

First Print

DR.B.R.AMBEDKAR UNIVERSITY SRIKAKULAM



CODE OF THE UNIVERSITY

Volume-I

2009

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DR. B. R. AMBEDKAR UNIVERSITY SRIKAKULAM



OUR VISION

To transform into a Comprehensive University and thrive to promote knowledge with diversity, dignity, equity and justice ridden values to create a just, humane and open society.

OUR MISSION

- *To inculcate passion for knowledge and thrive for quality education.*
- *To develop the University into Centre for Excellence.*
- *To use research and scholarship for economic, social sustainable and inclusive development.*
- *To be responsive to State, National and Global needs and priorities.*
- *To encourage and reward entrepreneurship and public service.*
- *To strive for interdisciplinary practices, professional efficiency, economic transparency and academic credibility.*

DR.B.R.AMBEDKAR UNIVERSITY SRIKAKULAM

Description of Logo



The **sixty four petals** depict the various branches of knowledge. The **index finger** represents Dr.B.R.Ambedkar's ideology and his aspirations for an educated and progressive society. The **Lotus** symbolizes the wisdom for all seekers of the knowledge. The **book** conveys that the University will impart all the knowledge useful to the students, teachers and the society. The rising sun depicts that the University will spread knowledge and wisdom all over the world through its scholars. The **hills** (Eastern Ghats), the **rivers** (Nagavali and Vamsadhara) and the **green fields** depict the rich, natural resources of the region and its heritage. The **bridge** represents the mutual connectivity between the University and the Community. The **sea** indicates the vast costal wealth and heritage of Srikakulam where the University is established. The **industrial establishment** is a sign of progress and developmental potential of the region. The **graduates** represent the product of the University contributing to the knowledge and the progress of the region, State, Nation and also the world at large.

The Sanskrit caption "**Shraddhavan Labhate Jnanam**" signifies that **a sincere seeker gains knowledge.**

DR.B.R.AMBEDKAR UNIVERSITY SRIKAKULAM



CODE OF THE UNIVERSITY

(Vol.I)

Table of Contents

S.No.	Title	Page Nos.
1	CHAPTER-1 Preliminary, Definitions	1 - 6
2	CHAPTER-II The University: Powers, Functions and Objects	7 - 13
3	CHAPTER-III -Officers of the University	14 - 49
	i) The Chancellor	
	ii) The Vice-Chancellor	
	iii) The Rector	
	iv) The Principal/Dean of the University Colleges	
	v) The Registrar	
	vi) The Finance Officer	
	vii) Other Officers	
	a) The Director, College Development Council	
	b) The Director of Admissions	
	c) The Director, Centre for Distance Education	
	d) The University Librarian	
	e) The Controller of Examinations	
	f) The University Engineer	
4	CHAPTER-IV Authorities of the University	50 - 106
	i) The Executive Council	
	ii) The Academic Senate and Standing Committee of the Academic Senate	
	iii) The Faculties	
	iv) The Boards of Studies	
	v) Other Authorities:	
	a) The Planning and Monitoring Board	
	b) The Finance Committee	
	c) The College Development Council	
	d) The Research Advisory Committee	
5	CHAPTER-V General	107-109
6	CHAPTER – VI Teaching & Admissions	110-202
	a) University Colleges b) Schools of Studies, c) Head of the Dept. d) Affiliated Colleges, e) Autonomous Colleges f) Residence of students g) Code and conduct and Disciplinary Rules for the students of the University Colleges h) Code of conduct and disciplinary Rules for the students of the University Hostels i) Conduct of Examinations, j) Conferment of Honorary degrees k) Convocation l) Academic Robes	

CHAPTER- I

PRELIMINARY

1. SCOPE OF THE CODE

Statute I (1)

In this Code, unless a different intention appears from the subject or context, " The Code of the University" means the provisions contained in the Andhra Pradesh Universities Act, 1991, in so far as they are applicable to Dr.B.R.Ambedkar University and the Statutes, the Ordinances, the Regulations, the Rules and the Standing orders made under the Dr.B.R.Ambedkar University Act No.29 of 2008..

Definitions

2.a) In the Act, unless the context otherwise requires,---

Act, Sec.2

- (1)"Affiliated College" means a college within the University area affiliated to the University in accordance with the conditions prescribed;
- (2)"Aided College" means a college other than a Government College which receives aid out of the State Government funds;
- (3)"Academic Year" means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Executive Council may specify in respect of all the colleges under the control of the University or any particular college thereof;
- (4)"Autonomous College" means a college on which the status of autonomy has been conferred by the University;
- (5)"Constituent College" means a college located outside the University Campus and established or maintained by the University for providing courses of study qualifying students for admission to the examinations in accordance with Regulations prescribed and includes a college so located and established or maintained by the University immediately before the commencement of this Act;

- (6) "College" means a college established and maintained by, or affiliated to, or recognized by the University;
- (7) "Department" means a University Department recognized as such by Statutes;
- (8) "Director of Higher Education" includes a Joint Director in-charge of Higher Education;
- (9) "Government" means the State Government of Andhra Pradesh;
- (10) "Head of Department" means a teacher of the University responsible for the coordination of instruction, training and research in any department of the University;
- (11) "Hostel" means a unit of residence for students of the University maintained or recognized by the University in accordance with the conditions prescribed;
- (12) "Honours College" means a University College, an affiliated college or constituent college in which provision is made for Honours or Post-Graduate Courses of study leading upto the higher degrees of the University in accordance with the Regulations prescribed;
- (13) "Post-Graduate Centre" means a University College in which provision is made for Post-Graduate Courses of study and which is declared as such by Statutes;
- (14) "Prescribed" means prescribed by Statutes, Ordinances or Regulations;
- (15) "Principal" means the Head of a college;
- (16) "Professional College" means a college established and maintained by the University or affiliated to the University for providing courses of study leading to the professional degrees of the University, in accordance with the Regulations prescribed;
- (17) "Recognized College" or "Recognized Institution" means, respectively a college or institution recognized by the University under conditions prescribed;
- (18) "Registered Graduate" means a graduate registered under section 35;

- (19) "Schedule" means the schedule appended to the Act;
- (20) "Secretary to Government" includes a Joint Secretary to Government and a Deputy Secretary to Government;
- (21) "Student" means a person who is admitted to a college and is borne on the attendance register thereon until the end of the academic year;
- (22) "Teachers" means Professors, Associate Professors and Assistant Professors in a college and such other persons giving instruction in a college as may be declared by the Statutes to be teachers;
- (23) "Teachers of the University" means teachers appointed by the University to give instructions or guide research in the University and Constituent Colleges;
- (24) "University" means a University constituted or deemed to have been constituted under this Act;
- (25) "University Area" means the area indicated against each University specified in the Schedule;
- (26) "University Campus" means the area comprised within the limits of the headquarters of each University as notified by the State Government from time to time in the Andhra Pradesh Gazette;
- (27) "University College" means a college located in the University campus which is established or maintained by the University and provides courses of study qualifying students for admission to University examinations in accordance with the regulations prescribed and includes a college so located and established or maintained by the University immediately before the commencement of this Act;
- (28) "University Professor" means a person appointed as such by the University.

Statute I (2)

Additional
Definitions

b) The following definitions are in addition to those contained in Sec.2 of the Andhra Pradesh Universities Act:-

- 1) "Act" means the Dr.B.R.Ambedkar University Act No.29 of 2008 deemed to have been incorporated as Act No.4 of 1991 of A.P. Universities Act;

- 2) "Academic Senate" means, the Academic Senate of the University as constituted under Sec.24 of the Act.
- 3)"Appointed Day " means the date appointed under Sub-Sec. (3) of Sec.1 for the coming into force of the Dr.B.R.Ambedkar University Act No.29 of 2008 deemed to have in force on the 25th June, 2008 and incorporated in the Act further to amend the A.P. Universities Act, 1991;
- 4)"Authority" means any authority of the University specified in Sec.17 of this Act;
- 5)"Board of Studies" means a Board of Studies of the University as constituted under Section 27 of the University Act;
- 6)"Chancellor" means the Chancellor of the University under Sec. 9 (i) , Section 10 of the Act;
- 7)"Clear Days" means that the time is to be reckoned exclusive of both the first and the last days;
- 8)"Dean/Chairman of the Faculty" means the head of the Faculty appointed as such by the University under Sec. 26 (4) (a) of the Act;
- 9)"Degree College" means a College affiliated to the University for providing courses of study qualifying students for admission to the examination for the ordinary degree in arts, science, commerce or such other Faculty, in accordance with the Regulations prescribed;
- 10)"Employee" means any person appointed by the University and includes teachers and administrative staff of the University;
- 11) "Executive Council" means the Executive Council of the University as constituted under Sec.18 of the Act;
- 12) "Faculty " means either one or more allied group of departments of the University under Sec.26 (2) of the Act.;
- 13)"Finance Committee" means the Finance Committee of the University as constituted under Sec. 47 (I) of the Act;
- 14)"Finance Officer" means the Finance Officer of the University under Sec.9 (vi) and 16 (I) of the Act;
- 15)"Gazette" means the Andhra Pradesh Gazette;

- 16) "Motion" means anything moved either by way of resolution or amendment;
- 17) "Officer" means any officer of the University specified in Sec. 9 of the Act;
- 18) "Planning and Monitoring Board" means the Planning and Monitoring Board of the University as constituted under Sec. 28 (1) of the Act;
- 19) "Postgraduate College" means a College established or maintained by the University or an Affiliated College in which provision is made for Postgraduate course(s) of study leading up to the higher degree(s) of the University in accordance with the Regulations prescribed;
- 20) "Rector" means the Rector of the University under Sec. 9 (iii) and 14 of the Act;
- 21) "Registrar" means the Registrar of the University under Sec. 9 (v) and 15 (1) of the Act.
- 22) "Researchers" include full-time Research Associates, Research Assistants, Research Fellows and Research Scholars appointed/admitted as such by the University for carrying out research work in a faculty/ school/ centre/ Institution/ project of the University;
- 23) "Resolution" means original proposition;
- 24) "Section" means a section of the Act;
- 25) "Statutes, Ordinances and Regulations" means respectively the Statutes, Ordinances and Regulations of the University made under the Act;
- 26) "Vice-Chancellor" means the Vice-Chancellor of the University under Sec. 9 (ii) of the Act;
- c) i) All words and expressions used and defined herein and in the Act shall have the meanings so defined.
- ii) In these laws, wherever the word "he" or "him" occurs it shall stand altered as "she" or "her" when it relates to a woman, respectively.

Statute I (3)

Notices and
Address

3. (a) A member of the Executive Council, the Academic Senate, a Faculty, a Board of Studies, a Board of Examiners, the Planning and Monitoring Board or any other Authority or a Committee appointed under the Code of the University shall, as soon as appointed, nominated or elected, furnish to the Registrar or to any other Officer authorized by the Executive Council to correspond on any specific matter, an address to which all communications intended for him may be sent and shall also intimate to him from time to time change of address, if any, and the delivery of communications to the address last given by him shall be sufficient compliance with the requirements of the Code of the University as to notice intended for him;
- (b) "Address" includes postal address, "e-mail" address, fax number or mobile phone number for short message service (SMS);
- (c) Notice to be given by the University shall be deemed to have been validly given when communicated by any one of the modes listed above.

Statute. I (4)

Validity of Acts
Done on the day
following a Dies
non

4. Where, under the Code of the University, any act or proceeding is directed or allowed to be done or taken in the office of the Registrar or any other officer authorized by the Executive Council on a certain day or within a prescribed period, and the office is closed on that day or the last day of the prescribed period, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office reopens thereafter.

CHAPTER II

THE UNIVERSITY

Establishment of a
University
Act, Sec.3
(1 & 2)

1. (1) The Government may, by notification, establish a University and specify the name, area of operation and headquarters thereof and for this purpose it shall be competent for the Government to amend the Schedule so as to,

- (i) include the University in the Schedule;**
- (ii) specify the University area and the headquarters of the newly established University; and**
- (iii) alter the University area of any other University.**

(2) Where a notification has been issued under sub-section(1), there shall, unless the notification is in the meantime rescinded, be introduced in the Legislative Assembly, as soon as may be but in any case during the next session of the Legislative Assembly following the date of the issue of the notification, a Bill on behalf of the Government, to give effect to the alteration, addition or cancellation, as the case may be, of the Schedule specified in the notification, and the notification shall cease to have effect when such Bill becomes Law, whether with or without modifications, but without prejudice to the validity of anything previously done thereunder :

Provided that if the notification under sub-section (1) is issued when Legislative Assembly is in session, such a Bill shall be introduced in the Legislative Assembly during that session :

Provided further that where for any reason a Bill as aforesaid does not become Law within six months from the date of its introduction in the Legislative Assembly, the notification shall cease to have effect on the expiration of the said period of six months.

Establishment of
Dr.B.R.Ambedkar
University.
Act ,29 of 2008

2. In exercise of the powers specified above, the Government, by effecting necessary amendments to the Schedule given at the end of the Act, established Dr.B.R.Ambedkar University having jurisdiction over Srikakulam District, with headquarters at Srikakulam.

Description of the
University
Act, Sec.3 (3)

- 3.The University shall be a residential, teaching and affiliating University, and shall consist of a Chancellor, a Vice-Chancellor, a Rector, an Executive Council and an Academic Senate. It shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by the said corporate name.

Legal Proceedings
Act, Sec.3 (4)

4. In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on the Registrar.

Powers, functions
and objects of
the University,
Act, Sec. 5

5. Every University established under the Act shall have the following powers, functions and objects, namely:-

- 1) to provide for instruction and training in such branches of learning as it may think fit;
- 2) to make provision for research, extension programme and for the advancement and dissemination of knowledge;
- 3) to confer degrees and other academic distinctions on persons who have carried on research under conditions prescribed;
- 4) to confer honorary degrees or other academic distinctions on approved persons under conditions prescribed;
- 5) to create posts of Professors, Associate Professors, Assistant Professors and any other teaching posts required by the University and to appoint persons therefor;
- 6) to create administrative, ministerial and other posts required by the University;

- 7) to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or may have been acquired by it for the purposes of the University and to contract and do all other things necessary for or incidental to the purposes of the University;
- 8) to institute, take over and maintain colleges and hostels;
- 9) to establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Post-Graduate Centres in any part of the University area outside the University Campus;
- 10) to confer autonomy on affiliated colleges or Post-Graduate Centres in any part of the University area outside the University Campus;
- 11) to transfer any or all the colleges or institutions maintained by the University to the administrative control of the Government on such conditions as it may determine;
- 12) to erect, equip and maintain laboratories, libraries and museums;
- 13) to affiliate or recognize colleges and institutions and to withdraw such affiliation or recognition;
- 14) to inspect affiliated and recognized colleges and institutions and to take measures to ensure that proper standards of instructions are maintained in them;
- 15) to make grants from the funds of the University to affiliated and recognized colleges and institutions;
- 16) to establish, maintain and manage research departments and institutions;
- 17) to make special provision for the spread of higher education among educationally backward classes of citizens;
- 18) to make special provision for colleges and institutions for women students;
- 19) to establish research institutions in any part of the University area whether within or outside the University Campus;

- 20) to fix fees and to demand and receive such fees and other charges as may be prescribed;
- 21) to make grants from the funds of the University for the maintenance of the National Cadet Corps;
- 22) to institute and manage, -
 - i) a Department of Publications;
 - ii) a University Press;
 - iii) an Employment Bureau;
 - iv) an Information Bureau;
 - v) Boards of University Extension;
 - vi) Students' Unions, University Sports and Athletic Clubs, and other similar bodies and associations;
- 23) to co-operate with other Universities, educational institutions and authorities in such manner and for such purposes as the University may determine;
- 24) generally to do all such other acts and things whether incidental to the powers aforesaid or not, as may be necessary or desirable to further the objects of the University as a residential, teaching and affiliating University, to cultivate and promote arts, fine arts, sciences, professional studies, technology and other branches of learning and to promote the interests of its students;
- 25) to supervise and control the conduct and discipline of the students of the University and its affiliated and recognized colleges and institutions, and to make arrangements for promoting their health and general welfare.

Admission of
Educational
institutions or
Colleges
Act, Sec.6

- 6. (1) No college or institution outside the University area shall form part of, or be affiliated to or recognized by or be admitted to the privileges of the University:

Central Act
37 of 1956

Provided that the colleges and institutions in the territories specified in clause (b) of sub-section (1) of Section 8 of the States Reorganization Act, 1956, which formed part of the State of Hyderabad as it existed immediately before the 1st November, 1956, shall continue to be affiliated to or be recognized by the Osmania University, until such time as that University may determine.

Provided further that the institution of research and higher learning outside the concerned University area may be recognized in the manner prescribed by the Statutes.

- (2) No college or institution within the concerned University area shall, after the commencement of this Act, form part of, or be affiliated to, or be recognized by, or seek admission to any privileges of any other University :

Provided that nothing contained in this subsection shall apply to any such college or institution within the concerned University area and which formed part of, or was affiliated to, recognized by, any other University prior to such commencement;

- (3) Every college or institution which was affiliated to or associated with or recognized or maintained by any of the Universities in the Schedule at the commencement of this Act shall continue to be affiliated to or associated with or recognized or maintained by that University;

Special Provision
for the transfer of
certain institutions
Act. Sec.6-A

- @6-A. (1) Notwithstanding anything in this Act, every college or institution which was affiliated to or associated with or recognized or maintained by any of the Universities in the Schedule at the commencement of this Act and which has on such commencement gone into the University area of a different University shall, on and from the commencement of the Andhra Pradesh Universities (Second Amendment) Act, 1993, stand transferred to the University in whose area such college or institution is located and shall hereafter be deemed to have been affiliated to or associated with or recognized by such University to which it is transferred and shall be maintained by such University;

@ Section 6-A was inserted with effect from 13-7-1993, as per section 2 of the A.P.Act No.19 of 1993.

(2) On and from the date of transfer of the college or institution under sub-section (1) the staff working in such college or institution shall be given an option either to remain in the service of the University to which the said college or institution belonged prior to the commencement of the Andhra Pradesh Universities (Second Amendment) Act, 1993 or to go into the service of the University to which the college or institution is transferred, in such manner and subject to such conditions as may be prescribed by rules made by the Government in this behalf and where the option exercised becomes final, the person concerned shall stand transferred to the service of the University he opted and it shall be competent for the Executive Council of such University to pass such orders as it deems fit in regard to the seniority, promotions and such other conditions of service of such transferred staff;

Provided that the service rendered by such staff in the University to which the college or institution belonged prior to such transfer shall be counted for all purposes as service in the University to which they opt.

University Open to
all persons
Act, Sec.7

7. No person shall be excluded from holding any office in the University or from membership of any of the authorities of the University or from admission to any degree, diploma or other distinction or course of study, on grounds only of religion, race, caste, sex, place of birth or any of them, and it shall not adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted thereto as a teacher or student or to hold any office therein or to qualify for any degree, diploma or other distinction or to enjoy or exercise any of the privileges of the University.

Provided that:

(1) the University may maintain, affiliate or recognise any college or institution, intended exclusively for women, either for their education, or for their residence;

(2) the University may reserve seats in any University college or constituent college for women or members of educationally backward classes, or allot seats on such regional basis of the concerned University area, as may be declared by the University;

(3) the Government may reserve seats in colleges under their management for women or members of educationally backward classes or allot seats on such regional basis of the State as may be declared by the Government;

Inspection and
inquiry Act, Sec.8

8. (1) The Government shall have the right to cause an inspection to be made by such person or persons as it may direct of the University, its buildings, laboratories, libraries, museums, workshops and equipment and of any institutions maintained by or affiliated to the University and also to cause an inquiry to be made, into the teaching and other work conducted or done by the University in respect of any matter connected with the University. The Government shall in every case give notice to the University of its intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.
- (2) The Government shall forward to the Vice-Chancellor a copy of the inspection report for obtaining the views of the Executive Council and on receipt of such views, the Government may tender such advice as they consider necessary and fix a time limit for action to be taken by the University.
- (3) The Executive Council shall, within such time as the Government may fix, report to them through the Vice-Chancellor the action which has been taken or is proposed to be taken on the advice tendered by them.
- (4) The Government may, where action has not been taken by the University to their satisfaction, within the time fixed and after considering any explanation furnished or representation made by the Executive Council issue such directions as they may think fit and the University shall comply with such directions.

CHAPTER- III

OFFICERS OF THE UNIVERSITY

Officers
Act, Sec. 9

1. The following shall be the Officers of the University:

- (i) **The Chancellor;**
- (ii) **The Vice-Chancellor;**
- (iii) **The Rector;**
- (iv) **The Principals/Deans of the University Colleges;**
- (v) **The Registrar;**
- (vi) **The Finance Officer, and**
- (vii) **Such other persons as the statutes may declare to be Officers of the University.**

Statute. III (1)

2. The following are also declared by statutes to be the Officers of the University.

- (a) The Director, College Development Council;
- (b) The Director of Admissions;
- (c) The Director, Centre for Distance Education;
- (d) The University Librarian;
- (e) The Controller of Examinations;
- (f) The University Engineer.

(i) THE CHANCELLOR

Chancellor
Act. Sec. 10

3. The Governor of Andhra Pradesh shall be the Chancellor of every University established or deemed to have been established under the Act. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at Convocations of the University. He shall exercise such other powers and perform such other duties as may be conferred on or vested in him by or under the provisions of the Act. The Chancellor may, by order in writing annul any proceeding of the University, which is not in conformity with the Act, the Statutes or the Ordinances:

Provided that before making any such order he shall give a notice calling upon the University to show cause why such an order should not be made, and if any cause is shown within the time specified therefor in the said notice, shall consider the same.

Disputes as to
constitution of
University
Authorities
Act, Sec.30

4. Save as otherwise provided, if any question arises whether a person has been duly nominated, or is entitled to be a member of any Authority of the University, the question shall be referred to the Chancellor, whose decision thereon shall be final.

(ii) THE VICE-CHANCELLOR

Appointment
Act, Sec.11 (I)

5. The Government shall constitute a Search Committee consisting of:

- i) a nominee of the Executive Council;
- ii) a nominee of the University Grants Commission; and
- iii) a nominee of the State Government.

The Search Committee shall submit a panel of three persons to the Government in alphabetical order from among whom the State Government shall recommend one person to the Chancellor for appointment as Vice-Chancellor and the Chancellor shall appoint such person as Vice-Chancellor.

Provided that it shall be competent for the Government to call for a fresh panel if they consider necessary and the Search Committee shall submit a fresh panel to the Government.

Act, Sec. 11(2)

6. The Vice-Chancellor shall not be removed from his office except by an order of the Chancellor passed on the ground of willful omission or refusal to carry out the provisions of the Act, or abuse of the powers vested in him and after due enquiry ordered by the Government, by the Lokayukta or by such person who is or has been a Judge of a High Court or the Supreme Court as may be appointed by the Chancellor in which the Vice-Chancellor shall have an opportunity of making his representation against such removal;

Provided that where the enquiry is conducted by a person who is or has been a Judge of High Court or the Supreme Court the report of such an enquiry shall be forwarded to the Government and the Chancellor shall act in accordance with the advice tendered by the Government on a consideration of the report while exercising his powers under this sub-section;

Act, 11 of 1983

Provided further that where the Lokayukta enquires into an allegation against the Vice-Chancellor under the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983, then notwithstanding anything contained in Section 12 of that Act, the Lokayukta shall submit the report to the Government and the Chancellor shall act in accordance with the advice tendered by the Government on a consideration of the report while exercising his powers under this sub-section.

Act, Sec.11 (3)

7. The Vice-Chancellor shall be the academic head and the principal Executive Officer of the University and shall exercise general control over its affairs. He shall be a whole time officer of the University.

Term
Act, Sec.12 (1)

8. Subject to the provisions of Sub-section (2) of section 11, the Vice-Chancellor shall hold office for a term of three years from the date of his appointment and shall be eligible for reappointment to that office for another term of three years in the manner provided in Sub-section (1) of section 11.

Pay and
allowances
Act, Sec.12 (2)

9. The Vice-Chancellor shall be paid such pay and allowances as may, by order, be specified by the Government from time to time. He shall be provided with a furnished official accommodation for which he shall pay ten per cent of his salary towards rent.

Alternative
arrangements
Act, Sec 12 (3)

10. When the Vice-Chancellor is unable to exercise his powers, perform his functions and discharge his duties owing to absence, illness or any other cause or when the office of Vice-Chancellor is vacant, it shall be competent for the State Government to appoint a person to be in-charge Vice-Chancellor. The person so appointed as in-charge Vice-Chancellor shall exercise the powers, perform the functions and discharge the duties of the Vice-Chancellor until the Vice-Chancellor assumes the office, or as the case may be, a new Vice-Chancellor is appointed in accordance with Sub-section (1) of Sec. 11.

Resignation
Act, Sec.12 (4)

11. It shall be competent for the Chancellor to accept the resignation of the Vice-Chancellor.

Act, Sec.12 (5)

12. When the post of the Vice-Chancellor falls permanently vacant, either by resignation or otherwise, the vacancy shall be filled by the Chancellor by appointing another person as the Vice-Chancellor and the Vice-Chancellor so appointed shall hold office for a full term of three years.

Powers and
duties of the
Vice-Chancellor
Act, Sec.13

13. (1) The Vice-Chancellor shall, by virtue of his office be a member and Chairman of the Executive Council and the Academic Senate and shall preside at the Convocation of the University in the absence of the Chancellor.

(2) He shall be entitled to be present at and address at any stage, any meeting of any Authority of the University, but not to vote thereat, unless he is a member of the Authority concerned.

(3) He shall have the power to convene meetings of the Executive Council and the Academic Senate.

(4) It shall be his duty to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he may exercise all powers necessary for this purpose.

(5) He shall have power to interpret the provisions of the Act, the Statutes, the Ordinances and the Regulations. Any person or Authority aggrieved may, within such time as may be prescribed by an Ordinance, appeal to the Chancellor;

Provided that:

i) if such interpretation was given at a meeting of the Executive Council the appeal shall lie to the Chancellor direct;

ii) if such interpretation was given otherwise than at a meeting of the Executive Council, the appeal shall be forwarded to the Chancellor through the Executive Council;

Ordinance. III (1)

iii) Such appeal shall be filed within thirty days from the date on which such person has notice of the action;

The decision of the Chancellor on the appeal shall be final.

(6) **He shall give effect to the decision of the Authorities of the University taken in accordance with the powers conferred by or under this Act.**

(7) **He shall have such other powers as may be prescribed.**

(8) (a) **When, with regard to any matter in which any officer or authority may take action, the Vice-Chancellor considers immediate action desirable, he may, subject to the general control of the Chancellor, take such action as may be necessary but shall, as soon as may be, report the action taken to the effect to the Officer or Authority concerned.**

(b) **An appeal shall lie to the Executive Council against any action taken by the Vice-Chancellor under clause (a) affecting any person in the service of the University, at the instance of such person. Such appeal shall be filed within thirty days from the day on which such person has notice of the action taken.**

STATUTES III (2)

Other powers
prescribed under
Sec. 13 (7) of the
Act.

14. Without prejudice to the powers conferred on the Vice-Chancellor by Sec. 13 of the Act, the following powers shall also be exercised by him :-

- (1) He shall be responsible for the maintenance of discipline among the teaching and non-teaching staff and the students of the University, and shall exercise all powers necessary for this purpose;
- (2) He shall have the right to inspect all colleges and institutions of the University and also the colleges and institutions affiliated to or recognized by or associated with the University. He may express his views thereon to the appropriate officer or Authority of the University for consideration and such action as he/it may deem fit and proper;
- (3) He shall exercise general control over all institutions and departments of the University;
- (4) He shall exercise general control over all University buildings and hostels and shall be the final authority for allocating accommodation for administrative, teaching and residential purposes;

- (5) He shall be the Chairman of different Selection Committees constituted under Sec. 43 of the Act and conduct the proceedings at their meetings;
- (6) All proposals from such Institutions and Departments which require the sanction of the Executive Council shall be submitted to him and he shall place them before the Executive Council with his recommendations;
- (7) He shall be the final authority for deciding in case of any dispute, the arrangement of teaching in a department and assigning the number of periods of work to a teacher.
- (8) He shall have power: --
 - a) to institute enquiry in respect of any matter concerning the University;
 - b) to delegate any of his duties and powers to a Board or Committee or an Officer or a Member of the staff.
 - c) to authorize the Registrar to take on lease such buildings as may be necessary for the use of offices, colleges and institutions of the University at the rates of rent assessed by the University Engineer, subject to availability of necessary provision in the budget and approval of the Executive Council therefor;
 - d) to sanction installation of telephones, mobile phones, fax machines, internet facilities and inter-communication apparatus at residences, offices and institutions of the University;
 - e) (i) to appoint, punish, suspend or dismiss employees of the University holding posts below the rank of Assistant Registrar following the prescribed procedure :

Provided, however that the affected party shall be entitled to prefer an appeal to the Executive Council within thirty days from the date of serving the orders;

 (ii) to extend the period of temporary posts upto three months and to sanction disbursement of salary to the persons holding the posts;
 - (iii) to appoint members of the teaching staff of the University or others, as part-time teachers or for other duties according the sanctioned scale and to sanction their remuneration from the provision of the vacant posts or savings;

- iv) to engage temporary employees to meet the demands of emergent and provisional work sanctioned during the year and to sanction their remuneration according to prescribed rates from the savings, subject to a maximum amount as fixed from time to time;
- f) to transfer the members of the teaching staff from one University college to another and from the teaching departments to the administration and vice-versa;
- g) unless otherwise provided, to sanction annual grade increments to the teachers and other employees of the University and to confirm them in the posts on the basis of satisfactory reports from the concerned higher officials;
- h) (i) to withhold annual grade increments of employees of the University holding posts below the rank of Assistant Registrar;
- (ii) to suspend or extend or terminate the probation of probationers in posts below the rank of Assistant Registrar;
- (iii) to recommend to the Executive Council, -
 - (a) withholding of annual grade increments of employees holding the post of and above the rank of Assistant Registrar, and
 - (b) suspension or extension or termination of probation of probationers in the post of and above the rank of Assistant Registrar.
- i) to depute employees of the University to attend conferences held outside the headquarters or for any other purpose relating to the University and to sanction their traveling and other allowances out of the budgeted amount or from the savings, in accordance with the rules framed in this behalf;
- j) i) unless otherwise provided in other Laws, to grant leave of all kinds to the University employees holding posts below the rank of an Assistant Registrar for any period of time, and to all other employees and teachers of the University upto a maximum period of six months, and to make consequential arrangements and sanction pay and allowances admissible under the Laws for the discharge of work during such leave;
- ii) to grant study leave to the University employees for a period of three years whether taken at one time or at different intervals;

- iii) to grant leave on half pay and extra-ordinary leave without pay to the members of the staff of the University after verification by the audit upto the limit permissible under the Laws irrespective of the fact whether the leave is taken for purposes of study or for other purposes;
- iv) to commute absence into leave and condone an interruption in service upto 15 days in the case of University employees below the rank of Assistant Registrar;
- v) to grant earned leave on full pay in accordance with the prescribed Laws to the teachers who work during the vacation period;
- k) (i) to suspend the Registrar or any teacher or any other employee holding the post of and above the rank of Assistant Registrar in the University and report the matter to the Executive Council at its next meeting for taking such further action as it may deem fit and proper;
- (ii) to retire teachers and members of non-teaching staff of the University on attaining the age of superannuation or otherwise and to sanction their pension or pension-cum-gratuity, Commutation, contributory provident fund, Provident fund, and other retirement benefits in accordance with the rules in force;
- (iii) to make incharge arrangements to the extent of persons next below, in temporary vacancies of heads of departments and heads of institutions;
- (iv) to accord or refuse permission to the University employees to accept any honorary work outside the University;
- (v) to allow the University employees to accept examinership, and membership of academic bodies in other Universities or Institutions, be it remunerative or non-remunerative;
- (vi) to grant permission to the teachers of the University for attending the meetings of the committees constituted by the Governments of States and the Centre and others such as U.G.C/ C.S.I.R /D.S.T /D.B.T/I.C.S.S.R/I.C.H.R/I.C.M.R etc. and treat them as being "on duty" in accordance with the rules prescribed;

- I) to accord permission for the following within the amounts specified or any amount fixed from time to time;
 - (i) to sanction estimates and plans prepared by the Architects/University Engineer for construction of new buildings, additions and repairs to the existing buildings, laying of roads, black topping of roads, electrical, sanitary and water works etc., involving expenditure subject to the provision made in the budget;
 - (ii) to accord permission to start urgent repairs to buildings and furniture in anticipation of sanction by the Executive Council and in accordance with the estimates prepared by the University Engineer involving expenditure within the limits prescribed subject to provision made in the budget;
 - (iii) to sanction purchase of furniture and office equipment such as computers, printers, uninterrupted power supply systems, typewriters, reprographic devices, bicycles, steel almirahs, safes, etc., subject to provision made in the budget;
 - (iv) to sanction directly remission and writing off irrecoverable losses and damages of stores etc. not exceeding, in each case the amount fixed from time to time ;
 - (v) to sanction in consultation with the Finance Committee the remission and writing off losses of stores etc. exceeding in each case the amount fixed in (iv) above;
 - (vi) to sanction expenditure for purchase of machinery, equipment or apparatus subject to the procedure laid down by the Finance Committee and as per the provision made in the budget;
 - (vii) to sanction expenditure not exceeding the limits prescribed at any one time under any head of account and report to the Executive Council once in a quarter all such sanctions;
 - (viii) to sanction transfer funds from one sub-head of account to another, if sufficient amount is not available under a particular sub-head of account in the budget to meet any expenditure sanctioned by the Executive Council under that sub-head of account and report to the Executive Council;
 - (ix) to allot funds within the sanctioned grant to teachers of the University as assistance for publication of original works and report the matter to the Executive Council;

- (x) to sanction within the budget provision charges for the translation, the compilation and the revision of books;
- (xi) to re-appropriate amounts which have once been sanctioned by the Executive Council but could not be utilized during the course of the particular financial year subject to budget provision;
- m) to invite persons to deliver extension lectures and endowment lectures and to sanction their remuneration and traveling and other allowance therefor within the budget provision;
- n) to decide all matters relating to scholarships, fellowships and freeships;
- o) to delete at any time any item from the agenda for the meeting of any Faculty or Board of Studies or to refer back for reconsideration or to reject any resolution adopted by that Authority;
- p) to appoint examiners from the panel of examiners recommended by the concerned Boards of Studies, to conduct University examinations, to approve and to publish the results of University Examinations and to report the same to the Executive Council; and
- q) to delegate any of his duties and powers to a Board or a Committee or any Officer or a member of the staff.

Leave

- 15. (i)** The Vice-Chancellor shall be eligible for leave on full pay at the rate of 2 ½ days for each completed month of service;

In the event of the same incumbent being reappointed for a further term, he shall be entitled in addition to the leave admissible as above, to leave on full-pay for such unexhausted period of leave on full-pay as may remain to his credit in the previous term of office.

- (ii) He shall also be entitled for payment of a lump-sum amount equal to the full pay of the unexpired period of leave to his credit as on the date of expiry of his term or terms of appointment which he would have drawn had he availed himself of it;
- (iii) The Vice-Chancellor shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years' tenure of office; provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty;

Travelling, Daily
and other
Allowances.

16 .(i) The Vice-Chancellor when travelling on University work shall be entitled to travelling, daily and other allowances in accordance with the Standing Orders contained in the chapter on "Travelling and Daily Allowances" of these Laws;

(ii) The Vice-Chancellor may also be paid such other allowances as the Executive Council may deem necessary.

(iii) THE RECTOR

Appointment
Act, Sec. 14.

17. There shall be a Rector who shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor in such manner and on such terms and conditions as may be prescribed by the Statutes from among the senior Professors. He shall exercise such powers and perform such duties as may be prescribed by the Statutes.

Statutes III (3)

Term

18. The Rector shall be appointed for one year at a time, and shall be eligible to be reappointed, provided, however, that the same person shall not hold office of Rector for more than three years.

Whole Time
Officer

19.a) The Rector shall be a whole-time officer provided, however, that the Vice-Chancellor may permit him to engage in any teaching work or research guidance, as Professor.

Additional
Allowance

b) In addition to his pay and allowances as Professor, he shall be paid additional allowance as fixed by the Executive Council or his pay and other allowances shall be fixed by the Executive Council from time to time. He shall also be entitled to such perquisites as may be fixed by the Executive Council on the recommendation of the Vice-Chancellor.

Powers and
Duties

Presiding over
Meetings

20.a) (i). Where the Vice-Chancellor is the Chairman of any Authority, Body or Committee of the University and when he is absent for any reason whatsoever from any meeting of such Authority, Body or Committee, the Rector shall preside over such meeting and conduct the business, except in the case of the Executive Council and the Selection Committees. He shall not, however, have power to vote thereat, unless he is a member of that Authority, Body or Committee.

(ii) The Rector shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, Body or Committee of the University but shall not be entitled to vote thereat unless he be a member of that Committee, Body or Authority.

b) The Rector shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to him by the Vice-Chancellor. The Vice-Chancellor may, however, suo motu or otherwise, revise, amend, alter or annul any order of or action taken by the Rector.

Leave

21. a) The Rector shall be eligible for leave on full pay at the rate of 2 ½ days for each completed month of service and other leave applicable to officials of the University;

b) He shall also be entitled for payment of a lump-sum amount equal to the full pay of the unexpired period of leave to his credit as on the date of expiry of his term or terms of appointment which he would have drawn had he availed himself of it.

Travelling, daily
and other
allowances

22. The Rector shall be paid travelling, daily and other allowances at the rates admissible to members of the Executive Council as contained in the Chapter on "Travelling and Daily Allowances", of this Code;

Resignation

23. The Rector may resign his office by submitting a letter to that effect to the Vice-Chancellor and the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.

Removal
from Office

24. For valid and satisfactory reasons, the Vice-Chancellor may remove the Rector from office at any time and shall report the same to the Executive Council. Before removing him, an opportunity shall be given to him to offer his explanation, which shall be considered before taking a decision in the matter.

(iv) PRINCIPALS / DEANS OF THE UNIVERSITY COLLEGES

STATUTE. III (4)

There shall be a Principal for each University College.

Appointment

25.a) Principal of the University College shall be whole time Officer appointed by the Vice-Chancellor on the basis of seniority by rotation from among the Professors of the University College;

Term

b) The Principal shall hold office for a period of two years and is not eligible for reappointment till the rotation is completed.

Additional Allowance

26. The Principal of the University College shall be paid monthly additional allowance as may be fixed by the Executive Council besides salary drawn by him as Professor.

Teaching Work

27. The Principal shall engage in teaching and research as may be prescribed by the UGC and University.

Powers and Duties

28. Subject to the general control of the Vice- Chancellor, the Principal shall exercise and discharge the following powers and duties:

He shall,-

- a) be the executive head of the University College and he shall exercise general supervision and control over all the Schools, connected offices, and all the related institutions like library, hostels, play fields, and their internal administration. He shall be responsible for smooth and efficient functioning of the College, the departments and the related institutions;
- b) preside over the meetings of the College Council and whenever necessary he shall address the staff members of the college, and shall in consultation with them, prepare the academic calendar, organize and complete academic schedule, extra-curricular, co-curricular activities and conduct the examinations for all the Departments under his control. The academic calendar shall specify:
 - (i) the admission schedule,
 - (ii) the last dates for admission into Colleges and hostels,

- (iii) last dates for payment of tuition and other fees;
- (iv) conduct of internal tests including their methodology,
- (v) last working day for instruction,
- (vi) schedule for year and semester end examinations,
- (vii) declaration of mid-term and summer vacations and
- (viii) all other related academic matters;
- c) be responsible for admission of students to the University College;
- d) supervise the enrolment and progress of the students of the College;
- e) review the budget estimates of each School and propose changes required, if any;
- f) prepare the Annual Budget for the entire College in consultation with the Deans of Schools and forward the same to the University;
- g) with respect to the employees working under him exercise powers of drawing, disbursing and collection of money under relevant Statutes, Ordinances and Regulations;
- h) have power to sanction casual leave and special casual leave for staff working under him;
- i) countersign TA Bills of the employees working under him;
- j) be responsible for the maintenance of discipline among the staff and students of the college and he shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the Laws;
- k) i) take necessary steps to prevent ragging in the college; and
 ii) when any case of ragging is brought to his notice, take immediate action as stipulated in the A.P. Prohibition of Ragging Act, 1997 and the rules made thereunder;
- l) call for from the Heads of the Departments:

- i) Through the Deans of School periodical reports about the attendance and progress of the students of the college; and
- (ii) periodical reports from members of the teaching staff about their teaching, research, academic and administrative activities;
- m) constitute, with the prior approval of the Vice-Chancellor, such committees as are necessary for bringing out inter Departmental co-ordination for taking up projects on an inter-School/departmental basis as recommended by Research Advisory Committee and for smooth functioning of the School and other attached institutions and also for the maintenance of welfare of the students and the staff;
- n) be his duty to see that only such students who fulfilled the minimum requirements of attendance and progress as laid down by the regulations and qualified for admission to the University Examinations are permitted to appear for the University Examinations;
- o) see that the provisions of the Laws and the instructions issued by the Vice-Chancellor and the Executive Council are complied with by the staff and students and any serious violation thereof shall be brought to the notice of the Vice-Chancellor and the Executive Council through the Vice-Chancellor;
- p) perform such other duties as may be assigned to him by the Executive Council, Academic Senate, Planning and Monitoring Board or the Vice-Chancellor;

Delegation
of Powers

- 29.** He shall have the power to allot such of his functions to be discharged, subject to his directions and control, by such of the subordinate officers as he may from time to time decide.

Being the Head of the College, all correspondence relating to the College shall, however, be routed through him.

Leave

- 30.** a) The Principal shall be eligible for leave on full pay at the rate of 2 ½ days for each completed month of service and other leave applicable to officials of the University;
- b) He shall also be entitled for payment of a lump-sum amount equal to the full pay of the unexpired period of leave to his credit as on the date of expiry of his term which he would have drawn had he availed himself of it.

Travelling, daily
and other
allowances

- 31.** The Principal shall be paid travelling, daily and other allowances at the rates specified in the Chapter No. ___ on "Travelling and Daily Allowances", of the Laws of the University.

Resignation

- 32.** The Principal of the College may resign his office at any time during his tenure of office. He shall submit his resignation letter to the Vice-Chancellor for consideration and decision thereon.

Alternative
Arrangement

- 33.** When the office of the Principal is vacant or when he is by reason of illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint such other person to exercise the powers and perform the functions of the Principal until the Principal assumes the office, or as the case may be, a new Principal is appointed.

(v) THE REGISTRAR

Appointment
Act.Sec.15 (1),
(2), (3)

- 34. 1.** The Registrar shall be a whole time paid officer of the University appointed by the Executive Council for a term of three years or less and on such terms and conditions as may be prescribed by the Statutes, provided that he shall not continue in that office for more than six years;

2. The Registrar shall act as the Secretary of the Executive Council and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed;

3. The Executive Council may transfer the Registrar to a suitable position even before the completion of the term provided he is shown a position in the University with the same emoluments;

Act, Sec.43 (2)

- 35.** The Registrar shall be the Secretary of the Selection Committee.

Agreement
Act, Sec.39
(1), (2)

36. An agreement shall be executed by the Registrar within one month from the date of his taking charge of office in proper form as prescribed on a non-judicial stamp paper at his cost of the value required by law for the time being in force and delivered to the University.

Suits
Act, Sec.3 (4)

37. In all suits and legal proceedings for or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits or proceedings shall be issued to and served on the Registrar.

STATUTES III (5)

Eligibility

38. The Registrar shall be appointed from,-

i) among the Professors or equivalent cadre,

or

ii) among the Deputy Registrars or equivalent cadre having Postgraduate degree and a minimum of five years experience in the cadre of Deputy Registrar or equivalent cadre and with not less than twenty years of service in the superior cadre in the University.

Salary

39. The salary grade of the Registrar shall be the same as that of a Professor in the University. If he is not from the teaching stream his salary grade shall be fixed by the Executive Council.

Powers

40. In addition to the powers and duties conferred by the Act, subject to the general direction and control of the Vice-Chancellor the Registrar shall exercise the following powers and duties namely:-

- i) He shall have the power to enter into agreements, sign documents and authenticate records for and on behalf of the University;
- ii) He shall conduct such official correspondence relating to the University as is entrusted to him and be responsible for the proper maintenance of all the records of the University;
- iii) He shall be the custodian of the records, common seal and such other properties of the University as the Executive Council may commit to his charge;
- iv) He shall render generally such assistance as may be required by the Vice-Chancellor in the performance of his official duties;

- v) He shall have power to fix and define functions and duties of the non-teaching employees of the University and to sanction them leave as per rules;
- vi) He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office;
- vii) He shall conduct official correspondence of the University and be responsible for the proper maintenance of all the records of the University;
- viii) He shall issue notices concerning meetings of the Executive Council, Academic Senate, Planning and Monitoring Board, Finance Committee and Selection Committee;
- ix) Save as otherwise provided, he shall attend the meetings of the above authorities and maintain the minutes thereof, but shall not have powers to vote thereat, unless he is a member of that Authority/ Body/ Committee;
- x) He shall exercise such financial powers as may be prescribed from time to time;
- xi) He shall forward applications of the non-teaching employees of the University service for appointments outside the University subject to the service conditions laid down in the Statutes;
- xii) He shall have power to take disciplinary action against such of the employees, other than teachers and other academic staff, as may be specified in the Ordinances, to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment;
- xiii) He shall maintain in the prescribed form, a register of all the Registered Graduates of the University;
- xiv) Subject to the control of the Executive Council, he shall, with the assistance of the Finance Officer –
 - (a) manage the property and investments of the University;
 - (b) see that all moneys are expended for the purposes for which they are granted or allotted; and
 - (c) be responsible for the preparation of financial estimates and annual accounts.

- xv) He shall be the custodian of all movable and immovable properties of the University, including all valuable securities, grants, title-deeds, sanads and cash of the University;
- xvi) He shall, with the assistance of the Finance Officer, realise and receive all grants or other moneys due to the University from whichever source that may be and he shall arrange for issue by the Finance Officer of receipts of discharge to all payments to the University;
- xvii) He shall exercise such other financial powers as may be prescribed by the Executive Council from time to time;
- xviii) He shall exercise such other powers as the Executive Council may assign to him from time to time;

Duties

- 41.(a) The Registrar shall, under the directions of the Vice-Chancellor, issue notices and agenda for the meetings of the Executive Council, the Academic Senate, the Faculties, the Boards of Studies, their Committees, the Planning and Monitoring Board, the Selection Committees and any other committee as and when constituted;
- (b) He shall place before the meetings of the above Authorities and committees all such information as may be necessary for transaction of their business;
- (c) Unless otherwise ordered by the Vice-Chancellor, he shall attend the meetings of the Executive Council, the Academic Senate, the Planning and Monitoring Board and Standing Committees and Committees constituted for specific purposes;
- (d) He shall record and preserve safely the minutes or proceedings of the meetings of all the Authorities, the Planning and Monitoring Board, their committees and the Selection Committees;
- (e) He shall maintain a permanent record of the Regulations and Syllabi relating to all courses of study, offered in the University since its inception, for future reference;
- (f) Under the provisions of Right to Information Act, 2005, the Registrar shall act as the Public Information Officer of the University;
- (g) With the prior approval of the Vice-Chancellor, he may;
 - (i) depute any other competent officer, teacher or employee of the University to represent the University, on his behalf, and to sign and verify the pleadings, in suits and other legal proceedings by or against the University and

- (ii) delegate to the Principal or the Dean the power of claiming, on behalf of the University, exemption from payment of customs, excise or other duties.

Leave.

- 42** (1) The Registrar shall not absent himself from duties without the permission of the Vice-Chancellor if the period of absence is 10 days or less, and of the Executive Council, if the period is above 10 days;

- (2) With the prior permission of the Vice-Chancellor, the Registrar shall avail himself of all kinds of leave applicable to superior service of Non-Teaching establishment.

- 43.** a) In the absence of the Registrar for ten days or less either on leave or on other duty, the Finance Officer or the Controller of Examinations or the Deputy Registrar shall in the order of seniority perform the duties and exercise the powers of the Registrar with the approval of the Vice-Chancellor.

Alternative
arrangement

- b) When the period of absence is more than ten days, the Executive Council shall make alternate arrangements for the performance of the duties of the Registrar in such manner and on such terms as the Vice-Chancellor or the Executive Council may determine.

Travelling, Daily and
other allowances

- 44.** The Registrar shall be paid travelling, daily and other allowances at the rates admissible to members of the Executive Council.

Suspension

- 45.** (a) The Executive Council shall have the power, upon sufficient cause shown and after giving an opportunity to explain, to suspend the Registrar from office and from the emoluments thereof in whole or in part for any period not exceeding one year, or to require him to demit from or to deprive him of the office and during the period of suspension of the Registrar to make provision for his work;

- (b) The Registrar who feels aggrieved by the decision of the Executive Council, may appeal to the Chancellor against the order of the Executive Council within one month after the date of service of the order and the decision of the Chancellor on the appeal shall be final;

- c) The procedure laid down in Conditions of Service of the Employees of the University shall be followed in preferring the appeal;

Resignation

- 46.** The Registrar may by writing inform the Vice-Chancellor of his intention to resign or revert to his parent department. It shall be competent for the Executive Council on the recommendation of the Vice-Chancellor to accept his resignation or reversion or relief;

Provided, however, that he shall not be permitted to resign his appointment unless he gives one month's notice of his intention to resign. However, the Executive Council may relieve him earlier and the resignation shall be effective from the date of relief.

(vi) THE FINANCE OFFICER

Act, Sec. 16

- 47. 1)** The Finance Officer shall be a whole-time officer of the University appointed by the University from out of a panel of three officers to be obtained from the Government in the Education Department on such terms and conditions as may be prescribed by the rules made by the Government in this behalf. He shall be the employee of the Government and the salary, allowances, pension and other remuneration shall be paid in the first instance out of the consolidated Funds of the State and later recovered from the University.

- 2)** He shall maintain the accounts of the University and also advise the University on all matters relating to income and expenditure.

- 3)** He shall be present at the meetings of the Finance Committee and participate in the discussions but shall not be entitled to vote.

Act, Sec. 47 (c)

- 48.** The Finance Officer shall be the Secretary of the Finance Committee.

STATUTES. III (6)

Appointment

- 49.** The Finance Officer shall be appointed by the Executive Council. The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the rules made by the Government.

Powers and duties

50. Subject to the overall control of the Vice-Chancellor and Registrar, the Finance Officer shall exercise the following powers and discharge his duties :

- i) make all arrangements for the transaction of business of the meetings of the Finance Committee under the guidance and supervision of the Vice-Chancellor and the Registrar;
- ii) exercise general supervision over the funds of the University and shall advise it with regard to its financial policy;
- iii) be incharge of the Finance, Accounts and Audit branch of the University;
- iv) fix the duties and responsibilities of the Deputy Registrars, Assistant Registrars and other staff working under him, exercise control over them and assess their work and performance and sanction leave to them as per rules;
- v) be the principal adviser of the University on all matters connected with Finance, Accounts and Audit of the University;
- vi) make recommendations, whenever he deems necessary, to the Executive Council on all matters relating to the Finance, Accounts and Audit of the University;
- vii) suggest any new account or audit form or register considered necessary or suggest alteration to any existing form or register suitably for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee and the Executive Council;
- viii) take necessary steps to realize and receive grants or other moneys due to the University from the Central Government, State Governments, University Grants Commission and other bodies, institutions or individuals;
- ix) see that all payments received by the University are credited to the University Funds and shall arrange to issue cheques on behalf of the University for all authorized payments out of the University Funds;
- x) scrutinize every item of new expenditure not provided for in the budget estimates of the University;
- xi) disburse all salary bills including arrears of salary, contingent bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, arrange to pay all TA Bills, after ensuring that general sanction is received from the competent authorities;

- xii) sanction payment of bills submitted by various Departments of the Governments, Institutions, Organizations and other bodies for supplies effected on the basis of the orders placed by the competent authorities of the University, if there is budget allotment;
- xiii) With the approval of the Vice-Chancellor, invest University funds in deposits, securities etc., which shall be reported to the Finance Committee and the Executive Council immediately at their next meeting;
- xiv) make arrangements for payment of bills presented at the University Office;
- xv) arrange to settle objections raised by the Audit appointed by the Government and carry out, after obtaining the approval of the Executive Council, such instructions as may be issued by the Government on that Audit Report;
- xvi) take such action as may be necessary for completing the audit of the annual accounts well in advance so as to see that they are published in the Gazette, copies thereof together with the Annual Accounts are submitted to the Academic Senate and to the Government within the time limit fixed by Sec. 20 of the Act.
- xvii) sanction petty claims of contingent expenditure in accordance with the rules to meet the day to day requirements of the Finance Section.;
- xviii) have power to countersign TA Bills of the employees working under him;
- xix) bring to the notice of the competent authority any unauthorized expenditure and financial irregularities;
- xx) perform such other duties as may be required from time to time by the Executive Council or the Vice-Chancellor;

51. The Finance Officer shall arrange to prepare the financial estimates of the University under the guidance of the Vice-Chancellor and place before the Finance Committee for its consideration and comments in the month of February and with the modifications, if any, made by the Finance Committee place before the Executive Council for its consideration and approval in the month of March every year.

Financial Estimates

Alternative
arrangements

- 52.** When the office of the Finance Officer is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the Vice-Chancellor may appoint some other person to exercise the powers and perform the functions of the Finance Officer until the Finance Officer assumes the office, or as the case may be, a new Finance Officer is appointed in accordance with sub-section (1) of section 16 of the Act.

(vii) OTHER OFFICERS OF THE UNIVERSITY

STATUTES. III

(a) THE DIRECTOR

COLLEGE DEVELOPMENT COUNCIL

Appointment

- 54.** (a) The Director of the College Development Council (CDC) is a whole time Officer appointed by the Executive Council in accordance with the guidelines issued by the University Grants Commission on such terms and conditions prescribed;

Term

- (b) His appointment shall be initially for a period of one year subject to a maximum period of three years.

Salary

- (c) In addition to his pay and allowances as Director, he shall be paid such additional allowances if any as prescribed by the Executive Council.

Powers
and duties

- 54.** Subject to the general control of the Vice-Chancellor, the Director shall exercise the following powers and discharge his duties. He shall
- (a) be the Head of the College Development Council and its Office;
 - (b) act as a liaison officer between the University Grants Commission, the University, its constituent and affiliated colleges, the Department of Education of Govt. of Andhra Pradesh, the Andhra Pradesh State Council of Higher Education and such other bodies of State and Central Governments;

- c) correspond with all concerned with regard to the functioning of the College Development Council;
- d) Communicate all information received from the University Grants Commission regarding various schemes intended for the development of Colleges to all Colleges;
- e) obtain from the Colleges utilization certificates and completed documents in respect of U.G.C. grants and forward them to the University Grants Commission in time;
- f) see that the University Grants Commission grants are properly and expeditiously disbursed to colleges and monitor proper implementation of the U.G.C. programmes in affiliated colleges;
- g) convene the meetings of the Principals of all colleges and apprise them of the way in which College Development Council functions effectively for the development of colleges in all respects;
- h) prepare for each academic year the Annual Report of the College Development Council listing-out its activities and activities of affiliated colleges during that year and submit it to the Executive Council and the University Grants Commission through the Vice-Chancellor;
- i) convene with the approval of the Vice-Chancellor the meetings of the College Development Council at regular intervals, at least once in an academic year and review various programmes, activities and all issues relating to the development of colleges;
- j) visit or arrange to visit the colleges at least once in an academic year and to monitor the proposals for development of colleges and to advise them suitably;
- k) review inspection commission reports and suggest remedies for the defects, deficiencies and irregularities noticed in consultation with management and staff of the colleges;
- l) send periodic reports to the University Grants Commission about the impact of the U.G.C. programmes;
- m)
 - i) to provide information of eligible teachers for constitution of Board of Studies for Pass/Degree courses by the University;
 - ii) forward after consideration the lists of eligible teachers received from the Controller of Examinations to the Board of Studies for inclusion in the panel of paper setters and examiners;

- iii) to make arrangements for conducting the meetings of the Pass/Degree Board of Studies;
- iv) forward the minutes of the Pass/Degree Board of Studies to the University;
- n) define the duties of the staff working under him and assess their work;
- o) sanction leave to the staff working under him as per rules, countersign TA and other bills of the College Development Council;
- p) perform such other functions relating to affiliated colleges such as starting of new colleges, grant of conditional affiliation, affiliation for new courses or subjects, extra seats, recognition of hostels etc., as may be prescribed by the Executive Council for advancing the cause of collegiate education in the University area.

Leave

55.a) The Director shall be eligible for leave on full pay at the rate of 2 ½ days for each completed month of service and other leave applicable to officials of the University;

b) He shall also be entitled for payment of a lump-sum amount equal to the full pay of the unexpired period of leave to his credit as on the date of expiry of his term or terms of appointment which he would have drawn had he availed himself of it.

Travelling, daily and other allowances

56. The Director shall be paid travelling, daily and other allowances at the rates specified in the Chapter on "Travelling and Daily Allowances", of the Code of the University.

Resignation

57. The Director may resign his office by submitting a letter to that effect to the Vice-Chancellor and the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.

Alternative arrangement

58. When the Office of the Director is vacant, or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Director shall be performed by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

(b) THE DIRECTOR OF ADMISSIONS

Statute III (8)

Appointment

Term

Additional
Allowances

- 59.** a) The Director of Admissions shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors of the University;
- b) The term of appointment shall be initially for a period of one year subject to a maximum of three years;
- c) In addition to his pay and allowances as Professor, he shall be paid monthly such additional allowances as prescribed by the Executive Council;
- 60.** Subject to the general control and supervision of the Vice-Chancellor and he shall exercise the following powers and discharge his duties. He shall,-
- a) be in-charge of Directorate of Admissions;
- b) conduct Entrance Tests for all courses for which admissions are made by the University based on the Entrance Test except for the courses for which the Govt., APSCHE, conduct common Entrance Tests;
- c) coordinate with the Heads of the Departments, Chairmen of Boards of Studies, Deans, Principals and the University in preparing the norms for admission to various courses and research programmes offered in the University and Colleges;
- d) formulate, with the approval of the Vice-Chancellor, the Rules and Regulations, fee structure, etc. for conducting Entrance Tests and admission to courses and programmes;
- e) obtain eligibility criteria, syllabus for Entrance Test and panel of external paper setters for each Test from the respective Heads of the Department and obtain approval of the University;
- f) arrange--
- i) to prepare the schedule for Entrance Tests,
 - ii) to issue notification, prospectus and applications,
 - iii) for receipt and scrutiny of applications,
 - iv) to prepare nominal rolls and to issue Hall Tickets etc;
- g) to make arrangements for paper setting, printing of question papers and procuring other material required for conducting Entrance Tests;

- h) have power to constitute a Committee and convene meetings to consider cases of malpractices and take appropriate action on the recommendations of the committee;
- i) make all arrangements for conduct of Entrance Test, evaluation of answer scripts, preparation and dispatch of merit list, and publication of results;
- j) select candidates for admission to various courses in the University and other colleges following the prescribed rules and procedures;
- k) fix the duties of the staff working under him;
- l) be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of common entrance test;
- m) convene the meetings of Heads of the Departments whenever required;
- n) have power to pass the Bills for payment relating to the entrance test, admissions etc;
- o) scrutinize and approve the admissions made by the Colleges under management quota;
- p) finalize the list of candidates admitted, course-wise and college-wise allotting admission number to each candidate admitted along with particulars of fee paid and other details in the prescribed proforma duly filled with a photo duly attested of the concerned student and forward the same to respective college along with the amounts due to the College out of the fee collected within fifteen days after the last date of admission;
- q) perform such other duties and functions as may be entrusted to him by the Vice-Chancellor;

Resignation

61. The Director may resign his office by submitting a letter to that effect to the Vice-Chancellor and the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.

Alternative
arrangements

- 62.** When the Office of the Director is vacant, or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Director shall be performed by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

Statutes III (9)

(c) DIRECTOR

CENTRE FOR DISTANCE EDUCATION

Appointment

- 63. a)** The Director, Centre for Distance Education shall be a whole time officer appointed by the Executive Council on the recommendations of the Vice-Chancellor from among the Professors of the University

Term

- b) The term of appointment shall be initially for one year subject to a maximum of three years.

Additional
Allowances

- c) In addition to his pay and allowances as Professor, he shall be paid monthly such additional allowances as prescribed by the Executive Council.

Powers and
Duties

- 64. a)** (1) There shall be an Advisory Committee with the following members to advise him on matters pertaining to administering of the Centre.
- i) Rector (Chairman)
 - ii) Deans of all Faculties
 - iii) Principals of University Colleges
 - iv) Director, College Development Council
 - v) Finance Officer
 - vi) Controller of Examinations
 - vii) Director, Centre for Distance Education (Convener)
- (2) In the absence of Rector senior Principal shall be the Chairman.
- b) Subject to overall supervision and control of the Vice-Chancellor and the Registrar, the Director shall exercise and discharge the following powers and duties:-
- i) He shall convene the meetings of the Advisory Committee atleast once in three months and as and when required;
 - ii) He shall in consultation with the Advisory Committee formulate the Rules and Regulations for admission, preparation of study material, selection of study centers,

conducting contact classes for courses offered by the Centre;

- iii) He shall coordinate with the Chairmen of the Boards of studies constituted by the University for regular courses in the preparation of course-pattern, syllabi, scheme of examination, panel of external paper-setters, Board of examiners, scheme of valuation etc;
- iv) He shall in consultation with the Advisory Committee recommend to the University for constitution of Boards of Studies for courses not regularly offered by the University;
- v) He shall coordinate in the preparation of study material, for the courses offered, in consultation with the Chairmen of Boards of studies by writers from the Universities/Institutions from a panel recommended by the Chairman and place before the Advisory Committee;
- vi) He shall submit the items under iii), iv) and v) above for approval by the University;
- vii) He shall make arrangements for conduct of Entrance Tests, if required, following the procedures laid down by the University;
- viii) He shall prepare the schedule of admissions--issue of notifications, application with prospectus, receipt and scrutiny of applications, finalize the list of admitted candidates course-wise allotting admission number and study centre to each candidate;
- ix) He shall collect fees prescribed under different heads and credit the amounts to the University account within two weeks;
- x) He shall prepare the examination schedule on completion of each semester/year in consultation with the advisory Committee and the Controller of Examinations, issue applications for registration for the examinations, receipt of filled in applications along with the prescribed fee through the respective centres and after due verification forward the same to the Controller of Examinations for making arrangement for conduct of Examinations;
- xi) He shall coordinate with the Controller of Examinations who shall be responsible for conduct of all examinations including paper setting, printing and distribution of question papers, receipt of answer scripts, valuation of answer scripts, tabulation and publication of results, issue of marks memos, provisional pass certificates, degree certificates etc;

- xii) He shall countersign, T.A. bills and other claim bills of the centre;
- xiii) He shall meet the expenditure on all items pertaining to the Centre from out of the amount collected by the Centre under different heads;
- xiv) He shall define the duties of the staff working under him and assess their work;
- xv) He shall sanction leave as per rules to the staff working under him;
- xvi) He shall be responsible for the safe custody of all papers, documents, records, certificates and other confidential files connected with the organization and administration of the Centre;
- xvii) He shall recommend to the University for constitution of such committees required for the effective functioning of the Distance Education programmes and conduct meetings of the committees whenever needed;
- xviii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor.

Resignation.

65. The Director may resign his office by submitting a letter to that effect to the Vice-Chancellor and the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.

Alternative arrangement

66. When the Office of the Director is vacant, or when he is, by reason of illness, absence or any other cause unable to perform the duties of his office, the duties of the Director shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

(d) UNIVERSITY LIBRARIAN

Statutes III (10)

Appointment

67. The University Librarian shall be a whole time salaried officer of the University appointed by the Executive Council in accordance with the rules prescribed.

Powers and duties

68. Subject to the general control and supervision of the Vice-Chancellor and the Registrar, the University Librarian shall exercise the following powers and discharge duties, namely:-

- a) He shall exercise all powers in relation to the office routine, control of library staff and the efficient organization and working of the University Library;
- b) He shall maintain all the libraries in the University and organize their services in the manner most beneficial to the needs of research, teaching and extension;
- c) He shall have power to purchase catalogue cards, labels and other library requisites out of the provision in the Budget for such purposes following the prescribed procedures;
- d) He shall have power to acquire the books and journals for the Libraries in the University as recommended by the University Library Committee, Departmental Library Committees and Boards of studies following the procedures prescribed;
- e) He shall be responsible for the proper care and upkeep of all books, manuscripts, current and back-numbers of periodicals etc. in the library of the University and maintain the Fire and Termite Protection Services;
- f) He shall make arrangements for annual stock verification by the committee constituted by the University during summer vacation;
- g) He shall submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University at the end of each academic year;
- h) He shall prepare the annual budget for the libraries in the University and submit to the Registrar;
- i) He shall be responsible for computerizing and modernizing the Library services; and
- j) He shall seek guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries;
- k) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes, Ordinances and Regulations;
- l) He shall have power to countersign T.A. bills and sanction casual leave of employees working under him;

- m) He shall discharge such other duties as may be assigned to him by the Vice-Chancellor, Executive Council, or Academic Senate;

Alternative
arrangement

- 69.** When the Office of the University Librarian is vacant, or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of University Librarian shall be performed by such person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

(e) CONTROLLER OF EXAMINATIONS

Statute III (11)

Appointment

- 70.** The Controller of Examinations shall be a whole-time salaried officer of the University appointed by the Executive Council on such pay, terms and conditions of service as may be fixed by it;

Eligibility

- 71.** The Controller of Examinations shall be appointed from among the Deputy Registrars having Post-graduate degree and with not less than twenty years of total experience in the superior cadre of which at least five years of service in the examination branch.

Powers and
duties.

- 72.** Subject to the general control of the Vice-Chancellor and the Registrar, the Controller of Examinations shall exercise the following powers and discharge duties:-
- (a) He shall be incharge of examination branch of the University;
 - (b) He shall define the duties of the staff working under him, exercise control over them and assess their work and sanction leave to them as per rules;
 - (c) He shall, strictly in accordance with the Code and instructions issued by the Executive Council and the Vice-Chancellor from time to time, make necessary arrangements for the conduct of all Examinations held under the authority of the University, including paper setting, printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected therewith;
 - d) He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
 - e) He shall keep the Minutes of the meetings of the Boards of Examiners and all related Committees;

- f) He shall convene meetings and issue notices therefor to the members of the Malpractices Enquiry Committee constituted by the University, the Boards of Examiners, question paper-setters, and other Committees appointed by the University and to conduct the official correspondence thereof;
- g) He shall have the power to countersign the travelling allowance bills and remuneration bills of examiners and question paper-setters and all other bills relating to the University Examinations;
- h) He shall, with the prior approval of the Vice-Chancellor appoint the Examiners and paper setters from the panels recommended by the respective Boards of Studies or any other body authorized to submit the panel;
- i) He shall take all the steps necessary for eliminating scope for malpractice by the candidates at all stages;
- j) He shall take steps for computerisation of all processes in the conduct of examinations, tabulation, publication of results and issue of Certificates;
- k) He shall perform such functions and duties assigned to him in the conduct of Convocation;
- l) He shall acquaint himself with the latest trends relating to 'Examination Reforms' and propose for consideration of the Authorities steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system;
- m) He shall perform such other functions as may be assigned to him by the Executive Council and the Vice-Chancellor;

Alternative arrangement

73. When the Office of the Controller of Examinations is vacant or when the Controller of Examinations, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Controller of Examinations shall be performed by the Registrar or by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

Statute III (12)

(f) UNIVERSITY ENGINEER

Appointment

Eligibility

Powers and
Duties

74.a) The University Engineer shall be a whole time salaried officer of the University appointed by the Executive Council on the recommendations of the selection committee constituted for the purpose;

b) The qualifications, experience, salary etc., shall be as prescribed for the post by the Executive Council;

75. Subject to the general control and supervision of the Registrar, the University Engineer shall exercise and discharge the following powers and duties:-

i) He shall be the Head of the Engineering branch of the University;

ii) He shall fix the duties of Executive Engineer, Deputy Executive Engineer, Assistant Executive Engineers, Assistant Engineers, Draughtsman, Electricians, Assistant Electricians, Masons and other staff working under him, exercise control over them, and assess their work and performance;

iii) He shall be the member-secretary of the building committee and shall convene the meetings thereof in consultation with the Vice-Chancellor, who will be the Chairman of the Building Committee;

iv) He shall be responsible for :

(1) Construction, repairs and maintenance of the buildings, electrical installations, roads, fencing, play grounds, parks and lands of the University;

(2) Maintenance of utility services;

(3) Maintenance of architectural and planning services for the University;

(4) Maintenance of the Termite and Fire Protection Services;

(5) Preparation of the annual budget of the University for construction and maintenance of the buildings and for other works and periodical reports showing the progress of works under construction;

(6) Maintenance of the accounts relating to the works in his charge in the manner prescribed by the University;

(7) Maintenance of the quarters, monitor the collection of rents of buildings/space and land allotted to post office, banks, Telephone Department, such as for canteen, shops as per the procedures prescribed;

v) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes, Ordinances and Regulations;

vi) He shall have power to countersign T.A. bills and other bills and sanction casual leave of the employees working under him;

vii) He shall also exercise such powers and perform such other duties as may be assigned to him by the University from time to time;

Alternative
arrangement

76. When the Office of the University Engineer is vacant or when the University Engineer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the University Engineer shall be performed by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

Authorities
Act, Sec.17,
28 (i),47 (i)

1. The following shall be the authorities of the University, namely:-

- (i) The Executive Council;**
- (ii) The Academic Senate;**
- (iii) The Faculties;**
- (iv) The Boards of Studies;**
- (v) The Planning and Monitoring Board;**
- (vi) The Finance Committee; and**
- (vii) such other bodies, as the Statutes may declare to be authorities of the University;**

Statute IV (1)

2. The following bodies shall also be declared as Authorities of the University:

Other Bodies
Act, Sec.17

- a) The College Development Council
- b) The Research Advisory Committee

Disqualification
for membership
Act, Sec.29

3. No person shall be qualified for nomination as a member of any of Authorities of the University, if he, -

- a) is, on the date of nomination, of unsound mind, a minor, a deaf-mute or is suffering from leprosy; or**
- b) applied to be adjudicated as an insolvent or is an undischarged insolvent or**
 - i) declared as insolvent by any competent court; or**
- c) has been convicted and sentenced by a criminal court to imprisonment for a period of more than one year for an offence involving moral turpitude unless such sentence has been reversed or the offence has been pardoned or a period of five years has elapsed from the date of the expiration of the sentence.**

Disputes as to
constitution of
University
Authorities,
Act, Sec.30

4. Save as otherwise provided, if any question arises whether a person has been duly nominated or is entitled to be a member of any Authority of the University, the question shall be referred to the Chancellor, whose decision thereon shall be final.

Constitution of
Committees
Act, Sec.31

- 5. All the Authorities of the University shall have power to appoint committees. Such committees may, unless there be some special provision to the contrary, consist of members of the Authority concerned and of such other persons, if any, as the Authority in each case may think fit.**

Proceedings of
University
Authorities and
Bodies not
invalidated by
vacancies
Act, Sec.32

- 6. No act or proceeding of any Authority or other body of the University shall be deemed invalid by reason only of some defect in the constitution of the Authority or body or by reason of the existence of a vacancy or vacancies among members.**

Term of Office
of Members of
Executive
Council and the
Academic
Senate, etc.
Act, Sec.33

- 7. (1) Save as otherwise provided, the Executive Council, the Finance Committee and the Academic Senate shall be reconstituted at or about the same time every three years and the members of these Authorities shall except in the case of ex-officio members hold office as members thereof up to the date of next reconstitution :**

Provided that no person other than ex-officio member, Professor, Heads of Departments other than Professors, Deans/ Chairmen of Faculties and Principals shall be a member of the Executive Council or the Academic Senate for more than two terms consecutively.

- (2) No member of an Authority specified in sub-sec.(1) who is elected, appointed or nominated in his capacity as a member of a particular electorate or the holder of a particular office or appointment shall continue to be a member of such Authority on his ceasing to be a member of the particular electorate or the holder of the particular office or appointment.**

- (3) Where an elected, appointed or nominated member of an Authority specified in sub-sec.(1) is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of that Authority ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven clear days from the date of his taking charge of his temporary appointment, choose whether he will continue to be a member of that Authority by virtue of his election, appointment or nomination or whether he will vacate office as such member and become a**

member ex-officio by virtue of his temporary appointment, and the choice shall be final. On failure to make such choice he shall be deemed to have vacated his office as an elected, appointed or nominated member.

Removal from
membership of
the University
Act, Sec.34

8. The Academic Senate may, on the recommendation of not less than two-thirds of the members of the Executive Council and by the votes of a majority of the total membership of the Academic Senate and two-thirds of the members present and voting remove the name of any person from the register of graduates and remove any person from membership of any Authority of the University if he has been convicted by a Court of law of what in the opinion of the Academic Senate is an offence involving moral turpitude or if he has been guilty of scandalous conduct and for the same reasons may withdraw any degree or diploma conferred or granted by the University.

The Academic Senate may also remove any person from the membership of any Authority of the University if he becomes of unsound mind or a deaf-mute or is suffering from leprosy or has applied to be, or is adjudicated as an insolvent.

(i) THE EXECUTIVE COUNCIL

Constitution
Act, Sec.18 (1)

9. The Executive Council shall consist of the following persons, namely:

CLASS-I : EX-OFFICIO MEMBERS

- (i) the Vice-Chancellor;
- (ii) the Rector;
- (iii) the Secretary to Government in the Education Department or an officer in the Education Department nominated by the Government;
- (iv) the Secretary to Government in the Finance and Planning (Finance Wing) Department or an officer in the Finance and Planning (Finance Wing) Department nominated by the Government;
- (v) the Director of Higher Education / the Commissioner of Collegiate Education.

CLASS-II: OTHER MEMBERS

- (i) one senior professor of the University Colleges to be nominated by the Government;
- (ii) one Principal of the University Colleges to be nominated by the Government;
- (iii) one Principal of the affiliated Colleges to be nominated by the Government;
- (iv) one teacher from among the teachers of the University Colleges to be nominated by the Government;
- (v) one teacher from among the teachers of the affiliated Colleges to be nominated by the Government;
- (vi) four eminent persons representing industry, agriculture, trade, commerce, education, public life, legal profession, social work etc., to be nominated by the Government;

10. Every member of the Executive Council other than Ex-Officio Members shall hold office during the pleasure of the Governor;

Powers and duties
of the Executive
Council
Act. Sec. 19

11. The Executive Council shall be the Executive Authority of the University and shall have powers:-

- 1) to direct the form, custody and use of the common seal of the University;
- 2) to hold, control and administer the property and funds of the University;
- 3) to enter into, vary, carry out, and cancel contracts on behalf of the University in the exercise of performance of the powers and duties assigned to it by this Act and the Statutes;

4) (a) to accept on behalf of the University, endowments, bequests, donations and other transfers of property made to it;

(b) to administer all funds placed at the disposal of the University for specific purposes;

5) Subject to such Statutes as may be prescribed in this behalf,

(i) to appoint the teachers of the University below the rank of Assistant Professors ;

(ii) to appoint the teachers of the University of and above the rank of Assistant Professors on the recommendations of the Selection Committee constituted for the purpose;

Provided that the Executive Council may invite any person of high academic distinction and professional attainments to accept a post of professor in the University and appoint him to that post;

Provided further that if the Executive Council rejects the selections made by the Selection Committee, the matter shall be referred by the University to the State Government whose decision thereon shall be final;

(iii) to fix emoluments of the teachers of the University and define their duties and conditions of service;

6) to suspend, remove, or dismiss teachers of the University subject to such Ordinances as may be made in this behalf;

7) to appoint, dismiss, remove, or suspend any member of the non-teaching staff of the University;

8) to fix the emoluments of the employees of the University and define their duties and conditions of their service;

9) to award fellowships, travelling fellowships, scholarships, exhibitions, bursaries, studentships, medals, and prizes in accordance with such rules as may be made in this behalf;

- 10) to appoint examiners in consultation with the Board of Studies and to fix their fees;
- 11) to conduct University Examinations and to approve and publish the results thereof;
- 12) to prescribe the fees to be charged for admission to the examinations, degrees, diplomas, and oriental titles of the University;
- 13) to charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges and institutions of the University;
- 14) to manage and control all Colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University;
- 15) to establish, manage, and control a Department of Publications, a University Press, an Employment Bureau, Students' Unions, University Extension Boards University Athletic Clubs, and other similar associations;
- 16) to affiliate a college to the University as Honours Degree, Oriental or Professional College under conditions prescribed by the Academic Senate and to suspend or withdraw such affiliation after consultation with the Academic Senate;
- 17) to confer, in consultation with the Academic Senate, either *suo motu* or on a representation received in this behalf from a College, autonomy on any college in the University area and to, likewise, withdraw such autonomy;
- 18) to grant recognition to the institution and oriental colleges under conditions prescribed by the Statutes after consultation with the Academic Senate and to suspend or withdraw such recognition after consultation with the Academic Senate;
- 19) to direct the inspection of affiliated or recognized colleges and institutions;
- 20) to call for reports and returns and other information from affiliated or recognized colleges and institutions;
- 21) to recognize hostels not maintained by the University and to suspend or withdraw such recognition there from;

- 22) to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well- being;
- 23) to recommend to the Chancellor, on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions;
- 24) to make, amend, or repeal @ Regulations, Statutes, and Ordinances;
- 25) to delegate any of its powers to the Vice-Chancellor or to a Committee from among its own members or to any employee of the University;
- 26) to regulate and determine all matters concerning the administration of the University in accordance with the Statutes, Ordinances and Regulations and to exercise such other powers and duties as may be conferred or imposed by this Act;
- 27) to establish and maintain the University Colleges;
- 28) to provide for research, advancement, and dissemination of knowledge;
- 29) to create posts of Professors, Associate Professors, Assistant Professors and other teaching posts required by the University;
- 30) to establish, equip, and maintain the University laboratories and libraries;
- 31) to control, in general, all colleges in the University area in the manner prescribed by the Statutes;
- 32) to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University College or an affiliated college or Oriental College, unless exempted there from in the manner prescribed by the Regulations and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed;
- 33) to confer honorary degrees or distinctions on approved persons in the manner prescribed;

@ The word "Regulations" occurring in Clause (24) of Section 19 of the Andhra Pradesh Universities Act, 1991 is omitted as it is contrary to Sec. 55 (1) of the said Act

- 34) to provide for allowances, travelling allowances, scholarships, exhibitions, bursaries, studentships, medals, and prizes;
- 35) to provide for lectures and instruction to persons not being students of the University and to grant diplomas to them;
- 36) to establish and maintain hostels;
- 37) to prescribe the fees to be charged for the affiliation and recognition of colleges;
- 38) to prepare the annual reports and annual accounts and the financial estimates of the University for submission to the Academic Senate;
- 39) to enter into any agreement with the Government or with the private managements for assuming the management of any institution and taking over its properties and liabilities or for any other purpose not repugnant to the provision of the Act;
- 40) to exercise all the powers of the University not otherwise provided for and all powers requisite to give effect to the provisions of the Act;

Statute IV (2)

12. In addition to the powers and duties specified, the Executive Council shall have following powers and duties:-

- (1) to provide or purchase lands, buildings, premises, furniture, laboratories, apparatus, equipment and other means needed for carrying on the work of the University;
- (2) to invest any money belonging to the University including any unapplied income in any of the Securities described in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to place on fixed deposit in any bank approved in this behalf by the State Government any portion of such moneys not required for current expenditure;
- (3) to grant compassionate allowances, gratuities, pensions and commutations of pensions, in accordance with the Laws and instructions, issued from time to time;
- (4) to fix, determine and award travelling expenses and other allowances to University employees and to persons lawfully engaged on University business;

- (5) to transfer or accept transfer of movable or immovable property on behalf of the University;
- (6) to fix the fees to be charged for the recognition of the institutions;
- (7) to accept, on behalf of the University funds from the Government of India, State Governments, the University Grants Commission and such other bodies ;
- (8) to borrow, on the recommendation of the Finance Committee, money from banks or corporation or such other financial institutions as approved by Govt. for the purpose of the University on the security of the property of the University;
- (9) (i) to lay down a 'Code of Ethics' for teachers, 'Code of Conduct' for non-teachers, and 'Code of Discipline' for Students;
- (ii) to ensure that the persons concerned have full knowledge of the related codes; and
- (iii) to evolve suitable machinery for their implementation scrupulously;
- (10) to do or arrange to do "Performance Appraisal" of the teachers and non-teachers periodically to assess their professional attainment;
- (11) to sanction grants-in-aid to University teachers, invited by foreign universities or institutions of University standard, for doing advanced academic work subject to such conditions as may be prescribed by the Executive Council from time to time;
- (12) to invite distinguished scientists and educationists to accept the post of "Professors of Eminence" in the University on terms mutually agreed upon;
- (13) to recognise the Association(s) of University Employees and to withdraw its (their) recognition in accordance with the Ordinances prescribed;
- (14) to abolish or suspend, on the recommendation of the Academic Senate any Professorship, Associate Professorship, Assistant Professorship or other teaching post;
- (15) to entertain appeals from the employees or students aggrieved by an order of any Officer and pass appropriate orders under section 42 of the Act;

- (16) to make Ordinances dealing with appointments, emoluments, duties and conditions of service of non-teaching staff of the University (i.e., other than Officers and the Teachers of the University), either permanent or temporary;
- (17) subject to such Laws as are in force,
 - (i) (a) to create the required number of positions in each class or category of non-teaching staff;
 - (b) to appoint them; and
 - (c) to dismiss, remove or suspend them from service;
 - (ii) (a) to abolish or suspend any non-teaching post or posts found to be superfluous; and
 - (b) to dispense with the services of the incumbents.
- (18) (a) to recognise persons giving instruction in affiliated or recognised colleges and institutions as teachers and to withdraw such recognition;
- (b) to fix the minimum scales of pay to be paid to them; and
- (c) to fix the minimum scales of pay to be paid to those working in the hostels recognised by the University;
- (19) to approve the constitution and management of governing bodies of the affiliated or recognised colleges and institutions;
- (20) to guide colleges to secure autonomous status;
- (21) to co-operate with other Universities, Educational Institutions and authorities in such manner and for such purposes as the Executive Council may determine;
- (22) subject to the provisions in the Code of the University, to regulate the conduct of any student in a college or hostel maintained or recognized by the University and to take cognizance of any misconduct by any student in a college or hostel or approved lodging or by any student who seeks admission to a University course of study or by any candidate for any University examination or for a degree, diploma, title or certificate brought to the notice of the Executive Council by the Director of Higher Education or Chief Educational Officer

of a State or by the responsible authorities of the college or hostel concerned or by a member of any one of the University Authorities or the Registrar of the University or by a Chairman of a Board of Examiners or a Chief Superintendent at any centre of University Examinations and to punish such misconduct by exclusion from any University examination or from any Convocation convened for the purposes of conferring Degrees, either permanently or for a specified period, or by cancelling any University examination or by deprivation of any scholarship held by such person or by awarding such other penalty as it deems proper;

- (23) to see that the conditions of residence of students in the hostels maintained by the University and the levy of fees for such residence in the hostels as laid down in the Ordinances are strictly followed;
- (24) to introduce Information and Communication Technologies (ICT) in the administration of the University;
- (25) to correspond on the business of the University with the Government and with all other authorities and persons;
- (26) to refer all matters relating to planning of the University to the Planning and Monitoring Board for its consideration and suitable recommendations;
- (27) to refer any matter to the Academic Senate, one or more Faculties, one or more Boards of Studies, one or more Schools, the College Development Council, one or more Boards of Examiners or any committee or to any other expert and to call for a report or opinion thereon;
- (28) to approve constitution of the Boards of Studies made by the Vice-Chancellor in accordance with the provisions in the Code;
- (29) subject to the provisions contained in the Code, to appoint its own committees, and to make its own Standing Orders and to regulate the disposal of its own business;
- (30) to institute Degrees, Titles, Diplomas and other academic distinctions in accordance with the Code provisions.

Annual Accounts Act, Sec. 20

13. The Executive Council shall prepare, during each financial year, the annual accounts of the University of the preceding financial year and submit them to such audit as the Government may direct before the end of the financial year. The accounts so audited shall be published in the Andhra Pradesh Gazette and copies thereof

together with copies of audit report shall be submitted to the Academic Senate not later than two years from the end of the financial year to which the accounts relate and also to the Government.

Statute IV (3)

- 14.** The annual accounts and the Budget shall be prepared by the Executive Council before 10th January of each year or any other date as may be fixed by it and a copy shall be sent by post to the members of the Academic Senate along with the preliminary Agenda of the annual meeting :

Provided that the Academic Senate shall not pass any resolution so as to increase the total financial estimates on the expenditure side beyond the total estimated receipts.

Financial
Estimates
Act, Sec.21

- 15.** The Executive Council shall prepare before such date as may be prescribed by the Statutes, the financial estimates for the ensuing financial year along with annual accounts, whether audited or not, of the preceding financial year and submit the same to the Academic Senate. These estimates shall be considered by the Academic Senate at its next annual meeting and the resolutions of the Academic Senate thereon shall be submitted to the Government for information.

Power to incur
unforeseen
expenditure
Act.Sec.23

- 16.** The Executive Council may, for reasons to be recorded in writing incur any expenditure for which no provision has been made in the budget or which is in excess of the amount provided in the budget, but report of expenditure incurred shall be made to the Academic Senate at its next meeting for approval.

Annual Report
Act, Sec.22

- 17.** The Executive Council shall prepare an Annual Report of the University and send it to the Academic Senate on or before such date as may be prescribed by the Statutes. The report shall be considered by the Academic Senate at its next annual meeting. A copy of the report with a copy of the resolution thereon, if any, of the Academic Senate shall be submitted to the State Government for information.

Statute IV (4)

- 18.** The Annual Report shall deal with the academic year (July-June) and shall invariably be submitted in time for consideration of the Academic Senate.

Power to make
Statutes
Act, Sec.51

19. Subject to the provisions of this Act, the Executive Council shall have power to make Statutes for all or any of the following matters, namely:

- (a) the constitution, powers and duties of the Authorities of the University;
- (b) the powers, duties and conditions of service of the officers of the University other than the Chancellor and Vice-Chancellor;
- (c) the methods of nomination to the Authorities of the University and save as otherwise provided, the procedure at meetings of such Authorities including the quorum for the transaction of business by them;
- (d) the conditions of affiliation or recognition of colleges and institutions;
- (e) the holding of convocations to confer degrees;
- (f) the institution of pension, insurance or provident fund for the benefit of the officers, teachers and other employees of the University;
- (g) the maintenance of the register of Registered Graduates;
- (h) the institution and maintenance of University and constituent colleges, libraries, laboratories and hostels;
- (i) the administration of endowments and the institution of and conditions of award of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes; and
- (j) all matters which by this Act may be prescribed by Statutes.

Statutes how made
Act, Sec.52

20. (1) Every Statute passed by the Executive Council shall be submitted to the Chancellor who may give or withhold his assent thereto or refer it back to the Executive Council for reconsideration.

(2) No Statute passed by the Executive Council shall be valid or shall come into force until assented to by the Chancellor.

Power to make
Ordinances
Act, Sec.53

21. The Executive Council shall have power to make Ordinances subject to the provisions of this Act and the Statutes and such Ordinances may provide for all or any of the following matters, namely :-

- (a) the levy of fee in the University and the Constituent colleges;
- (b) the fees to be charged for admission to the examinations, degrees and diplomas of the University;
- (c) the conditions of residence of students of the University and the levy of fees for residence in hostels maintained by the University;
- (d) the conditions of recognition of hostels not maintained by the University;
- (e) the number, qualifications and emoluments of teachers of the University;
- (f) the fees to be charged for courses of study given by the teachers of the University for lectures, for tutorial and supplementary instruction provided by the University and for services rendered by the University Offices;
- (g) the mode of appointment and duties of examiners;
- (h) the conduct of examinations;
- (i) the constitution and determination of the functions of the Boards of Studies;
- (j) the discipline, health and welfare of students of the University;
- (k) the constitution, powers and duties of University Extension Boards; and
- (l) all matters which by this Act, or by the Statutes may be provided for by the Ordinances.

Ordinances
how made
Act, Sec.54

22. (1) In making Ordinances, the Executive Council shall consult the Academic Senate when such Ordinances affect the appointment and duties of examiners or the conditions of residence of students.

(2) All Ordinances made by the Executive Council shall take effect from such date as it may direct, but every Ordinance so made shall be submitted as soon as may be, after it is made, to the Chancellor.

Frequency of
meetings
Act, Sec.18 (3)

23. The Executive Council shall meet at least once in three months and may meet often if necessary.

Requisition of
Meetings
Act, Sec.18 (4)

24. Upon a requisition in writing signed by not less than one-third of the total number of members of the Executive Council, the Vice-Chancellor shall convene a meeting thereof on a date appointed by him which shall not be later than seven days from the date of receipt of requisition aforesaid.

Statute IV (5)

Notice

25. Two weeks notice shall be given for each meeting. The Vice-Chancellor, may, however, summon a meeting with short notice in special circumstances which include holding of meeting under section 18(3) of the Act.

Statute IV (6)

Transaction of
business
Meetings and
circulations

26. All matters requiring decision of the Executive Council shall be disposed of at a meeting of the Executive Council; provided, however, in cases of urgency or formal and non-controversial subjects, the matters may be submitted to the Executive Council in circulation at the discretion of the Vice-Chancellor.

Statute IV (7)

Agenda-
preparation
and Circulation

27. (a) Matters submitted to the Executive Council shall be in the form of mere subjects and not in the form of resolutions.

(b) The Registrar shall arrange to send to the members for each meeting periodically items of agenda approved by the Vice-Chancellor;

(c) Ordinarily no fresh matter shall be included in the agenda of which at least 5 days previous notice has not been given. But the Vice-Chancellor may place before the Executive Council at any meeting without previously including in the Agenda any matter of a strictly confidential nature or of urgency;

(d) Members of the Executive Council may suggest in writing to the Registrar the inclusion in the Agenda of the meetings of the Executive Council any special item/business that they may wish to be considered by the Executive Council. The Registrar shall place these suggestions before the Vice-Chancellor and the decision of the Vice-Chancellor regarding their inclusion or otherwise in the Agenda shall be final. No Member of the Executive Council shall raise at the meeting any item which was not permitted by the Vice-Chancellor.

Chairman of the
Meeting
Act, Sec.13 (1)

28. The Vice-Chancellor shall, by virtue of his office, be the Chairman of the Executive Council.

Statute IV (8)

29. The Vice-Chancellor shall preside over the meetings of the Executive Council.

Act, Sec. 18 (5)

30. In the absence of the Vice-Chancellor from any meeting of the Executive Council, the members present at the meeting shall choose one among themselves to preside over the meeting.

Statute IV (9)

31. The member so chosen shall not permit discussion on any item not already included in the Agenda.

Quorum
Act, Sec.18 (6)

32. The quorum for a meeting of the Executive Council shall be one-third of the total number of members or six persons, whichever is less.

Statute IV (10)

33. When there was no quorum, the Vice-Chancellor or member presiding over the meeting, shall adjourn the meeting.

Statute IV (11)

Procedure at
meetings etc.,

34. (a) In arriving at decisions, the Executive Council shall, as far as possible, aim at maintaining unanimity. Should it, however, become necessary to vote, the decision of the majority shall prevail.

The Vice-Chancellor shall be entitled to take part in the voting and as president of the meeting to give also a casting vote when there is a tie.

(b) Matters submitted in circulation shall be disposed of by majority vote except when four or more members ask for the matter to be put before the Executive Council at the next meeting.

Statute IV (12)

Decision not to
be reopened

35. Matters once decided upon, shall not be reopened without the permission of the Vice Chancellor.

Statute IV (13)

Recording of
Minutes

36. (a) The minutes of each Executive Council meeting shall contain the subject matter of each of the items discussed together with the decision of the Executive Council thereon.

(b) The Executive Council being an executive body, the arguments and counter arguments, if any, shall not go into the records. The discussions in the Executive Council shall not be reproduced in the minutes.

(c) The minutes of items disposed of in circulation shall also be similarly recorded.

(d) Subject to the above provisions, the minutes shall be drafted by the Registrar (who is the Secretary of the Executive Council) and approved by the Vice-Chancellor. In case of meetings presided over by a member of the Executive Council in the absence of the Vice-Chancellor, the draft minutes shall be submitted by the Registrar to the Vice-Chancellor through the member of the Executive Council who presided over the meeting.

Statute IV (14)

Information
not be made
available

37. All agenda and enclosures thereto, circulated among the members of the Executive Council, and the proceedings and the decision thereon shall be treated as confidential and shall not be made available by members to outside persons, whether the papers are marked confidential or not.

Statute IV (15)

Minutes to
be circulated
to Members

38. (a) Ordinarily within 15 days of the meeting, the typed draft copy of the Minutes shall be sent to each member who will be at liberty to send to the Registrar within a week of the date of dispatch, his suggestions to amend the Minutes in cases where, in his opinion, the minutes do not record correctly the decision of the Executive Council. The Vice-Chancellor may make, in the light of the suggestions received, such changes as he might deem necessary in the Minutes and the Registrar shall get the Minutes as thus approved printed. However, minutes of confidential nature shall not be printed.

(b) A separate bound volume of Minutes for each academic year shall be maintained which shall contain all the printed minutes and typed copies of the Minutes of confidential nature.

Statute IV (16)

Despatch of
printed minutes
to Members

39. Copies of the printed minutes shall be sent to the members of the Executive Council and the Academic Senate.

Statute IV (17)

Dissent from
majority
decisions

40. In all matters where a decision has been arrived at, such a decision shall be binding on all members of the Executive Council whatever their personal opinion might have been. Where a decision which has to be placed before the Academic Senate has been arrived at and a member feels that he should get the decision reversed by the body having jurisdiction, he may record the fact of his dissent at the meeting. Such dissents shall be recorded in a separate confidential register.

Statute IV (18)

Transaction of
business
meetings and
circulations

- 41.** All matters requiring decision of the Executive Council shall be disposed of at a meeting of the Executive Council; provided, however, in cases of urgency or formal and non-controversial subjects, the matters may be submitted to the Executive Council in circulation at the discretion of the Vice-Chancellor.

Constitution
Act, Sec. 24

(ii) THE ACADEMIC SENATE

- 42.** The Academic Senate shall consist of the following persons, namely:

CLASS-1. EX-OFFICIO MEMBERS

- (1) all members of the Executive Council;
- (2) all Deans of Faculties;
- (3) all Ex-Vice-Chancellors of the University concerned;
- (4) the Director of Technical Education;
- (5) the Director of Medical Education;
- (6) the Director of School Education
- (7) the Director of Adult Education
- (8) the Director of Intermediate Education;
- (9) the Chairman of the Andhra Pradesh State Council of Higher Education or in his absence the Vice-Chairman thereof;
- (10) the Director of Telugu Academy;
- (11) all members of the University Planning and Monitoring Board.

CLASS-II LIFE MEMBERS

- 1.** All donors who were earlier members of the erstwhile Senate;
- 2.** All persons who donate an amount of not less than Rs. Five lakhs to the University.

CLASS-III. MEMBERS TO BE NOMINATED BY THE GOVERNMENT

- (1) one third or twenty Professors, whichever is less, of the University Colleges by rotation;
- (2) one third or twenty Principals, whichever is less of the affiliated colleges in the University area by rotation;
- (3) seven persons of whom two shall belong to the members of the Scheduled Castes and one shall belong to the Scheduled Tribe, two shall belong to the Backward Classes, and two shall be women;
- (4) two Principals of Junior Colleges or Higher Secondary Schools in the University area;
- (5) ten persons to represent professionals belonging to the fields of Medicine, Engineering, Business, Law, Banking etc;
- (6) two persons belonging to the non-teaching staff employed in the Colleges of the University area;
- (7) six students to be nominated on merit basis of whom two shall be undergraduates, two shall be post-graduates, one shall be a research scholar and one student of a professional college;
- (8) one Librarian of any College in the University area;
- (9) one Physical Director of any College in the University area;
- (10) two persons from Research Laboratories or Institutions of the Government of India in the University area;
- (11) one Professor from each of the other Universities in the State;
- (12) two representatives of the managements of private colleges in the University area.

CLASS-IV ELECTED @ MEMBERS

- (1) Ten teachers to be elected from among the teachers of the University colleges from among themselves according to the principle of proportional representation by means of single transferable vote and according to procedure prescribed by the Statutes;
- (2) Ten teachers to be elected from among the teachers of the affiliated colleges in the University area from among themselves according to the principle of proportional representation by means of single transferable vote and according to procedure prescribed by the Statutes;
- (3) Ten Members of the Legislative Assembly to be elected from among the Members of the Legislative Assembly of whom two each shall belong to the Scheduled Castes, the Backward Classes, and one to the Scheduled Tribes from among themselves according to the principle of proportional representation by means of single transferable vote and according to procedure prescribed by the Statutes.

Powers of the
Academic
Senate
Act, Sec. 25 (2)

43.(1) The Academic Senate shall have the authority to provide instruction and training in such branches of learning as it thinks fit. It shall exercise general supervision over the academic policies of the University and provide leadership for raising the standard and quality of education and research.

(2) In particular the Academic Senate shall have power:-

- (a) to consider the annual report and budget estimates prepared by the Executive Council;**
- (b) to advise the Executive Council on all academic matters, including the control and management of the Libraries;**

[@] Elections to be conducted as per the statutes prescribed therefor.

- (c) to constitute the several faculties as may be prescribed;
- (d) to formulate, modify, or revise schemes for the constitution or reconstitution of the departments of teaching;
- (e) to make recommendations to the Executive Council for the creation of the posts of Professors, Associate Professors, Assistant Professors and other teaching posts and in regard to the duties and emoluments thereof;
- (f) to make recommendations to the Executive Council for the recognition of teachers qualified to give instruction in affiliated and oriental colleges;
- (g) to make recommendations to the Executive Council for the selection of a college in the University area on a reference made thereof by the Executive Council for the conferment of autonomy on such college or for withdrawal of autonomy already conferred;
- (h) to make regulations for the encouragement of co-operation and reciprocity among colleges with a view to promoting academic life;
- (i) to make regulations regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University examination;
- (j) to make regulations relating to courses, examinations and the conditions on which students shall be admitted to examinations for the degrees of the University;
- (k) to decide the conditions under which exemptions relating to the admission of students to examinations may be given;
- (l) to appoint standing committees and to delegate to them or the Vice-Chancellor, powers to execute any of the functions assigned by this Act;
- (m) to make regulations for the use of Telugu as medium of instruction and examination;

Statute IV (19)

Additional
Powers

44. In addition to the powers specified in section 25 (2) of the Act, the Academic Senate shall have power:-

- (1) to frame Regulations relating to recognition of examinations of other Universities, Statutory Institutions or Boards as equivalent to the corresponding examinations of the University for purposes of admission to higher courses of study;
- (2) to frame Regulations governing grant of exemption from production of attendance and progress certificates to qualify for admission to University examinations; and
- (3) to improve standards through modernization and rationalization as well as diversification of the courses so as to relate them to career opportunities;
- (4) to promote research within the University and to obtain from time to time reports on such research;
- (5) to suggest methodologies for innovative teaching, research, extension and evaluation techniques;
- (6) to consider the recommendations of the Research Advisory Committee and recommend to the concerned authorities of the University for implementation.
- (7) to prescribe conditions for the grant of affiliation to a college as Honours, Degree, Oriental or Professional College;
- (8) to advise the Executive Council in the matter of suspension or withdrawal of affiliation to colleges;
- (9) to advise the Executive Council in the matter of granting recognition, suspension or withdrawal of such recognition, to the institutions and oriental colleges under conditions prescribed by the Statutes.

Chairman
Act, Sec.13
(1), (3)

45. The Vice-Chancellor shall, by virtue of his office, be a member and Chairman of the Academic Senate. He shall have the power to convene the meetings of the Academic Senate.

Statutes IV (20)**MEETINGS-GENERAL**

Kinds of
meetings

46. The meetings of the Academic Senate shall be of three kinds, namely :

(i) Ordinary, (ii) Urgent, and (iii) Special.

Number, date,
time and venue of
meetings

47. There shall be at least two Ordinary meetings of the Academic Senate in a year, one of which shall be called the Annual Meeting and shall be held ordinarily in the month of November-December. The second meeting shall be held in the month of February-March of every year for finalizing the budget. The Academic Senate may also meet at such other times as itself or the Vice-Chancellor may from time to time determine. The date, time and venue for the meeting of the Academic Senate shall be fixed by the Vice-Chancellor.

Presiding at
the meeting

48. The Vice-Chancellor, if present, shall preside over all meetings of the Academic Senate. In the absence of the Vice-Chancellor, the Rector shall preside, and in the absence of both, the members present at the meeting shall choose one of them to preside thereat.

Quorum

49. The quorum for any meeting (Ordinary, Urgent or Special) of the Academic Senate shall be one-third of the total number of members or 30 persons, whichever is less.

No Quorum

50. (i) If a quorum is not present within thirty minutes after the stipulated time, the meeting shall not be held, and the Registrar shall make a record of the fact and the record shall be signed by the Chairman.

(ii) If at any time during the progress of a meeting any member shall call attention to the number of members present, the Chairman shall within a reasonable time, count the number of the members present, and if a quorum is not there, he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

Business at
adjourned
meetings

51. The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but, subject to the provisions contained in other Laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place [Law 22 (2) (ii)] provided that the Executive Council or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of

the business to be transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

- 52.** Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Senate by any member shall not invalidate the proceedings of the meeting.

(i) **ORDINARY MEETING**

Notice of
Ordinary
Meeting

- 53.** The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks notice of the date of an ordinary meeting :

Provided it shall however be competent for the Vice-Chancellor to postpone the date fixed for an ordinary meeting by a period not longer than fourteen days, for any reason if it is not possible to conduct the meeting.

Items for inclusion
in the agenda

- 54.** (1) At an ordinary meeting of the Academic Senate any member of the Academic Senate may send any item on a subject for inclusion in the agenda for the purpose of obtaining information from the Executive Council on any matter concerning the University and the Academic Senate.

(2) In order that an item may be admissible, it must satisfy the following conditions:-

- (i) It shall not publish any name or statement not strictly necessary to make the item intelligible;
- (ii) If an item contains a statement, the member shall be responsible for the accuracy of the statement;
- (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements or innuendos;
- (iv) It shall not ask for an expression of opinion or the solution of an abstract, legal question or of a hypothetical proposition or suggest action;
- (v) It shall not refer to the character or conduct of any person except in his official capacity in the University;
- (vi) No item once fully answered shall be put again.

Dates for
forwarding and
withdrawal of
resolutions.

- 55.** Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than thirty clear days before the date of the meeting. A member who has forwarded a resolution, may, by giving

written notice, which shall reach the Registrar not less than six clear days before the date fixed for the despatch of the preliminary agenda paper, withdraw the resolution.

Admissibility of
Resolutions

56. No resolution shall be admissible which does not comply with the following conditions, namely : -

- (i) It shall relate to a matter within the cognizance and powers of the University and the Academic Senate;
- (ii) It shall be clearly and precisely expressed and shall raise substantially one definite issue;
- (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity;
- (iv) It shall not refer to any matter which is under adjudication by a Court of Law, and
- (v) It shall not raise substantially the same question as that raised in a motion moved and decided in the Academic Senate during the twelve months preceding the date of the meeting at which it is to be moved, unless the prior consent of the Vice-Chancellor has been obtained.

Resolution to be
placed on the
agenda paper

57. (i) The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution for which notice has been given and which has not since been withdrawn in accordance with rule 55 above and which has been admitted in accordance with rule 56 above, to be placed on the agenda paper of the meeting at which it is to be moved.

- (ii) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in rule 55 above governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the objection.

Despatch of Pre-
liminary agenda
paper

58. Not less than twenty days before the date of an ordinary meeting, the Registrar shall, under the direction of the Vice-Chancellor, send by post to every member a preliminary agenda paper specifying the date, the time and the place of the meeting and the business to be brought before the meeting :

Provided, however, that the Executive Council, Planning and Monitoring Board or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any ordinary meeting with shorter notice or without placing the same on the agenda paper.

Notice of
Amendments

59. Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any ordinary meeting shall forward a copy of the same to the Registrar so as to reach him not less than twelve clear days before the day of the meeting at which the resolution is to be moved.

60 (i) No amendment shall be admitted which does not comply with rule 56 and the following conditions:-

Amendment to a resolution shall be:-

- (a) by omitting a word or words ;
- (b) by leaving out a word or words in order to insert some other word or words, and
- (c) by adding or inserting a word or words.

(ii) No amendment shall be proposed which would reduce resolution to its negative or opposite form.

(iii) Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith, an intelligible and consistent sentence.

(iv) An amendment must not be virtually an independent proposition.

Admissibility of
Amendments

61. Amendments of which notice is given in accordance with rule 58 and which have been scrutinized and admitted under rule 59 above, shall be included in the final agenda.

Resolution on
any report or
statement by
the Executive
Council etc.,

62. (i) Notwithstanding the notice prescribed for resolutions under rule 55, any member who wishes to move a resolution on any report or statement report or statement by the Executive Council or the Planning and Monitoring Board, or Vice-Chancellor included in the preliminary agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than twelve clear days before the date of the meeting; provided, however, that no such notice will be necessary in the case of motions relating to urgent business brought forward by the Executive Council, the Planning and Monitoring Board or the Vice-Chancellor but not included in the preliminary agenda.

(ii) Resolutions of which due notice has been received by the Registrar under clause (i) above and which conform to the conditions regulating the admissibility of resolutions under rule 56 supra shall be included in the final agenda.

(iii) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in rule 56 above, governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the reasons for its non-inclusion.

Despatch of
final agenda
paper

63. The Registrar shall, on receipt of amendments and resolutions given notice in accordance with the foregoing clauses, prepare under the direction of the Vice-Chancellor, a final agenda paper, showing the resolutions, all the resolutions as in the preliminary agenda paper and all the resolutions received under rule 56 and the amendments admitted under rule 60 by the Vice-Chancellor, and send a copy of it by post to each member of the Academic Senate not less than five clear days before the date of the meeting.

(ii) URGENT MEETING

64. (i) The Vice-Chancellor may, whenever he thinks fit, convene an urgent meeting of the Academic Senate for the transaction of any urgent business.

(ii) The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than fifteen days notice of such meeting and forward with the notice to each member a copy of preliminary agenda paper for the meeting.

(iii) In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice.

(iv) Any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of the meeting.

(v) The Registrar shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final agenda paper showing all the resolutions as in the preliminary agenda paper and the amendments admitted and shall send a copy of it to each member three days before the date of the meeting.

- (vi) No business other than that brought forward by the Executive Council, Planning and Monitoring Board and the Vice-Chancellor shall be transacted at an urgent meeting of the Academic Senate.
- (vii) It shall be open to the Executive Council, Planning and Monitoring Board and the Vice-Chancellor to bring before an urgent meeting any urgent business with or without placing it on the agenda paper. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

(iii) SPECIAL MEETING

- 65.** (i) A special meeting of the Academic Senate shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than fifteen members of the Academic Senate and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting; provided that the Executive Council or the Planning and Monitoring Board or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.
- (ii) The Resolutions shall conform to the conditions regulating the admissibility of resolutions under rule 56 supra and shall be open to be withdrawn.
- (iii) Issue of notice and agenda paper and all other requisites for the conduct of the special meeting shall so far as they are applicable be the same as those prescribed and applicable for urgent meetings of the Academic Senate.

BUSINESS AT MEETINGS

Attendance
Register at
meetings.

- 66.** Members of the Academic Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

Seating of
members.

- 67.** The members shall sit in such order as the Vice-Chancellor may decide.

Order of
Business

- 68.** At every meeting of the Academic Senate the following shall be the order of business:-

- (i) Confirmation of the minutes of the previous meeting, if required.
- (ii) Elections, if any
- (iii) Any motion for a change in the order of business as stated in the agenda paper.
- (iv) Discussion on the items included in the final agenda.
- (v) Business brought forward by the Executive Council.
- (vi) Business brought forward by the Planning and Monitoring Board.
- (vii) Business brought forward by the Vice-Chancellor.
- (viii) Business brought forward by the Faculties and the Boards of Studies, and
- (ix) Business brought forward by the members of the Academic Senate.

Note : - If any motion under clause (iii) is moved and agreed to by the Academic Senate, the business of the meeting shall be transacted accordingly, but not so as to bring any item under clause (ix) before the items under other clauses.

Answering of
questions at
meetings

- 69.** (i) At a meeting of the Academic Senate the Chairman shall call out the name of each member who proposed the item for inclusion in the agenda in the order in which it appears in the final agenda specifying the serial number of his item and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place and putting a question.

- (ii) No discussion shall be permitted in respect of any question or of any answer given to a question.

Resolutions
not on Agenda
Paper.

- 70.** Save as otherwise provided in these rules, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

How to move
motions

- 71.** Every motion at a meeting shall be affirmative in form, and it must be moved and seconded at the meeting, otherwise it shall drop; provided, however, that motions placed by the Executive Council or by the Planning and Monitoring Board or by the Vice-Chancellor, before the Academic Senate on behalf of any of the University Authorities need not be seconded. When a motion has been moved and seconded it shall be stated from the Chair unless the motion be ruled out of order by the Chairman.

72. An amendment may be moved at any time after the resolution has been stated from the Chair and before it is resolved.

Order of
amendments

73. The order in which the amendments to resolutions are to be moved shall be determined by the Chairman.

74. When the debate on an amendment is concluded the Chairman shall say :

"It has been moved" and shall state the motion, and shall then say "since then it has been moved by way of amendment" and shall state the amendment.

Not more than
one Resolution
and one
Amendment at
a time

75. (i) Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.

(ii) If an amendment is negatived, the original motion shall again be stated by the Chairman, and any other amendment which is in order may then be moved to the original motion.

(iii) If an amendment is carried, the motion as amended shall be stated by the Chairman and may be discussed as a substantive motion. Further amendments to the original motion may be moved, in so far as they are in order, in relation to the amended motion, and shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with, the Chairman shall take the vote of the meeting on the motion as finally amended as a substantive motion.

Withdrawals of
motions at the
meeting

76. (i) No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent; but this consent shall be presumed if the mover states his wish to withdraw the resolution or amendment and the Chairman, after an interval during which no dissent is expressed, announces that it is withdrawn.

(ii) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

Ruling out of
order a motion

77. A motion may be ruled out of order by the Chairman at any stage in the proceedings of the Academic Senate connected with the resolution before it is put to the vote.

When the
motions to be
referred.

78. Motions may be referred to the Executive Council before they are formally moved and seconded.

Motions to be
put to vote.

- 79.** When a debate on a motion is concluded or if there shall be no debate, the Chairman shall put the motion to vote.

VOTING

Decision on
motions

- 80.** All questions considered at meetings of the Academic Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the Code of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

Manner of taking
votes--Poll.

- 81.** On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman. If, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll, it shall be taken. In that case, the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

GENERAL

Powers of
Chairman on point
of order

- 82 a)** A member must speak to the item under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

b) If the Chairman rises, the member speaking or offering to speak must sit down at once.

- 83.** The Chairman shall be the sole judge on any point of order, and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.

Powers of
Chairman to
maintain order

- 84.** The Chairman may direct any member whose conduct is in his opinion grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.

Power of
Chairman to
suspend sittings

- 85.** The Chairman may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

Minutes

86. The minutes of all proceedings of each meeting of the Academic Senate shall be signed by the Chairman of the meeting. The Registrar shall, under the direction of the Vice-Chancellor, send by post ordinarily within six weeks after a meeting, a printed copy of the minutes of that meeting, so signed by the Chairman, to each member of the Academic Senate.

Objections to minutes

87. If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minutes, they shall be deemed to be correct.

Procedure to decide on objection

88. If exception be taken within the time aforesaid, by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Academic Senate for confirmation or correction of such points by such of the members as were present when the business was transacted to which the minutes refer.

Standing committee of academic Senate

Act, Sec. 25 (2)
(1)

89. The Academic Senate shall have power to appoint Standing Committees and to delegate to them or the Vice-Chancellor, powers to execute any of the functions assigned by this Act to the Academic Senate.

Regulations

90. There shall be a Standing Committee of the Academic Senate which shall consist of the following members of the Academic Senate;

Constitution

- (a) Vice-Chancellor – Chairman
- b) Rector
- (c) All Deans of Faculties
- (d) Principal of a University College

91. The Standing Committee shall exercise such powers and perform such duties which the Academic Senate may, by resolution, delegate or assign to it or which may be imposed on it by the Act, the Statutes and the Regulations.

Chairman

92. The Vice-Chancellor, if present, shall preside at the meetings of the Standing Committee. In the absence of the Vice-Chancellor, the Rector shall preside, and in the absence of both, the members present at the meeting shall choose one of them to preside thereat.

Opinion by
circulation

- 93.** It shall be open to the Vice-Chancellor to obtain the opinion on the Standing Committee by circulation

iii) THE FACULTIES

The faculties
Act, Sec.26

- 94(1) The University shall have such Faculties as may be prescribed by the Statutes;**

(2) Each Faculty shall consist of such departments of teaching as may be prescribed by the Statutes;

(3) The constitution and functions of the Faculties shall be prescribed by the Statutes;

(4) a) There shall be Dean/Chairman for each faculty, who shall be appointed by the Executive Council from among the Professors of the Faculty concerned on the recommendation of the Vice-Chancellor.

b) The terms and conditions of office of the Dean/Chairman shall be prescribed by the ordinances.

Statutes IV (21)

Faculties

- 95.** Dr.B.R.Ambedkar University shall include the following Faculties of:

- (i) Faculty of Mathematical and Physical Sciences;
 - (ii) Faculty of Bio-Technology;
 - (iii) Faculty of Social Sciences;
 - (iv) Faculty of Commerce and Management;
 - (v) Faculty of Education; and
- any other Faculties as and when instituted

Composition of
the Faculties

- 96.** Each Faculty under the Dr.B.R.Ambedkar University shall comprise the following Departments of Teaching:

(i) The Faculty of Mathematical and Physical Sciences shall comprise the following Departments of teaching : -

- (a) Mathematics
- (b) Computer Science

(ii) The Faculty of Bio-Technology shall comprise the following Department of teaching : -

- (a) Bio-Technology

(iii) The Faculty of Social Sciences shall comprise the following Departments of teaching :-

- (a) Rural Development
- (b) English
- (c) Library Sciences
- (d) Social Work

(iv) The Faculty of Commerce and Management shall comprise the following Departments of teaching :-

- (a) Commerce
- (b) Management

(v) The Faculty of Education shall comprise the following Departments of teaching :-

- (a) Education
- (b) Spl. Education

Ordinance IV -I

Appointment of
Dean/ Chairman

Term

Alternative
arrangements

97) i) The Dean/Chairman of each Faculty shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the senior Professors of the Faculty concerned;

ii) the term of the Dean/Chairman shall be three years and shall not be reappointed till the rotation is completed;

iii) During the temporary absence of the Dean/ Chairman of a Faculty or in the interval between the vacating of office by a Dean and the appointment of his successor, the Vice-Chancellor shall nominate a member of the Faculty who shall, for the time being, and so far as may be necessary, act as Dean/Chairman of the Faculty.

Statute IV (22)

Powers and
functions of the
Dean/Chairman

98. He shall have power:-

(i) to consider and report on any matter referred to him by the Executive Council, Academic Senate or the Vice-Chancellor;

(ii) to draft Regulations in regard to courses of study and examinations prescribed by the University and to lay such Regulations before the Academic Senate;

(iii) to remit any matter to a Board of Studies comprised within the Faculty for consideration and report either to him or to the Academic Senate direct or to any other authority concerned;

- (iv) to consider any report or recommendation of any Board of Studies;
- (v) to appoint a Committee of the Faculty for any purpose within its cognizance or powers of the Faculty;
- (vi) to recommend to the Vice-Chancellor the holding of Joint meetings of Faculties for discussion of any matter of common interest;
- (vii) to make recommendations to the Executive Council in all matters connected with the upkeep and improvement of standards of teaching, research and extension;
- (viii) to suggest new areas of research and arrange for programmes of work especially of an inter-disciplinary type;
- (ix) to propose procedures to implement interdisciplinary projects funded by outside agencies;
- (x) to propose additions or alterations in the Laws pertaining to the improvement of research and studies in the University.

Meetings

99. 1) The Faculty shall meet at such times as fixed by the Vice-Chancellor. Notice of a meeting shall be sent by the Registrar in consultation with the Dean/Chairman under the direction of the Vice-Chancellor stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be fifteen days, unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period.

2) The Dean may, at his discretion, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty before laying it before a meeting of the Faculty.

Quorum of
the Faculty
Council

3) The Quorum for a meeting of a Faculty shall be one third of the actual number of the members of the Faculty.

(IV) THE BOARDS OF STUDIES

Board of
Studies
Act, Sec. 27

100. A separate Board of Studies shall be attached to each department of teaching. The constitution and functions of the Boards of studies shall be prescribed by the Ordinances. There shall be representation for students on the Boards of Studies.

Ordinances
Act, Sec. 53 (i)

101. The Executive Council shall have power to make Ordinances subject to the provision of this Act and the Statutes and such Ordinances may provide for the constitution and determination of the functions of the Boards of Studies.

Ordinances
IV (2)

102. (i) Three categories of Boards of Studies shall be constituted as detailed below : -

- (a) Post-Graduate Boards of Studies exclusively for Post-Graduate and Research Courses in the concerned subject or subjects of study;
- (b) Combined Boards of Studies for the both Post- Graduate and Under Graduate Degree Courses in the concerned subject or subjects of study; and
- (c) Boards of Studies for Degree and Professional courses exclusively for the subject/subjects in the Degree Course.

(ii) The following Boards of Studies shall be constituted for the existing departments and the courses noted against each : -

A. POST-GRADUATE BOARDS OF STUDIES

Name of the Post-Graduate Board of Studies	Name of the Post-Graduate Department	Name of the Post-Graduate Course and subject (s)
1	2	3
1) Botany	Botany	M.Sc. Degree Course in Botany
2) Chemistry	Chemistry	M.Sc. Degree Courses in (i) Chemistry, (ii) Organic Chemistry, (iii) Medicinal Chemistry, and (iv) Analytical Chemistry
3) Commerce	Commerce	i) M.Com. Degree Course ii) M.Com (Professional)
4) Computer Science & Technology	Computer Science & Technology	(i) M.C.A. Degree Course, and (ii) M.Sc. Degree Course in Computer Science
5) Economics	Economics	M.A. Degree Course in i) Economics ii) Applied Economics
6) Education	Education	M.Ed. Degree course
7) Electronics	Electronics	M.Sc. Degree course in Electronics
8) English	English	M.A. Degree Course in English
9) History	History	M.A. Degree course in History
10) Mathematics	Applied Mathematics	M.Sc. Degree Courses in (i) Mathematics, and (ii) Applied Mathematics
11) Physics	Physics	M.Sc. Degree Course in Physics
12) Political Science and Public Administration	Political Science and Public Administration	M.A. Degree Course in i) Political Science and ii) Public Administration
13) Statistics	Statistics	M.Sc. Degree course in Statistics
14) Telugu	Telugu & comparative Literature	M.A. Degree Course in Telugu
15) Zoology	Zoology	M.Sc. Degree Course in Zoology

B. COMBINED BOARDS OF STUDIES (P.G & UG)

Name of the Combined Board of Studies	Name of the Post-Graduate Department	Name of the Post-Graduate and Degree Course and subject (s)
1	2	3
1. Adult, Continuing Education & Extension	Adult Education	i) M.A. Degree course in Adult Education ii) Adult Education as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
2. Bio-chemistry	Bio-chemistry	(i) M.Sc. Degree Course in Bio-chemistry (ii) Bio-chemistry as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
3. Bio-technology	Bio-technology	i) M.Sc. Degree course in Bio-technology ii) Biotechnology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
4. Library & Information Science	Library & Information Science	i) M.L.I.Sc. Degree course ii) B.L.I.Sc. Degree course
5. Management	Management	i) MBA Degree course ii) MBA Finance Degree course iii) Part II of BBM Degree course (Three Year) iv) Industrial Management as one of the three optional subjects under Part II of BA (Three Year) Degree course. v) Tourism & Travel Management as one of the three optional subjects under Part II of BA (three year) Degree course.
6. Micro-biology	Micro-biology	(i) M.Sc. Degree course in Micro-biology, and (ii) Micro-biology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
7. Rural Development	Rural Development & Social Work	i) M.A. Degree course in Rural Development ii) Rural Development as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
8. Sociology	Sociology	i) M.A. Degree course in Sociology ii) Sociology as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
9. Social work	Rural Development & Social work	i) M.A. Degree course in Social Work ii) Social work as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.

Note : The Post-Graduate Boards of Studies and the Combined Boards of Studies shall also consider such matters relating to Research Degree Courses as may be assigned to them.

C.BOARDS OF STUDIES FOR DEGREE COURSES AND PROFESSIONAL DEGREE COURSE

Name of the Pass Board of Studies	Name of the Department/ College	Name of the Degree Course and Subjects
1	2	3
1. Botany	Botany	Botany as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
2. Chemistry	Chemistry	i) Chemistry as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course ii) Industrial Chemistry as one of three optional subjects under Part II of B.Sc. (Three Year) Degree Course
3. Commerce	Commerce	(i) B.Com. Degree Course (General) (ii) B.Com. Degree Course (Corporate Secretary ship), (iii) B.Com. Degree Course (Office Management -and Secretarial Practice), (iv) B.Com. Degree Course(Computer Applications), and v) B.Com Degree course in Advt.& Sales Managementvi) B.Com Tax Procedures and Practices (vii) Commerce as one of three optional subjects under part-II of B.A. Degree
4. Computer Science	Computer Science	i) Computer Science as one of the three optional subjects under Part II of B.Sc. (Three year) Degree course. ii) Computer Applications Science as one of the three optional subjects under Part II of B.Sc./BA (Three year) Degree course.
5. Education	Education	One year B.Ed.Degree course in Education.
6. Economics	Economics	Economics as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
7. Electronics	Electronics	Electronics as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
8. English	English	(i) English under Part I (A) of (Three Year) B.A., B.Sc., B.O.L. and B.Com. Degree Courses, and (ii) Advanced English as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course. iii) Special English as one of the three optional subjects under Part II of BA Degree course iv) Communicative English as one of the three optional subjects under Part II of BA (Three year) Degree course
9. Geology	Geology	i) Geology as one of three optional subjects under Part-II of B.Sc. Degree course
10. Hindi	Hindi	(i) Hindi under Part I (B) of (Three Year) B.A., B.Sc. B.O.L. and B.Com. Degree Courses, and (ii) Advance Hindi as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
11. History	History	History as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
12. Home Science	Home Science	i) Part II of B.Sc. (three years) Home Science ii) Part II of B.Sc. (Vocational) (three years)Clinical Nutrition
13. Mathematics	Mathematics	Mathematics as one of the three optional subjects under Part II of B.A./B.Sc. (Three Year) Degree Course.
14. Physics	Physics	Physics as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
15. Political Science and Public Administration	Political Science and Public administration	(i) Political Science as one of three optional subjects under Part II of B.A. (Three Year) Degree Course (ii) Public Administration as one of three optional subjects under Part II of B.A. (Three Year) Degree Course.

1	2	3
16. Psychology	Psychology	Psychology as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
17. Sanskrit	Sanskrit	Sanskrit under Part I (B) of (Three Year) B.A., B.Sc., B.O.L. and B.Com. Degree Courses.
18. Statistics	Statistics	i) Statistics as one of the three optional subjects under Part II of B.A./B.Sc. (Three Year) Degree Course. ii) Statistics (non-Maths) as one of three optional subjects under Part II of B.Sc. (Three Year) Degree Course
19. Telugu	Telugu	(i) Telugu under Part I (B) of (Three Year) B.A., B.Sc., B.O.L. and B.Com. Degree Courses, and (ii) Advanced Telugu as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
20. Urdu	Urdu	(i) Urdu Part I (B) of (Three Year) B.A., B.Sc. B.O.L. and B.Com., B.C.A.. Degree Courses, and (ii) Arabic as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course (iii) Persian as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course
21. Zoology	Zoology	Zoology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.

- (iii) As and when new courses are started in the existing departments or new departments offering new courses are established; or when the circumstances warrant the constitution of – (a) Combined Board of studies in place of the existing two separate Boards – one for the Post-Graduate Courses and another for the Degree courses – in the concerned subject or (b) two separate Boards of Studies – one for Post-Graduate Courses and another for Degree courses – in the place of the existing single Combined Board of Studies in the concerned subject, the Executive Council shall suitably amend the lists under A, B and C above making provision for constitution of the new Boards of Studies or reorganization of the existing Boards of Studies.

Constitution

103. The constitution of the Boards of Studies shall be as given hereunder:-

(a). Post-Graduate Boards of Studies :

- (i) The senior Professor of the University department or departments of the subject for which the Board is constituted shall be appointed as Ex-Officio Member and Chairman;

Provided, however, that in the case of University department or departments where there are more than one Professor, the Ex-Officio Membership and Chairmanship shall be rotated on the basis of seniority, each Professor serving as Chairman for a term of three years;

Provided further that in a department of University College where there is no Professor, a senior Associate Professor with ten years of teaching experience in the University shall be appointed as Member and Chairman of the Board, and when there are more than one eligible Associate Professor in a department, the ex-officio membership and chairmanship shall be rotated on the basis of seniority among the eligible Associate Professors, each serving as Chairman for a term of three years by rotation

- ii) All the faculty members of the department shall be ex-officio members;
- iii) Two external experts in the subject not below the rank of Professor from other Universities;
- iv) one expert in the subject not below the rank of University Professor from National Institutes/ Industry/Companies may be nominated to such Boards when the department and University feel the necessity for Industry/Companies /Centres of Research- University interaction;
- v) A student of P.G.Course chosen on the basis of merit;

(b) Combined Boards of Studies :

The combined Board shall be constituted as in 103 (a) supra.

c) Boards of Studies for Degree Courses and Professional Degree Courses

- i) Three teachers from affiliated college appointed in accordance with the prescribed procedures laid down by the University and with not less than ten years of service;
- ii) The senior among them shall be the Ex-Officio Chairman of the Board;
- iii) Where more than required number of teachers are eligible for nomination, the appointment shall be on the basis of seniority and rotation;
- iv) A student of U.G course chosen on the basis of merit;
- v) The Chairman of the corresponding Post-graduate Board of Studies, if any, shall be as Ex-officio member;

vi) Provided, however, that where several subjects come within the purview of a Degree Board of Studies, it shall be competent for the Vice-Chancellor to increase the strength of the Board concerned upto a maximum of six (excluding Ex-officio-Member)

104. When no eligible teacher is available for appointment as member/Chairman from the University department or from affiliated colleges, the Vice-Chancellor may appoint eligible teacher from outside University area as member/Chairman.

105. a) i) The Chairman of each PG/Combined Board of Studies shall submit a panel of not less than twelve experts in the subject concerned from other Universities, within and outside the state to the Vice-Chancellor through concerned Dean of the Faculty for his consideration for appointment to the Board of Studies. The Chairmen shall also submit similarly, where needed, a panel of not less than ten experts from National Institutes/ Industries/Companies.

ii) The Director, College Development Council, shall consolidate and submit a panel of eligible teachers from affiliated colleges, subject wise, as per their seniority to the Vice-Chancellor for his consideration for appointment to the Board of Studies for Degree courses under his purview.

Appointment

b) The Vice-Chancellor shall constitute the Boards of Studies for different departments of teaching/research, subject to the approval of the Executive Council. However, the Vice-Chancellor shall have power to abolish or reconstitute any Board before the expiry of the term;

Alternative
arrangements

c) During the temporary absence of the Chairman of a Board, the Vice-Chancellor shall nominate the next internal senior member as Chairman;

Term

106. The term of the Board shall be for three years.

Cessation of
Membership of
Office

107. (a) A member appointed in his capacity as a teacher in the University or Affiliated College or as the holder of an Office or as a student shall cease to be a member of the Board or Boards concerned from the date on which he ceases to be a teacher in a University/ college or the holder of any such office or a student.

(b) A student member shall cease to be a member of the Board from the date on which disciplinary action is taken against him. He shall not participate in the proceedings of the Board during the period when disciplinary action is pending against him.

(c) It shall be open to the Vice-Chancellor, subject to approval of the Executive Council, to declare any member of a Board to have vacated his membership on the Board if he leaves India or goes on leave for a period exceeding 3 months.

Membership
for the
residuary
period

108. Any person appointed in a vacancy occurring before the expiry of the original term of three years shall, subject to other provisions, be a member of the Board concerned only for the residuary period for which the person whose place he has filled would have been a member;

Functions

109. It shall be the duty of each Board of Studies to consider and express its views on any matter referred to it, in accordance with the Laws of the University, by the Executive Council or the Academic Senate or the Planning and Monitoring Board or the Faculty to which the concerned Department is assigned;

Powers

110. (a) The Chairmen of the Boards of Studies referred in rule 103 (a) and (b) above shall have power to attend the meetings of the Selection Committees constituted in regard to the appointments of Professors, Associate Professors, and Assistant Professors in the concerned subjects and take part in the deliberations;

(b) The Boards referred to in rule 103 (a) and (b) above shall have the power to prepare every year a panel of experts from outside the University for approval of the Executive Council, out of which the Vice-Chancellor selects three experts for serving on the Selection Committees for appointment of Professors, Associate Professors and Assistant Professors in the University.

(c) Each Board shall recommend to the Executive Council persons suitable for appointment as Paper-Setters and/or Examiners in the subjects with which it deals, in accordance with the procedures laid down by the Executive Council.

(d) Each Board shall have power to make recommendations to the Academic Senate in regard to admission requirements, course of study, detailed syllabi, scheme of examinations and such other specific conditions for admission to examinations relating to subject or subjects it deals with or additions to and deletions from the existing Regulations relating to the above matters.

(e) The Boards of Studies shall also have power to –

- (i) review the question papers set for the previous/last examination;
- (ii) review the reports of the Board of Examiners on the performance of the candidates in the previous/last examination; and
- (iii) suggest methods for effecting improvements in the process of evaluation.

(f) Each Board shall have power to recommend for consideration of the concerned Authorities of the University, such other measures as may be found necessary for improvement of standards of teaching and research in the University.

Meetings

111. The Boards of Studies shall meet at least once in every year. They may also meet at such times as fixed by the Vice-Chancellor. The date, time and venue for the meetings of the Boards of Studies shall be fixed by the Vice-Chancellor. The Registrar, under the direction of the Vice-Chancellor, shall issue notice to the members, convening the meetings of the Boards of Studies. He, with the approval of the Vice-Chancellor and in consultation with Director (CDC) in case of Degree and Professional Degree Boards shall prepare sufficiently in advance the agenda and the notes thereon for these meetings and circulate the same to the Chairmen and members of the Boards at least 15 days before the dates of the meetings.

112. The Chairman of the Board shall ordinarily preside over the meeting. If, for any reason, the Chairman is not able to attend the meeting, the members present at the meeting shall elect the Chairman from among themselves, giving credence to seniority, to preside over that meeting;

Joint Meeting

113. The Vice-Chancellor may direct two or more Boards of Studies to hold a joint meeting nominating one of the Chairmen to Chair the joint board for considering and making suitable recommendations on issues of common nature. The date, time and venue for such joint meeting of the Boards of Studies shall be fixed by the Vice-Chancellor. Notice and Agenda for such joint meeting shall be issued by the Registrar;

Procedure at meetings

114. The conduct of the meetings shall be regulated in accordance with the Statutes governing the meetings of the Academic Senate, wherever applicable.

Consultation
with
specialists

115. Any Board may consult specialists who are not members of the Board. On the recommendation of the Chairman, the Registrar, with the previous permission of the Vice-Chancellor, requests such specialists as may be necessary to attend the meeting of the Board of Studies concerned but without power to vote thereat;

Quorum

116. One-third of the actual number of members of the Board shall form the quorum for the meeting of the Board, ignoring the fraction, if any;

Provided that the quorum for a joint meeting of the Boards of Studies shall be one-third of the total number of members of the said Boards, ignoring the fraction, if any, and no member shall be counted more than once in case there is voting on any subject.

Minutes

117. i) The Chairman of P.G./Combined Board of Studies shall preserve the original minutes safely in his custody. However, the Director, College Development Council shall preserve the original minutes of Boards of Studies of Degree/Professional Degree Courses in his safe custody;

ii) the Chairman of the P.G. Boards of Studies shall send to the Registrar directly the minutes of the meeting;

iii) the Chairmen of the combined Boards of Studies shall send to the Registrar the minutes of the meeting concerning P.G. courses(s) directly, and two sets of the minutes of the U.G. course (s) to the Director, College Development Council who shall retain one set and forward the second set to the Registrar with his comments;

iv) the Chairman of the Boards of Degree courses and Professional Degree courses shall send two sets of the minutes of the meeting to the Director, College Development Council who shall retain one set and forward the second set to the Registrar with his comments;

v) the Chairman shall send the minutes of the meeting to the Registrar/Director (CDC), as the case may be within fifteen days after the date of the meeting;

vi) The Registrar shall preserve in his custody the minutes of the meeting and place such recommendations of the Boards before the Academic Senate under the direction of the Vice-Chancellor for approval and shall communicate its decisions to the Chairmen/Director (CDC).

Objections to
Minutes

118. Any member of the Board, who was present at the meeting, may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof. The Registrar shall forward the same to the Chairman of the meeting for his remarks. If the Chairman is convinced that the objection raised is genuine he may correct the minutes accordingly. Otherwise it shall be placed before the Board at its next meeting to take a decision thereon.

Board(s)
opinion by
circulation

119. It shall be open to the Vice-Chancellor to obtain the opinion of the Board(s) of Studies by circulation.

(v) THE PLANNING AND MONITORING BOARD

Composition
Act, Sec.
28(1)

120. There shall be a Planning and Monitoring Board consisting of:-

(i) the Vice-Chancellor (Chairman);

(ii) four from among the Principals of the University and Professional Colleges, Deans/ Chairmen of faculties nominated by the Vice-Chancellor;

(iii) two educationists nominated by the Government;

(iv) two nominees of the University Grants Commission

Act, Sec. 28(2)

121. The Board shall be the Principal planning and reviewing body and it shall also arrange for periodical monitoring of the developmental programmes and of teaching and research in the University.

Statutes IV (23)

Additional
Powers and
functions

122. Without prejudice to the powers specified in the Act, the Planning and Monitoring Board shall also exercise and perform the following powers and functions:-

(1) The Board shall undertake long range perspective planning as also short range planning for the development of the University including its affiliated colleges;

- (2) While planning, the Board shall keep in mind the national educational policy, the National and the State Developmental Plans, proposals of A.P. State Council of Higher Education for expansion and consolidation, various regulations and recommendations of the University Grants Commission, the All India Council for Technical Education, the National Council for Teacher Education and such other bodies and goals and objectives of the University;
- (3) The planning shall cover not only physical targets but also the quality of teaching, research including inter-disciplinary and industry related research, extension, development of women and persons belonging to depressed and socially backward classes.
- (4) The Board shall render advice on all matters relating to development and improvement to the Executive Council and the Academic Senate. The recommendations of the Board shall be placed before the competent authorities. These Authorities shall consider the recommendations and advice of the Board, take appropriate steps and report the action taken to the Board;
- (5) The Board shall function as an effective machinery for reviewing the progress in teaching, extension, research and extra-curricular activities. It shall also monitor all developmental programmes of the University including its teaching, extension, research and extra-curricular activities. For this purpose it shall call for such reports as are necessary for its deliberations;

Meetings

- 123.** (i) Meetings of the Board shall be held as often as necessary but there shall be at least one meeting in an academic year.
- (ii) The notice for every meeting of the Board together with the agenda shall be circulated by the Registrar to the members of the Board at least two weeks in advance. The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving a notice shorter than two weeks. The Chairman may at his discretion include in the agenda any item for which due notice could not be given.
 - (iii) The Vice-Chancellor shall preside over the meetings. In the absence of the Vice-Chancellor the members present shall elect one among themselves to preside over the meeting.
 - (iv) The meeting may also be convened on a requisition signed by any three members of the Board.

Quorum

124. The quorum for the meeting of the Board shall be three members, including the Chairman.

Decision at Meetings

125. Decisions of the meetings of the Board shall be taken by a majority of votes of the members present at the meeting. The Chairman shall be entitled to exercise a casting vote in case of a tie.

Recording and Communication of Minutes

126. The proceedings of a meeting of the Board shall be recorded by the Registrar and submitted to the Chairman for approval. After approval they shall be communicated to all the members within ten days from the date of the meeting. Members present at meeting may raise within one week from the date of circulation any objection or propose any amendment. If the objection or the amendment is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.

127. The Registrar shall, as soon as possible, place the minutes of the meeting before the Executive Council for approval. The recommendations of the Board shall be implemented only after their approval by the Executive and that of the Academic Senate also, if necessary, as per the regulations of the University.

(vi) THE FINANCE COMMITTEE

Act, Sec. 47 (1)
Constitution

128. i) There shall be constituted a Finance Committee which shall be a sub-committee of the Executive Council with the following as members, namely:

- a) Vice-Chancellor (Chairman);**
- b) Two members of the Executive Council nominated by it;**
- c) One member of the Executive Council to represent Banking or Accounting;**
- d) The Finance Officer shall be the Secretary of the Finance Committee.**

Statute IV (24)

ii) One of the nominees of the Executive Council on the Finance Committee shall however be the Secretary to the Government, Finance Department, Government of Andhra Pradesh or his nominee.

iii) By virtue of his office, the Registrar can also attend the meeting of the Finance Committee. He is not, however, deemed to be a member of the Finance Committee.

Duties and
Powers
Act, Sec. 47 (2)

129. The Finance Committee shall have the following duties and powers, namely:

- (a) to examine the annual accounts of the University and to advise the Executive Council thereon;
- (b) to examine the annual budget estimates and advise the Executive Council thereon;
- (c) to review the financial position of the University from time to time;
- (d) to make recommendations to the Executive Council on all matters relating to the finances of the University;
- (e) to make recommendations to the Executive Council on all proposals involving expenditure for which no provision has been made in the budget or which involve expenditure in excess of the amount provided in the budget.

Statutes IV (25)

Additional
Powers and
functions

130. In addition to the powers and duties specified in the Act, the Finance Committee shall have the following powers and functions:

- (i) to consider and recommend to the Executive Council for raising loans on behalf of the University from the Central or any State Government or the public or any corporation owned or controlled by the Centre or by any State Government;
- (ii) to consider and recommend to the Executive Council the terms and conditions for the borrowal of money with the approval of the Government, if it involves pledging of immovable properties;
- (iii) to consider and recommend to the Executive Council the holding and controlling of the administration of the properties and funds of the University;
- (iv) to consider and recommend to the Executive Council the mode of administration of all properties and all funds placed at the disposal of the University for specific purposes;
- (v) to advise the Executive Council to determine as to how the provident fund amount of the University may be invested;
- (vi) to consider the Audit Report with a statement of action taken or proposed to be taken and explanation thereto placed before it for its observations which shall be placed before the Executive Council;

(vii) to prescribe the methods and procedure and forms for maintaining the accounts of the University;

(viii) to recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University which in the case of productive works may include the proceeds of loans;

(ix) to consider and comment upon the financial estimates of the University prepared by the Finance Officer and placed before the Finance Committee for consideration and comments. The said estimates as modified by the Finance Committee shall then be placed by the Vice-Chancellor before the Executive Council for consideration. The Executive Council may accept the modifications, if any, made by the Finance Committee;

(x) to exercise such other powers assigned to it by the Executive Council from time to time concerning financial matters.

Statute IV (26)

131. The procedure for conducting the meetings of Finance Committee shall be as prescribed for the Executive Council, wherever applicable;

Meetings

(a) The Finance Committee shall meet at least once in three months preferably before the meeting of the Executive Council, and may meet often, if necessary, to examine the accounts and to scrutinize the proposals for expenditure;

(b) With the approval of the Vice-Chancellor, the Finance Officer shall issue notice and agenda for the meeting of the Finance Committee;

(c) The quorum for the meeting of the Finance Committee shall be three members;

(d) The Finance Officer shall take part in the deliberations of the meeting of the Finance Committee, but shall have no power to vote thereat;

(e) The Finance Officer shall record the proceedings of the meeting, get them approved by the Vice-Chancellor, circulate them to the members of the Finance Committee and submit a copy to the Registrar for such action as may be necessary.

(f) The Executive Council shall consider the recommendations of the Finance Committee on items involving financial considerations before taking suitable decision thereon;

(vii) Other Bodies declared to be Authorities by the Statutes**(a) THE COLLEGE DEVELOPMENT COUNCIL**

Statutes IV (27)

132. a) The Executive Council shall constitute the College Development Council. The College Development Council (CDC) shall consist of the following members : -

Constitution

- | | |
|---|------------------|
| (i) The Vice-Chancellor | Chairman |
| (ii) The Rector | Member |
| (iii) The Principals of University Colleges | Members |
| (iv) The Registrar | Member |
| (v) All the Deans of Faculties | Members |
| (vi) The Chairman of the A.P.State
Education of Higher Education
or his nominee | Member |
| (vii) The Commissioner of Collegiate
Education or his nominee | Member |
| (viii) One Principal representing Professional
Colleges | Member |
| (ix) One Principal from affiliated Colleges offering
P.G.Courses | Member |
| (x) One Principal from affiliated Colleges offering
Undergraduate courses. | Member |
| (xi) The Director of CDC | Member-Secretary |

Term

- b) The nomination of member under categories (iii) (viii), (ix) and (x) above shall be on the basis of seniority and rotation. The term of office shall be for a period of three years from the date of their nomination. No member who is appointed or nominated shall continue as a member on his ceasing to be the holder of the particular office or appointment.

Meetings

- c) The College Development Council shall meet at least twice in an academic year preceding the meeting of the Academic Senate and meet as and when necessary and shall review the implementation of various programmes and activities in the colleges affiliated to the University.

Principals' Conference

133.a) Meetings of the Principals of affiliated Colleges in the University area shall be held atleast once in a year to :

- i) apprise them the procedure for inclusion of colleges under section 2 (f) and 12 (B) of the U.G.C. Act, 1956 for Central financial assistance;

ii) monitor the implementation of various schemes of U.G.C. and other funding agencies;

iii) offer suggestions therefor;

iv) finalize the academic schedule for the academic year.

Meeting

b) The Director, with the approval of the Vice-Chancellor, shall convene the meetings of the College Development Council and the Principals' Conference fixing the day, date, time, venue and agenda for the meeting/conference.

Quorum

c) The quorum for any meeting shall be one-third of the total number of members.

President for the meeting

d) The Vice-Chancellor, in his absence the Rector, and in the absence of both, the Director, shall preside over the meeting of the College Development Council and Principals' Conference and conduct the proceedings.

Minutes

e) The Minutes of the meetings shall be prepared by the Director and submitted to the Vice-Chancellor. The minutes as approved by the Vice-Chancellor shall be communicated to all the members.

Safe Custody of Minutes

f) The minutes shall be under the custody of the Director and he shall preserve them till such time as the Executive Council directs.

Powers and duties

134. The College Development Council shall take, in consultation with the Authorities of the University and others concerned with higher education, such steps as it thinks fit for the promotion, coordination and raising the standards of education in all colleges in the University area. For this purpose it shall perform the following functions: -

a) function as a policy making body in regard to proper planning and integrated development of colleges;

b) conduct surveys of all the affiliated colleges, area-wise, with a view to prepare and maintain an up-to-date profile of each college under the University, identifying the needs and gaps that need to be filled for the development of colleges;

c) prepare a perspective plan for the development of existing colleges and opening of new colleges for submission to the University and State Government for long-term planning and development of higher education in the University area;

d) advise the University in regard to rationalisation and implementation of University's policy on affiliation of colleges;

- e) review the facilities of post-graduate departments of colleges in terms of the norms prescribed by the UGC and APSCHE, assist those having the potential of coming up to the norms within a few years;
- f) help in the implementation of the regulation framed by the UGC and the Govt. regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;
- g) help in the selective development of some colleges to remove regional imbalances and also assist the colleges to realise their potential and in identification of colleges for autonomous status;
- h) evaluate and assess the impact of UGC grants utilised by the colleges for the implementation of various development projects;
- i) ensure that the UGC grants released to University for disbursement to colleges are not held/locked up or utilised by the University for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the Commission;
- j) obtain from the colleges and furnish to the Commission utilization certificates and completion documents in respect of UGC grants and see to it that UGC grants are properly and expeditiously disbursed to colleges through the University, and help in monitoring the UGC programmes implemented by the affiliated colleges;
- k) ensure close and continued contact and interaction between the academic faculties of the university teaching departments and the colleges;
- l) review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported;
- m) assist the University in the constitution of Boards of Studies for Degree courses in different subjects and in convening the meetings thereon annually and as and when required and to place their recommendations to the Academic Senate for approval;
- n) coordinate and monitor admission of students to various courses in the affiliated colleges and ensure the procedures laid down are adhered to in respect of admission and collection of fees under different heads;
- o) ensure that each college submits the list of admitted candidates course-wise along with the prescribed fees collected under different heads due to the University.

- p) coordinate with the Managements of the Colleges and the University in appointing teachers in accordance with the prescribed procedures and rules and obtain Returns of Teaching staff along with their qualifications etc., every year to enable the University to constitute different committees involving representation of affiliated colleges and to prepare and finalize the list of eligible teachers obtained from the Controller of Examinations for inclusion in the list of Board of Examiners by the Boards of Studies;
- q) consider and process applications from students for transfer from one college to another and from another University, granting, if necessary, extra seats for the purpose and to combine their attendance;
- r) coordinate with APSCHE for Joint Inspection of Colleges for granting sanction of new UG and PG colleges and courses and for opening additional sections;
- s) consider applications from colleges for grant of temporary/permanent affiliation and constitute Inspection Committees for inspection and process the reports of the committees;
- t) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of higher education.

Description of
Assets created
with the UGC
Funds

135. The College Development Council shall ensure that the grants received by the Colleges for the purchase of Books and Journals, equipment, construction of Buildings etc. are properly utilized and maintained keeping the following in view:

- (i) separate Assets Registers for the assets being acquired from the grants sanctioned by the UGC are maintained;
- (ii) the Books and Journals purchased from the UGC funds are displayed with a seal on each book on cover page showing the details of Plan and Scheme like 'UGC-xxx Plan - UG Grant';
- (iii) the equipment purchased under different schemes during plan periods are labeled with paint showing the details of UGC Scheme, like 'UGC-Autonomous';
- (iv) the Building constructed partly or totally from the UGC funds are acknowledged with the display of a plaque showing the details of UGC plan and scheme, like 'UGC - xxx Plan - Women's Hostel Scheme'. It must be fixed in the front wall of the Building;

- (v) any item which is being purchased or constructed either partly or totally from the UGC fund is not disposed off without obtaining prior approval from the UGC;
- (vi) the UGC grants or assets are not utilised for the self-financing courses; and
- (vii) all the accounts, records and registers are maintained separately Plan-wise, Scheme-wise for the funds received from the UGC and produced as and when required.

Statutes IV (27)
(b) THE RESEARCH ADVISORY COMMITTEE
Objective

- 136.** a) There shall be a Research Advisory Committee in the University to formulate policies for the University for advancement and development of quality research.

Composition of the Committee

- b) The Research Advisory Committee shall consist of : -

- | | |
|---|------------------|
| (1) The Vice-Chancellor | Chairman |
| (2) The Rector | Member |
| (3) Three persons from among the Deans of the Faculties to be nominated by the Vice-Chancellor on rotation basis | Members |
| (4) Four experts from outside the University representing Science and Technology nominated by the Vice-Chancellor | Members |
| (5) The Principal of the University College | Member-Secretary |

Term

- c) (i) The term of office of the members nominated under clauses (3) and (4) above shall be three years;
- (ii) A member appointed in his capacity as holder of an office shall cease to be a member of the Committee from the date on which he ceases to be the holder of the office;

Meetings

- d) The Research Advisory Committee shall meet at least twice in an academic year and as often as it may be necessary.
- e) The Vice-Chancellor shall preside over the meeting of the Research Advisory Committee. In his absence, the Rector shall preside.

Notice and
Agenda for
the Meeting

- f) Two weeks notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened with shorter notice. Under orders of the Vice-Chancellor, the Principal shall issue the notice informing the day, date, time and venue of the meeting.

The Principal shall also send Agenda to each member at least one week in advance of the meeting. However, with shorter notice or no notice at all, the Vice-Chancellor may bring before the meeting any item considered by him as urgent, for discussion at any meeting of the Committee.

Any item for inclusion of the agenda suggested by any member may be included with the approval of the Vice-Chancellor.

Minutes

- g) The minutes of the meeting shall be prepared by the Principal within one week after the meeting and submit them to the Vice-Chancellor or through the member who presided over the meeting to the Vice-Chancellor. The minutes as approved shall be communicated to all the members of the Committee.

Action on the
Minutes

- h) The Principal shall as early as possible but not later than 15 days from the date of the meeting and initiate further action on various resolutions passed at the meeting of the Committee.

Preservation
of Minutes

- i) The minutes shall be in the custody of the Principal and he shall preserve them till such time as the Executive Council directs.

Powers and
functions

137. The Committee, being a policy making body in respect of all matters relating to research, both fundamental and applied, may suggest such action as may be necessary for encouraging, monitoring and co-ordinating research activities in the University and it shall have the following powers and functions;

- (i) suggest various steps for promoting quality research in the University and for this purpose call for such reports and other information as may be required from time to time from all those concerned with research in the University;

- (ii) suggest the areas of research which the University could undertake in the time-bound and goal-oriented projects funded by the Centre/State Governments or other funding agencies, both national and international, industries and companies;
- (iii) basing on the areas of expertise and facilities available in the departments and laboratories of the University, suggest –
 - (a) nature and type of consultancy and testing services to be provided for various types of users like industries, companies and other institutions in India or abroad;
 - (b) fees to be collected for such services; and
 - (c) the purposes for which the fees so collected may be utilised;
- (iv) monitor the research projects undertaken by the departments or by the teachers in the Departments and suggest steps to be taken for their proper completion;
- (v) encourage interdisciplinary and multidisciplinary research in the University or collaboration with other research institutions;
- (vi) consider cases of alleged plagiarism resorted to by any teacher or researcher of the University, and to submit the report to the Executive Council;
- (vii) consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority.

CHAPTER- V

GENERAL

Disqualification
for membership
Act, Sec.29

1.No person shall be qualified for nomination as a member of any of Authorities of the University, if he, -

a) is, on the date of nomination, of unsound mind, a minor, a deaf-mute or is suffering from leprosy; or

b) applied to be adjudicated as an insolvent or is an undischarged insolvent; or declared as insolvent by any court;

c) has been convicted and sentenced by a criminal court to imprisonment for a period of more than one year for an offence involving moral turpitude unless such sentence has been reversed or the offence has been pardoned or a period of five years has elapsed from the date of the expiration of the sentence.

Disputes as to con-
stitution of University
Authorities
Act, Sec.39

2.Save as otherwise provided, if any question arises whether a person has been duly nominated or is entitled to be a member of any Authority of the University, the question shall be referred to the Chancellor, whose decision thereon shall be final.

Constitution of
Committees
Act, Sec.31

3. All the Authorities of the University shall have power to appoint committees. Such committees may, unless there be some special provision to the contrary, consist of members of the Authority concerned and of such other persons, if any, as the Authority in each case may think fit.

Proceedings of University
Authorities and Bodies
not invalidated by
vacancies
Act, Secc.32

4. No act or proceeding of any Authority or other body of the University shall be deemed invalid by reason only of some defect in the constitution of the Authority or body or by reason of the existence of a vacancy or vacancies among members.

Term of Office of
Members of Executive
Council and the Academic
Senate, etc.
Act, Sec.33

5. (1) Save as otherwise provided, the Executive Council, the Finance Committee and the Academic Senate shall be reconstituted at or about the same time every three years and the members of these Authorities shall except in the case of ex-officio members hold office as members thereof up to the date of next reconstitution :

Provided that no person other than ex-officio member, Professor, Heads of Departments other than Professors, Deans/ Chairmen of Faculties and Principals shall be a member of the Executive Council or the Academic Senate for more than two terms consecutively.

- (2) No member of an Authority specified in sub-sec.(1) who is elected, appointed or nominated in his capacity as a member of a particular electorate or the holder of a particular office or appointment shall continue to be a member of such Authority on his ceasing to be a member of the particular electorate or the holder of the particular office or appointment.
- (3) Where an elected, appointed or nominated member of an Authority specified in sub-sec.(1) is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of that Authority ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven clear days from the date of his taking charge of his temporary appointment, choose whether he will continue to be a member of that Authority by virtue of his election, appointment or nomination or whether he will vacate office as such member and become a member ex-officio by virtue of his temporary appointment, and the choice shall be final. On failure to make such choice he shall be deemed to have vacated his office as an elected, appointed or nominated member.

Removal from
membership of
the University
Act, Sec.34

- 6. The Academic Senate may, on the recommendation of not less than two-thirds of the members of the Executive Council and by the votes of a majority of the total membership of the Academic Senate and two-thirds of the members present and voting remove the name of any person from the register of graduates and remove any person from membership of any Authority of the University if he has been convicted by a Court of law of what in the opinion of the Academic Senate is an offence involving moral turpitude or if he has been guilty of scandalous conduct and for the same reasons may withdraw any degree or diploma conferred or granted by the University.**

The Academic Senate may also remove any person from the membership of any Authority of the University if he becomes of unsound mind or a deaf-mute or is suffering from leprosy or has applied to be, or is adjudicated as an insolvent.

Registered
Graduates
Act, Sec.35

- 7. All graduates of the University and the holders of such of the Oriental Titles and diplomas as may be laid down by the State Government shall be entitled to have their names enrolled in the register of Registered Graduates and to enjoy all privileges of Registration.**

CHAPTER –VI

TEACHING & ADMISSIONS

a) University Colleges

University College
Act, Sec. 2 (27).

- 1.a) "University College" means, a college located in the University campus which is established or maintained by the University and provides courses of study qualifying students for admission to University examinations, in accordance with the Regulations prescribed and includes a college so located, and established or maintained by the University immediately before the commencement of this Act.

Constituent College.
Act, Sec. 2(5).

- b) "Constituent College" means, a college located outside the University Campus and established or maintained by the University for providing courses of study qualifying students for admission to the examinations in accordance with Regulations prescribed; and includes a college so located and established or maintained by the University immediately before the commencement of this Act.

Honours College
Act, Sec. 2 (12)

- c) "Honours College" means, a University College, an affiliated college or constituent college in which provision is made for Honours or Post-Graduate Courses of study leading up to the higher degrees of the University in accordance with the Regulations prescribed.

Post-Graduate Centre.
Act, Sec. 2(13).

- d) "Post-Graduate Centre" means, a University College in which provision is made for Post-Graduate Courses of study and which is declared as such by Statutes.

Professional College
Act, Sec. 2(16)

- e) "Professional College" means, a college established and maintained by the University or affiliated to the University for providing courses of study leading to the professional degrees of the University, in accordance with the Regulations prescribed.

Principal
Act, Sec. 2(15)

- f) "Principal" means, the head of the College.

University Campus
Act, Sec. 2(26).

Department.
Act, Sec. 2(7).

Head of Department.
Act, Sec. 2(10).

Teachers.
Act, Sec. 2(22).

Student
Act, Sec. 2(21).

Powers, functions
and objects of the
University

Act, Sec. 5 (8).

Act, Sec. 5 (9)

Act, Sec. 5 (11).

Act, Sec. 5 (12).

Act, Sec. 5 (16).

Act, Sec. 5 (19).

g) "University Campus" means, the area comprised within the limits of the headquarters of each University as notified by the State Government from time to time in the Andhra Pradesh Gazette.

h) "Department" means, a University Department recognised as such by Statutes.

i) "Head of Department" means, a teacher of the University responsible for the co-ordination of instruction, training and research in any department of the University.

j) "Teacher" means Professors, Associate Professors and Assistant Professors in a college and such other persons giving instruction in a college as may be declared by the Statutes to be teachers;

k) "Student" means a person who is admitted to a college and is borne on the attendance register thereon until the end of the academic year;

2. Every University established under this Act shall have the following powers, functions and objects, namely :-

a) to institute, take over and maintain colleges and hostels;

b) to establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Post-Graduate Centres in any part of the University area outside the University Campus;

c) to transfer any or all the colleges or institutions maintained by the University to the administrative control of the Government on such conditions as it may determine;

d) to erect, equip and maintain laboratories, libraries and museums;

e) to establish, maintain and manage research departments and institutions;

f) to establish research institutions in any part of the University area whether within or outside the University Campus; and

Act, Sec. 5 (20).

- g) to fix fees and to demand and receive such fees and other charges as may be prescribed.

Powers and duties
of the
Executive Council

3.The Executive Council shall be the Executive Authority of the University and shall have power;-

Act, Sec. 19 (14).

- a) to manage and control all colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University;

Act, Sec. 19 (27).

- b) to establish and maintain University Colleges;

Act, Sec. 19 (28).

- c) to provide for research and advancement and dissemination of knowledge;

Act, Sec. 19 (30).

- d) to establish, equip and maintain the University laboratories and libraries;

Act, Sec. 19 (31).

- e) to control, in general, all colleges in the University area in the manner prescribed by Statutes;

Act, Sec. 19 (13).

- f) to charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges and institutions of the University; and

Act, Sec. 19 (39).

- g) to enter into any agreement with the Government or with the private managements for assuming the management of any institution and taking over its properties and liabilities or for any other purpose not repugnant to the provisions of the Act.

Making Statutes.
Act, Sec. 51(h)

4.Subject to the provisions of this Act, the Executive Council shall have power to make Statutes for all or any of the following matters, namely, -

....

the institution and maintenance of University and constituent colleges, libraries, laboratories and hostels.

Making Ordinances.
Act, Sec. 53 (a & f).

5.The Executive Council shall have power to make Ordinances subject to the provisions of this Act and the Statutes and such Ordinances may provide for all or any of the following matters, namely :-

- a) the levy of fee in the University and the constituent colleges;

- b) the fees to be charged for courses of study given by the teachers of the University, for lectures, for tutorial and supplementary instruction provided by the University and for services rendered by the University Offices.

Powers of the Academic Senate.
Act, Sec. 25 (2) (d).

6. In particular, the Academic Senate shall have power, -

to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching.

Transfer of the Government institutions to the University.
Act, Sec. 50.

7. The Government may, at any time, after the commencement of this Act, transfer to the University the control and management of any of their institutions on such terms and conditions as may be deemed proper.

Attendance at recognised institutions.
Act, Sec. 36 (1).

8. No attendance at any institution other than a University, constituent, affiliated or recognised college or institution of the University shall qualify a candidate for admission to an examination of the University other than the entrance examination to the University.

University open to all persons.
Act, Sec. 7.

9. No person shall be excluded from holding any office in the University or from membership of any of the authorities of the University or from admission to any degree, diploma or other distinction or course of study, on grounds only of religion, race, caste, sex, place of birth or any of them, and it shall not adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted thereto as a teacher or student or to hold any office therein or to qualify for any degree, diploma or other distinction or to enjoy or exercise any of the privileges of the University :

Provided that, -

- a) the University may maintain, affiliate or recognise any college or institution, intended exclusively for women, either for their education or for their residence;
- b) the University may reserve seats in any University college or constituent college for women or members of educationally backward classes, or allot seats on such regional basis of the concerned University area, as may be declared by the University;

c) the Government may reserve seats in colleges under their management for women or members of educationally backward classes or allot seats on such regional basis of the State as may be declared by the Government.

Statute VI (1)

University
Colleges

Principal

10. There shall be one or more University Colleges instituted and maintained by the University.

i) Dr.B.R.Ambedkar University College and other Colleges as and when established.

11. The Principal shall be the head of the University College. The term of appointment and conditions of service of Principal of the University College shall be governed by the Laws given in Chapter-- Officers of the University of the Code of the University.

12. The University Colleges shall provide facilities for instruction in the departments for the courses offered in the college and shall also provide facilities for carrying out research leading to the award of M.Phil and Ph.D Degree in the Faculties.

Teaching days
& Vacation

13. The University College shall observe atleast 180 actual teaching days i.e. a minimum of 30 weeks of actual teaching in a 6 day week. Of the remaining period, 12 weeks may be devoted for admission and examination activities and non-instructional days (i.e. for sports, college day etc.), eight weeks for vacation and two weeks for public holidays. If the college adopts a 5 day week pattern then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week.

Ordinance
VI (1).

14. The University College shall provide for physical training of its students.

Ordinance.
VI (2)

15. Sports and Games activities in the University College shall be controlled by a Committee constituted by the Vice-Chancellor with the Principal as the Chairman, University Director of Physical Education as the Secretary and with proper representation to various Schools. The Committee shall be responsible to the Vice-Chancellor for all the expenditure on physical training and organisation of Sports and Games activities.

Ordinance.
VI (3)

16. No student shall be eligible to take an examination for any of the courses offered in the University College unless he has paid all the sums due by him to the University towards tuition fee, special fees, hostel dues, fines, library dues and laboratory dues in the case of science subjects and technical subjects, and all such other dues, up to the end of the academic year.

17. Admissions to courses in the University and affiliated colleges shall be made in accordance with the guidelines issued by the University from time to time.

Ordinance.
VI (4)

18. The Principal of the College concerned shall admit after verification every candidate selected for admission to the courses by the Director of Admissions on receipt of the list of the candidates along with the Original certificates and the particulars of fee paid from the Director of Admissions. He shall also collect such other fee prescribed by the University at the time of admission.

Ordinance.
VI (5)

19.a) The Code of Conduct and Discipline for Students laid down by the University, shall be scrupulously observed by all Students.

b) Every student shall be supplied with a copy of the "Code of Conduct and Disciplinary Rules for Students" and Supplementary instructions, if any, issued by the Principal.

c) The Students shall also be apprised of provisions contained in various Central and State Acts, imposing punishment for indulging in activities prohibited by Law, like, harassment of Women, ragging, untouchability, unfair means in examinations, etc., for their information and guidance.

d) At the time of admission, every student shall be required to submit a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Authorities and Officers of the University.

College Council

20.a) Each University college shall have a College Council comprising of :-

- (i) The Principal
- (ii) All the Deans of Schools of the college

b) The Principal shall be the Chairman of the College Council and shall preside over the meetings.

- c) The College Council shall meet atleast thrice in an academic year, one in the beginning, another in the middle and the last at the end of the academic year. It may also meet often, if necessary.
- d) The College Council shall advise and guide the Principal in the smooth functioning of the college and matters pertaining to the administration of college.

Powers
and duties

21. The Principal shall exercise the powers and perform duties conferred upon him by Laws in chapter on Officers of the University of the Laws of University for proper management of the College.

Statute VI (2)

22. a) On the advice and recommendation of the Academic Senate, the Executive Council shall have power to institute and to reorganize the Schools of Studies.

Schools of
Studies

b) There shall be instituted Schools of Studies for each Faculty in Colleges.

c) Each school of studies shall consists of such Departments of teaching assigned to the Faculty concerned.

23. There shall be instituted,-

a) Dr.B.R.Ambedkar University College comprise the following Schools of Studies.

- (i) School of Commerce and Management
- (ii) School of Mathematical and Physical Sciences
- (iii) School of Social Sciences
- (iv) School of Education
- (v) School of Bio-technology and other Schools as when instituted

Composition of
Schools of
Studies

24. Each School of Studies shall comprise the departments of teaching of the Faculty concerned

- a) Each School of Studies under Dr.B.R.Ambedkar University College shall comprise the departments as noted against each:

School of Studies	Departments
Commence & Management	(a) Commerce (b) Management
Mathematical and Physical Sciences	(a) Mathematics (b) Computer Science
Social Sciences	a) Rural Development & Social Work (b) Sociology (c) English (d) Library Science
Education	Education
Biotechnology	Biotechnology

Statute VI (3)

b) SCHOOLS OF STUDIES

Deans of Schools

25. a) Each school of Studies shall be headed by the Dean of the Faculty concerned.

Terms and
Conditions of
Appointment

- b) The mode and term of appointment and conditions of service to the Dean of the Faculty/ School shall be governed by the rules contained in Chapter on authorities of the University (The Faculties) of the Code of the University.

Powers and
Duties of
Dean

26. a) He shall have the powers conferred upon him as Dean/Chairman of the Faculty by rules contained in chapter on authorities of the University of the Code of the University.

As Chairmen
of Faculty

- b) Subject to the overall control of the Vice-Chancellor, the Dean shall, in addition to the powers and duties vested on him as Chairman of the Faculty, have the following powers and duties:-

He shall

As Head of
School

- i) be the executive head of the School and exercise general supervision and control over the Departments in the school, its office and offices of the Departments concerned;
- ii) coordinate the teaching and research work in the department and, with the approval of the Principal, constitute such committees as may be necessary for organising the teaching and research work in subjects or areas which are of interest to more than one Department of the School or which do not fall within the

sphere of any Department, and for the smooth functioning of the Departments;

- iii) (a) be responsible for the maintenance of discipline among the staff and students of the School and shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the rules and bringing to the notice of higher authorities cases of misbehaviour of the staff and students for such action as they may deem fit and proper;
- (b) to report to the Principal immediately cases of ragging brought to his notice by any student, Head of the Department, Teacher of the University or any other responsible person;
- iv) preside over the meetings of the Heads of the Departments, address the staff whenever necessary and arrange for implementation of the academic schedule prepared by the Principal in consultation with the Deans of Schools;
- v) be responsible for the planning and development of the curricular and research activities in the School and shall review from time to time the work and progress of the projects implemented in every department under the School;
- vi) review the budget estimates of each department and propose such changes as may be necessary for effective implementation of the teaching programmes and research projects and submit the same to the Principal of the College;
- vii) co-ordinate with other Schools the work relating to inter-disciplinary courses and other academic programmes wherever necessary;
- viii) recommend procedures for evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars, practicals and submit periodical reports about the attendance and progress of the students of the School to the Principal;
- ix) obtain periodical reports from the members of teaching staff of the School about their teaching, research and administrative work and submit to the Principal of the College;

- x) recommend to the Academic Senate the creation or abolition of teaching posts after considering proposals received from the Departments;
- xi) co-ordinate the time-tables of the Departments of the School;
- xii) arrange for the conduct of University examinations in respect of the students of the School in accordance with the provision of the Code and instructions issued by the concerned Officers/Authorities;
- xiii) be responsible for proper maintenance of accounts of income and expenditure of the School and for furnishing monthly statements of receipts and payments to the University;
- xv) grant casual leave and special casual leave to the teachers of the departments and casual leave to the administrative staff of the departments;
- xvi) perform such other duties as may be assigned to him by the Authorities, the Vice-Chancellor and the Principal.

School Council

27. a) There shall be a School Council consisting of the following members for each School of Studies to advise and guide the Dean of the concerned school:-

- i) Dean of the School concerned.
 - ii) All the Chairmen of the Boards of Studies of the School concerned.
 - iii) All the Heads of the departments of the School.
- b) The Dean of the School shall be Chairman of the Council and presides over its meetings.
- c) The Council of each School of Studies shall meet atleast thrice in an academic year preferably before the meeting of the College Council and may meet often, if necessary;
- d) The Council may refer through the Dean such matters as it deems necessary to the concerned authorities of the University for appropriate action;

Transitory provision

28. Till such time the Schools of Studies are constituted and the Deans appointed thereto, as proposed above, or in college, with only one Faculty where institution of School of Studies is not warranted, the Principal shall exercise their powers, perform their functions and discharge their duties.

c) HEAD OF THE DEPARTMENT

Head of
department.
Act, 2 (10)

29. Each department shall have a Head.

Ordinance VI (6)

30. (a) The Executive Council shall appoint a teacher of the department as its Head on rotation basis.

Appointment by
rotation.

(b) In a Department, where there is more than one Professor, the Headship shall be rotated among them, each Professor serving as Head for a period of two years only. In a Department where there is only one Professor and one or more Associate Professors with five years experience as Associate Professor, the Headship shall be rotated among the Professor and Associate Professors, each one serving as Head for two years only. If there are only Associate Professors in the Department, the Headship shall be rotated among those having five years of experience in that post, each one serving as Head for two years only. If there is only one Professor in the department with no Associate Professor with five years experience, the Professor shall continue after completion of his term until such time another Professor is appointed or an Associate Professor becomes eligible as supra. If there is no Professor or an Associate Professor with five years experience, the Dean of the School shall function as Head of the Department till a Professor is appointed or an Associate Professor acquires five years experience in that post in the Department.

(c) All other teachers in the Department shall work under the direction of the Head of the Department and shall assist him in the performance of his duties.

Functions,
powers and
duties.

31. Subject to the overall supervision and control of the Principal of the College and Dean of the School concerned, the Head of the Department shall organise teaching and research in the department and strive for overall academic development of the Department;

He shall have the following powers and duties ,

(a) to allot classroom accommodation and other arrangements for proper functioning of the Department;

- (b) to prepare in consultation with the Departmental Committee the time table and the teaching work among teachers;
- (c) (i) to assign to the teaching and non-teaching staff in the department such duties as may be necessary for the proper functioning of the department; and
 - (ii) to control and supervise their work to ensure that all members discharge their duties properly and efficiently;
- (d) to maintain records of attendance of the teaching and non-teaching staff in the department;
- (e) to maintain records of attendance and progress of students in the department;
- (f) to maintain of discipline in the classes, seminars and laboratories in the department;
- (g) on the recommendations of the Departmental Committee to order or submit proposals to the University for the purchase of Chemicals, Glassware, Equipment, Gas, Books and Journals, Stationery, etc., from out of the Recurring, Non-recurring, Plan or Self-generated funds in accordance with the guidelines laid down by the University in this behalf;
- (h) to maintain accounts of income and expenditure relating to -
 - (i) the recurring laboratory charges ;
 - (ii) the imprest and seminar grants;
 - (iii) the non-recurring grants for laboratories and books and
 - (iv) self-generated funds.
- (i) to maintain stock registers of consumables and non-consumables and their annual verification;
- (j) to convene and preside over the meetings of Departmental Committee ;
- (k) to represent the department at the meetings of the Heads of the Departments under the School concerned and other Committees which the Dean or the Principal or the University may constitute;
- (l) to forward representations of the teaching and non-teaching staff of the department to the University with his remarks and recommendations, wherever necessary;

- (m) to forward the proposals of projects and schemes recommended by the Departmental Committee ;
- (n) to report the Dean cases of ragging, misbehaviour or any act against disciplinary rules of the University brought to his notice by any student, teacher, or any other responsible person; and
- (o) to perform such other functions assigned to him by the Dean/Principal/Vice-Chancellor and the Authorities of the University from time to time.

Ordinance VI (7)

Resignation

32. A Head of the Department may resign his Office at any time during the tenure of his Office. If satisfied with the reasons given by him, the Vice-Chancellor may accept his resignation and relieve him from the Office.

Ordinance VI (8)

Relief.

33. The Vice-Chancellor may relieve any Head of the Department of his duties even before the expiry of his term of office after giving him an opportunity to explain the reasons or causes for the proposed action. The Head may prefer an appeal to the Executive Council against the decision of the Vice-Chancellor and the orders of the Executive Council thereon shall be final.

Ordinance VI (9)

Acting
Arrangements.

34. Pending the appointment of a Head of the Department or when the Office of the Head of the Department is vacant, or when the Head of the Department is, by reason of illness or absence or any other cause, unable to perform the duties of his Office, the duties of the Office shall be performed by such person as the Vice-Chancellor may appoint.

Statute VI (4)

Departmental
committee

35. a) There shall be a Departmental Committee consisting of all the teachers of the department for advising and guiding the Head of the Department in discharging his duties and exercising his powers and for proper functioning of the Department;
- b) The Departmental Committee shall meet at least four times in an academic year. It may also meet as often as required.

d) AFFILIATED COLLEGES

Definitions.
Act, Sec. 2 and
Statutes

1. (i) **"Affiliated College"** means a college within the University area affiliated to the University in accordance with the conditions prescribed;
- (ii) **"Aided College"** means a college other than a Government College which receives aid out of the State Government funds;
- (iii) **"Academic Year"** means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Executive Council may specify in respect of all the colleges under the control of the University or any particular college thereof;
- (iv) **"College"** means a college established and maintained by, or affiliated to, or recognised by the University;
- (v) **"Government"** means the State Government of Andhra Pradesh;
- (vi) **"Honours College"** means a University College, an affiliated college or constituent college in which provision is made for Honours or Post-Graduate Courses of study leading upto the higher degrees of the University in accordance with the Regulations prescribed;
- (vii) **"Prescribed"** means prescribed by Statutes, Ordinances or Regulations;
- (viii) **"Principal"** means the head of a college;
- (ix) **"Professional College"** means a college established and maintained by the University or affiliated to the University for providing courses of study leading to the professional degrees of the University, in accordance with the Regulations prescribed;
- (x) **"Schedule"** means the schedule appended to this Act;
- (xi) **"Student"** means, a person who is admitted to a college and is borne on the attendance register thereon until the end of the academic year;

(xii) "University Area" means the area indicated against each University specified in the Schedule;

(xiii) "University Campus" means the area comprised within the limits of the headquarters of each University as notified by the State Government from time to time in the *Andhra Pradesh Gazette*.

(xiv) "Oriental College" means a College providing courses of study leading to the Title, Diplomas and Degrees in Oriental Learning.

Statute VI (5)

(xiv) " Teachers " in an affiliated college means Lecturers, Readers and such other persons giving instruction in an affiliated college;

Establishment of
University.
Act, Sec. 3 (3).

2. A University shall be a residential, teaching and affiliating University, and shall consist of a Chancellor, a Vice-Chancellor, a Rector, an Executive Council and an Academic Senate. It shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by the said corporate name.

Powers, functions and
objects of the University
*Act, Sec. 5. (9), (13),
(14), (15), (24) and (25).*

3. Every University established under this Act shall have the following powers, functions and objects, namely :-

(i) to establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Post-Graduate Centres in any part of the University area outside the University Campus;

(ii) to affiliate or recognise colleges and institutions and to withdraw such affiliation or recognition;

(iii) to inspect affiliated and recognised colleges and institutions and to take measures to ensure that proper standards of instructions are maintained in them;

(iv) to make grants from the funds of the University to affiliated and recognised colleges and institutions;

(v) generally to do all such other acts and things whether incidental to the powers aforesaid or not, as may be necessary or desirable to further the objects of the University as a residential, teaching and affiliating University, to cultivate and promote arts, fine arts, sciences, professional studies, technology and other branches of learning and to promote the interests of its students;

(vi) to supervise and control the conduct and discipline of the students of the University and its affiliated and recognised colleges and institutions, and to make arrangements for promoting their health and general welfare.

Admission of educational institutions or colleges
Act, Sec. 6. (1, 2 and 3).

4. (1) No college or institution outside the University area shall form part of, or be affiliated to or recognised by or be admitted to the privileges of the University :

(2) No college or institution within the concerned University area shall, after the commencement of this Act, form part of, or be affiliated to, or be recognised by, or seek admission to any privileges of any other University:

Provided that nothing contained in this sub-section shall apply to any such college or institution within the concerned University area and which formed part of, or was affiliated to, or recognised by, any other University prior to such commencement.

(3) Every college or institution which was affiliated to or associated with or recognised or maintained by any of the Universities in the Schedule at the commencement of this Act shall continue to be affiliated to or associated with or recognised or maintained by that University.

Special provision for the transfer of certain institutions.
Act, Sec. 6-A(1).

5. Notwithstanding anything in this Act, every college or institution which was affiliated to or associated with or recognised or maintained by any of the Universities in the Schedule at the commencement of this Act and which has on such commencement gone into the University area of a different University shall, on and from the commencement of the Andhra Pradesh Universities (Second Amendment) Act, 1993, stand transferred to the University in whose area such college or institution is located and shall hereafter be deemed to have been affiliated to or associated with or recognised by such University to which it is

transferred and shall be maintained by such University.

University open to all persons.
Act, Proviso (1) of Sec. 7.

Inspection and inquiry.
Act, Sec. 8.

6. The University may maintain, affiliate or recognise any college or institution, intended exclusively for women, either for their education or for their residence.
7. (1) The Government shall have the right to cause an inspection to be made by such person or persons as it may direct of the University, its buildings, laboratories, libraries, museums, workshops and equipment and of any institutions maintained by or affiliated to the University and also to cause an inquiry to be made, into the teaching and other work conducted or done by the University in respect of any matter connected with the University. The Government shall in every case give notice to the University of its intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.
- (2) The Government shall forward to the Vice-Chancellor a copy of the inspection report for obtaining the views of the Executive Council, and on receipt of such views, the Government may tender such advice as they consider necessary and fix a time-limit for action to be taken by the University.
- (3) The Executive Council shall, within such time as the Government may fix, report to them through the Vice-Chancellor the action which has been taken or is proposed to be taken on the advice tendered by them.
- (4) The Government may, where action has not been taken by the University to their satisfaction, within the time fixed and after considering any explanation furnished or representation made by the Executive Council, issue such directions as they may think fit and the University shall comply with such directions.

Powers and duties of the
Executive Council.
Act, Sec. 19
(16), (19), (20), (31) (32)
(37)

8. The Executive Council shall be the Executive Authority of the University and shall have power, -

- (i) to affiliate colleges to the University as Honours, Degree, Oriental or Professional Colleges, under conditions prescribed by the Academic Senate and to suspend or withdraw such affiliation after consultation with the Academic Senate;**
- (ii) to direct the inspection of affiliated or recognised colleges and institutions;**
- (iii) to call for reports and returns and other information from affiliated or recognised colleges and institutions;**
- (iv) to control, in general, all colleges in the University area in the manner prescribed by Statutes;**
- (v) to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University college or an Affiliated college or Oriental college, unless exempted therefrom in the manner prescribed by the Regulations, and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed;**
- (vi) to prescribe the fees to be charged for the affiliation and recognition of colleges.**

Powers of the
Academic Senate.
Act, Sec. 25(2) (f).

9. In particular, the Academic Senate shall have power, - to make recommendations to the Executive Council for the recognition of teachers qualified to give instruction in affiliated and Oriental Colleges.

Attendance at
recognised
institutions.
Act, Sec. 36 (1).

10. No attendance at any institution other than a University, constituent, affiliated or recognised college or institution of the University shall qualify a candidate for admission to an examination of the University other than the entrance examination to the University.

11. Every candidate for a University examination shall, unless exempted in accordance with the Ordinances and Regulations prescribed, be an enrolled member of a University, constituent or affiliated or recognised college or institution of the University.

Statutes VI (6)*Act, Sec. 51 (d).*Repeal and Savings
Act, Sec. 57 (iii)

Act 2 of 1926

Act 44 of 1976

Act 36 of 198

Act 43 of 1976

Act 9 of 1959

Act 14 of 1954

12. Subject to the provisions of this Act, the Executive Council shall have power to make Statutes for all or any of the following matters, namely, -

the conditions of affiliation or recognition of colleges and institutions.

13. (1) The following Acts are hereby repealed, -

...

(i) The Andhra University Act, 1925;

(ii) The Kakatiya University Act, 1976;

(iii) Sri Krishnadevaraya University Act, 1981;

(iv) The Nagarjuna University Act, 1976;

(v) The Osmania University Act, 1959; and

(vi) Sri Venkateswara University Act, 1954;

(2) Upon such repeal, the provisions of sections 8 and 18 of the Andhra Pradesh General Clauses Act, 1991 shall apply.

(3) Notwithstanding such repeal; -

...

...

...

...

(d) all colleges and institutions affiliated to or recognised by the University immediately before the commencement of this Act shall be deemed to be affiliated or recognized as the case may be, under this Act.

STATUTE VI (6)Permission from
competent
Authority/BodyPowers of the APSCHE
to grant prior
permission to start new
Colleges/etc.

14. Registered Educational Societies/Educational Institutions in the University area shall apply and obtain permission from the following competent Bodies/Authorities before seeking affiliation from the University for the Institution / Courses / New Branches/New combination etc.

15. Permission of the Andhra Pradesh State Council of Higher Education (APSCHE) shall be obtained in the first instance for starting of -

Admission to
University Courses
Act, Sec. 37 (2).

- (a) New private degree colleges (aided/ unaided) with B.A., B.Sc., B.Com., B.B.A., B.B.M., B.B.S. etc., courses; (in conventional, restructured, vocational subjects);
- (b) New undergraduate courses, namely B.A., B.Sc., B.Com., B.B.A., B.B.M., B.B.S. etc. (in conventional, restructured, vocational subjects); in the existing colleges offering U.G. Courses;
- (c) New combinations (groups) in the existing U.G. Courses;
- (d) Additional Sections in the existing U.G. courses / combinations (groups);
- (e) Change of Medium in the existing U.G. courses/ combinations;
- (f) Withdrawal of existing U.G. courses/ combinations (groups)/sections/medium;
- (g) Change of subjects in the existing combinations/ additional sections of U.G. courses;
- (h) New Postgraduate courses in Arts, Sciences, Commerce; Management Studies and Information Technology in the existing private aided/un-aided degree colleges;
- (i) New Postgraduate diploma courses;
- (j) P.G. courses in Basic Sciences of Mathematics, Physics and Chemistry in private Engineering Colleges;
- (k) U.G.D.P.Ed., B.P.Ed., and M.P.Ed., courses in Physical Education; and
- (l) New Law Colleges under private Management offering B.G.L./B.L. and M.L. Degree Courses or any other course in the Faculty of Law;

Provided, however, that in respect of the University Grants Commission sponsored vocational courses the sanction of the University Grants Commission shall be obtained before seeking permission from the Andhra Pradesh State Council of Higher Education.

Powers of the NCTE to
grant recognition for
the course/ training in
teacher education

- 16.(a)** Every institution offering or intending to offer a course or training in teacher education has to first seek recognition of the National Council for Teacher Education.

- (b) Every recognised institution has to seek permission of the NCTE for starting a new course or training in teacher education.
- (c) In all degrees/diplomas/certificates awarded for Teacher education qualifications like B.Ed., D.Ed., M.Ed., J.B.T., B.T.C., N.I.T., the name of the institution from where the course or training was taken and the fact that it is recognised by NCTE shall be specifically mentioned.

Powers of the AICTE for granting prior approval for starting new institution/courses in the field of technical education

17. (a) No new technical institution of Government, Government Aided or Private (Self-financing) Institution, whether affiliated or not affiliated to any University, shall be started and no new courses or programmes shall be introduced and no increase and/or variation of intake in the existing courses/ programmes shall be effected at all levels in the filed of "Technical Education" without obtaining prior approval of the All India Council for Technical Education.

- (b) No existing technical institution of Government, Government Aided or Private Institution, whether affiliated or not to a University, shall conduct any technical course/programme without obtaining prior approval of the above Council.

Powers of the Bar Council of India to grant prior permission for teaching courses in the Faculty of Law

18. Colleges seeking approval of affiliation of the Bar Council of India shall have affiliation of the University. The University should not allow teaching without prior approval of affiliation by the Bar Council of India.

Procedure for establishment of New Private Degree Colleges (Un-aided)

19. The Registered educational society intending to establish new private degree colleges (Un-aided) under jurisdiction of the University shall follow the following procedure, as it exists now : -

- (a) In response to the Gazette Notification and/or newspaper advertisement made by the APSCHE, calling for applications, in triplicate, from the educational agencies desirous of establishing Government or private institutions of the category specified and in the locality specified, directing them to make the applications along with the fees prescribed, to the APSCHE/College Development Council of the University, the prescribed form of application for starting new colleges shall be obtained from the APSCHE/College Development Council of the University, on payment of the prescribed cost by means of a crossed Demand Draft drawn on any branch of a Nationalised/Scheduled/Regional Rural Bank in favour of

the Secretary, APSCHE., Hyderabad. The name and address of the applicant's society has to be mentioned on the reverse of the Demand Draft.

- (b) The Sponsoring Educational Society shall register their filled in application with the Andhra Pradesh State Council of Higher Education, together with the crossed demand draft drawn on any branch of a Nationalised/Scheduled/the Regional Rural Bank in favour of the Secretary, Andhra Pradesh State Council of Higher Education, towards the prescribed fee for registration, processing and inspection, and other documents relating to (i) Financial Resources; (ii) Land; (iii) Building Accommodation and (iv) Corpus Fund, as required in the rules for establishment of new private degree colleges (un-aided) in Andhra Pradesh, laid down by the A.P.S.C.H.E;

Provided, however, that the managements of private affiliated degree colleges seeking permission to withdraw any existing courses, combinations (groups), sections, and to start unaided new U.G. Courses/combinations etc., shall

- (i) procure the prescribed application form from the Director, College Development Council of the University, on payment of the prescribe cost by means of crossed Demand Draft drawn in favour of the Secretary, APSCHE, Hyderabad;
- (ii) register the application by remitting the prescribed fee in the form of a crossed Demand Draft drawn in favour of the Secretary, APSCHE, Hyderabad; and
- (iii) remit the prescribed fees towards processing and inspection by means of a crossed Demand Draft drawn in favour of the Director, College Development Council of the University.
- (iv) The Andhra Pradesh State Council of Higher Education shall arrange to conduct a *prima facie* scrutiny of all the registered applications. Applications which do not satisfy the prescribed conditions are liable to be rejected by the APSCHE.
- (v) However, the applicant Society will be given an opportunity to rectify the deficiencies pointed out by the *prima facie* scrutiny committee before the date specified for the purpose by the APSCHE.

(vi) Half of the amount paid towards registration, processing and inspection fee will be refunded in case of *prima facie* rejection of application at the time of *prima facie* scrutiny.

Counselling
Committee

(vii) In case the applicant college feels aggrieved with the recommendations of the *prima facie* scrutiny committee, mentioned above, the management of the college may prefer an appeal for one-time counselling with the Counselling Committee, constituted by the University on a date to be specified for the purpose. The recommendations of the Counselling Committee shall be final.

Joint Inspection of the
proposed college.

(viii) Based on the recommendations of *prima facie* Scrutiny Committee/ Counselling Committee, the A.P. State Council of Higher Education shall arrange to conduct Joint Inspection of the proposed College for physical verification of all the documents and to examine the suitability of location and viability of the college. The Inspection Committee shall consist of

- a. A nominee of the University,
- b. A nominee of the Commissioner of Collegiate Education, and
- c. A nominee of the A.P. State Council of Higher Education (Convener).

The A.P. State Council of Higher Education shall inform the date of joint inspection to the Educational Society. The Director, College Development Council of the University, shall coordinate the joint inspection.

The Travelling and other Allowances to the members of the Committee will be paid by the A.P. State Council of Higher Education.

In respect of starting of new un-aided under-graduate courses in the existing under-graduate colleges under private management, the members of the various committees constituted will be paid T.A. and other allowances by the University.

In case the proposal is rejected after the visit of the Joint Inspection Committee, no refund will be made.

Submission of Evidence
to the Joint Inspection
Committee

- (ix) The Educational Society shall produce such evidence and particulars relating to Corpus Fund, Financial Resources, Land and Building Accommodation for starting the proposed new college, as may be required by the Joint Inspection Committee at the time of inspection.

The Joint Inspection Committee referred to in Law (viii) above shall verify the original documents and physical facilities provided by the management and satisfy themselves whether they are in accordance with the norms and conditions laid down by the Council for starting new private un-aided degree colleges.

Recommendations of
the Vice-Chancellor and
grant of permission by
the APSCHE

- (x) (a) The report containing the observations and assessment of the Joint Inspection Committee shall be presented by College Development Council of the University to the Vice-Chancellor for perusal.
- (b) The Vice-Chancellor shall forward the Joint Inspection Committee's report with his own recommendations with reasons thereof to the A.P. State Council of Higher Education.
- (c) However, in the case of withdrawal of the existing courses/combinations (groups)/sections, if any, and starting of new courses/combinations (groups)/additional sections, the Director College Development Council of the University, will arrange to send to the APSCHE the orders of the University along with the Joint Inspection Commission report and Vice-Chancellor's recommendations.
- (d) The A.P. State Council of Higher Education shall take into account the Joint Inspection Committee's report and the recommendations of the Vice-Chancellor of the University while arriving at a decision with regard to according permission on matters not covered under (c) above .
- (e) The University, Commissioner/Director of Collegiate Education, Government of Andhra Pradesh, and the Society shall be provided with copies of the proceedings issued in this regard.
- (f) The management of the sanctioned college has to approach the University for affiliation in the same academic year for which the permission is granted by the APSCHE, otherwise the permission orders stand cancelled.

Procedure for starting
of new Post-Graduate
Courses in the existing
Private Aided/ Un-
Aided Degree Colleges

- 20. (1)** The Private Degree Colleges fulfilling the following criteria alone are eligible to register their applications with the A.P. State Council of Higher Education for grant of permission to start new Post-Graduate Courses (un-aided) in Arts, Sciences, Commerce, Management Studies and Information Technology : -
- a. They shall have a standing of five years as on the date of notification.
 - b. The College shall be offering the subject or its allied subject (as approved by the University) at the Degree level for the past three years.
 - c. They shall have adequate accommodation to run
 - (i) the existing U.G. courses as per the norms.
 - (ii) the existing P.G. Degree/Diploma courses and the proposed P.G. courses as per the norms stipulated for P.G. Courses.
- (2)** The following aspects shall also be taken into consideration for sanctioning any new P.G. Course : -
- (a) library books for the existing U.G. and P.G. Courses;
 - (b) Required teaching staff for the existing U.G. and P.G. Courses;
 - (c) whether the College has been taking corrective measures in time to take care of deficiencies pointed out by the University Inspection Committees from time to time.
- (3)** (i) Some of the Science subjects like Bio-Chemistry, Micro-Biology and Chemistry require separate accommodation for Research Lab., Instrument Room, Animal House, Fabricated/Culture room, preparation room, balance room etc., in addition to the norms already specified.
- (ii) The dimensions of the laboratories and class rooms should be suitable for classroom/laboratory work.
- (iii) If more than one P.G. Course is proposed, library and seminar hall can be provided as common facilities.
- (4)** For each Post-Graduate Course a separate application shall be submitted.

- (5) If the College is showing accommodation separately for the proposed P.G. Course, a copy of the registered ownership deed/lease deed for a period of five years shall be enclosed. The deed executed shall reflect the area of the building also.
- (6) The private Engineering Colleges fulfilling the following criteria are eligible to register their applications for P.G. Courses in Basic Sciences of Mathematics, Physics and Chemistry:
 - (a) College must have been in existence for more than 10 years.
 - (b) At least 4 batches of candidates must have been graduated from the institution.
 - (c) Separate Chemistry Department in the College must be in existence for applying for P.G. Course in Chemistry.
 - (d) The College must have adequate accommodation to run -
 - (i) the existing engineering courses as per the norms of the AICTE;
 - (ii) for the proposed P.G. course as per the stipulated norms mentioned in the guidelines given by the APSCHE for starting P.G. Courses.
- (7) The Code relating to registration and scrutiny of application, one time counselling with the counselling committee, Joint Inspection of the College, submission of evidence to the Joint Inspection Committee, recommendations of the Vice-Chancellor and grant of permission by APSCHE, applicable for starting new Private Degree Colleges (Un-aided), as contained in Laws 19 ((i) to (x)) above, shall be applicable in the case of starting P.G. Courses also.

Powers of the University to grant fresh/further affiliation and permission for additional sections

21. The University shall have power to grant –

I. Fresh Affiliation to the new Colleges under the Management of the State Government and to the new aided/unaided colleges under the Private Management for starting –

- (a) New undergraduate courses, namely B.Sc./B.A./B.Com./B.B.A./B.B.M./B.B.S., etc., (in conventional, restructural, vocational subjects) ;
- (b) Postgraduate Degree Courses in Arts, Sciences, Commerce, Management Studies and Information Technology (viz., M.A./M.Sc./M.Com./ M.B.A./M.C.A., etc.);
- (c) Postgraduate Diploma Courses;
- (d) B.Ed./M.Ed. Degree Courses in Colleges of Education;
- (e) Courses or programmes in Engineering, Pharmacy and Applied Arts and Crafts in technical institutions;
- (f) B.G.L./B.L./M.L. Degree courses or any other course in the Faculty of Law in Law Colleges; and
- (g) U.G.D.P.Ed., and B.P.Ed./M.P.Ed. Degree Courses in Physical Education.

II. Further Affiliation to the existing Colleges under the Management of the State Government and to the existing aided/ unaided colleges under Private Management for starting –

- (a) New subjects and new combinations/groups of subjects in the existing courses; and
- (b) New branches in the existing undergraduate courses in Engineering, Postgraduate courses in Basic Sciences of Mathematics, Physics and Chemistry in the Engineering College.

Authority to grant
affiliation

22. The Executive Council shall have power to affiliate any college within the University area as an affiliated college on such general or special conditions as may be prescribed. The Executive Council shall however consult the Academic Senate or its standing committee, when the Academic Senate is not in session, before granting the affiliation.

Management

23. Every affiliated college other than a Government College shall be managed by a regularly constituted Governing Body in which the teaching staff is represented, appointed by the person or the body maintaining the college, the constitution of which shall be periodically reported to and approved by the Executive Council.

The Governing Body shall have as its members among others, not less than seven or not more than fifteen persons including (a) the Principal of the College Ex-officio, (b) two persons nominated by the Executive Council to represent the University, (c) one person nominated by the State Government to represent the Government and (d) one person from the teaching staff of the College concerned by election from among themselves. It shall, however, be competent for the Executive Council to allow any management to have a common Governing Body for a group of Colleges under its control subject to the condition that the accounts and minutes shall be maintained separately for each college.

It shall be open to a college to have, in addition to the Governing Body, a General Body which shall be a deliberative body.

The General Body and the governing body shall send to the University in the beginning of each academic year a general programme of meeting to be held in the year. Minutes of the meeting of the General Body and the Governing Body shall be sent to the Registrar within ten days after the meetings are held.

The University representative on the Governing Bodies of affiliated colleges shall be paid, by the Managements of the Colleges concerned, traveling and other allowance for attending the meetings

Provided that the University representatives who reside at the headquarters of the college concerned and attend meetings of the Governing Body of the College shall be paid sitting allowances as admissible.

Appointment of Teachers

- 24.** The teachers of every affiliated college shall possess the qualifications and experience, as prescribed by the University and be recruited by issuing an advertisement for unaided posts in atleast two leading dailies, one English and another Telugu, inviting applications from eligible candidates with a copy of the application to the University, and selecting candidates based on the performance at an interview by a duly constituted Selection Committee constituted with the approval of the University.

For aided posts in the affiliated colleges, the prescribed procedures laid down by the Govt. and the University shall be followed.

In case of Colleges for Women, the staff appointed shall ordinarily be Women.

Combination of
optional subjects

- 25.** Where a college is affiliated in a number of optional subjects or any approved combination of such subjects, the college shall be at liberty, unless otherwise directed by the Executive Council either at the time of granting affiliation or subsequently, to provide instruction in any other approved combination of such subjects, provided it satisfied the Executive Council that the accommodation, equipment and staff are adequate and prior sanction is obtained, when a fresh combination of them is proposed to be introduced.

Increase in intake

Additional Admissions: A college that is desirous of admitting more students in a particular subject, combination, group or department than the number fixed at the time of granting affiliation or subsequently shall send an application together with a prescribed fee that may be appointed by the Executive not later than 1st March preceding the academic year from which the proposed extra admissions are to take effect giving therein the number of extra admissions proposed to be made, the actual facilities such as equipment, laboratories, staff, library, furniture, etc., that will be made available to meet those additional admissions.

Note: The College shall also pay traveling & other allowances at rates admissible to the member of the Academic Senate to each member of the Inspection Committee that may be appointed.

Application
for affiliation

- 26.** Such of Educational institution which have been accorded permission by the APSCHE, Govt., and other competent Authorities shall only be eligible for seeking affiliation.

An application for affiliation of a college shall be made by the authority responsible for its management through its recognized correspondent. All such applications shall be sent to the Director, College Development Council so as to reach him not later than 1st November or any date as prescribed preceeding the academic year from which the affiliation sought for is to take effect.

Conditions to
be satisfied

- 27.** A College applying for affiliation to the University shall submit an application with the prescribed format to the Director, College Development Council and shall satisfy the Executive Council:

- a) i) that the college is to be under the management of regularly constituted Governing Body on which, except in the case of Government College, the teaching staff is adequately represented;
- (ii) that the character and qualifications of the teaching staff and the conditions governing their appointments and assignment of work to them are such as to make due provision for the courses of instruction to be undertaken by the college and that due proportion is maintained between the number of the staff and that of the students under instruction;
- (iii) that the buildings in which the college is to be located are suitable, that each lecture-room is well-lit and ventilated, and that there is in the college buildings accommodation adequate to the number and strength of the class as regards rooms, floor space and cubic space; and that provision will be made, in conformity with the provision of the Laws, for the residence in the college or in lodging approved by the College, of students not residing with their parents or duly recognized guardians and for the supervision and physical welfare of students.
- (iv) that due provision has been or will be made for a library;
- (v) where affiliation is sought in any branch of experimental sciences, that arrangements have been or will be made in conformity with provisions of the Laws for imparting instruction in that branch of science in a properly equipped laboratory or museum;
- (vi) that due provision will, so far as circumstances may permit, be made for the teaching staff in or near the college or the place provided for the residence of students;
- (vii) that the financial resources of the college are such as to make due provision for its continued maintenance;
- (viii) that the endowment of permanent fund of the colleges (other than a Government College) shall be in the joint names of the University and the governing body of the college concerned and that this account shall not be operated upon except with the joint signatures of the Secretary or Correspondent of the governing body and the Registrar of the University;
- (ix) that the affiliation of the college having regard to the provision made for students by other colleges in the same neighbourhood will not be injurious to the interests of education or discipline;

- (x) that the college rules fixing the fees (if any) to be paid by students have not been so framed as to involve such competition with any existing college in the same neighbourhood as would be injurious to the interests of education;
- (xi) that in the case of colleges for women, that staff will be wholly, or almost wholly, composed of women, and that ample space will be provided for games and physical exercise;
- (xii) that no student of the college will be compelled by the management or the staff of the college to attend any classes or discourses in religion against his will;
- (xiii) that the grades of salaries proposed are in accordance with the Regulations made by the Government.
- b) The application shall further contain the assurance that after the college is affiliated the management will conform to abide, and be bound by the provisions of the Laws of the University for the time being and will report forthwith to the Executive Council any transference of management and all changes in the teaching staff for its approval.
- c) i) The College shall also pay to the University an inspection fee as prescribed in the case of application for affiliation or further affiliation.
- d) Every College that is granted conditional affiliation shall pay to the University recurring affiliation fee as prescribed per annum during the period of conditional affiliation.

Every College that is granted permanent affiliation shall pay to the University recurring affiliation fee as prescribed per annum.

The fee shall be paid before 30th June of every year.

- e) Members of the Inspection Committee shall be paid an inspection fee, traveling and other allowances at prescribed rates.

Processing

- 28.a) On receipt of a letter of application, the Executive Council shall direct an enquiry to be made in its behalf by an inspection commission. After considering the report of the Inspection Commission and after making any further inquiries it may deem necessary, the Executive Council shall decide whether the affiliation should be granted or refused either in whole or in part, and shall report its decision to the Academic Senate.

Institution
to reply

- b) On the completion of such enquiry or any further enquiries, which may be considered necessary, the Executive Council shall forward a copy of its resolution to the Management Committee of the institution concerned, specifying the courses of instruction in which the affiliation is proposed to be granted, together with the conditions and limitations that may be imposed. The institution shall duly report to the Executive Council within 15 days from the date of issue of such order, regarding the fulfilment of the various conditions imposed.
- c) After considering the replies received from the Management Committee and the report of the University Inspection Committee, if any, and also after making such further enquiries as may be deemed necessary, the Executive Council shall decide, in consultation with the Academic Senate, if it is in session, or the Standing Committee whether the affiliation sought for shall be granted or refused either in whole or in part : -

Provided, however, that the Executive Council may, pending formal grant of affiliation, permit managements of colleges, in urgent cases, to open new courses, etc., and shall report its decisions to the Academic Senate.

Withdrawal
of affiliation

- d) An application for affiliation may be withdrawn at any time before an order has been passed by the Executive Council provided that the college shall not be entitled to a refund of the fee paid in the cases in which the University incurs the expenditure on sending the Inspection Commission.
- e) The Executive Council may, pending formal grant of affiliation, permit managements of colleges, in urgent cases, to open new courses and shall report its decisions to the Academic Senate.

Temporary
affiliation

- 29.a)** The Executive Council shall have the power to grant temporary affiliation subject to certain conditions in consultation with Academic Senate and in the event of the conditions laid down not being fulfilled within the time specified, such affiliation shall lapse and fresh application on the part of the management of the college shall be necessary.

Such fresh application shall be sent so as to reach the Director, College Development Council not later than the 1st February of the year in which the time specified expires.

- b) When conditional affiliation is granted to any College, the Executive Council may order inspection of the College not more than once a quarter by a Commission to see how far the conditions stipulated are being fulfilled. For each such inspection, the management of the college shall pay TA, DA and other allowances at prescribed rates.

30. Where a college decides to add to the courses of instruction in respect of which it is affiliated the procedure prescribed above Sections 27 and 28 of this Chapter shall, so far as may be, be followed, save that a local inquiry need not be held if in the opinion of the Executive Council such an inquiry is unnecessary.

31.(a) The University shall be the competent authority for granting or withdrawing of temporary/permanent affiliation to all colleges, other than Junior Colleges in the University area.

(b) Government institution shall be accorded permanent affiliation straight away, by the University if it is satisfied that the conditions prescribed for the purpose are fulfilled.

(c) In the case of the institution under private management, temporary affiliation shall be accorded, to start with, subject to fulfilment of such conditions as may be prescribed by the University. The temporary affiliation is renewable annually for a period of five years relaxable to ten years in deserving cases by which time the institution shall fulfil the conditions stipulated for grant of permanent affiliation. Application for renewal of temporary affiliation shall be submitted to the University in the prescribed form and not later than three months prior to the expiry of the period of temporary affiliation.

Affiliation not
granted with
retrospective effect

32. Affiliation shall, in no case, be granted with retrospective effect. Attendance at courses or instruction provided in colleges or in subjects before affiliation is granted, shall not qualify for the grant of certificates of attendance, and such attendance shall not entitle any candidate for exemption from the production of certificate of attendance unless the Executive Council, pending formal grant of affiliation had permitted the admission of students to the concerned courses of study.

Temporary
suspension of
instruction

33. It shall be open to a college to suspend, after previous intimation to the Executive Council for a total period not exceeding two academic years, instruction in any subject or course of study in which the college has been affiliated. At the end of the period of suspension, instruction may be resumed with the previous approval of the Executive Council. If the instruction is not resumed at the end of the period of suspension, the affiliation previously granted shall be regarded as having lapsed, provided that when in any year a college, being prepared to make the usual arrangements to give instruction in the subjects in which it has been affiliated, does not, for want of students, open classes in one or more of those subjects, and it reports to the Executive Council before the first August, it shall not be deemed that the college has suspended instruction in the subject or subjects concerned, provided also that notwithstanding any thing contained in the foregoing provision it shall be competent to the Executive Council to consider the need for continuance of affiliation in a subject which has not been taught for more consecutive years.

Conditions for grant
of permanent
affiliation

34. The University shall grant permanent affiliation to the private institution which is enjoying temporary affiliation at least for a period of five years, subject to the fulfillment of the following conditions: -

- (1) that the institution has pucca buildings of its own with the prescribed facilities like furniture, library, laboratory, play ground etc.;
- (2) that the institution has fulfilled all the conditions prescribed for granting temporary affiliation;
- (3) that the institution has implemented all the instructions issued by the competent authorities in all matters;
- (4) that the institution has not denied admission to any student on the grounds of religion, caste, race or language;
- (5) that the institution has not encouraged any propaganda or practice wounding the religious feelings of any class of citizens of India or insulting the religions or the religious beliefs of that class;
- (6) that the institution has not refused for constituting it as a centre for conducting the Government examinations like ASPCHE, Andhra Pradesh Public Service Commission, etc.;

(7) that the institution has appointed the staff following the procedure prescribed by the Government/University, from time to time, and got the appointments approved by the competent authority; and

(8) that the institution has reinstated the staff member(s) whom it has removed/suspended, on receipt of orders from the competent authority for such reinstatement.

Procedure

35. The Management of the private institution shall apply to the University for grant of permanent affiliation in the prescribed form.

The Executive Council, for this purpose, send an inspection commission and the travelling and other expenses of the commission shall be met by the College.

The University, after satisfying itself that the conditions prescribed for according permanent affiliation have been fulfilled, shall accord permanent affiliation to the institution. If the University is of the opinion that the conditions prescribed for granting of permanent affiliation have not been fulfilled by the private institution, such institution shall be accorded temporary affiliation for a further period of one academic year subject to such further conditions and instructions as may be deemed necessary.

If the conditions are fulfilled, the Executive Council shall have the power, at the end of the period, to grant permanent affiliation to the college and such colleges shall continue to pay the prescribed fee annually towards permanent affiliation.

Suspension or withdrawal of the privileges of affiliation

36. (1) The Executive Council shall have power, at any time after due enquiry, and in consultation with the Academic Senate, if it is in session, or with the Standing Committee to withdraw or suspend for a definite period, in whole or in part, the privileges of affiliation granted to a college, if the conditions of affiliation are not fulfilled or observed, or for gross mismanagement or if for any other reason the Executive Council is of the opinion that the college should be deprived of such privileges either in whole or in part.

(2) When permission/affiliation of the institution is to be withdrawn, the management of the institution shall be given an opportunity to give its explanation for failure to comply with the prescribed requirements within a month. If the institution is prepared to rectify the defects

communicated to it, the University may give a reasonable time not exceeding three months to rectify the defects. If, in the opinion of the University, the institution has rectified the defects pointed out, the permission/affiliation may be continued subject to such further conditions and instructions that may be deemed necessary. But if the institution fails to rectify the defects within the given time, the permission/affiliation shall be withdrawn.

Cancellation of
permission/affiliation

- 37.** The Andhra Pradesh State Council of Higher Education/ University reserves the right to cancel permission/affiliation of the sanctioned course etc., at any stage, if it is found that the information provided is false and misleading and the documents produced by the Management are false, interpolated and improper and the Management is not able to run the sanctioned courses as per the norms of the Government and academic stipulations of the University.
- 38.** No college shall impose levies from its teaching staff for instituting recurring scholarships or for meeting the general or special expenditure of the college or impose cuts without prior sanction of the Executive Council provided that the Statute is not made applicable to Government institutions.
- 39.** Every affiliated college shall arrange for the Medical Inspection of the students of the college to be conducted by a Registered Medical Practitioner possessing at least M.B.B.S. degree.

Provided, however, that in the case of girl students, the medical inspection be conducted by a registered woman medical practitioner possessing atleast M.B.B.S. degree.

- 40.** Each college shall be subject to inspection from time to time by one or more competent persons authorized by the Executive Council in its behalf.

The Executive Council may call upon any college so inspected to take within the specified period such action as may appear to it to be necessary in respect of any matters referred to it.

The Executive Council may impose any one or more of the following penalties on the management of non-Government Affiliated college, which violates or deviates from the University's rules, regulations, Ordinances, Statutes, Standing Orders of Executive Council and directions issued by the Executive Council from time to time;

- (i) If the Correspondent of the college commits the violation his Correspondentship may be derecognized.
- (ii) If the Principal of a College violates University's direction the approval of his appointment may be suspended for a specified period.
- (iii) Withholding consideration of the teachers of the college for purposes of appointment of examiners;
- (iv) Withholding recognition of the College as an examination centre in a course or courses.
- (v) Withholding grant of additional sections or extra seats;
- (vi) Withholding grant of further affiliation in new courses of study.
- (vii) Withholding recommendation to the UGC or other authorities of the proposals made by the College for grants.
- (viii) Recommending to the UGC or other authorities for stoppage or discontinuance of grants to the College in respect of proposals already sanctioned.
- (ix) Recommending to the State Government to withhold grant-in-aid to the college.
- (x) Withholding grant of renewal of conditional affiliation to the College.
- (xi) Suspending the College Governing Body and appointing Ad hoc Committee in its place.

41. Each College shall furnish returns and reports and other information as the Executive Council may require to enable it to judge the functioning and performance of the college.

On the 1st August each year the Correspondent of each college not under the Government management shall send a return of the current sanctioned scale of the college staff (other than menials) noting therein the levies and cuts referred to in section 38 of this chapter.

Registers and Records

42. The following registers and records in the forms that may be prescribed by the Executive Council shall be maintained by each college and in every case in which a school Junior Colleges forms a part of the institution they shall be maintained distinct from those kept for the school/Junior College.

- (a) A Register of Admissions and withdrawals
- (b) A register of attendance of students (course-wise)
- (c) A register of fees paid showing date of payment
- (d) A counterfoil fee receipt book
- (e) Account books showing the financial transactions of the college
- (f) A Register of scholarships and concessions of all kinds whether of tuition, Special fee, boarding and lodging
- (g) A register of marks obtained by each student at the College examinations
- (h) A register of attendance of staff
- (i) A register of particulars of leave availed
- (j) A register of addresses of students and their parents/Guardians.
- (k) A counterfoil book of transfer certificates
- (l) A counterfoil book of certificates of medical inspection of the students, and
- (k) Any other as may be directed by the University from time to time.

Audit

43. The accounts of the Aided Colleges shall be audited by Government departmental auditors and of unaided Colleges by private auditors. The year for this purpose shall be from 1st April to 31st March. The annual accounts and the audited report should reach the University before the end of June each year.

It shall be within the power of the Executive Council to arrange, if it deems necessary, for special audits of any affiliated college other than a Government College and the cost of such audit shall be met by the college concerned.

44. Every College affiliated to the University shall conform to and abide and be bound by the provision of the Code of the University for the time being with special reference to the provisions contained in Section 27 supra and such other provisions as may be in force from time to time.

45. All directions issued by the University to an affiliated college on any matter concerning the administration of the college for ensuring sound administration and academic standards, the Management or Principal of the College shall comply with such directions. If any college fails to comply with the directions within the limits prescribed for such compliance or fails to adhere to the Standing Orders of the Executive Council and other provisions in the University Code, the name of such college may be included by the Executive Council in a register which may be called "Sanctions Register". As soon as an entry is made in this register the University shall keep in abeyance any action which gives benefit to the College.

If a college fails to comply with the directions even after three months from the date of intimation to college of entry of its name in the sanctions register, the Executive Council shall have power to supersede the management and appoint an adhoc committee to look after the affairs of the college for a specified period.

e) Autonomous Colleges

Definitions

1. In this Chapter, unless the context otherwise requires, -

Act, Sec.2 (4)

(i) "Autonomous College" means, a college on which the status of autonomy has been conferred by the University;

Act, Sec.6

(ii) "College" means, a College established and maintained by, or affiliated to, or recognised by the University.

Statute

(iii) "Commission" means the University Grants Commission

Act, Sec.2 (25)

(iv) "University Area" means, the area indicated against each University specified in the Schedule.

Act, Sec. 2 (26)

(v) "University Campus" means, the area comprised within the limits of the headquarters of Dr.B.R.Amedkar University as notified by the State Government from time to time in the *Andhra Pradesh Gazette*.

Powers, functions and objects of the University.
Act, Sec. 5 (9 and 10)

2. Dr.B.R.Amedkar University established under this Act shall have the following powers, functions and objects, namely :-

(i) to establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Post-Graduate Centres in any part of the University area outside the University Campus; and

(ii) to confer autonomy on Affiliated Colleges or Post-Graduate Centres in any part of the University area outside the University Campus.

Powers and duties of
the Executive
Council
Act, Sec. 19 (17)

3. The Executive Council shall be the Executive Authority of the University and shall have power,-

to confer, in consultation with the Academic Senate either *suo motu* or on a representation received in this behalf from a college, autonomy on any college in the University area and to likewise withdraw such autonomy.

Powers of the
Academic Senate
Act, Sec. 25 (2) (g)

4. In particular, the Academic Senate shall have power,-

to make recommendations to the Executive Council for the selection of a college in the University area on a reference made thereof by the Executive Council for the conferment of autonomy on such college or for withdrawal of autonomy already conferred.

STATUTES

Eligibility

5. Affiliated Colleges with not less than ten years standing, holding permanent affiliation and recognised by the Commission under Sections 2(f) and 12 (B) of the University Grants Commission Act, 1956 only are eligible to apply for conferment of the status of autonomy.

Identification of
Colleges for grant of
autonomy

6. The following criteria shall be followed for identification of institutions for grant of autonomy:

(a) Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.

(b) Academic/extension achievements of the faculty.

(c) Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.

- (d) Adequacy of infrastructure, accommodation for academic activities like library, equipment, , etc.
- (e) Quality of institutional management.
- (f) Financial resources provided by the management/State Government/UGC for the development of the institution.
- (g) Responsiveness of administrative structure.
- (h) Motivation and involvement of faculty in the promotion of innovative reforms.

Conferment of
autonomous
Status

Procedure for
applying

7. The Executive Council may confer the status of autonomy upon a college only with the concurrence of the State Government and the University Grants Commission.

8. In response to the advertisement of the University Grants Commission and/or a circular from the Registrar or any other authorised officer of the University calling for proposals from eligible Colleges, the managements of the Colleges, may, within the dates indicated in the advertisement or circular, apply in the format given in Annexure for grant of status of autonomy.

(a) An application for conferment of autonomous status on an Affiliated College shall be :

(i) made by an Officer authorized by the Government for the purpose in the case of an Institution owned and maintained by the Government, and by the Governing Bodies in the case of other Institutions enclosing a true copy of relevant Resolution of the Governing Body;

(ii) addressed to the Secretary, University Grants Commission, New Delhi, and sent thorough the Registrar sufficiently in advance facilitating transmission of the application to the Commission, so as to reach the Commission on or before the last date prescribed;

Note : The Commission reserves to itself the right to accept or not the application for grant of autonomy made after the prescribed date for good and satisfactory reasons.

Undertaking by
the Institution

(b) The application shall also be accompanied by an undertaking to the effect that after the college is conferred with the status of autonomy by the University, the Management will conform to and be bound by the Laws of the University and the rules laid down by the Commission, which may be in force from time to time.

Calling for further
information

Procedure for
approval by the
Commission

(c) On receipt of an application for the grant of autonomous status, such further information as may be necessary may be called for either by the University Grants Commission or the Registrar or both.

9. (a) At the first stage, a Screening Committee consisting of the following, shall screen the applications:-

- (i) Three to five experts nominated by the UGC (one of the experts will be nominated as convener).
- (ii) Secretary to Government in the Department of Higher Education or his nominee.
- (iii) Chairman, A.P. State Council for Higher Education or his nominee.
- (iv) Director of Higher Education/Commissioner of Collegiate Education or his nominee.
- (v) Vice-Chancellor or his nominee.
- (vi) Joint Secretary (Autonomous Colleges), University Grants Commission - Member-Secretary

The Convener shall chair the committee.

(b) On verification of the applications, the Screening Committee shall short-list the colleges.

(c) The cases of short-listed colleges shall be sent by the Commission to the State Government for approval, wherever required. If no response is received from the State Government within a period of six weeks, the Commission assumes that the State Government has no objection to the proposal of granting autonomy to the Colleges.

(d) At the second stage, the short-listed colleges shall be visited by another expert committee constituted by the Commission. This committee shall submit its report with its findings and recommendations to the Commission. The Commission shall send its recommendation to the University concerned for further action regarding conferment of autonomy.

Withdrawal of
application

10. An application for conferment of the status of autonomy may be withdrawn at any time before the University Grants Commission appoints the expert committee.

Approval of the
University

- 11.** (i) The recommendations of the Commission shall be considered by the Executive Council. If it decides to pursue the matter further, it shall place the matter before the Academic Senate, if it is in session, or before the Standing Committee of the Academic Senate for consideration and necessary recommendations to the Executive Council for the conferment of the status of autonomy on the Affiliated College.
- (ii) On the recommendations of the Academic Senate or the Standing Committee of the Academic Senate as the case may be, the Executive Council shall, in consistence with the recommendations of the Commission and subject to such conditions, if any, as may be laid down by it, confer the autonomous status on the Affiliated College.
- (iii) In the event of the conditions stipulated by the Commission and the Executive Council not being fulfilled within the time and manner specified, such autonomy shall lapse and fresh application on the part of the management of the college shall be necessary.

Governance of
an Autonomous
College

- 12.** (a) The college shall have the following committees to ensure proper management of academic, financial and general administrative affairs.

The following are statutory bodies :

Governing Body *
Academic Council
Board of Studies
Finance Committee

- (b) The composition and functions of the above committees shall be as per the provisions made by the University Grants Commission and University.
- (c) The college shall, in addition, have other committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee and Academic Audit Committee.
- (d) An autonomous college shall prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.

*The Governing Body is different from Trust Board/Board of Management/ Executive Committee/Management Committee

Meetings of
various bodies
and their Minutes

- 13.** The management of the college shall send to the Registrar at the beginning of the each academic year the general programme of the meetings of the Governing Body, the Academic Council, the Boards of Studies and the Finance Committee, to be held in the year and the minutes thereof shall be sent to him within a fortnight of the meetings.

T.A. to members
of the Committees

- 14.** Managements of the colleges shall pay at the rates prescribed, the traveling and other allowances to members of the Committees for attending the meetings thereof.

Extent of
Autonomy

- 15.(i)** Autonomous status covers Certificate, Diploma, Undergraduate, Postgraduate and M.Phil. Courses offered in colleges that are autonomous and those seeking autonomous status.

- (ii) An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the University and issue Certificates under the seal of the college.

Common
programmes to be
adopted

- (iii) The following common programmes shall be adopted by the autonomous college :

- (a) Semester pattern of study
- (b) Continuous internal assessment
- (c) Credit/grading system
- (d) Student feedback
- (e) Self-appraisal by teachers.

- (iv) An autonomous college may rename an existing course after restructuring/redesigning it with the approval of the college Academic Council. However, the Registrar shall be duly informed of such proceeding so that the University may award new degrees in place of the old.

Admission to
Courses and
reservation of seats

- (v) Admission of students to courses of studies offered by the autonomous college shall conform to the minimum qualifications laid down by the University for the courses of study concerned, subject to rules of reservation of seats for women and for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, etc., laid down by the State Government from time to time.

Conduct of
Examinations

(vi) The Academic Council of the autonomous college, on the recommendation of the Boards of Studies, and the Governing Body of the College, may request the Executive Council of the University to consider conducting of external examinations on behalf of the autonomous college, and the Executive Council may or may not accept the same.

(vii) The Executive Council shall have the right to review all new courses of an autonomous college. Where there is evidence of decline in standards of quality, the University may, after careful scrutiny, and in consultation with the Commission either help to modify them wherever possible, or cancel courses.

Initial tenure of
autonomy

16. The status of autonomy may be granted initially for a period of six years.

Extension of autonomy

17. The conferment of autonomous status is not conferred on permanent basis and has to be evaluated periodically for extension

Annual self-
evaluation

18. The autonomous college shall evaluate its academic performance, improvement of standards and assess the extent and degree of success in the utilisation of autonomy. Self-evaluation shall be made annually.

External
evaluation

19. In addition, there will be two external evaluations, the first after four years to be done by the Executive Council of the University and the second after six years by the review committee constituted by the Commission. The latter shall determine the continuance or revocation of autonomous status.

Submission of
proposals for extension
of Autonomy

20. The autonomous college shall, six months prior to the date of expiry of the autonomy tenure, submit to the Commission through the Registrar proposal for extension of autonomy in the format given in Annexure

Review

21. (a) Review at the end of the sixth year shall be done by a Joint Expert Committee consisting of the following : -

(i) Two nominees of the Executive Council.

(ii) Two nominees of the State Government.

(iii) Three nominees of the Commission, one of whom shall serve as the Convener.

- (b) This Joint Expert Committee, after examining the proposal for extension and if considered necessary after visiting the College shall furnish its findings on the proposal. On the basis of the report of the Committee, the Commission shall take appropriate decision and communicate the same to the University. The Executive council, after obtaining the recommendations of the Academic Senate, if it is in session, or of the Standing Committee of the Academic Senate as the case may be, extend the autonomy attaching such conditions laid down by the Commission and/or the Executive Council, or revoke the autonomy.

Continuation of
autonomy due to
delay in its
renewal

- 22.** In the event of delay in the review report and renewal of autonomy, the college shall continue to enjoy autonomy with the entitlement of benefits, fiscal or otherwise so conceived under the scheme, unless the Commission, Government or the University by a special order withholds such continuation.

Revoking of
Autonomy

- 23.** In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the Commission and the Executive Council to revoke the autonomous status of that college after careful scrutiny, and mutual consultation and due notification to the management. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status.

Accreditation of
NAAC

- 24.** An autonomous college should get itself accredited by the NAAC within a period of two years from the date of conferment/extension of autonomous status.

Award of Degrees
through the
University

- 25.** For purposes of award of degrees, the examinations held and the results published by an autonomous college shall be deemed to have been conducted by the Executive Council and the Executive Council shall award degrees to the students evaluated and recommended by an autonomous college. The degree certificates shall be in a common format devised by the University. The name of the college shall also be mentioned in the degree certificate.

Institution of
Medals/Prizes

- 26.** Autonomous colleges are free to institute medals/prizes for meritorious students. The value and other terms of reference may be decided with the approval of appropriate bodies of the college.

Availability of
financial
assistance

27. The autonomous college may receive financial assistance provided by the University Grants Commission. The assistance received shall be spent in accordance with the instructions and conditions laid down by the Commission and the audited statement of accounts rendered to the Commission through the University for the assistance received.

f) Residence of Students

Definitions Act,
Sec 2 (11)

1. (a) i) "Hostel" means, a unit of residence for students of the University maintained or recognized by the University in accordance with the conditions prescribed;

Statute I-2 (21)

(ii) "Researchers" include full-time Research Associates, Research Assistants, Research Fellows and Research Scholars appointed/admitted as such by the University for carrying out research work in a Faculty/ School/ Centre/ Institution/ Project of the University;

Power, functions and
objects of the
University
Act, Sec 25 (8) and
(25)

(b) Every University established under this Act shall have the following powers, functions and objects, namely,

(i) to institute, take over and maintain colleges and hostels;

(ii) to supervise and control the conduct and discipline of the students of the University and its affiliated and recognized colleges and institutions, and to make arrangements for promoting their health and general welfare.

Powers and duties
of the Executive
Council
Act Sec.19 (14),
(21), (22), (36)

2. The Executive Council shall have power,

(i) to manage and control all colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University;

(ii) to recognize hostels not maintained by the University and to suspend or withdraw such recognition therefrom;

(iii) to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well-being;

(iv) to establish and maintain hostels;

Ordinance

3. Students who do not live either with their parents or with duly recognised guardians shall reside in a hostel, or until adequate hostel accommodation is provided, in rooms inspected and approved by the authorities of the colleges to which they belong.

A) Rules and procedure for admission to University Hostels

Eligibility

4. The following are eligible for admissions to the Hostels.

- a) Full-time Students and Researchers.
- b) Part-time Researchers during the period whose attendance in the college is required as per the regulations.

Application for Admission

5. Every student/researcher seeking admission to the hostels shall apply in the prescribed form through the Head of the Department concerned.

6. The Warden shall allot accommodation in the hostel in accordance with the procedures laid down by the University.

7. A student allotted accommodation in the hostel shall be admitted subject to

- a) Payment of prescribed fee towards
 - i) Caution Deposit
 - ii) Audit fee
 - iii) Hostel establishment fee
 - iv) Depreciation fee
 - v) Hostel maintenance fee and other fee as prescribed
- b) Giving an undertaking to the effect that he shall abide by the Code of Conduct and Discipline for residents in the hostel (Annexure)

Renewal

- c) A resident seeking renewal of hostel accommodation shall apply in writing to the Warden paying the prescribed fee for renewal.
- d) Any resident if cancels his boardership in the hostel and seeks readmission shall seek readmission afresh.
- e) Each resident shall pay every month the following charges at prescribed rates towards:-
 - i) Room rent
 - ii) Electricity charges
 - iii) Hostel establishment
 - iv) Mess charges
 - v) Hostel cultural programmes
 - vi) Miscellaneous

- f) The caution deposit is refundable after clearing all the dues at the time of leaving the hostel.
- 8.a) A resident who does not clear the outstanding dues within the prescribed time, who violates the code of Discipline or whose stay in the hostel at any stage is not conducive for purpose of functioning of hostel shall be liable for cancellation of admission and disciplinary action.
- b) Any resident whose name has been removed from the rolls of the college shall automatically ceases to be a resident and shall vacate the hostel immediately. The College Administration may deny or cancel admission to any person without assigning reasons.
9. Persons staying unauthorisedly in the hostel shall be treated as tress-passers and liable for penal action u/s 447 and 448 of Indian Penal Code.

Accommodation to the residents in the hostels shall ordinarily be provided for the academic year and such periods as may be prescribed. The residents shall vacate the hostels at the end of each academic year or at any time as the University notifies.

B) Rules for Residents in Affiliated Colleges

Residence of
Students

10. Any body or person who wishes that a hostel maintained or managed by such body or person should be recognised by the University shall apply along with prescribed fee to the Executive Council for recognition and shall furnish such information as the Executive Council may require on the following points;

Application for
recognition

- a) Suitability of building,
- b) Adequacy of accommodation
- c) Suitability of the neighbourhood,
- d) Educational supervision,
- e) Sanitary-condition,
- f) Medical help,
- g) Provision for games etc.,

The Executive Council after such inquiry as it may deem necessary shall decide as to whether or not recognition is to be granted. The Executive Council shall have power to prescribe such general or special conditions for recognition as it may deem necessary. Provisional recognition may be granted by the Executive Council on certain conditions and failure to fulfill the conditions laid down shall entail the lapsing of the recognition.

Management

- 11.** All recognised hostels shall be managed by a regularly constituted governing body appointed by the person or body maintaining the hostel, the constitution of which shall be periodically reported to and approved by the Executive Council.

Appointment of
Superintending
staff

- 12.** The appointment of the superintending staff of every such hostel shall be made by the Governing Body or by any Authority to whom such body may have delegated the power and all such appointments shall be subject to the approval of the Executive Council.

Withdrawal

- 13.** The Executive Council shall have power to suspend or withdraw the recognition of any hostel which may not be conducted in accordance with the conditions prescribed.

Provided that no such action shall be taken without affording the management of such hostel an opportunity of making such representation as it may deem fit.

Inspection

- 14.** The Executive Council shall hold periodical inspections of all hostels, and may order a special inspection of any hostel to be made whenever it considers it desirable to do so and shall take such action on the report as it deems fit.

For each such inspection the Management of the Hostel concerned shall remit prescribed fee towards the fee payable to the inspection commission besides travelling and other allowance at the rates applicable to the members of the Inspection Commission in respect of affiliated Colleges.

Students not
living Hostels

- 15.** In every college, students not living in hostels shall be assigned to individual members of the college staff for tutorial help and disciplinary supervision.

g) Code of Conduct and Disciplinary Rules for the students of the University Colleges

A ct, Sec 19 (22)

- 1. a) The Executive Council shall have power**

....
to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well- being;

Act, Sec. 53 (j)

b) The Executive Council shall have power to make ordinances subject to provisions of the Act and Statutes and such ordinances may provide

for the discipline, health and welfare of the students of the University.

Ordinance

2. Without prejudice to the general meaning of the term 'indiscipline' or 'misconduct' the following acts of students, among others, shall constitute acts of indiscipline or misconduct.

- i) Impolite or offensive behaviour or use or show of force against any employee/student of University in the University premises or outside;
- ii) Resorting to acts of intimidation or coercion or gheraos;
- iii) Causing damage to University property;
- iv) Tampering with any fittings (including sanitary and electrical) and furniture of the University;
- v) Defaming walls or other surfaces of any University building/property;
- vi) Getting enrolled in more than one course of study simultaneously;
- vii) Committing forgery, tampering with or misusing of the University documents/records, identification cards, etc;
- viii) Furnishing false certificates or false information to any office under the control and jurisdiction of the University;
- ix) Smoking or consuming or possessing, alcoholic drinks, dangerous drugs, or other intoxicants in the University premises;
- x) Indulging in acts of gambling in the University premises;
- xi) Unauthorized entry into any University Office/Department/ Swimming Pool/Sports field etc.,
- xii) Unauthorized use of the University property/equipment;
- xiii) Refusing to leave any office/department/Sports field when asked to do so by an employee authorised in this regard;

- xiv)Indulging in violence, including use of abusive language against any employee of the University in the premises or outside;
- xv)Preventing any employee of the University from discharging his duties;
- xvi)Possessing or using lethal weapons such as knives, lathes, iron chains, iron rods, sticks, explosives or fire-arms in the University premises;
- xvii)Bringing or harbouring or entertaining any stranger within the University Departments, Offices, Hostel Buildings, Dinning Halls, Library without permission from competent authority;
- xviii)Arousing communal, caste or regional feelings or creating disharmony among students;
- xix)Indulging in any act of Ragging, eve-teasing and misbehaviour with women shall be punishable as per Government Orders/UGC in the University premises;
- xx)Not disclosing one's identity when asked to do so by any authority or by an employee who is authorised to ask for identity;
- xxi)Tearing of pages, defacing, burning or in any way destroying books of the Library; records in the departments or office of the University;
- xxii)Preventing in any manner the use of the library facilities;
- xxiii)Unauthorised occupation of hostel rooms and use of facilities;
- xxiv)Improper rendering of accounts for the money drawn from any office under the control and jurisdiction of the University;
- xxv)Coercing the medical staff to render medical assistance to unauthorised persons;
- xxvi)Pilfering of medicines or forcibly taking them away;
- xxvii)Coercing the medical staff to issue certificates;
- xxviii)Violation of any other Rules/Instructions/Regulations issued by the University/College/Department/ Library from time to time;
- xxix)Disobedience of any orders prescribed under this Ordinance;

xxx) Indulging in or encouraging in anti-social, anti-state, anti-National activities, directly or indirectly;

xxxi) Using Cell Phones in the Class Room, Laboratories, Library, Offices;

xxxii) Rash or negligent driving of vehicles in the University campus;

xxxiii) Engaging in any type of political activity inside the University Campus;

xxxiv) Any other act or acts which according to Vice-Chancellor is or are declared to be indisciplinary and misconduct.

3. Without prejudice to the Powers of the Executive Council, Vice-Chancellor, Rector and Registrar, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in the Ordinance.

- a) The Head of the Department
 - b) The Principal of the College;
 - c) The Dean of Schools
 - d) The Librarian;
 - e) The Director of Physical Education;
 - f) The University Engineer; and
 - g) Any other person authorised by the University therefore;
 - h) Discipline Committee;
- Provided that the penalties specified in clauses (vii) to (xi) of Rule 6 can be imposed only by the Discipline Committee.

4. a) Notwithstanding anything in these Rules or any other Rule for the time being in force, the Executive Council or the Vice-Chancellor in its or his discretion, as the case may be, may constitute a Disciplinary Committee for the purpose of enquiring and giving decision in respect of the cases of indiscipline or misconduct attracting the imposition of penalties specified in clauses (vii) to (xi) of Rule 6 and also to act as appellate body in respect of penalties specified in clauses (i) to (vi) of that Rule and where such penalties are imposed by persons mentioned in items (a) to (h) of Rule 3.

5. The Discipline Committee constituted under clause (i) of Rule 3 shall consist of five senior teachers of the University and of whom three members shall form a quorum for discharging committee's functions.

6. The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:

- i) Warning;
 - ii) Fine as fixed by the University;
 - iii) Recovery of pecuniary loss caused to the University property;
 - iv) Cancellation of scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency;
 - v) Debarring from participation in Sports/NCC/NSS and other such activities;
 - vi) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other activities;
 - vii) Expulsion from the College/Hostel/Mess/Library;
 - viii) Debarring from an examination;
 - ix) Debarring from the University;
 - x) Disqualifying from further studies;
 - xi) Entering the act of indiscipline in the conduct Certificate/Transfer Certificate
7. a) Where a prime facie case is made out and disciplinary proceedings under this Ordinance are contemplated or initiated; or where a case against a student in respect of any criminal offence is under investigation or trial, the person authorised to take disciplinary action may, pending enquiry.
- i) Suspend a student from the Class/ College/ Library/or availment of any other facility;
 - ii) Order suspension of scholarship or any financial assistance from any source, or recommend to that effect to the sanctioning agency;
- b) An order under clause a) (i) of this Rules shall be followed by a charge-sheet within 7 days, except where a case for a criminal offence against the student is under investigation or trial;
- c) An order under clause a) (i) of this Rule shall not remain in force for more than a period of one month from the date of its issue except in case where any criminal offence is under investigation or trial.

Provided that for reasons to be recorded in writing the said period of one month may be extended if in the opinion of the person/committee passing the order under clause a) (ii) the enquiry could not be completed within the period of one month for reasons directly attributable to the student/resident.

8. a) An order imposing any of the penalties specified in Rule 6 shall be passed after the student is informed in writing of the allegations on account of which it is proposed to take action, and is given an opportunity to make any representation he may wish to make.
- b) The record of proceedings in such cases shall include;
 - i) Charge or Charges.
 - ii) A copy of the statement of allegations communicated to him.
 - iii) His representation, if any; and
 - iv) The orders on the case with the penalty imposed together with the reasons therefor.
9. The final orders containing the decision of the persons authorized to take disciplinary action shall be a self-contained order. A copy of such order shall be supplied to the student and acknowledgement obtained.
10. When a student evades service of any notice or order, it shall be pasted on the Notice Board of the College/Department and sent under Certificate of Posting to his permanent address given in the admission application.
11. Notwithstanding anything in this Ordinance the University has always the right to proceed in a Court of Law against a student guilty of an act which constitutes an offence under any law in force and as amended from time to time.
12. A student may appeal against an order passed by any of the authorised persons to take disciplinary action mentioned in serial number (a) to (h) under Rule 3 to the Disciplinary Committee constituted under Rule 5. An order passed by the Disciplinary Committee on such appeal shall be final.
 - i) An appeal against an original order of the Disciplinary Committee shall lie to the Executive Council whose decision shall be final.

- ii) No appeal under this Part shall be entertained unless it is submitted within a period of fifteen days from the date of receipt of any copy of the order;

Provided that the appellate body may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

13. The procedural instructions for holding of disciplinary enquiries under the Dr.B.R.Ambedkar University Students Code of Conduct and Disciplinary Rules;

a) Charge sheet

A Charge-sheet should contain:

- i) Definite charge or charges;
- ii) The grounds on which each charge is based;
- iii) Any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care shall be taken to avoid vagueness; and
- iv) The charge-sheet shall not indicate the punishment to be imposed on the student
- v) The Charge-sheet shall conclude with the following paragraph:

"Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above."

"You are required to give your explanation or any written statement you may desire to submit in your defence against the disciplinary action by----(the date and time to be specified). In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis of information available and that you have no explanation to offer"

b) Appointment of individual/committees to enquire into acts of indiscipline.

- i) The persons authorised to take disciplinary action under Rule 5 may appoint an individual or constitute such committees as may be necessary to enquire into acts of indiscipline and give the findings and recommendations. The final order imposing penalty shall however, be passed by the persons authorised to take disciplinary action.

- c) Drawing up the findings by the individual/committee enquiring into acts of indiscipline.
- d) On completion of the enquiry, including personal examination of the student, if any, the individual/committee to enquire into an act of indiscipline shall record findings in respect of each charge, with persons therefor and forward the proceedings to the concerned persons so as to take disciplinary action.

14. Form and contents of appeal:

- i) Every student submitting an appeal shall do so separately and in his own name.
- ii) The appeal shall be addressed to the appellate body and shall contain all material statements and arguments on which the appellant relies; it shall not contain any disrespectful or improper language, and shall be complete in itself;

15. Withholding of appeal:

The appellate body may withhold the appeal if:-

- a) it is an appeal against an order from which no appeal lies; or
- b) it is not submitted within the period specified in Rule 12 and no cause is shown for the delay; or
- c) it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

16. Action under separate State Act, Central Act or any other Law not precluded

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., ragging (Annexure-I) untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

17. Assistance from Law Enforcement Agencies

The Deans/Principals/any other Officer authorized shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Deans/Principals shall in such a case give a detailed report to the Registrar. The Deans/Principals/the

Officer authorised can also arrange videography of the entire situation.

18. Counselling

The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

19. Grievances Redressal Committee

The Executive Council shall also set up "Grievances Redressal Committee" where the students can express their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women's representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

20. Undertaking by the Students

The students joining any academic programme of the University shall have to give an undertaking to the effect that he will fully comply with the provisions envisaged in this Code in letter and spirit (Annexure-II)

In addition to the above, all students shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an *undertaking, in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) (Annexure-III) and orders of the UGC.

21. Amendments to the Code

The Executive Council shall have power to amend any of the provisions in the 'Code of Conduct and Disciplinary Rules for Students' of the Hostels as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

ANNEXURE -I

UNDERTAKING

I, _____, son/daughter/spouse of _____, residing at _____, applicant for admission to the first year of the _____ Degree Course in the _____ College, _____, during the academic year 20__ 20__, hereby declare that --

I am aware of the facts that --

(i) ragging within the premises of the college, hostels and library and anywhere outside the educational institution, is a criminal offence;

(ii) if involved directly or indirectly in committing or abetting ragging, I am liable for one or more of the following punishments to be imposed therefor by the competent Officers/ Authorities of the College/University: -

1. Cancellation of admission;
2. Suspension from the institution or classes for limited period;
3. Withholding/withdrawing scholarship/fellowship and other benefits;
4. Debarring from appearing for any test/examination or other evaluation process;
5. Withholding of results;
6. Debarring from representing the institution in any event at inter-university, national or international level;
7. Suspension/Expulsion from the Hostel;
8. Rustication for a period varying from 1 to 2 academic year(s);
9. Expulsion from the institution and consequential debarring from admission to any other institution;
10. Fine with public apology; and also

(iii) the Court of Law can award, punishment with imprisonment for a term which may extend from 6 months to life, or fine which may extend from Rs. 1,000/- to 50,000/- or with both or for any punishment under the rules.

As such, I undertake that I shall not indulge myself in any activity of ragging or abetting ragging by other students.

Date :

* Signature of the Student.
Permanent Address :

* Signed before me.

Counter sign

HEAD OF A DEPARTMENT

PRINCIPAL OF THE COLLEGE/
DEAN OF THE SCHOOL

ANNEXURE -II

UNDERTAKING

I, _____, son/daughter/spouse of _____, a student
 _____ Degree course in the _____ College and resident of
 _____ hostel during the academic year 20__ -- 20__, hereby declare that

I have been provided with a copy of the Code of conduct and Disciplinary Rules of Dr.B.R.Ambedkar University for Students of the University College/Residents of University Hostels * and I am aware of the provisions therein.

As such I undertake that I shall abide by the Code and not indulge myself in any activity of indiscipline and I am liable for disciplinary action as per the provisions of the Code.

* strike which is not applicable

Date

Place

Date :

* Signature of the Student.
 Permanent Address :

* Signed before me.

Counter sign

HEAD OF A DEPARTMENT

PRINCIPAL OF THE COLLEGE

ANNEXURE-III

According to Section (2) (e) of the Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) "ragging" means, doing an Act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student"

In the guidelines issued by the Supreme Court in *Vishwa Jagriti Mission vs. Central Government* (2001) (6) SCC 577 & 581, the Court viewed as follows : -

"Broadly speaking, ragging is;

Any disorderly conduct whether by words spoken or written or by an Act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Sections 3 to 6 of the Andhra Pradesh Prohibition of Ragging Act, 1997 read as follows :

"3. *Prohibition of Ragging* : - Ragging within or outside any educational institution is prohibited.

4. *Penalty for Ragging* : - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby -

(i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

(ii) assaults or uses criminal force to criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

(iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

(iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or

(v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

5. *Dismissal of student* : - (1) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

6. *Suspension of student* : - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is *prima facie* found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final".

* The form of undertaking to be given by every student, is appended

(Undertaking to be given by all students, as required under Rule 3(b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, notified as per Section 9 (1) of the Andhra Pradesh Prohibition of Ragging Act, 1997, in G.O.Ms.No. 67, Higher Education (E.C.-2), dated 31.08.2002).

h) Code of Conduct and Disciplinary Rules for the Residents of the University Hostels

Act, Sec 19 (22)

2. a) The Executive Council shall have power

....

to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well- being;

Act, Sec. 53 (j)

b) The Executive Council shall have power to make ordinances subject to provisions of the Act and Statutes and such ordinances may provide

....

for the discipline, health and welfare of the students of the University.

Ordinance

2. Without prejudice to the general meaning of the term 'indiscipline' or 'misconduct,' the following acts of residents, among others, shall constitute acts of indiscipline or misconduct.

- i) Impolite or offensive behaviour or use or show of force against any employee/resident of University in the University premises or outside;
- ii) Resorting to acts of intimidation or coercion or gheraos;
- iii) Causing damage to University property;
- iv) Tampering with any fittings (including sanitary and electrical) and furniture of the University;
- v) Defaming walls or other surfaces of any University building/property;
- vi) Getting enrolled in more than one course of study simultaneously;
- vii) Committing forgery, tampering with or misusing of the University documents/records, identification cards, etc;
- viii) Furnishing false certificates or false information to any office for seeking hostel admission and facilities;
- ix) Smoking or consuming or possessing, alcoholic drinks, dangerous drugs, or other intoxicants in the University premises;
- x) Indulging in acts of gambling in the University hostels;

- xi)Unauthorized entry into any University Office/hostel/dinning hall;
- xii)Unauthorized use of the University property/equipment;
- xiii)Indulging in violence, including use of abusive language against any employee of the University in the premises or outside;
- xiv)Preventing any employee of the University from discharging his duties;
- xv)Possessing or using lethal weapons such as knives, lathes, iron chains, iron rods, sticks, explosives or fire-arms in the University premises;
- xvi)Bringing or harbouring or entertaining any stranger within the Offices, Hostel Buildings, and Dinning Halls without permission from competent authority;
- xvii)Arousing communal, caste or regional feelings or creating disharmony among residents;
- xviii)Indulging in any act of Ragging , eve-teasing and misbehaviour with women shall be punishable as per Government Orders/UGC in the University premises;
- xix)Not disclosing one's identity when asked to do so by any authority or by an employee who is authorised to ask for identity;
- xx)Tearing of pages, defacing, burning or in any way records in the Offices of the University;
- xxi)Unauthorised occupation of hostel rooms and use of facilities;
- xxii)Bringing guests to hostels without necessary permission of the Chief Warden/Warden/Deputy Warden;
- xxiii)Not vacating hostel room during vacation when asked to do so or when an instruction is issued to that effect or after cancellation of hostel admission;
- xxiv)Unauthorised entry into a dinning hall and use of mess facilities therein;
- xxv)Improper rendering of accounts for the money drawn from any office under the control and jurisdiction of the University;

- xxvi)Coercing the medical staff to render medical assistance to unauthorised persons;
 - xxvii)Pilfering of medicines or forcibly taking them away;
 - xxviii)Coercing the medical staff to issue certificates;
 - xxix)Violation of any other Rules/Instructions/Regulations issued by the University/College/ Hostel/Mess from time to time;
 - xxx)Disobedience of any orders prescribed under this Ordinance;
 - xxxi) Indulging in or encouraging in anti-social, anti-state, anti-National activities, directly or indirectly;
 - xxxii) Rash or negligent driving of vehicles in the University campus;
 - xxxiii) Engaging in any type of political activity inside the hostel;
 - xxxiv)Any other act or acts which according to Vice-Chancellor is or are declared to be indisciplinary and misconduct.
- 3.**Without prejudice to the Powers of the Executive Council, Vice-Chancellor, Rector and Registrar, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in the Ordinance.
- i) The Principal of the College;
 - j) The Dean of Schools
 - k) The Chief Warden/The Warden/Deputy Wardens;
 - l) The University Engineer; and
 - m) Any other person authorised by the University therefor;
 - n) Discipline Committee;
- Provided that the penalties specified in clauses (vii) to (xi) of Rule 6 can be imposed only by the Discipline Committee.
- 4. a)** Notwithstanding anything in these Rules or any other Rule for the time being in force, the Executive Council or the Vice-Chancellor in its or his discretion, as the case may be, may constitute a Disciplinary Committee for the purpose of enquiring and giving decision in respect of the cases of indiscipline or misconduct attracting the imposition of penalties specified in clauses (vii) to (xi) of Rule 6 and also to act as appellate body in respect of penalties specified in clauses (i) to (vi) of that Rule and where such penalties are imposed by persons mentioned in items (a) to (f) of Rule 3.

5. The Discipline Committee constituted under clause (i) of Rule 3 shall consist of five senior teachers of the University and of whom three members shall form a quorum for discharging committee's functions.
6. The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:
 - i) Warning;
 - ii) Fine as fixed by the University;
 - iii) Recovery of pecuniary loss caused to the University property;
 - iv) Cancellation of scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency;
 - v) Debarring from participation in Sports/NCC/NSS and other such activities;
 - vi) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other activities;
 - vii) Expulsion from the College/Hostel/Mess/Library;
 - viii) Debarring from an examination;
 - ix) Debarring from the University;
 - x) Disqualifying from further studies;
 - xi) Entering the act of indiscipline in the conduct Certificate/Transfer Certificate
7. a) Where a prime facie case is made out and disciplinary proceedings under this Ordinance are contemplated or initiated; or where a case against a student in respect of any criminal offence is under investigation or trial, the person authorised to take disciplinary action may, pending enquiry.
 - i) Suspend a resident from the Class/ College/ Hostel/Mess or availment of any other facility;
 - ii) Order suspension of scholarship or any financial assistance from any source, or recommend to that effect to the sanctioning agency;

- b) An order under clause a) (i) of this Rules shall be followed by a charge-sheet within 7 days, except where a case for a criminal offence against the resident is under investigation or trial;
- c) An order under clause a) (i) of this Rule shall not remain in force for more than a period of one month from the date of its issue except in case where any criminal offence is under investigation or trial.

Provided that for reasons to be recorded in writing the said period of one month may be extended if in the opinion of the person/committee passing the order under clause a) (ii) the enquiry could not be completed within the period of one month for reasons directly attributable to the resident.

- 8. a) An order imposing any of the penalties specified in Rule 6 shall be passed after the resident is informed in writing of the allegations on account of which it is proposed to take action, and is given an opportunity to make any representation he may wish to make.
- b) The record of proceedings in such cases shall include;
 - i) Charge or Charges
 - ii) A copy of the statement of allegations communicated to him
 - iii) His representation, if any; and
 - iv) The orders on the case with the penalty imposed together with the reasons therefor.
- 9. The final orders containing the decision of the persons authorized to take disciplinary action shall be a self-contained order. A copy of such order shall be supplied to the student and acknowledgement obtained.
- 10. When a resident evades service of any notice or order it shall be pasted on the Notice Board of the Hostel/Mess/Door or his room in the hostel and sent under Certificate of Posting to the permanent address.
- 11. Notwithstanding anything in this Ordinance the University has always the right to proceed in a Court of Law against a resident guilty of an act which constitutes an offence under any law in force and as amended from time to time.
- 12. A resident may appeal against an order passed by any of the authorised persons to take disciplinary action mentioned in serial number (a) to (f) under Rule 3 to the Disciplinary Committee constituted under Rule 5. An order passed by the Disciplinary Committee on such appeal shall be final.

- i) An appeal against an original order of the Disciplinary Committee shall lie to the Executive Council whose decision shall be final.
- ii) No appeal under this Part shall be entertained unless it is submitted within a period of fifteen days from the date of receipt of any copy of the order;

Provided that the appellate body may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

13. The procedural instructions for holding of disciplinary enquiries under the Dr.B.R.Ambedkar University Resident Code of Conduct and Disciplinary Rules;

a) Charge sheet

A Charge-sheet should contain:

- i) Definite charge or charges;
- ii) The grounds on which each charge is based;
- iii) Any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care shall be taken to avoid vagueness; and
- iv) The charge-sheet shall not indicate the punishment to be imposed on the student;
- v) The Charge-sheet shall conclude with the following paragraph:

"Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above."

"You are required to give your explanation or any written statement you may desire to submit in your defense against the disciplinary action by----(the date and time to be specified). In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis of information available and that you have no explanation to offer"

- b) Appointment of individual/committees to enquire into acts of indiscipline.
 - i) The persons authorised to take disciplinary action under Rule 5 may appoint an individual or constitute such committees as may be necessary to enquire into acts of indiscipline and give the findings and recommendations. The final order imposing penalty shall however, be passed by the persons authorised to take disciplinary action.
- c) Drawing up the findings by the individual/committee enquiring into acts of indiscipline.
- d) On completion of the enquiry, including personal examination of the resident, if any, the individual/committee to enquire into an act of indiscipline shall record findings in respect of each charge, with persons therefor and forward the proceedings to the concerned persons so as to take disciplinary action.

14. Form and contents of appeal:

- i) Every resident submitting an appeal shall do so separately and in his own name.
- ii) The appeal shall be addressed to the appellate body and shall contain all material statements and arguments on which the appellant relies; it shall not contain any disrespectful or improper language, and shall be complete in itself;

15. Withholding of appeal:

The appellate body may withhold the appeal if:-

- a) it is an appeal against an order from which no appeal lies; or
- b) it is not submitted within the period specified in Rule 12 and no cause is shown for the delay; or
- c) it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

16. Action under separate State Act, Central Act or any other Law not precluded

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., ragging untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

17. Assistance from Law Enforcement Agencies

The Deans/Principals/any other Officer authorized shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Deans/Principals shall in such a case give a detailed report to the Registrar. The Deans/Principals/the Officer authorised can also arrange videography of the entire situation.

18. Counselling

The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

19. Grievances Redressal Committee

The Executive Council shall also set up "Grievances Redressal Committee" where the resident can express their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women's representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

20. Undertaking by the Residents

The residents joining any in the University College Hostels in academic year shall have to give an undertaking to the effect that he will fully comply with the provisions envisaged in this Code and Conduct and Disciplinary Rules in letter and spirit (Annexure -I)

In addition to the above, all the residents shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an *undertaking, in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits

or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) and orders of the UGC.

21. Amendments to the Code

The Executive Council shall have power to amend any of the provisions in the 'Code of Conduct and Disciplinary Rules for Residents of the Hostels as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

ANNEXURE -I

UNDERTAKING

I, _____, son/daughter/spouse of _____, a student
 _____ Degree course in the _____ College and resident of
 _____ hostel during the academic year 20__ -- 20__, hereby declare that

I have been provided with a copy of the Code of Conduct and Disciplinary Rules of Dr.B.R.Ambedkar University for Residents of University Hostels and I am aware of the provisions therein.

As such I undertake that I shall abide by the Code and not indulge myself in any activity of indiscipline and I am liable for disciplinary action as per the provisions of the Code.

Date

Place

Date :

* Signature of the Student.

Permanent Address :

Place

* Signed before me.

Counter sign

HEAD OF A DEPARTMENT

PRINCIPAL

i) CONDUCT OF EXAMINATIONS

1.The Executive Council shall have power :-

Act, Sec.19
(10), (11), (12)

- (a) to appoint examiners in consultation with the Board of studies and to fix their duties;
- (b) to conduct University Examinations and to approve and to publish the results thereof;
- (c) to prescribe the fees to be charged for admission to the examination, degrees, diplomas, and oriental titles of the University;

2.The Executive Council shall have power to make ordinances on:

Act, Sec.53
(b), (g), (h)

- (a) The fees to be charged for admission to the examinations, degrees and diplomas of the University;
- (b) The mode of appointment and duties of Examiners;
- (c) The conduct of examinations

3.The Vice-Chancellor shall appoint examiners from the panel of examiners recommended by the concerned Boards of Studies, to conduct University examinations, to approve and to publish the results of University Examinations and to report the same to the Executive Council;

Statutes

4. (a) The examiners appointed shall be of the following categories:-

Ordinance

Category of
Examiners

- i) Question papers-setters
- ii) Chief Examiners
- iii) Additional examiners
- iv) Assistant examiners
- iv) Practical examiners
- v) Additional Practical Examiners
- vii) Any other

- (b) The examiners appointed may be from the University Colleges/affiliated colleges (Internal) or from other University Colleges/affiliated colleges (external) as the case may be.

Eligibility

- (c) i) A teacher with not less than ten years of teaching in the concerned subject at UG/PG level shall ordinarily be eligible for appointment as paper setter.
- ii) A teacher with not less than three years experience in the subject concerned at undergraduate level shall ordinarily be eligible for appointment as examiner for valuation/practical examination.

Panel of
Paper Setters

5. a) The Controller of Examination shall by 15th July each year obtain from the Controller of Examinations of other Universities a list of eligible teachers of Degree Colleges of their University areas with details for inclusion in the panel of paper setters for different subjects. The Controller of Examinations shall forward the same after consolidation to the respective Boards of Studies for pass/Degree courses through the Director, College Development Council for their consideration.

Panel of
Examiners

- b) The Controller of Examinations shall by the 1st June each year notify the Principals of affiliated colleges and Oriental colleges that they shall send him before the 1st July following detailed statement in duplicate covering subjects taught, the qualifications, age of each member of staff appointed on regular basis, experience in teaching the subject and as an examiner (Appendix). The Controller of Examinations after verification shall forward with his recommendations to the Director, College Development Council who shall forward the same to the respective Board of Studies for Pass/Degree courses for their consideration. Canvassing for examinership will be treated as disqualification.
- c) The Boards of Studies of Pass/Degree shall prepare from the above lists provided by the College Development Council and recommend separate panels one for paper setters (external) and another of internal examiners for approval by the University.

- d) The Post-graduate Boards of Studies and Professional Degree Boards of Studies shall prepare panels, one for paper setters (external) and another for examiners (both external and internal) with eligible teachers from other Universities/University and affiliated colleges as the case may be for appointment as Paper setters and examiners and recommend the same for approval by the University.
- e) i) The Boards of Studies shall, in making the recommendations, take into consideration the guidelines and directions that may be laid down by the Executive Council from time to time.
- ii) In making recommendations for appointment as Paper setters, the Boards shall indicate where possible the specialization in the subject of the teachers.

Paper setters

- 6) a) The Vice-Chancellor shall appoint one or more Boards of Paper setters in each of subjects or group of subjects as it may deem necessary from the panel of paper setters recommended by the Boards of studies and approved by the University. The Vice-Chancellor shall, as far as possible, appoint as paper-setters persons who fulfill the following conditions:

- i) that they are not engaged in teaching in the University, affiliated or oriental colleges;
- ii) that they are persons who teach or have been till recently teaching in their respective subjects upto the standards for which they will be required to set papers;

Provided however, that the qualification of being actually engaged in teaching be not regarded as indispensable for appointment as paper setters and Examiners in the case of Postgraduate and Professional Examinations;

- iii) the Vice-Chancellor may appoint additional Paper-setters, not members of the Board, to help any Board or Boards to set papers in special subjects.
- b) In respect of Professional and Postgraduate Degree examinations, the Vice-Chancellor may appoint each year a Moderation Committee with two or three from among the members of respective Boards of Paper-setters to moderate the question papers at a meeting convened for the purpose.

- c) Senior member of the Board shall be made Chairman of the Board. He shall distribute the work among the members of the Board as per the guidelines of the Controller of Examinations, receive the question papers sets. The Board shall moderate, if required, consolidate and forward the same to the Controller of Examinations/Officers authorised before set date.

Appointment
of Examiners

- d) Vice-Chancellor shall appoint the Chief Examiners, Additional Examiners and Asst. Examiners from the Panel of examiners recommended by the Board of Studies and approved by the University. He may at any time cancel or withhold or suspend the appointment of any examiner without assigning any reason.

7. The Vice-Chancellor shall, when appointing members of the Examination Boards, have the following general principles in view:

- i) In constituting the Postgraduate and Professional Boards, the Vice-Chancellor may appoint persons unconnected with colleges in the case of examinations in subjects in which an adequate number of qualified and eligible persons is not available in these colleges/University;
- ii) No person may ordinarily be appointed as Chief Examiner who has not served one or more periods as Assistant Examiner in the University.

Asst.
Examiners

8. The Vice-Chancellor may appoint to the extent considered desirable, Assistant Examiners to assist the Examination Boards. No one shall ordinarily be appointed as Assistant Examiner who is not on the teaching staff of any of the University, affiliated or Oriental Colleges and have not put in three years of service.

Practical
Examiners

9. The Vice-Chancellor may also appoint, to the extent necessary, in Science subjects Practical Examiners and Additional Practical Examiners to assist the Board of Examiners for degree courses. The Practical Examiners and Additional Practical Examiners shall ordinarily be drawn from the teaching staff of the University and Affiliated Colleges.

Term of
Office

- 10.(a) Paper-setters and Chief Examiners shall be appointed for one year and shall ordinarily be eligible for re-appointment consecutively for two more years, the period of each fresh appointment however, being only one year at a time, provided however, the time limit shall not apply

in the case of Postgraduate Examiners. In the interests of efficiency or continuity of tradition the Vice-Chancellor may relax the rules in such cases, as it may deem desirable nor shall the rule apply in the case of Paper-setters and Examiners appointed for professional examinations or in subjects in which the number of competent examiners is so small as to make it undesirable in the opinion of the Vice-Chancellor that the rule should be not mechanically enforced.

Service in the Examination Boards for Postgraduate Examinations need not under the rules be taken into account when determining the appointment of Chief Examiners in the pass Boards of Examiners.

- (b) Assistant Examiners shall be appointed only for one Examination at a time but shall be eligible for re-appointment as such for three more examinations consecutive, or as nearly consecutive as possible;
- (c) Practical Examiners and additional practical examiners for practicals shall be appointed only for one examination at a time and shall be eligible for reappointment as such for subsequent examinations;
- (d) In the case of Examinations which are held twice or more in a year. Assistant Examiners required to assist in the conduct of theory examinations, shall ordinarily be selected to the number required from among those persons who were examiners for the March-April examinations;
- (e) A Chief Examiner who is appointed, but not in consecutive years, shall not hold office for more than three years in any period of five years; and an Assistant Examiner who is reappointed, but not in consecutive years shall not hold office for more than two years in any period of four years;
- (f) An Assistant Examiner who, owing to the time limit imposed is ineligible for re-appointment, may be appointed as a Chief Examiner, but a Chief Examiner who is ineligible for the same reasons for reappointment shall not be eligible for appointment as Assistant Examiner till atleast three years elapse from the date on which he last served as Chief Examiner;
- (g) Examiners appointed shall not absent themselves from examination work without prior approval of the Controller of Examinations/Officer authorized by the University;

- (h) The offer of appointment as examiner is subject to that any relative of him is not a candidate for the examination for which he is an examiner.

Duties of
Examiners

11. The duties of Question Paper-setters, Chief examiners, Addl. Examiners, Asst. Examiners, Practical Examiners and Asst. Practical Examiners shall be as per the guidelines and instructions issued by the Controller of Examinations or an authorized Officer from time to time.

Conduct of
Examinations

12. a) All the examinations shall be conducted by the Controller of Examinations or an authorised officer as per the procedures and regulations approved by the University/Vice-Chancellor from time to time.

- b) The Controller of Examinations shall identify and fix the Centres, with the approval of Vice-Chancellor, suitable for conduct of Examinations and allot candidates to such centres. He may for valid reasons may cancel any centre and shift candidates allotted to that centre to another centre.

- c) i) The following personnel shall be appointed to ensure the conduct of examination strictly in accordance with the rules of the University. i) Chief Superintendent, ii) Additional Chief Superintendent, iii) Asst. Supdt. /Invigilators, iv) Observers and v) Flying Squad.

- ii) The necessary instructions and guidelines regarding the duties of personnel above said shall be issued from time to time, with the approval of Vice-Chancellor by the Controller of Examinations or any other officer authorized by the University.

Valuation

13. The Controller of Examinations, on receipt of the answer scripts from the examination centres, shall take necessary steps for valuation by approved examiners, after due scrutiny and coding.

a) Valuation of Answer scripts:

- i) The valuation of answer scripts may be carried out either by single valuation or double valuation as per the rules and regulations prescribed by the University from time to time;
- (ii) Whenever two or more examiners are involved in the valuation of answer scripts, the Controller of Examinations will conduct a meeting of the examiners in

the concerned paper to discuss and prepare a common scheme of valuation;

(iii) The Controller of Examinations shall appoint a Chief Examiner with the approval of Vice-Chancellor, from among those who attended the meeting, who will supervise the entire valuation work. If necessary, Additional Chief Examiners may also be appointed;

(iv) For all the Postgraduate examinations, each answer script shall be valued independently by two examiners of whom one shall ordinarily be an external examiner. If the difference in the marks awarded by the two examiners is 20 per cent or more of the maximum marks of that paper, the answer script will be valued by a third examiner who will ordinarily be an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script.

Scrutiny

b) The valued answer script shall be scrutinized by scrutinizers appointed by the Controller of Examinations and such scrutinizers shall act as per the guidelines and instructions issued by the Controller of Examinations.

Irregularity
in valuation

c) In the event of any proven irregularity in valuation as reported by the Chief Examiner, the Controller of Examinations may recommend for cancellation of the valuation proceedings of a specific answer script or all the answer scripts of an examination, and to cause fresh valuation proceedings to the Vice-Chancellor, whose decision on the matter shall be final.

Tabulation

14. a) The tabulation of marks shall be undertaken as per the procedures prescribed from time to time;

b) Moderation Boards may be constituted for moderation of tabulated results in such subjects when permitted by the rules and regulations of the University;

c) Grace marks may be awarded to a candidate as per the rules and regulations of the University.

Results

15. a) The tabulated results of a course of study/subject of Pass/Degree course shall be presented to the Vice-Chancellor for approval for publication.

b) The tabulated results of Postgraduate courses and such other courses shall be placed before the Results Committee for approval and the approved results shall be presented to the Vice-Chancellor for approval for publication. The Results Committee shall consist of the

Chairman of Board of studies, Head of the Department and a senior Faculty member of the University Department concerned;

16. a) A candidate who is aggrieved by his result in a paper/papers may be permitted for personal identification of his answer script following the rules prescribed by the University;
- b) A candidate who is aggrieved by his result in a paper or papers may be permitted to apply for revaluation of his answer script as per the prescribed procedure by the University;
17. a) Remuneration for the Examiners, Additional Examiners, Assistant Examiners and others involved in the conduct of examinations shall be paid at the rates prescribed by the University from time to time;
- b) i) Rate of remuneration for conducting practical examinations include charges for valuing the answer script also;
- ii) If an examiner, for any reason whatsoever, is unable to value the answer script after setting a question paper, he shall be paid only for setting the paper;
- iii) If a paper is set jointly by more than one examiner, the remuneration shall be equally divided amongst the paper-setters;
- iv) If a paper is set and/or answer script valued by two persons, the remuneration shall be shared equally;
- v) When the whole answer script is valued by two independent examiners, each examiner shall be paid the full remuneration fixed for valuing that answer script;
- vi) All examiners shall be paid actual postal and other expenses incurred by them in connection with examinations on production of original postal vouchers;
- vii) Any examiner appointed as third valuer shall be paid at the rates prescribed for that particular examination;
- viii) TA , DA and other allowances for examiners and others shall be paid at the rates as fixed by the University from time to time.

18) a) It is not permissible for candidates either directly or indirectly to have any communication with Paper-setters, Chief or Assistant examiners, Practical Examiners or Additional Practical Examiners, Moderation Board or those engaged in the conduct of the Examinations or the publication of results. If any of the functionaries mentioned above is approached directly or indirectly on behalf of any examinee in order to influence their valuation or his work written, practical or oral or to know his marks or otherwise gain illicit knowledge of things connected with the examination he shall inform the Controller of Examinations forthwith giving all details.

b) The Controller of Examination /the Officer authorized shall ensure that any person including an employee of the University shall not be involved in the conduct of any University examination at any stage if he or his relative(s) is a candidate for that examination. It shall be the responsibility of the concerned person/employee to bring to the notice of the concerned authorities of such information before he is drafted for examination/examination-related work.

Malpractices

c) All instances of malpractices and misconduct indulged by the examinees in the examination hall/centres, and reported by Chief Superintendents/Flying Squads members/ Observers/ Invigilators/ Valuers / Tabulators at any stage in the examination process shall be referred to the Committee constituted by the Vice-Chancellor to consider such cases of malpractice. Each case shall be processed by the Malpractices Enquiry Committee and the guilty shall be punished as per the "Schedule of Punishments" included in this ordinance.

Malpractices & Punishments

19) a) In case a student has committed a malpractice or misbehaved in the examination hall/centre, the Committee shall examine the reports of the Chief Superintendent/Invigilators/Flying Squads/Observers, and the seized material (like hall tickets, main answer script with additional sheets and material related to the malpractices case etc.) If the Committee feels that the guilt of the student could be established unequivocally based on the available evidence, and the student concerned had already confessed in writing his guilt to the Chief Superintendent, the Committee shall award suitable punishment as per the "Schedule of Punishments";

- b) In case the student denies the charge of committing a malpractice the case shall be decided basing on the proof available and award punishment as per the "Schedule of Punishments";
 - c) If the University comes to know at any stage after the examination that a candidate has indulged in malpractice, his case shall be referred to the Committee by the Controller of Examinations. The Committee, on the basis of such evidence as was available, and after seeking written explanation from the examinee concerned shall recommend for appropriate action;
 - d) If a candidate is found guilty of committing an examination related malpractice after the declaration of the result, that result shall be cancelled besides awarding him the punishment that would have been awarded, had the facts come to the notice of the University before the declaration of the results;
 - e) If a candidate is appearing for an examination in backlog paper(s) along with the current year examination, the above rules of malpractice are limited to the examination for which the hall-ticket was issued. However, in case of grave mis-behaviour the result of all examinations taken by him during that session could be cancelled, apart from awarding the punishment as per the "Schedule of Punishments";
 - f) Any other act of unfair means or misconduct committed by an examinee during or after the examinations, but not contained in these provisions shall be dealt by the Committee and recommend for appropriate action;
 - g) Malpractices that are not defined in the "Schedule of Punishments" included in this Ordinance would be examined by the Committee. The Committee shall award suitable punishment, which is not lower than that is proposed in the schedule for a similar/nearer case of malpractice;
20. Schedule of punishments for examination related to Malpractices / Misconduct as follows:

S.No.	Nature of malpractice	Punishment
1	Repeated mutual consultations in spite of warnings.	The particular paper shall be seized and not valued.
2	Intentionally writing names, Register Nos. initials or any marks of identification in Answer Scripts or additional answer scripts	No valuation of that examination.
3	Possession of relevant material	Cancellation of the result of that examination
4	Actual use of books or other materials for copying	Cancellation of the result of that examination and the candidate will not be permitted to take the next two examinations.
5	Inserting unauthorized answer/additional books	Cancellation of that examination and debarring for next four examinations
6	Impersonation	Cancellation of that examination and debarring for the next six examinations of the examinee. If the candidates guilty of impersonation is a student of any college in this University area, he will not be permitted to continue his studies for a period of three years. If person who have impersonated is not student, legal action should be initiated against them.
7	Tampering the Register Number or Main Answer script	Cancellation of that examination and debarring for the next four examinations.
8	Assaulting any Invigilator/ Chief Superintendent in the Examination Centre/Campus or outside the Centre/Campus	Cancellation of that examination and debarring for the next six examinations. If the student assaults the Assistant Superintendent outside the college campus, the Chief Superintendent should immediately report to the police for immediate action. The University also requests the police authorities to complete investigation quickly. If the investigation reveals that the candidate is guilty of assault he should be suitably punished.
9	If a candidate refuses to give statement before the Chief Superintendent of University Examinations and runs away from the chamber of the Chief Superintendent without giving facts about the malpractice and or resists to give a statement and misbehaves against Chief Superintendent	The punishment shall be more by one stage
10	Any cases not covered above	Left to the discretion of the committee/Executive Council

21. If the result of an examination is discovered to be vitiated by error, malpractice, fraud, improper conduct, impersonation or any other reason, the Executive Council shall have the power to amend the result in such manner as to accord with the true position and to make such declaration as the Executive Council may deem necessary in that behalf, provided that no result shall be amended after the expiry of six months from the date of publication of the result by the University save in cases falling under Ordinance 22.
22. If it is found that the result of an examination has been vitiated by malpractice, fraud, or other improper conduct whereby an examinee has been benefited and that the examinee has, in the opinion of the Executive Council, been a party to, or connived at the malpractice, fraud, impersonation or improper conduct, the Executive Council shall have the power at any time, notwithstanding the award of a diploma or a certificate or a prize or a scholarship, to amend the result of such examinee and to make such declaration as the Executive Council may deem necessary in that behalf, including the cancellation of the result of the examinee in such manner as the Executive Council may decide.

j) Conferment of Honorary Degree

*Powers and functions
and objects of the
University*

1. The University shall have powers;

.... ...

- a) to confer degrees and other academic distinctions on persons who have carried on research under conditions prescribed;
- b) to confer honorary degrees and other academic distinctions on approved persons under conditions prescribed;

*Act, Sec. 5
(3), (4)*

*Powers of
the E.C.
Act, Sec. 19 (32)*

2. The Executive Council shall have power; to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University College or an affiliated college or Oriental College, unless exempted therefrom in the manner prescribed by the Regulations and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed.

Act, Sec. 10

3. The Governor of Andhra Pradesh shall be the Chancellor of every University established or deemed to have been established under the Act. He shall, by virtue of his office, be the Head of the University and

shall, when present, preside at Convocations of the University.

Act, Sec. 13 (l)

- 4. The Vice-Chancellor shall, by virtue of his office be a member and Chairman of the Executive Council and the Academic Senate and shall preside at the Convocation of the University in the absence of the Chancellor.**

Honorary Degrees
Act, Sec. 19 (23),
(33)

- 5. The Executive Council shall have power:**

- a) to recommend to the Chancellor, on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions;**
- b) to confer honorary degrees or distinctions on approved persons in the manner prescribed;**
- c) Subject to the provisions of the Act, the Executive Council shall have power to make ;**

Act, Sec. 51 (e)

- i) Statutes for the holding of convocation to confer degrees;**

- ii) Ordinances subject to the provisions of this Act and the Statutes and such Ordinances may provide for the fees to be charged for admission to the examinations, degrees and diplomas of the University;**

Act, Sec. 53 (b)

STATUTE . (1)

Holding of
Convocation

- 6. A Convocation for the purpose of conferring degrees and award of prizes or medals concerning such degrees shall be held annually and at such time as the Chancellor shall direct.**

The Executive Council may hold additional Convocation, if necessary, with the approval of the Chancellor.

Prizes, Medals and
other distinctions

- 7.a) Subject to such terms and conditions of award as may have been provided in the case of individual prizes or medals where more than one candidate secures equal marks in a concerned subject or part of the examination which entitles them for the award, the prize or Medal shall not be divided among them but shall be awarded only to one of such candidates taking into account his overall performance in all parts of the examination.**

- b) No candidate who had the benefit of grace marks in the qualifying examination shall be awarded any prize or medal.**

- c) No candidate who is otherwise eligible for a medal or prize shall be entitled to the prize or medal unless he secures at least 60 per cent of marks in the subject or part or whole of examination in which he is awarded such a prize or medal.

Award of degrees
or diplomas

- 8.a) (i) Every candidate for a degree or a diploma who has studied in the University Colleges for such degree or diploma or a title shall receive the same at a Convocation either in person or in absentia.

- (ii) Every candidate for a degree, diploma or title who has studied in a College affiliated to or recognized by the University for such degree, diploma or title shall receive either in person or in absentia the degree, diploma, or title together with any prize or medal concerning it at a special function held at the respective College which has prepared and presented him for the examination leading to the degree, diploma or title.

- (iii) Every candidate for a degree, diploma or title who has studied privately for the degree, diploma or title after having been duly exempted by the Executive Council from the production of the required certificate of attendance at a College shall be eligible to receive the same at a Convocation or at a special function held at any College affiliated to or recognized by the University at the candidate's choice either in person or in absentia.

Posthumous award
of Diplomas

- b) Diplomas of persons who were declared eligible for the award of Degrees may be given posthumously to such representative of the deceased as may be approved by the Vice-Chancellor on payment of a fee prescribed along with the applications for the granting of the Degree. The choice of the representative of the deceased by the Vice-Chancellor is final and it shall not be questioned in a Court of Law.

Award of
Diplomas in
Advance

- c) It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown, to present candidates, who are declared eligible for the award of their respective degrees, with their diplomas in advance on payment of the prescribed fee. All such cases shall be reported to the succeeding Convocation.

Penalty for
absence at a
Convocation

Degree in
absentia

Non- admissibility

Application
for admission

Validity of
Diploma

Convocation
procedure

Special
Convocation

- d) Any candidate, who having applied as a candidate for a degree in person at a Convocation fails to appear at that occasion, can obtain the Diploma on payment of penal fee as prescribed.
- e) Such candidates who are unable to receive their Diploma in person at the Convocation for a Post-Graduate or research degree may, on payment of the prescribed fee, be admitted "in absentia" to that degree.
9. No candidate who has already proceeded to a degree, diploma or title and has been awarded his degree or diploma or title shall be admitted at Convocation or special function at a College as the case may be second time to the same degree or title or diploma notwithstanding that he may have qualified in an additional group or branch or in an additional language or may have improved upon his earlier performance. An endorsement shall be made upon his diploma setting forth further examinations passed by him, the dates of such examinations and the class in which he was placed, provided that in the case of candidates who have appeared for the same examination to improve their class, they shall receive the same at a Convocation or function at a College as the case may be as specified in Section 8 supra a second time to the same degree after they surrender their earlier Diplomas.
10. Candidates for admission to a Convocation shall submit their applications together with the prescribed fee to the Controller of Examinations within the date specified.
11. The Diplomas of the University shall be valid only if they
- a) bear security features and seal of the University; and
 - b) i) signed by the Registrar in case of Diplomas other than the Research Degrees;
 - ii) signed by the Vice-Chancellor in the case of Research Degrees;
 - iii) signed by the Chancellor of the University in the case of Honorary Degrees.
12. The Executive Council shall, from time to time, lay down the procedures to be followed at the Convocation and at special functions.
13. Special Convocation for conferring degrees or for other purposes may be held on such date and time as the Executive Council may with the Chancellor's approval determine.

Convocation
Address

Degrees and
diplomas
awarded

Honorary
degrees

14. The Vice-Chancellor with the approval of the Executive Council may advise the Chancellor to invite an eminent person as Orator to address the candidates at the Convocation.

15. The degrees conferred and diplomas awarded by the University at the Convocation shall be those as approved by the Executive Council.

16. The Vice-Chancellor may move at a meeting of the Executive Council the proposal for conferment of any the following honorary degrees upon a person on the ground that he is, by reason of eminent position and attainment or by virtue of his contribution to learning and knowledge, or eminent services to the cause of education, science and technology, health, public services and such other contribution for the welfare of the society and to the country.

DOCTOR OF LAWS (LL.D)
DOCTOR OF LITERATURE (D.Litt)
DOCTOR OF SCIENCE (D.Sc)
KALAPRAPURNA

Who to
preside

17. The Chancellor shall preside at the Convocation.

In the absence of the Chancellor, the Vice-Chancellor shall preside.

Assembly

18. The Chancellor, The Vice-Chancellor, the Orator, recipients of Honorary Degrees, Registrar, Chairmen of the Faculties, and members of the Executive Council shall wear the academic robes prescribed and assemble at the place allotted for supplication of Graces at the appointed hour.

Graces of the
Executive Council

19. The graces of the Executive Council on behalf of the candidates for admission to the several degrees shall be supplicated in the following order by the Chairmen of the Faculties concerned.-

- (i) Mathematical and Physical Sciences
- (ii) Biotechnology
- (iii) Social Sciences
- (iv) Commence and Management
- (v) Education and others

In the absence of the Chairmen of any Faculty, the grace shall be supplicated by the person authorised by the Vice-Chancellor.

Form of Grace

20. The formula to be used for each grace shall *mutatis mutandis* be as follows : -

"Mr. Chancellor, I move that a grace of the Executive Council be passed that those persons whom the Executive Council on the reports of the Examiners has certified to be qualified for the degree ofbe admitted to that degree".

Passing of Grace

21. Whereupon the Chancellor shall put the question "Doth it please you that this grace be passed ?" and the Executive Council assenting, the Chancellor shall say: "This grace is passed".

Procession

22. When all the graces have been passed the Chancellor, Vice-Chancellor, Orator, recipients of the Honorary Degrees, Chairmen of the Faculties and members of the Executive Council and the Registrar shall proceed in procession in pairs to the hall in which the degrees are to be conferred.

Arrangement of Seats

23. The Chancellor's chair on the dais in the Convocation hall shall be arranged such that it is slightly in advance and the chairs assigned to the Vice-Chancellor, Orator,, recipients of the Honorary Degrees and Chairmen of the Faculties, members of the Executive Council and the Registrar arranged leaving full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Senate.

Seating of candidates

24. The candidates shall wear the gowns, hoods and academic caps/turbans/fezs pertaining to the respective degrees and shall be seated opposite to the Chancellor.
25. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Vice-Chancellor, Orator, recipients of Honorary Degrees, Chairmen of the Faculties, members of the Executive Council and the Registrar have taken their seats.

Procedure

26. The Chancellor, Vice-Chancellor, Orator, recipients of Honorary Degrees, Chairmen of the Faculties, members of the Executive Council and the Registrar having taken their places, the Chancellor shall say :

"This Convocation of Dr.B.R.Ambedkar University has been called to confer –

- (i) Honorary Degrees and other academic distinctions on persons upon whom the Executive Council has decided to confer on them; and
- (ii) Degrees upon the candidates who, in the examinations held for the purpose, have been certified to be worthy of the same.

Presentation of
Honorary
Degrees.

Let the recipients of honorary degrees be presented now".

27. The recipient of Honorary Degree shall be presented ordinarily by the Vice-Chancellor or a person authorised by him, who shall make a recital of the recipient's qualifications and achievements of excellence.

The recipient of the Honorary Degree shall remain standing when the citation is recited.

The Chancellor, in presenting the Diploma of the Honorary Degree, shall say to the recipient;-

"By virtue of the authority vested in me as Chancellor of Dr.B.R.Ambedkar University, I confer upon you the Degree of _____ Honoris Causa of this University, on account of your eminent position and attainment, and in token thereof you have been presented with this diploma, and I authorise you to wear the Robes ordained as the insignia of your degree". Then he shall retire to his seat.

Presentation
of Degrees

28. Then the Chancellor shall say :

"Let the candidates stand forward"

The candidates standing, the Chancellor shall put to them the following questions : -

Question	Do you sincerely promise and declare that, if admitted to the degrees for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as become members of this University ?
Answer	I do promise
Question	Do you promise that to the utmost of your opportunity and ability you will support and promote the cause of morality and sound learning ?
Answer	I do promise.
Question	Do you promise that you will, as far as in you lies, uphold and advance social order and the well-being of your fellowmen ?
Answer	I do promise.

In the case of candidates for professional degrees, the following additional question shall be made :

Question	Do you promise that you will faithfully and carefully fulfil the duties of the professions, that you will, on all occasions, maintain their purity and reputation and that you will never deviate from the straight path of honourable exercise by making your knowledge subservient to unworthy ends ?
Answer	I do promise

Then the candidates will then resume their seats.

Then the Chancellor shall say, -

"Let the candidates be now presented"

Presentation
of degrees in
person.

The candidates shall be presented to the Chancellor by the Chairmen of the respective Faculties, or by a member of the Executive Council or any other person authorised by the Vice-Chancellor in this behalf, the candidates having first received their diplomas from the Controller of Examinations.

The Chairman of each Faculty while presenting the candidates of respective faculty shall call upon the names of the candidates who are recipients of Research Degrees and medals, prizes in the subject (s) of the faculty and are receiving the degrees in person to come onto the dais to receive the medals and prizes from the Chancellor.

Admission
to degrees

29. When all the candidates for the same degree in person have been presented, the Chancellor shall say to the candidates, who shall remain standing;

"By virtue of the authority vested in me as Chancellor of the Dr.B.R.Ambedkar University, I admit you to the degree of..... of this University, and in token thereof you have been presented with these diplomas, and I authorise you to wear the robes ordained as the insignia of your degree".

Presentation
of degrees in
absentia.

30. Then the candidates for the degrees in absentia shall be presented to the Chancellor by a member of the Executive Council or any other person authorised by the Vice-Chancellor in this behalf.

The Chancellor shall then say :

"By virtue of the authority vested in me as Chancellor of Dr.B.R.Ambedkar University, I admit the candidates presented to their respective degrees of this University in absentia, and in token thereof permit the Controller of Examinations to present them their diplomas and authorise the degree holders to wear the robes ordained as the insignia of their degrees".

Record of
degrees.

31. When all the candidates for all the degrees have been presented, the Registrar shall lay the record of the degrees that have been conferred before the Chancellor, who shall sign the same.

Address of
the Orator

32. The Chancellor shall then request the Orator to address the graduates.

Vice-Chancellor's
Report

33. After the address of the Orator, the Vice-Chancellor shall present the report regarding progress of the University during the preceding year and propose vote of thanks.

Dissolution of
Convocation

34. Thereafter the Chancellor, Vice-Chancellor, Orator, Recipients of Honorary Degrees, Chairmen of the Faculties, members of the Executive Council and the Registrar shall rise up and the Chancellor shall say :

"I DISSOLVE THIS CONVOCATION"

Procession

35. Then the Chancellor, Vice-Chancellor, Orator, Recipients of Honorary Degrees, Chairmen of the Faculties and members of the Executive Council shall retire in procession to the place of supplication of Graces, the graduates standing.

Procedure for
Special Convocation
for Conferring
Honorary Degrees
only

36. In the case of Convocations specifically arranged for conferring Honorary Degrees only the procedure as laid down in Sections 17, 18, 22, 23, 26 (i), 27, 34 and 35 above shall be followed.

I) ACADEMIC ROBES

The Academic Robes for the Chancellor, Vice-Chancellor, Rector, Members of the Executive Council, the Chairmen of the Faculties, and the candidates for the several degrees shall be as prescribed below:

CHANCELLOR

1. A purple tery velvet gown, made like an Oxford Proctor's dress gown, with two-inch gold lace down the fronts and round the bottom of the sleeves outside.

A black velvet academic cap, bound round with gold lace, and gold tassel, nine inches long or such other head dress as the person holding the office is accustomed to wear.

VICE-CHANCELLOR

2. A purple gown of silk or stuff same shape as the Chancellor's and trimmed in the same way, but with silver lace.

A cap like the Chancellor's but with silver lace and tassel or a turban or such other head dress as the person holding the office is accustomed to wear.

MEMBERS OF THE EXECUTIVE COUNCIL AND CHAIRMEN OF FACULTIES

3. A black gown of silk or stuff and scarf of scarlet silk or stuff four inches wide, with a fringe of the same colour three inches deep.

A black velvet academic cap or a white, red or black turban, which may have a gold border or such other head-dress as the Member is accustomed to wear.

REGISTRAR

4. A black laced gown of silk or stuff. A black cloth academic cap or a turban or such other head dress as the person holding the office is accustomed to wear.

GRADUATES

5. Graduates and holders of Oriental Titles who are in the habit of wearing Indian Costume shall be clothed in white and shall wear either a white, red or black turban, which may have a gold border or such other head-dress as the candidate is accustomed to wear. All those who wear European costume shall wear either a black cloth academic cap or a turban of the above description.

Women graduates shall not be required to be clothed in white dress or to wear any head-dress.

BACHELOR DEGREES

- 6.a) A gown made of black stuff cut like the Cambridge B.A. gown.

