes it on with instructions to his Assistant Section Officers or keeps it himself for further action, if necessary. If further information is called for from the secretariat in the notes of Officers or of Ministers or the Governor this process is repeated, until final orders are passed. If a case in which a draft has been put up and circulated to the Ministers or the Governor and is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If however, the case in circulation did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the Assistant Section Officer and the file is resubmitted through Section Officer to Under secretary, the Deputy Secretary or the Secretary, as the case may be, who revises or passed the draft, circulating it again if he thinks this desirable. Drafts in important cases and Drafts of letters to the Government of India are prepared by the Under Secretary. The disposal as approved takes the form of an orders, letter, endorsement, telegram, demi-official or unofficial references or reply or 'lodged' paper. It is numbered and dated by the Assistant Section Officer of the Concerned section. In the case of order, letters, etc., to be indexed, the typist prepares a tabling slip. The Assistant Section Officer makes necessary entries in the Personal Register and closes the current in the register, if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the typist concerned for making out fair copy/. Confidential papers are sealed in the section concerned and sent to the Central Despatch Branch for despatch, while the rest are despatched by the Central Despatch Branch, direct U.O..files to their departments are sent by the section concerned direct to the departments through Office Assistants.

Fair copies are signed by the Secretary, Special Secretary or Deputy or Under Secretary or Section Officer. The Section Officers also attest copies or orders or proceedings of the government (excluding those intended for audit officers) endorsements and telegrams. Copies of communications which are confidential or secret in nature are, however authenticated by Under Secretaries. In the case of final disposals, the Assistant Section Officer concerned or the Assistant of the Section prepares dockets. Government orders which are received from other Departments of the Secretariat and are 'lodged' will not however, be docketted. On the return of the drafts from the Central Despatch Branch after issue, the Section, Assistant Section Officer makes sure that the papers have been properly despatched puts the drafts back in the respective files, and when the case has been finally disposed of, sends them to the Central Record Branch under the orders of the Section Officer who satisfies himself that there is no further action to be taken and

gives pass order in each case in writing which should be in red ink on the face of the docket sheet . Papers which do not carry a pass order will not be accepted by the Central record Branch. All references to which replies are due are kept intact in the section with the connected papers. Records are handed over to the Record-Clerk, posted for this purpose, after obtaining his signature in the last column of the Personal Register. Then Record Clerk should then send them to the Central record Branch. Final disposals are stitched up in the Central Record Branch and then put in their proper places in the bundles on the record racks or almirahs. The indexer collects at the end of every month the tabling slips of proceedings in the 'Manuscript series, 4 Decennium series, 3 Decennium series, 2 Decennium series and Decennium series" prepared by the Assistants and prepares monthly indexes for submission in print to the Secretary. Ministers and the Secretary to the Governor. From the monthly indexes, annual indexes are prepared and printed up. The indexer collects also at the end of every month the tabling slips of proceedings of routine series, prepares monthly indexes and gets them typed or roneoed for submission do officers and sections. Orders and letters in routine series are numbered in a separate register. These as also endorsements, etc. are indexed in some departments.

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Special Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

CHAPTER – 5
[Sec.4(1)(b)(iv) of the Act]
NORMS SET BY IT FOR THE
DISCHARGE OF ITS FUNCTIONS

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

This Department has not set any separate norms for the discharge of its functions. However, the norms and guidelines set out in the Secretariat Office Manual and other Manuals / Codes / Rules (Administered mostly by the Personnel and Administrative Reforms and Finance Departments) applicable to all the Departments of the Secretariat are adhered to by this Department also.

CHAPTER – 6
[Sec. 4(1)(b)(v) of the Act]
RULES, REGULATIONS, INSTRUCTIONS, MANUAL
AND
RECORDS FOR DISCHARGING FUNCTIONS.

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS.

The official business of this department is carried out mostly in accordance with the provisions contained in the following rules, regulations and manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions
- ii) Tamil Nadu Legislative Assembly Rules
- iii) The Tamil Nadu Secretariat Office Manual
- iv) Tamil Nadu Budget Manual
- v) Tamil Nadu State and Subordinate Service Rules
- vi) Tamil Nadu Civil Services (Classification, Control and Appeal) Rules
- vii) Tamil Nadu Government Servants Conduct Rules
- viii) Tamil Nadu Pension Rules
- ix) Fundamental Rules of the Tamil Nadu Government

The description of the above listed rules, manuals and acts are furnished below:

Name	Type of Document
Tamil Nadu Government Business Rules and Secretariat Instructions.	In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India.
The Tamil Nadu Legislative Assembly Rules.	The Rules are made under clause (1) of Article 208 of the Constitution of India. The Rules describe the conduct of the Business of the Legislative Assembly. The Rules book can be referred in the Assembly Library.
The Tamil Nadu Secretariat Office Manual.	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.
The Tamil Nadu Budget Manual.	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to

	ensure that it is kept within the authorised grants or appropriation.
Tamil Nadu State and Subordinate Service Rules.	<p>The Rules is made under the proviso to article 309 of Constitution of India governing the service conditions of members of State and Subordinate Services.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
Tamil Nadu Government Servants Conduct Rules.	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State. It is a priced publication.</p>
Tamil Nadu Pension Rules.	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
Fundamental Rules of the Government of Tamil Nadu.	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave, joining time, foreign service,</p>

	<p>etc. of the members of civil service of the State.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
<p>Tamil Nadu Private Colleges (Regulation) Act, 1976 Presidents Act 19/76</p> <p>Tamil Nadu Private Colleges (Regulation) Rules, 1976</p>	<p>This Act is enacted to establish and administrate the Arts Science Colleges in this State. A copies of the Act and Rules are available at Director of Stationery and Printing on payment of cost.</p>
<p>The Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Act, 1992. (Act 57 of 1992)</p>	<p>An Act was enacted to prohibit the collection of capitation fee for admission to educational institutions in the State of Tamil Nadu and to provide for matters relating thereto.</p>

CHAPTER – 7
[Sec. 4(1)(b)(vi) of the Act]
CATEGORIES OF DOCUMENTS HELD

CATEGORIES OF DOCUMENTS HELD

The details of various documents held by this Department are as furnished below.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to Public Information Officer.	Higher Education Department, Chennai-9. All Heads of Departments
2	Important Government Orders	Issued by this Department from time to time in various sections.	Application to Public Information Officer.	Higher Education Department, Chennai-9/ Heads of Departments concerned.

CHAPTER – 8
[Sec.4(1)(b)(vii)]
ARRANGEMENTS FOR PUBLIC
REPRESENTATION/ CONSULTATIONS THAT
EXIST IN RELATION TO FORMULATION/
IMPLEMENTATION OF POLICY

**ARRANGEMENTS FOR PUBLIC REPRESENTATION/ CONSULTATIONS
THAT EXIST IN RELATION TO FORMULATION/ IMPLEMENTATION OF
POLICY**

At present, there is no provision or implementation to seek direct consultation / participation of Public or its representatives for formulating in the rules and procedures in vogue, the Policies of this Department. However, the experts from the various walks of life such as Educationalists and Industrialist, Social Worker, Judicial Member, Secretary are given representation on various Committees constituted by Government for the Welfare of Student community where necessary. And before taking an important policy decision, generally Hon'ble Minister for Education or Secretary to Government, Higher Education conducts a meeting with representatives of various associations and aided and self-financing colleges. During discussion, an amiable solution/decision is arrived at.

CHAPTER – 9
[Sec.4(1)(b)(viii) of the Act]
BOARDS, COUNCIL, COMMITTEES AND
OTHER BODIES

BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES

Tamil Nadu State Council for Higher Education:

This Department has Tamil Nadu State Council for Higher Education was established by an Act of Tamil Nadu Legislative Assembly in 1992 for giving advice to Government or any University/College or institution of Higher Education on matter relating to Higher Education and Research which may refer to the Government and for Co-ordination with University Grants Commission.

Tamil Nadu Science and Technology Centre:

Established by Govt. Tamil Nadu in 1983. The Centre has been registered under Societies Act and functioning under the Chairmanship of Hon'ble Minister for Education, Government of Tamil Nadu. Its main objective is popularize Science and Technology among the general public and students both in urban as well as in rural areas in the State.

Science City:

Entire Guindy Taramani institutional belt consisting of about 60 educational and research institutions like I.I.T, Anna University, CLRI and Science Centre belonging both Central and State Governments has been declared as Science City with the objective of promoting Science and Technology. Science City is implementing various programmes connected to the development of Science and Technology.

Tamil Nadu State Council for Science and Technology:

Tamil Nadu State Council for Science and Technology, an autonomous body under Government of Tamil Nadu was established in the 1984. With the objectives of Tamil Nadu State Council for Science and Technology are to popularize Science and Technology among masses and to develop scientific temper among the youth and promote research in science and technology in the State.

CHAPTER – 10
[Sec.4(1)(b)(ix) of the Act]
DIRECTORY OF OFFICERS IN HIGHER
EDUCATION DEPARTMENT AND HEAD OF
DEPARTMENTS

**DIRECTORY OF OFFICERS IN HIGHER EDUCATION DEPARTMENT AND
HEAD OF DEPARTMENTS**

10.1 Directory of Officers and Heads of Departments:

The names, designation and Telephone Numbers of all the Officers on the roll of this Department are as furnished below:-

Higher Education Department : PBX No.25665566

Designation	Name	Direct Ph.	Intercom	Res. Ph.
Secretary to Govt.	K.Ganesan.I.A.S.	25670499	5681	24464959
Special Secretary	Tmt. Meenakshi Rajagopal.I.A.S.	25670266	5211	26424646
Deputy Secretary (Hr. Edn.)	A.Selvaraj	25678498	5516	26341240
Deputy Secretary (Tech. Edn.)	G.Manoharan.	25670094	5419	
Under Secretary (Estt.)	V.Govindaswami		5560	
Under Secretary (TE)	R.Karunanithi		5459	
Under Secretary (Bldgs.)	L.R.Alagirisamy		5712	
Under Secretary (Univ.)	Tmt. M.Sundari		5564	
Under Secretary (CE)	Tmt. B.Prasanna Kumari Amma		5155	
Director of Collegiate Education.	Dr. S.Mani.	28212090		23761640
Directorate of Technical Education	Thiru R.Sivakumar.I.A.S.	22352299.		
Commissioner of Archives and Historical Researches.	Thiru N.Narayanan.I.A.S., Principal Commissioner.	28191202		24614422

The Executive Director, Tamil Nadu Science and Technology Centre.	Dr.P.lyam Perumal.	24918787		24481511
Vice-Chairman, Science City.	Thiru Mohan Verghese Chungath.I.A.S.	24454034		
Member Secretary, Tamil Nadu State Council for Science and Technology.	Dr.P.lyam Perumal. (in-charge)	22301597, 22301428.		24481511
Vice-Chairman, Tamil Nadu State Council for Higher Education.	Dr. A.Ramasamy	28440961		
Member Secretary, Tamil Nadu State Council for Higher Education.	Dr. S.Baskaran.	28446486		

CHAPTER - 11
[Sec. 4(1)(b)(x) of the Act]
MONTHLY REMUNERATION RECEIVED BY
OFFICERS AND EMPLOYEES

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES

The monthly remuneration received by the Officers and Employees of this Department in the form of Pay and Allowances are decided by the Finance Department in the Government based on the recommendations of various Pay Commissions constituted whenever considered necessary. The details of the same are as given below:

Designation	No. of Persons	Scale of Pay applicable to the post
Secretary to Government	1	Rs.22400-525-24500
Special Secretary to Government	1	Rs.18400-500-22400
Deputy Secretary to Government	2	Rs.12000-375-16500
Under Secretary to Government	5	Rs.10000-325-15700
Sections Officers	13	Rs.6500 – 200 – 11,100 + Allowances
Asst. Section Officers	25	Rs.5500 – 175 – 9000 + allowances
Senior Private Secretary	1	10000-325-15700
Private Secretary	1	Rs.6500 – 200 – 11,100 + allowances
Personal Assistant	2	Rs.5500 – 175 – 9000 + allowances
Senior Personal Clerk	1	Rs.5000 – 125 – 8000 + allowances
Record Clerk	4	Rs.2650-65-3300-70-4000
Office Assistant	10	2550-65-3300-70-4000
Personal Clerk	Nil	Rs.4500-100-5500
Assistant	Nil	Rs.3625 – 85 – 4900 + allowances
Typist	Nil	Rs.3200 – 85 – 4900 + allowances
Driver	2	Rs.3200-85-4900

CHAPTER – 12
[Sec.4(1)(b)(xi) of the Act]
THE BUDGET ALLOCATED TO EACH AGENCY

THE BUDGET ALLOCATED TO EACH AGENCY

Various schemes of the Department which are approved for implementation every year – both plan and Non-plan – through the Heads of Departments require funds to meet out the expenditure involved. Their details are required to be placed before the Legislature for final approval, by means of a Policy Note of the Department under Demand No. 20, before they are published or put to information of the General Public. This exercise is to be carried out for each financial year.

The allocation of funds for various schemes implemented by this Department and the Budget Estimate for the year 2006-2007 are as given below:

HEAD OF ACCOUNT		PLAN	NON-PLAN	TOTAL
(1)		(2)	(3)	(4)
(Rupees in lakhs)				
2059	Public Works Maintenance and Repairs	--	1987.00	1987.00
2202 03	General Education University and Higher Education	1458.87	63550.20	65009.07
2203	Technical Education	4841.20	14140.09	18981.29
2204	Sports and Youth Services	710.77	--	710.77
2205 104	Arts and Culture Archives	134.94	366.26	501.20
2235	Social Security and Welfare	--	38.95	38.95
2251	Secretariat – Social Services	--	195.66	195.66
3425	Other Scientific Research	229.35	--	229.35
3454 110	Census Surveys and Statistics Gazetteer and statistical Memoirs	--	32.41	32.41
4202	Capital outlay on Education Sports, Arts and Culture	1514.75	0.01	1514.76
Total		8889.88	80310.58	89200.46

PART-II SCHEMES FOR THE YEAR 2006-2007

Sl No.	Description of the scheme	(Rs. in lakhs)	
		Ultimate Cost	Cost in 2006- 2007
Collegiate Education			
1	Provision of Remedial Measures and Repairs to the Library Building in H.H.Rajah's College, Pudukkottai.	28.00	28.00
2	Installing Satellite Interactive Terminals at five Government Colleges.	16.50	16.50
3	Establishment of Electronic Library in Government Colleges.	21.00	21.00
4	Computer Centre for the visually impaired Students at Queen Mary's College, Chennai.	3.40	3.40
5	Construction of Golden Jubilee Memorial Block comprising class rooms, laboratories of Government College of Education, Orathanadu.	50.00	20.00
6	Construction of class rooms in needy Government Colleges.	340.00	136.00

Technical Education

7	Polytechnic Colleges - Construction of Class rooms at Government Polytechnic College for Women, Coimbatore.	40.00	16.00
8	Construction of Drawing hall at Government Polytechnic College, Udhagamandalam.	40.00	16.00
9	Engineering Colleges – Construction of Civil Engineering Block at Thanthai Periyar Government Institute of Technology, Vellore.	150.00	60.00
10	Construction of first floor building in existing Hostel for Girls at Thanthai Periyar Government Institute of Technology, Vellore.	60.00	24.00
11	Construction of Library with fully furnished and centralised Air Conditioning at Government College of Engineering, Salem.	100.00	40.00
12	Construction of Hostel Building at Government College of Engineering, Tirunelveli.	100.00	40.00
13	Purchase of computer Hardware and software in the Construction wing of Technical Education.	5.00	5.00

Tamilnadu Archives

14	Provision of Hardware Components to District Record Centres	4.80	4.80
15	Security Measures in Tamilnadu Archives	3.00	3.00
16	Post Construction Anti-termite treatment in Tamilnadu Archives.	2.20	2.20
17	Purchase of Magazine Display for Tamilnadu Archives Library.	0.50	0.50
18	Provision of certain modern amenities to Gazetteers Unit of Tamilnadu Archives.	1.25	1.25
19	Provision of Locker facilities in Research Hall, Tamilnadu Archives.	1.00	1.00
20	Installation of Intercom facility in Tamilnadu Archives.	0.25	0.25

Tamilnadu State Council for Science and Technology

21	Science and Technology Projects	15.00	15.00
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Tamilnadu Science and Technology Centre

22	Modernisation of Galleries in Periyar Science and Technology Centre, Chennai (8 Galleries at Rs.1.50 lakhs each).	12.00	12.00
23	Purchase of New Telescopes	4.00	4.00
24	Modernisation of B.M.Birla Planetarium.		
	a. Provision of Air Conditioners	9.00	9.00
	b. Provision of Chairs	7.00	7.00
	c. Provision of LCD Projector with required accessories.	3.00	3.00

Science City

25	Summer Training Programmes	4.50	4.50
	Grand Total	1021.40	493.40

CHAPTER – 13
[Sec. 4(1)(b)(xii) of the Act]
MANNER OF EXECUTION OF SUBSIDY
PROGRAMMES

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

No subsidy programme is in vogue in this Department.

CHAPTER – 14
[Sec. 4(1)(b)(xiii) of the Act.]
PARTICULARS OF RECIPIENTS OF
CONCESSIONS, PERMITS OR AUTHORIZATION
GRANTED

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED

The following student welfare schemes are available for students studying higher education.

(i) Stipend for Tamil medium students:

All the students who study in Tamil medium classes in Government and Government Aided Colleges for sanctioned a stipend of Rs.400/- per annum irrespective of community and parental income. The details of recipients of the above concession are available with the Principals of the concerned colleges.

(ii) Periyar EVR Nagammai Scheme:

Periyar EVR Nagammai Free Education Scheme to women students is implemented since 1989-90. Under this scheme, women students irrespective of caste, creed and community and whose parental annual income does not exceed Rs.24,000/- are exempted from payment of tuition fees in undergraduate courses. The details of the beneficiaries under the above scheme are available with the Principals of the concerned colleges.

(iii) Scholarship schemes:

The following Scholarships are being awarded by the Directorate of Collegiate Education, Chennai:-

- i. National Merit Scholarships (Government of India)
- ii. State Scholarships for the children of school teachers.
- iii. State Merit Scholarship.
- iv. Adhoc Merit Grant for SC & ST students.
- v. State Collegiate Scholarships.
- vi. Scholarships to Tamilnadu students pursuing research studies in Jawaharlal Nehru University, New Delhi.
- vii. Scholarships to cadets belonging to Tamilnadu in Rastriya Indian Military Academy, Dehra Dun.
- viii. Scholarships to cadets belonging to Tamilnadu in National Defence Academy, Kadakvasala, Pune.
- ix. Educational concessions to the children of Defence Service Personnel.
- x. Educational concessions to the children of ex-service men.
- xi. Scheme of payment of stipend to full time Ph.D. research scholars in Government and aided colleges.
- xii. Scholarship scheme under Educational Assistance to the children of members of Agriculture Labour Welfare Board.

CHAPTER – 15
[Sec. (1)(b)(xiv) of the Act]
INFORMATION AVAILABLE
IN ELECTRONIC
FORM

The information relating to Higher Education Department is available in the following State Government website.

Website address : www.tn.gov.in

Action is being taken to open a website for Higher Education Department shortly.

CHAPTER – 16
[Sec. 4(1)(b)(xv) of the Act]
FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION

FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The following facilities are available for citizens for securing information about this Department:-

- i. Notice Board of the Department of the Department
- ii. System of issuing of copies of documents on request
- iii. Telephone Handbook of the Government Departments, in Chennai City.
- iv. Website address : www.tn.gov.in

CHAPTER – 17
[Sec.4(1)(b)(xvi) of the Act]
PARTICULARS OF THE PUBLIC INFORMATION
OFFICERS

PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The details in respect of this Department are as given below:-

a) APPELLATE AUTHORITY

Sl. No	Name	Designation	STD Code	Phone No.	Fax	email	Address
1	Tmt. Meenakshi Rajagopal.I.A.S.	Special Secretary	044	25670266	--	--	Higher Education Department, Secretariat, Chennai – 9.

Public Information Officer.

1	Thiru G.Manoharan.	Deputy Secretary	044	25670094	--	--	-do-
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Assistant Public Information Officers

Sl. No	Name	Designation	STD Code	Phone No.	Fax	email	Address
1	Thiru V.Govindaswami.	US to Govt. (Establishment)	044	2566 5560	--	--	Higher Education Department, Secretariat, Chennai – 9.
2	Tmt B.Prasanna Kumari Amma.	US to Govt (Collegiate Education)	044	2566 5155	--	--	-do-
3	Thiru L.R.Alagiriswamy	US to Govt (Buildings)	044	2566 5712	--	--	-do-
4	Thiru R.Karunanithi	US to Govt (Technical Edn.)	044	2566 5459	--	--	-do-
5	Tmt. M.Sundari,	US to Govt (Universities)	044	2566 5564	--	--	-do-

CHAPTER – 18
[Sec.4(1)(b)(xvii) of the Act]
OTHER USEFUL INFORMATION

OTHER USEFUL INFORMATION

This Department has formulated the following policies for ultimate implementation.

- The Government have converted all self-supporting courses into regular courses in Government Engineering and Arts Colleges in order to lessen the burden of the poor students and fees which was ranging from Rs,14,000/- to Rs,55,000/- for these courses have been reduced substantially to Rs.7,500/- to Rs,2,000/- only
- The tuition fees and other fees for Engineering Degree courses in Government Engineering Colleges have been reduced from Rs.12,550/- to Rs.7,550/- from the academic year 2006-2007.
- In order to lessen the burden and hardship faced by students by abolishing the Entrance Test for professional courses, the Government have enacted a Legislation viz., "Tamil Nadu Admission in Professional Educational Institutions Act, 2006". The President's assent is awaited for this Legislation.
- In order to regulate the admission and to determine fees in professional educational institutions in this State, Government have enacted Legislation viz., "Tamil Nadu Professional Educational Institutions (Regulation of Admission and Determination of Fee) Act, 2006. The President's assent is awaited for this Legislation.
- The Students studying in Government Colleges particularly in rural areas belonging to SC/ST and MBC communities find it difficult to get through the University examinations in English, Maths and Science subjects. In order to make them fully conversant with these subjects, special coaching by way of remedial classes are being conducted.
- Two centres – one at Queen Mary's College, Chennai and the other at Arulmigu Meenakshi Government for Women, Madurai have been established by the Government to give free coaching to women students to enable them to appear for the I.A.S./I.P.S. examinations. In each centre, 60 women students are given free coaching.

STATISTICS SHOWING VARIOUS INSTITUTIONS UNDER THE CONTROL OF HIGHER EDUCATION DEPARTMENT IS GIVEN BELOW:

TABLE – 1

Number of Polytechnic Colleges in the State (2006-2007)

Sl. No.	Category	No. of Institutions
1	Government	22
2	Government Aided	34
3	Affiliated	5
4	Self-Financing	153
5	Pondicherry Polytechnics	5
6	Hotel Management & Catering Technology	14
7	Pondicherry (HMCT)	1
8	Film and Television	1
9	Regional Labour Institute	1
	Total	236

TABLE – 2

Number of Engineering Colleges in the State (2006-2007)

Sl.No.	Category	No. of Colleges
1	Anna University Colleges	4
2	Govt. Engineering Colleges	6
3	Govt. Aided Engineering Colleges	3
4	Self-Financing Colleges	238
	Total	251

TABLE – 3

Number of Colleges in the State (2006-2007)

Sl. No.	Details of colleges	No. of Colleges
1	Government Arts and Science Colleges	60
2	Aided Arts and Science Colleges	133
3	Self-financing Arts and Science Colleges	297
4	Government Colleges of Education	7
5	Aided Colleges of Education	14
6	Self-financing Colleges of Education	139
7	Aided Colleges of Physical Education	3
8	Self-financing Colleges of Physical Education	5
9	Aided colleges of Oriental languages	10
10	Aided Schools of Social Work	2
11	Constituent Colleges of Universities	6
	TOTAL	676

TABLE – 4

**Details of Universities in the State (2006-2007)
under the control of Higher Education Department**

Sl. No.	Name of the University
1.	Anna University, Chennai
2.	Anna University, Tiruchirappalli
3.	Anna University, Coimbatore
4.	University of Madras, Chennai
5.	Madurai Kamaraj University, Madurai
6.	Bharathiar University, Coimbatore
7.	Bharathidasan University, Tiruchirappalli
8.	Alagappa University, Karaikudi
9.	Mother Teresa Women's University, Kodaikanal
10.	Manonmaniam Sundaranar University, Tirunelveli
11.	Periyar University, Salem
12.	Thiruvalluvar University, Vellore
13.	Tamil Nadu Open University, Chennai
14.	Annamalai Univerisy, Chidambaram
15.	Tamil Nadu Physical Education and Sports University, Chennai.

TABLE - 5

Number of students appeared and passed in all the colleges during the year 2005

Name of the courses	Number appeared			Number passed		
	Boys	Girls	Total	Boys	Girls	Total
UG Courses						
B.A.	18230	18488	36718	8634	12427	21061
B.Sc.	34342	41873	76215	18103	31660	49763
B.Com	18765	18332	37097	12666	14976	27642
B.B.A.	5459	3006	8465	3337	2416	5753
B.B.M.	1319	1576	2895	1115	1394	2509
B.Lit	189	681	870	157	594	751
B.C.A.	3674	3215	6889	2558	2763	5321
PG Courses						
M.A.	2514	3526	6040	1801	2840	4641
M.Sc.	10356	11762	22118	7077	8911	15988
M.Com.	2827	2942	5769	1558	2001	3559
M.C.A.	4544	2127	6671	4121	1979	6100
M.B.A.	2739	1076	3815	2338	1030	3368
Research Studies						
M.Phil / Ph.D	806	1392	2198	552	1230	1782
Education						
B.ED.	934	1804	2738	929	1784	2713
M.ED.	61	90	151	59	89	148
B.PED	178	86	264	126	69	195
M.PED	47	61	108	47	59	106
Other Courses	94	74	168	86	72	158
Total	107078	112111	219189	65264	86294	151558