



**Government of Tamil Nadu**

**MANUAL UNDER THE RIGHT TO  
INFORMATION ACT, 2005**

**Department of Higher Education**

**Secretariat**

**Chennai-600 009**

# **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

COLLEGE WING: which are implemented by the Heads of Departments/Universities under the control of Higher Education Department inclusive of the corresponding administrative issues. They

SECTION "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.[12]

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 <sup>th</sup> Floor, College Road, Chennai-600 006. Phone Off: 28212091, 28276791 & 2827679 Per. 28212090. e.mail. tndceo @ md4.net.in
Directorate of	Sardar Patel Road, Guindy, Chennai-600 0025.

Technical Education	Phone Off: 22351018, 22350525 Per 22352299. Website. <a href="http://www.tndte.com">www.tndte.com</a> .
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 <a href="http://www.tanscst.org">www.tanscst.org</a>
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 secret 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 made 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 passes 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 order, 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 docketts. 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. The 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.</p> <p>It is a priced publication.</p>
Tamil Nadu Pension Rules.	The rules are made under the proviso

	<p>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</p> <p>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.

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
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**



## CHAPTER – 10

[Sec. 4(1)(b)(xi) of the Act]

### DIRECTORY OF OFFICERS IN HIGHER EDUCATION DEPARTMENT AND HEAD OF DEPARTMENTS.

#### 10.1 Directory of Officers in Higher Education Department:

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

Designation	Name	Phone
Principal Secretary to Government	Thiru. Hemant Kumar Sinha, IAS	25670499
Additional Secretary to Government	Dr. J. Uma Maheswari, IAS	25676226
Deputy Secretary to Govt. (Hr. Edn.)	Tmt. A. Suguna	25670094
Deputy Secretary to Govt. (C.E.)	Thiru. G. Gopal	25678498
Under Secretary to Govt. (Estt.)	Thiru. Ilango Hendry Dass	25665560
Under Secretary to Govt. (Univ.)	Tmt. N. Elakkumidevi	25665564
Under Secretary to Govt. (T.E.)	Thiru. S. Vallinayagam	25665459
Under Secretary to Govt. (Bldgs.)	Thiru. R. Vinodh Kumar	25665155
Under Secretary to Govt. (C.E.)	Thiru. S. Ramamurthy	25665712
Under Secretary to Govt. (Budget.)	Thiru. S. Manimaran	25665155
Under Secretary to Govt. (CE.)	Thiru. V. Sridhar	25665155
Under Secretary to Govt. (T.E.)	Thiru. M. Ramachandran	25665459

#### 10.2. Directory of Officers in Heads of Department:

Designation	Name	Phone No.
Commissioner of Technical Education	Thiru. Kumar Jayant, IAS.	22352299
Commissioner of Archinves and Historical Research (i/c)	Tmt. J. Amba Sankari	28191202
Director of Collegiate Education	Dr. T. Senthamizh Selvi	28212090
The Executive Director, Tamil Nadu Science and Technology Centre	Dr. P. Iyam Perumal	24918787
Vice – Chairman, Science City	Thiru. M. Kutralingam. IAS. (i/c)	24454034
Member Secretary, Tamil Nadu State Council for Science and Technology	Thiru. Kumar Jayant, IAS., (i/c)	22301552 22301553
Vice – Chairman, Tamil Nadu State Council for Higher Education	Thiru. Kumar Jayant, IAS., (i/c)	28440961
Member Secretary, Tamil Nadu State Council for Higher Education.	Thiru. Karu Nagarajan	28446486
Vice- Chairman, Tamil Nadu State Council for Technical Education	Prof. Kavimani (i/c)	28440588



## **CHAPTER - 11**

**[Sec. 4(1)(b)(x) of the Act]**

**MONTHLY  
REMUNERATION  
RECEIVED BY**

**OFFICERS AND  
EMPLOYEES**



## CHAPTER – 11

### [Sec. 4(1)(b)(x) of the Act]

#### 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 and 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:

<b>Designation</b>	<b>No. of Persons</b>	<b>Pay band applicable to the post</b>
Principal Secretary to Government	1	Rs.67000-79000
Additional Secretary to Government	1	Rs.37400-67000+8700
Deputy Secretary to Government	2	Rs.15600-39100+Rs.7600
Under Secretary to Government	8	Rs.15600-39100 +Rs.6600
Section Officer	13	Rs.15600-39100 + Rs.5400
Assistant Section Officer	25	Rs.9300-34800 + Rs.4600
Private Secretary	2	Rs.15600=39100 + Rs.5400
Personal Assistant	2	Rs.9300-34800 + Rs.4600
Personal Clerk	5	Rs.5200-20200 + Rs.2800
Assistant	6	Rs.5200-20200 + Rs.2600
Typist	8	Rs.5200-20200 +Rs.2400
Record Clerk	4	Rs.4800-10000 + Rs.1650
Office Assistant	16	Rs.4800-10000 + Rs.1300
Driver	1	Rs.5200-20200 + Rs.2400

**HIGHER EDUCATION – STAFF TOTAL STRENGTH**

<b>Name</b>	<b>Permanent</b>	<b>Temporary</b>	<b>Total</b>	<b>Fill up</b>	<b>Vacancy</b>
Principal Secy.,	0	1	1	1	-
Additional Secy.,	1	-	1	1	-
DS	2	-	2	2	-
US	3	5	8	8	-
SO	8	5	13	13	-
PS	1	1	2	2	-
ASO	18	7	25	24	1
P.A.	2	-	2	-	2
P.C.	2	3	5	5	-
Assistant	4	2	6	1	5
Typist	4	4	8	7	1
Driver	1	-	1	-	1
Record Asst.,	1	-	1	0	1
Daffidar	1	-	1	0	1
Record Clerk	3	1	4	2	2
O.A.	10	6	16	13	3
<b>Total</b>	<b>61</b>	<b>32</b>	<b>96</b>	<b>81</b>	<b>15</b>

## **CHAPTER – 12**

**[Sec.4(1)(b)(xi) of the Act]**

### **THE BUDGET ALLOCATED TO EACH AGENCY**

## CHAPTER – 12

[Sec. 4(1)(b)(xi) of the Act]

### THE BUDGET ALLOCATED TO EACH AGENCY

Various schemes of the Department which are approved for implementation the Heads of Departments every year – both plan and non-plan 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 Higher Education Department under Demand No.20, before they are published or made available for the 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 2013-14 are given below:

Sl.No.	Name of the HOD	BE.2013-14 (Rs in Lakhs)
1.	Directorate of Collegiate Education	4550.62
2.	Directorate of Technical Education	74208.07
3.	Universities	10690.85
4.	Tamil Nadu Archives	10.00
5.	Tamil Nadu State Council for Science & Technology	195.00
6.	Tamil Nadu Science and Technology Centre	245.07
7.	Science City	147.00
	Total	90046.61

PART II SCHEMES FOR THE YEAR 2013-14(Rs.In lakhs)

Sl.No.	Name of the scheme	Ultimate Cost	Cost in 2013 - 14
<b>I - Secretariat</b>			
1.	Computerisation of Department	34.75	34.75
<b>II - Directorate of Collegiate Education</b>			
<b>Component - I</b>			
2	Construction of 7 Additional classrooms in Government Arts College, Chidambaram	70.00	70.00
3	Construction of Victoria Hostel for Men in Government Arts College (Autonomous), Kumbakonam	100.00	100.00
	Total	170.00	170.00
<b>III - Directorate of Technical Education</b>			
<b>Component - I</b>			
4.	Construction of 16 Laboratories in 4 Government Engineering Colleges	120.00	120.00
5	Establishing smart Classrooms in 5 Government Polytechnic Colleges	50.00	50.00
6	Establishing Campus wide Networking in 8 Government Polytechnic Colleges	128.00	128.00
	Total	298.00	298.00

IV - Tamil Nadu Archives and Historical Research			
7	Purchase of Storage Cabinets for Microfilm Unit.	10.00	10.00
	Total	10.00	10.00

V - Tamil Nadu Science and Technology Centre			
Component – II			
8	Establishment of District Science Centre in Thoothukudi District	50.00	50.00
9	Modernization of 3D Theatre in Periyar Science and Technology Centre, Chennai.	23.00	23.00
	Total	73.00	73.00
VI - Science City			
Component – I			
10	Installing 10 KW Photovoltaic Solar Panel.	15.00	15.00
Component – II			
11	Production of Electricity / Power from Alternate Sources (Wind Energy)	10.00	10.00
12	Production of Electricity / Power from Alternate Sources – (Hydro Power)	15.00	15.00
	Total	40.00	40.00
	Grand Total	625.75	625.75



**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**

## **CHAPTER – 14**

**[Sec. 4(1)(b)(xiii) of the Act]**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**

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

#### **EMPOWERMENT OF WOMEN**

Free coaching is offered exclusively for women students appearing for All India Civil Services and other Central Services Examination at Queen Mary's College, Chennai and Arulmigu Meenakshi Government College for Women, Madurai.

#### **SPECIAL COACHING TO SC/ST AND MBC STUDENTS**

2.13 Special coaching is provided to students studying in Government Colleges belonging to SC/ST and MBC communities who face certain initial difficulties in subjects like English, Maths and Science. The special coaching classes are held after class hours and during weekends to help students gain confidence.

#### **Students Welfare Schemes implemented by Tamil Nadu State Council for Science and Technology**

##### **Student Projects Scheme**

Final year students of UG/PG courses in Engineering/ Medicine/ Agriculture/ Veterinary Sciences and P.G. Students of Sciences are provided with a maximum assistance of Rs.10,000/- per project for carrying out socially relevant projects under their curriculum so that student talent in our State is utilized for the development of Science and Technology. 275 projects will be supported with a budget of Rs.25.00 lakhs for 2013-14.

#### **YOUNG STUDENT SCIENTIST PROGRAMME**

To expose talented young students of IX std., to science and technology so that they take up science and research as their career in future. Students from various districts are given this exposure in a reputed college/ university with facilities and resource persons for twenty days in the month of May. 800 students from 20 districts have been trained at a cost of Rs.30

lakhs for 2012-13. 1200 students from 30 districts will be trained at a cost of Rs.45 lakhs for 2013-14.

### **QUALITY IMPROVEMENT OF SCIENCE EDUCATION IN RURAL SCHOOLS**

To improve the quality of science education, particularly for the benefit of rural school children, In-Service training programme for the Science Teachers of VI, VII and VIII standards are conducted in well established Arts and Science Colleges for a period of five days. In 2012-13, 10 programmes were conducted in 10 districts with an allocation of Rs.10 lakhs. During 2013-14, 12 programmes will be conducted in 12 districts with an allocation of Rs.12 lakhs.

## **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](http://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](http://www.tn.gov.in)

## **CHAPTER – 17**

**[Sec.4(1)(b)(xvi) of the Act]**

### **PARTICULARS OF THE PUBLIC INFORMATION**

#### **OFFICERS**

## CHAPTER – 17

[Sec. 4(1)(b)(xvi) of the Act]

### PARTICULARS OF THE APPELLATE AUTHORITY 7 PUBLIC INFORMATION OFFICER

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

#### Appellate Authority

Sl. No.	Designation	Subject
1.	Additional Secretary to Government(CE) Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25675907	Matter relating to Technical Education, Tamil Nadu Science and technology Centre, Tamil Nadu State Council for Science and Technology and Science City.
2.	Deputy Secretary to Government(HE) Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25678498	All matter relating to the Madras, Madurai Kamaraj, Annamalai, Bharathiar, Bharathidasan, Alagappa, Mother, Teresa, Manonmaniam Sundaram, Periyar, Thiruvalluvar, Tamil Nadu Open, Tamil Nadu Physical Education & Sports and Teachers Education Universities, Higher Education Department Budget and Office Establishment.
3.	Deputy Secretary to Government(CE) Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25670094	All matters relating to Collegiate Education and Tamil Nadu Archives.

## Public Information Officers

Sl. No.	Designation	Subject
1.	Under Secretary to Government (Estt), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665560	Higher Education Department Budget and Office Establishment.
2.	Under Secretary to Government (CE1), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665712	All matters relating to Collegiate Education (Government Colleges)
3.	Under Secretary to Government (CE2), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665516	All matters relating to Aided, Self-Financing Arts & Science Colleges and Tamil Nadu Archives.
4.	Under Secretary to Government (Univ), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665459	All matters relating to the Madras, Madurai Kamaraj, Annamalai, Bharathiar, Bharathidasan, Alagappa, Mother Teresa, Manonmaniam Sundaram, Periyar, Thiruvalluvar, Tamil Nadu Open, Tamil Nadu Physical Education & Sports and Teachers Education Universities.
5.	Under Secretary to Government (TE1), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat,	All matters relating to Anna University, Government Engineering Colleges – Teaching Staff Service matters and Government Polytechnic Colleges – Teaching staff service matters.

	Chennai-9. 044-25665459	
6.	Under Secretary to Government (TE2), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665459	All matters relating to Admission of Engineering Students, Self Financing Engineering Colleges and Tamil Nadu State Council for Technical Education.
7.	Under Secretary to Government (Bldgs), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665155	All matters relating to Construction and buildings in Collegiate Education and Technical Education.
8.	Under Secretary to Government (Budget), Higher Education Department, 6 <sup>th</sup> Floor, Namakkal Kavignar Maligai, Secretariat, Chennai-9. 044-25665712	Matters relating to Demand No.20 Higher Education Department, preparation of policy note, consolidation of Audit Reports, Miscellaneous matters relating to Higher Education Department, Annual Plan Expenditure, All Secretary's Meetings, Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Part- II Scheme.

## **CHAPTER – 18**

### **[Sec.4(1)(b)(xvii) of the Act] OTHER USEFUL INFORMATION**



## CHAPTER – 18

[Sec. 4(1)(b)(xvii) of the Act]

### OTHER USEFUL INFORMATION

In order to provide quality higher education, Government of Tamil Nadu have taken the following steps: -

- i) Qualified teachers have been appointed in Government Arts and Science Colleges on regular basis. One month induction training on teaching methods was imparted to the newly recruited teachers. This is first of its kind in India.
- ii) Choice Based Credit System was introduced in Arts and Science Colleges in order to enhance the Quality of Education.
- iii) Audio Visual Facilities were provided to all Government Arts and Science Colleges at the cost of Rs.1.15 crores.
- iv) A sum of Rs.409 lakhs has been provided to establish language labs in 63 Government Colleges. A substantial number of students from rural areas benefit from these facilities.
- v) 67 Additional Science laboratories have been constructed in Government Arts and Science Colleges at the cost of Rs.11.40 crores.
- vi) The Government have established 21 Language Laboratories in Government Polytechnic Colleges and 5 Digital Libraries in Government Engineering Colleges.

### SCHEMES

1.4 The Twelfth Five Year Plan aims at multiple interventions articulating the need for expanding educational facilities and improving quality of education. In line with Vision 2023 of our **Hon'ble Chief Minister**, the following schemes are being implemented in the Higher Education sector: -

- i. Smart Classrooms with Video-Conferencing facilities have been established in 10 universities at a cost of Rs.2 crore. This has improved class-room teaching with hi-tech support.
- ii. Foreign language laboratories have been established in 10 Universities at a cost of Rs.1.5 crore for enhancing language skills of students in English, Chinese, Japanese, German etc., enabling them to compete in the world market.
- iii. Entrepreneurship cum Skill Development Centres have been established at a cost of Rs.2 crore in 10 Universities, to develop the entrepreneurial skills in students for establishing enterprises, to trigger creativity in them and

to help in securing decent employment commensurate with the needs of the job-market.

- iv. The scheme of inviting foreign professors of repute has been introduced in 10 Universities at a cost of Rs.1 crore. The students and teachers of our institutions are exposed to international strategies of teaching and learning as well as gaining from the sharing of expertise.
- v. Curriculum Development Cells have been established in 10 Universities at a cost of Rs.10 crore, to restructure curricula to be on par with global standards to build a workforce underpinning demands of the industry and other business organizations.
- vi. In an epoch making move, the **Hon'ble Chief Minister** has ordered the opening of 11 Arts and Science Colleges during 2011-12 in Srirangam, Harur, Pappireddipatti, Sattur, Thiruthuraipoondi, Vedaranyam, Nannilam, Thiruppathur, Kallakurichi, Nagalapuram and Nemmeli and 11 Arts and Science Colleges during 2012-13 in Edapadi, Kanniyakumari, Veda sandur, Modakurichi, Thirumangalam, Thiruvottiyur, Paramakudi, Kadayanallur, Aruppukottai, Nagapattinam, and Arakkonam.
- vii. Likewise, in the arena of technical education, 10 Polytechnic Colleges, at Srirangam, Gandarvakottai, Sankarapuram, Perunthurai, Ariyalur, Uthangarai, Jolarpet, Usilampatti, Andipatti, and Chekanoorani and 2 Engineering Colleges at Sengipatti, Thanjavur District and Chettikkarai, Dharmapuri District are to be opened. One Engineering College at Bodinayakanur has already been opened during 2012-13 and is functioning with 267 students.
- viii. University Business Collaboration Centres have been established in 6 Universities viz., University of Madras, Manonmaniam Sundaranar University, Bharathiar University, Bharathidasan University, Madurai Kamaraj University and Alagappa University which would act as agencies for co-ordinating Universities, leading Industries and other business organizations in Tamil Nadu, India and abroad. Tamil Nadu State Council for Higher Education is to act as a Nodal Centre.
- ix. Study Abroad Programme for Faculty and Students has commenced with the signing of a Memorandum of Understanding by The Tamil Nadu State Council for Higher Education with British Council in the presence of **Hon'ble Chief Minister**. This has come as a boon to the students and faculty especially from economically, under privileged classes in rural areas and has received wide acclamation from administrators, educationists, students, teaching community and general public. 25 students and five faculty members have been selected to study one semester in the Universities in United Kingdom from September 2013 to January 2014.

- x. Centres for Technical and Academic Writing have been established in 9 Universities viz., University of Madras, Manonmaniam Sundaranar University, Bharathiar University, Mother Teresa Women's University, Bharathidasan University, Madurai Kamaraj University, Periyar University, Alagappa University and Thiruvalluvar University. These Centres would develop the skills of students in writing academic reports and drafting other forms of written communication.
- xi. Incubation and Technology Transfer Centres have been established in 9 Universities viz., University of Madras, Manonmaniam Sundaranar University, Bharathiar University, Mother Teresa Women's University, Bharathidasan University, Madurai Kamaraj University, Periyar University, Alagappa University and Thiruvalluvar University. The focus of these centres would be "incubation activities" transfer of innovative technology for practical purposes among communities and converting creative ideas into commercially viable products.
- xii. Centre for Multimodal Material Production for the Differently-Abled have been established in 10 Universities viz., University of Madras, Manonmaniam Sundaranar University, Bharathiar University, Mother Teresa Women's University, Bharathidasan University, Madurai Kamaraj University, Periyar University, Alagappa University, Thiruvalluvar University and Tamil Nadu Open University. These Centres will produce Braille books with or without tactile graphics in various topics or subjects in English as well as in Tamil languages, as required by the students. These Centres will be equipped with heavy duty Braille Printer (Embosser) for high speed production and with Personal Computers for creating a data bank to feed the equipment. Multimedia based computer assisted package will be developed to help students with learning disabilities.
- xiii. Post Graduate Centres of Excellence in 10 Universities viz., University of Madras, Manonmaniam Sundaranar University, Bharathiar University, Mother Teresa Women's University, Bharathidasan University, Madurai Kamaraj University, Periyar University, Alagappa University, Anna University and Thiruvalluvar University have been established with High Tech Laboratories.
- xiv. Anna University and Science City will network all libraries in Engineering Colleges and Universities which will enable students to access books, journals and reference materials through internet. This will be an advanced technology for making knowledge and information easily accessible.
- xv. Special care will be provided for slow learners / below average students, especially the first generation learners in Government Arts and Science Colleges to prevent dropouts and to enable them to be on par with others, academically.

- xvi. Soft Skill Centres have been established in 30 Colleges under 5 Universities viz. University of Madras, Bharathiar University, Bharathidasan University, Madurai Kamaraj University and Thiruvalluvar University. These centres would provide training programmes to teach life skills to students and to develop their personality traits.
- xvii. Tamil Nadu Open University will establish Community Colleges in all 32 districts. In the first phase, 5 Community Colleges have been established at Chennai, Coimbatore, Dharmapuri, Madurai and Tiruchirappalli during the year 2012-13. These Community Colleges will provide Vocational Education programmes and Employment opportunities for the local communities.
- xviii. Zonal Centres of Tamil Nadu Open University have been established at Srirangam and Coimbatore to facilitate students to access information and learning materials, close to their place of residence.
- xix. Orders have been issued for the opening of PG Extension Centres in Perambalur, Erode, Kanniyakumari, Dharmapuri and Virudhunagar Districts through Universities concerned. These Centres will offer PG Courses and help students to pursue research with advanced technology. Rural students will be greatly benefitted by this scheme and these students will achieve the desired levels of competence like their counterparts in urban areas. These Centres with High Tech Laboratories ensure access to Post Graduate Courses and quality research to the rural and economically weaker students.
- xx. During the year 2012-13, 299 new courses have been introduced in 51 Government Arts and Science Colleges and 841 posts of Assistant Professor have been sanctioned for a period of three years from 2012-13 to 2014-15. About 5500 students have benefitted.
- xxi. The process of distribution of priceless Laptop Computers to the students studying in Government, Government Aided Arts and Science Colleges / Polytechnics / Engineering Colleges is in progress. 3,35,086 priceless laptop computers were distributed to the students. This scheme is being implemented to ensure that the youth will enjoy the benefits of the best standards in education and make the State progressive to transform the exalted vision of the **Hon'ble Chief Minister**, into reality.
- xxii. The ICT Academy of Tamil Nadu has trained 1352 teachers in Higher Education who in turn prepare their students to become "industry-ready" and employable.
- xxiii. Legislation for merging the Anna Universities of Technology with Anna University, Chennai has been enacted and has come into force with effect

from 1.8.2012. All the engineering colleges in the State have now come under one umbrella for co-ordinated and integrated development of technical education.

In keeping with the growth of "Knowledge economy", we have adopted strategies to make higher education inclusive and meet the aspirations of young men, women and the public. The policy reforms of Government of Tamil Nadu in higher education is well within the emerging architecture of global trends in the field and the national agenda of access, equity and quality. The shift is from mere expansion to enrichment of quality ensuring excellence in higher education, while making provision for academic inputs from foreign education providers.

A holistic approach to target, under represented sections of society, while at the same time consolidating and improving quality aspects, is at the root of all the schemes. With these new schemes and focused action in key areas, a vibrant higher education system is in place in Tamil Nadu. All programmes of the Department of Higher Education have been formulated towards the realization of the goals and objectives of the "Vision Tamil Nadu 2023" document which will "impact the lives of the common citizens in the most direct manner possible – substantial increases in income through generation of fruitful employment; improvement in the quality of life through provision of high quality infrastructure and services; focused growth of sectors where the State has a competitive advantage and above all peace, prosperity and protection of the vulnerable."

## **UNIVERSITIES**

The following are the Universities functioning under the aegis of Higher Education Department: -

- 1) University of Madras.
- 2) Madurai Kamaraj University.
- 3) Bharathiar University.
- 4) Bharathidasan University.
- 5) Alagappa University.
- 6) Mother Teresa Women's University.
- 7) Manonmaniam Sundaranar University.
- 8) Periyar University.
- 9) Thiruvalluvar University.
- 10) Tamil Nadu Open University.
- 11) Annamalai University.
- 12) Tamil Nadu Teachers Education University.
- 13) Anna University.

## COLLEGIATE EDUCATION

### ANNEXURE – 1

#### NUMBER OF COLLEGES IN THE STATE UPTO 2012-13

TYPE OF COLLEGES	GOVERNMENT COLLEGES	GOVERNMENT AIDED	SELF FINANCING	TOTAL
Arts and Science Colleges	62	133	438	633
Physical Education	0	3	8	11
Oriental	0	10	0	10
School of Social Work	0	2	0	2
Colleges of Education	7	14	651	672
Univ. Constituent Colleges	35	0	0	35
Total	104	162	1097	1363

Table III  
Number of Engineering Colleges in the State (2012-2013)

Sl. No.	Category	No.of Colleges
1.	Government	7
2.	Government Aided	3
3.	Self - Financing	525
4.	Anna University (Constituent Colleges)	18
	Total	553

Table IV  
Number of Polytechnic Colleges in the State (2012-2013)

Sl. No.	Category	No.of Colleges
1.	Government	30
2.	Government Aided	34
3.	Affiliated	5
4.	Self - Financing	395
	Total	464