Dr. ABDUL HAQ URDU UNIVERSITY ACT, 2016

ARRANGEMENT OF SECTIONS

LAST UPDATE :27-10-2023

CHAPTER I
PRELIMINARY

1.Short title, extent and Commencement.

2.Definitions.

CHAPTER II
ESTABLISHMENT OF UNIVERSITY

3.Establishment of University.

4.Objects of the University.

5.Powers of the University.

6.Jurisdiction.

7.University open to all classes, castes and creeds. 8.Inspection, Review, Performance Audit, and Enquiry.

CHAPTER III
OFFICERS OF THE UNIVERSITY

9.Officers of the University.

10.The Chancellor.

11.The Vice-Chancellor.

12.Powers and Duties of the Vice-Chancellor. 13.The Registrar.

14.Dean of a Faculty or School.

15.The Finance Officer.

CHAPTER IV
AUTHORITIES OF THE UNIVERSITY

16.Authorities.

17.The Executive Council.

18.Powers and Duties of the Executive Council. 19.Annual Accounts.

20.Financial Estimates.

21.Annual Report.

22.Power to incur unforeseen expenditure.

23.The Academic Senate.

24.Powers of the Academic Senate.

25.The Faculties/Schools.

26.The Board of studies.

CHAPTER V
GENERAL

27.Disqualifications for Membership/Appointment.

28.Disputes as to the Constitution of University Authorities.

29.Constitution of Committees.

30.Proceedings of the University Authorities not invalidated by vacancies. 31.Term of office of members of the Executive Council and the Academic Senate, etc.
32.Registered Graduates.
33.Removal from the Register of Graduates and Membership of any Authority of the University.

CHAPTER VI
TEACHING AND ADMISSION OF STUDENTS

34.Attendance at Recognised Institutions.
35.Admissions to University Courses.
36.Recognition of Degrees and Diplomas.
37.Right of Appeal.
38.Ombudsman for resolution of disputes between Teachers/Employees and the University.
39.Grievance Redressal Committee for Students.

CHAPTER VII
APPOINTMENT OF TEACHERS AND OTHER EMPLOYEES

40.Conditions of service.
41.Constitution of Selection Committee for appointments of Teachers. 42.Constitution of the Selection Committee for promotion under the Career Advancement Scheme (CAS).

CHAPTER VIII
FINANCE AND ACCOUNTS

43.General Fund.
44.Constitution of other Funds.
45.Finance Committee.
46.Borrowing of money.
47.Certain restriction in respect of financial matters.
48.Transfer of Government institutions to the University
49.Subsidised levy of Taxes etc., on the properties of the University.

CHAPTER IX
STATUTES, ORDINANCES, AND REGULATIONS

50.Statutes.
51.Statutes how made.
52.Ordinances.
53.Regulations.

CHAPTER X
MISCELLANEOUS

54.Power to remove difficulties.

SCHEDULE

FIRST STATUTES STATUTE No.1

Additional Authorities of the University.

STATUTE No.2

Procedure for the conduct of Executive Council Meetings. 1.The Executive Council (EC) Meetings.

2.About the Agenda for the Executive Council (EC) Meeting.

3.Chairperson of the Executive Council (EC) Meeting.

4.Decisions in Executive Council (EC) Meeting.

5.Minutes of the Executive Council (EC) Meeting.

STATUTE No.3

Procedure for conducting Academic Senate Meetings.

1.Number, Date, time and Venue of Meetings.

2.Presiding over the Meeting.

3.Quorum for the Meeting.

4.Business at Adjourned Meetings.

5.

6.Ordinary meeting of the Academic Senate.

7.Urgent Meeting of the Academic Senate.

8.Special Meeting of the Academic Senate.

9.Business of Meetings.

10.Voting.

11.General.

12.Admission of Press and Visitors.

13.Further Details in Procedure.

STATUTE No.4.

Constitution and Functions of the Standing Committee of the Academic Senate.

1.The Committee.

2.Term of Office.

3.Number of Meetings.

4.Quorum.

5.Minutes of the Meeting.

6.Functions.

STATUTE No.5.

Constitution and Functions of the Finance Committee.

1.The Finance Committee.

2.Conduct of the meetin

3.Duties & Functions.

STATUTE No.6.

Constitution and Functions of the School in the University.

1.The School.

2.Powers and Functions.

STATUTE No.7.

Constitution, Powers and Functions of College Development Council (CDC)

1.The College Development Council.

2.Meetings of CDC.

3.Functions of the CDC.

STATUTE No.8.

Constitution, Powers and Functions of Research Advisory Committee.

1.The Research Advisory Committee (RAC).

2.Meetings of R A C.

3.Duties and Functions of the R A C.

STATUTE No.9.

Constitution and Functions of the Internal Quality Assurance Cell (IQAC), and Appointment, Duties and Powers of Director, IQAC. 1.The IQAC.

2.Director, IQAC.

3.Composition of the IQAC.

4.Functions of the IQAC.

STATUTE No.10.

Officers of the University.

STATUTE No.11.

Duties and Powers of the Vice-Chancellor.

1.Academic and Administrative Powers.

2.Powers to Sanction Leave.

3.Financial Powers.

4.Delegation of Powers.

STATUTE No.12.

Powers and Duties of the Registrar.

1.Supervisory Powers.

2.Academic & Administrative Powers.

3.Duties of the Registrar.

STATUTE No.13.

Duties and Powers of the Finance Officer.

1.Duties of Finance Offi

2.Powers of the Finance Officer.

STATUTE No.14.

Appointment, Powers and Duties of Dean of a School.

1.Appointment of a Dean.

2.Duties of the Dean of a School.

3.Powers of the Dean.

STATUTE No.15.

Appointment, Duties and Powers of Principal of a College.

1.Appointment.

2.Duties of the Principal.

3.Powers.

4.Other Duties and Powers.

STATUTE No.16.

Appointment, Duties and Powers of Head of a Teaching Department.

1.Appointment.

2.Duties.

3.Powers of the HoD.

STATUTE No.17.

Appointment, Duties and Powers of Dean, College Development Council (CDC)

1.Appointment.

2.Duties of the Dean, CDC.

3.General.

STATUTE No.18.

Appointment, Duties and Powers of Chief Warden of the Hostels.

1.Appointment.

2.Duties of the Chief Warden.

3.General.

STATUTE No.19.

Affiliation of Colleges & Recognition of Institutions.

1.Competent Authority to Grant / Withdraw Affiliation / Recognition / Permission.

2.Provisional Affiliation to Colleges and Permission to courses / Combination of Subjects, Etc.

3.Permanent Affiliation of Colleges.

4.Recognition of Colleges / Institutions as Research Centres for Offering M.PHIL / Ph.D Programmes.

STATUTE No.20.

Establishment of Teaching Departments and Research Centres.

STATUTE No.21.

Institution and Classification of Teaching Posts – Method of Appointment and Duties of Teachers.

STATUTE No.22.

Procedure for the Conduct of the Convocation for Conferment of Degrees.

1.The Convocation.

2.Award of Degrees & Diplomas.

3.The Procedure.

STATUTE No.23.

Conferment of Autonomous Status on Affiliated Colleges.

1. Eligibility.

2.

3.Conferment of Autonomous Status.

4.Committees in an Autonomous College. 5.

STATUTE No.24.

Maintenance of a Register of Registered Graduates.

Dr. ABDUL HAQ URDU UNIVERSITY ACT, 2016

ACT No.13 of 2016

[7th May, 2016]

AN ACT TO ESTABLISH AND INCORPORATE A UNIVERSITY AT THE STATE LEVEL MAINLY TO PROMOTE AND DEVELOP URDU LANGUAGE AND TO IMPART VOCATIONAL AND TECHINICAL EDUCATION IN URDU MEDIUM THROUGH CAMPUS BASED TEACHING AND DISTANCE EDUCATION MODES AND TO PROVIDE FOR MATTERS CONNECTED THEREWITH OR INCIDENTAL THERETO.

Be it enacted by legislature of the State of Andhra Pradesh in the sixty- seventh year of the Republic of India, as follows:-

CHAPTER I
PRELIMIN ARY

1.Short title, extent and commencement - (1) This Act may be called 1[Dr. Abdul Haq Urdu University Act, 2016].

(2)It extends to the whole of the State of Andhra Pradesh;

(3)It shall come into force on such date as the State Government may, by notification in the Andhra Pradesh Gazette, appoint.

2.Definitions - In this Act and the Statutes appended hereto, unless the context otherwise requires, -

(1)“Academic year” means a Period of twelve months commencing on the first day of July of the year.

(2)“Affiliated College” means a college within the University area affiliated to the University in accordance with the conditions prescribed.

(3)“Academic Council” means the Academic Council of the University.

(4)“Academic Staff” means such categories of staff as are designated as academic staff by the Ordinances.

(5)“Board of Studies” means the Board of Studies of the University.

(6)“Block Grant” means the annual grant-in-aid determined by the Government to each university to cover the salaries of the employees, pensions of the pensioners, maintenance, and State Sponsored research and innovation, to be

1. Substituted by the Act No. 35 of 2018, S.2.

valid for the entire block period and to be released every quarter by appropriate percentage increase from year to year.

(7)“College” means a college established and maintained by or affiliated to the University.

(8)“Constituent College” means a college established and maintained by the University and located outside the University Campus, and includes a college so located and established and maintained by the University immediately before the commencement of this Act.

(9)“Commissioner of Higher Education” includes Commissioner/ Director of Higher Education.

(10)“Department” means a University Department of study recognized as such by the Statutes.

(11)“Dean” means the academic head of the Schools.

(12)“Distance education system” means the system of imparting education through any means of communication such as broadcasting, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more of such means.

(13)“Employee” means any person appointed by the University and includes teachers and other staff of the University.

(14)“Executive Council” means the Executive Council of the University.

(15)“Finance Committee” means the Finance Committee of the University.

(16)“Government” means the State Government of Andhra Pradesh.

(17)“Grievance Redressal Committee” means a committee constituted by the University.

(18)“Head of the Department” means a teacher of the University appointed in accordance with the Statutes prescribed, and responsible for the co-ordination of instruction, training, and research in any Department of the University.

(19)“Hostel” means self maintained hostels by the students.

(20)“Institute” means an academic Institution, not being a College, maintained and /or recognized by the University.

(21)“Internal Quality Assurance Cell (IQAC)” means a Cell constituted by the University as per the recommendations of the National Assessment and Accreditation Council for planning, guiding, and monitoring the quality assurance and enhancement activities of the University.

(22)“Ombudsman” means the person appointed under the provisions of this Act to adjudicate the disputes relating to the service matters of the employees.

(23)“Post-Graduate Centre” means a Centre established by the University in which provision are made for Post-Graduate courses of study, and which is declared as such by the Statutes.

(24)“Post-Graduate College” means a University College, an affiliated college, or a constituent college in which provision is made for post-graduate courses of study in accordance with the regulations prescribed.

(25)“Prescribed” means prescribed by the Statutes, Ordinances, or Regulations.

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

(27)“Recognized Instituted” means a Research Institute recognized by the University in such manner as may be prescribed.

(28)“Registered graduate” means a graduate registered under this Act.

(29)“Regulations’’ means the Regulations made by any authority of the University under this Act for the time being in force.

(30)“School” means a School of Studies comprising departments of inter-disciplinary nature, established by the University and declared as such by the Statutes.

(31)“Student” means a person who is admitted to a college or a school, and is borne on the attendance register thereon.

(32)“Statutes” and “Ordinances” mean, respectively, the Statutes and Ordinances of the University for the time being in force.

(33)“Teachers of the University” means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any Institution maintained by the University and who are designated as teachers by the Ordinances.

(34)“University Teachers” means teachers appointed by the University through a duly constituted Selection Committee to give instruction and conduct

and/or guide research in the University, its Post-Graduate Centres, Constituent Colleges, and Schools.

The words, expressions and abbreviations, if any, used above and in the Act

shall have the meaning given to them, unless there is anything contrary to the subject or context.

CHAPTER II
ESTABLISHMENT OF UNIVERSITY

3.Establishment of University - (1) There shall be established a University by the name of [1]["Dr. Abdul Haq Urdu University"].

(2)The headquarters of the University shall be at Kurnool.

(3)The first Vice-Chancellor and the Executive Council and the Academic Council and all persons who may hereafter become such officers of members, so long as they continue to hold such office or membership, are hereby constitute a body corporate by the name of [1]["Dr. Abdul Haq Urdu University"] and the said University shall be a residential, teaching and affiliating University.

(4)The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

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

4.Objects of the University - The Objects of the University shall to promote and develop Urdu Language; to impart education and training in vocational and technical subjects through the medium of Urdu; to provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the Campus as well as at a distance and to provide focus on women education.

5.Powers of the University - The University shall have the following objectives, powers and functions, namely,-

(a) to provide for instruction and training in suchbranches of learning as the University may, from time to time, determine and to make provision for research and for advancement and dissemination of knowledge;

(b)to develop innovative patterns of teaching, training, curriculum design, and methods of testing at various levels to attain global standards;

1. Substituted by the ACt No. 35 of 2018, S.3.

(c)to establish close linkage with industry to make teaching and research relevant to the needs of the economy at the national and global level;

(d)to provide for distance learning programmes as per the norms and criteria defined by Distance Education Council and University Grants Commission;

(e)to confer Honorary Degrees or other academic distinctions in the manner prescribed by the Statutes;

(f)to institute Professorships, Associate Professorships, Assistant Professorships, and other teaching or academic positions, required by the University and to appoint persons to such Professorships, Associate Professorships, Assistant Professorships, or other teaching or academic positions;

(g)to create administrative, supportive, and other posts required by the University and to make appointment thereto;

(h)to grant, subject to such conditions as the University may determine, and within the scope of the approved nomenclature for the degrees as determined by the University Grants Commission and such other National level regulatory bodies, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of
testing, on person and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

(i)to lay down conditions of service for all categories of employees, including their code of conduct;

(j) to co-operate or collaborate or associate with any other university or authority or institution of higher learning within and outside the country, in such manner and for such purposes as the University may determine, and subject to such approval as may be called for by the regulatory bodies;

(k)to establish, with the prior approval of the State Government, such centres and specialized laboratories, within or outside the State of Andhra Pradesh, as are, in the opinion of the University necessary for the furtherance of its objects;

(l)to make provision for research and advisory services, and enter into such arrangements with other institutions, industrial or other organizations, as the University may deem necessary for that purpose and subject to such approval as may be called for by the regulatory bodies;

(m)to acquire and hold property, both movable and immovable; mortgage any immovable property with the prior approval of the Government; and do all other things necessary for and incidental to for the purposes of the University;

(n)to institute and outsource hostel services;

(o)to establish, maintain, manage and /or Affiliate Colleges, Autonomous Colleges or Post-Graduate Centres or to recognize any institution in any part of the University area or outside; and to withdraw such affiliation or recognition in accordance with the Statutes and for good and sufficient cause;

(p)to confer autonomy on University Colleges or Constituent Colleges or Post-Graduate Centres or Affiliated Colleges in any part of the University area as per the University Grants Commission guidelines;

(q)to determine the standards of admission to the University, which may include examination, evaluation or any other method of testing including testing by the electronic mode;

(r)to inspect Affiliated Colleges and the recognized institutions under its jurisdiction, and to take measures to ensure proper standards of instruction in them;

(s)to establish, maintain and manage research departments /institutions in any part of the University area, and to collaborate with reputed research institutions anywhere outside the University area;

(t)to provide access to higher education for educationally challenged people by way of making special provisions;

(u)to make special provision for woman students in colleges and institutions;

(v)to fix and revise the tuition fee by ten percent (10%) cumulatively, demand and receive tuition fee and other charges as are prescribed by Ordinances / Regulations;

(w)to make grants for the maintenance of the National Cadet Corps in University Colleges:-

(i)institute and manage;

(ii)Employment and Information Bureau;

(iii)Health Center;

(iv)Students Union, University Sports Board; and

(v)other similar Bodies and Association;

(x)to cultivate and promote arts, fine-arts, sciences, professional studies, technology, and other branches of learning;

(y)to maintain such bodies as are declared by Statutes to be the Authorities of the University;

(z)to supervise and ensure proper conduct and discipline of the students in the University, its affiliated colleges and recognized institutions;

(za) to make arrangements for counseling and promoting the health and general welfare of the students in the University, its affiliated Colleges and Institutions;

(2)Such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects as a teaching and affiliating University namely,-

(a)to institute and award fellowships, scholarships, studentships, medals and prizes;

(b)to organize and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;

(c)to make special arrangements in respect of the residence, discipline and teaching of woman students as the University may consider desirable;

(d)to appoint, on contract of otherwise, visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the object of the University;

(e)to lay down conditions of service of all categories of employees including their code of conduct;

(f)to establish, maintain or recognize Study Centres for the delivery of the distance education system in the manner laid down by the Ordinances;

(g)to provide for the preparation of instructional material including films, cassettes, taps, video cassettes and other software in collaboration with various Open Universities and other institutions dealing with the distance education system;

(h)to devise and implement suitable schemes for providing a base for promotion and dissemination of Urdu and to bring about the essential continuity in education with special reference to the delivery system in distance education consistent with the objectives of the University; and

(3)In exercise of its powers referred above, the University shall endeavor to maintain high standards of teaching and research, and shall, among other measures which may be necessary for the said purpose, take in particular, the following measures, namely, -

(a)to admit students on merit, either through common entrance tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination;

(b)to introduce semester system, choice-based credit system and continuous evaluation; and enter into agreements with other Universities and academic institutions for credit transfer, joint degree and twinning programmes;

(c)to start innovative courses and programmes of studies with a provision for periodic review and restructuring;

(d)to liaise with incubation Centres in pursuit of innovation;

(e)to ensure active participation of students in all academic activities of the University, including evaluation of teachers;

(f)to encourage Inter-University mobility of faculty with portable pensions and protection seniority;

(g)to join or collaborate with a university or consortium of universities or delegate any of its functions to a specified statutory authority of the State, for common good including admissions and selection of teachers, without prejudice to any provisions of this Act;

(h)to obtain accreditation from the National Assessment and Accreditation Council or any other recognized accrediting agency;

(i)to lunch e-governance with an effective Executive Decision Information System (EDIS); and

(j)to foster extension and community development/ engagement activities.

6.Jurisdiction -The Jurisdiction of the University shall extend to the whole State of Andhra Pradesh.

7.University open to all classes, castes and creeds–

The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

8.Inspection, Review, Performance Audit, and Enquiry -

(1)The Government shall have the right to cause an inspection or review to be made by such person or persons as it may direct, of such university decisions that are in contravention with the provisions of this Act, Statutes, Rules and Regulations, its physical infrastructure such as buildings, laboratories, libraries, museums, workshops and equipment, and of any institutions maintained by or affiliated to the University.

(2)The Government may also cause an enquiry to be made into the quality of teaching, research, and other work conducted in the University. The Government may also cause a performance audit of the University or its institutions or any officer of the University other than the Chancellor:

Provided that the Government shall give notice to the University of its intention to cause such inspection or enquiry or performance audit to be made and the University shall be entitled to be represented thereat.

(3)The Government shall forward a copy of the inspection or review or performance audit report, as the case may be, to the Vice-Chancellor for obtaining the views of the Executive Council. On receipt of the views of the Executive Council, the Government may tender such advice as it may consider necessary and fix a time limit for the action to be taken by the University on the advice tendered.

(4)The Executive Council shall, within such time as the Government may direct, report through the Vice-Chancellor the action taken or is proposed to be taken on the advice tendered by the Government.

(5)The Government may, where action has not been taken by the University, within the time fixed, to its satisfaction, and after considering any explanation furnished or representation made by the Executive Council, issue such directions as it may deem fit and the University shall comply with such directions.

CHAPTER III
OFFICERS OF THE UNIVERSITY

9.Officers of the University - The following shall be the Officers of the University,-

(1)The Chancellor,

(2)The Vice-Chancellor,

(3)The Dean of a Faculty or a School,

(4)The Registrar,

(5)The Finance Officer, and

(6)Such other persons as may be declared by the Statutes to be Officers of the University.

10.The Chancellor - (1) The Governor of the State of Andhra Pradesh shall be the Chancellor of the University established or deemed to have been established under this Act.

(2)The Chancellor shall, by virtue of his office, be the Head of the University and shall, when present, preside at the Convocation of the University.

(3)The Chancellor 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 this Act.

(4)The Chancellor may, by order in writing, annul any proceeding of the University, which is not in conformity with this Act, Statutes, Ordinances and Regulations:

Provided that before making any such order, the Chancellor shall give 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.

(5)The Chancellor may initiate proceedings, consistent with the provisions of this Act, against any officer of the University for violation and or endorsing the violations of the statutory provisions of this Act, Statutes, Ordinances and Regulations.

11.The Vice-Chancellor - (1) The Vice-Chancellor shall be a person of proven competence, integrity, morals, and institutional commitment, and shall be a distinguished academician with a minimum of ten years of experience as a Professor in a university or ten years of experience in anequivalent position or above in a reputed research organization.

(2)The Vice-Chancellor shall be the academic head and principal executive officer of the University, and shall exercise general control over its affairs. He shall be a whole time officer of the University.

(3)The Government shall constitute a Search Committee for the appointment of Vice-Chancellor. The Search Committee shall consist of nominees, one each, from,-

(a)the Executive Council of the University;

(b)the University Grants Commission; and

(c)the State Government.

(4)The said nominees shall be persons of proven eminence in the field of higher education and are not connected in any manner with the university concerned or its colleges.

(5)The Search Committee shall, by following the procedure prescribed by the Government for the purpose, recommend to the Government a panel of three persons arranged in alphabetical order of their names:

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

(6)The Government shall forward the said panel to the Chancellor who shall then appoint the Vice-Chancellor from among the persons named from that panel [1][on the recommendation of the Government].

(7)The Vice-Chancellor shall hold office for a term of four (4) years from the date of his appointment.

(8)Notwithstanding anything contained in sub-section (7) above, the Chancellor may, on the advice of the Government, at any time after the Vice- Chancellor has taken change, by order in writing, remove the Vice-Chancellor from office on proven grounds of incapacity, misconduct or violation of the provisions of this Act or any statutory regulations made under thereto:

Provided that no such order shall be made by the Chancellor unless the Vice-Chancellor was given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension pending enquiry by a sitting or retired Judge of the High Court/Supreme Court:

Provided also that where the Lokayukta enquires into an allegation against the Vice-Chancellor under the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983 (Act 11 of 1983) then, notwithstanding anything contained in section 12 of the said 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 consideration of the report while exercising his powers under this sub-section.

(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 furnished official accommodation for which he shall pay ten percent of his pay towards rent.

(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

1. Added by the Act No. 12 of 2020, s.9.

when the office of Vice-Chancellor is vacant, a senior most Dean or Professor shall hold the Office of the Vice-Chancellor.

(11)The In-charge Vice-Chancellor so appointed shall exercise the powers, perform the functions and discharge the duties of the Vice-Chancellor until the Vice-Chancellor resumes office or, as the case may be, a new Vice-Chancellor is appointed in accordance with sub-section (4), (5) and (6) above.

(12)It shall be competent for the Chancellor to accept the resignation of the Vice-Chancellor. When the post of the Vice-Chancellor falls permanently vacant, either by resignation or otherwise, the Government shall appoint in-charge Vice- Chancellor, who shall exercise the powers, performs the functions and discharge the duties of Vice-Chancellor until new Vice-Chancellor is appointed in accordance with sub-sections 4,5 and 6 above.

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

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

(3)The Vice-Chancellor shall have the power to convene meetings of the Executive Council and the Academic Senate.

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

(5)The Vice-Chancellor shall have power to interpret the provisions of this Act, the Statutes, Ordinances and Regulations. Any person or authority aggrieved by such interpretation may appeal to the Executive Council within a period of one month from the date of receipt of the order, provided that if such interpretation was given otherwise than at a meeting of the Executive Council.

(6)The Vice-Chancellor shall give effect to the decisions of the authorities of the University taken in accordance with the powers conferred on him by or under this Act.

(7)The Vice-Chancellor shall have such other powers as may be prescribed by the Statutes.

(8)(a) When the Vice-Chancellor consider immediate action desirable with regard to any matter in which any officer or authority may take action, 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 officer or authority concerned; and

(b) an appeal shall lie to the Executive Council against any action taken by the Vice-Chancellor under sub-section(8)(a) above affecting any person in the service of the University.Such appeal shall be filed within thirty days from the day on which such person has notice of the action taken.

13.The Registrar - (1) The Registrar shall be a whole-time paid officer of the University appointed by the Executive Council for a term not exceeding four (4) years or to appoint for a lesser period initially on such terms and conditions as may be prescribed by the Statues.

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

14.Dean of a Faculty orSchool - (1) There shall be a Dean of Faculty/ School who shall be appointed by theExecutive Council from among the senior teachers holding the post of Professor in a department of teaching in the Faculty/School concerned.

(2)The Dean shall hold office for a maximum period of three (3) years from the date of his appointment or until he or she superannuates, whichever is earlier.

(3)The Dean shall exercise such powers and perform such duties as may be prescribed by the Statutes;

(4)In the temporary absence of a Dean or pending the filling up of the vacancy caused in any manner, the Vice-Chancellor may, until such time as the appointment is made, nominate a senior Professor in the Faculty/ School concerned to exercise the powers

and perform the duties of the Dean provided that such temporary arrangement shall not exceed three (3) months.

15.The Finance Officer - (1) The Finance Officer shall be whole time officer of the University appointed by the Executive Council from out of a panel of three officers obtained from the Government and on such terms and conditions as may be prescribed under this Act.

(2)The Finance Officer shall maintain the accounts of the University and advice the University on all matters relating to income and expenditure.

(3)The Finance Officer shall act as the Secretary of the Finance Committee and participate in the discussions thereof but shall not be entitled to vote.

(4)The Finance Officer shall exercise such powers and perform such other duties as may be prescribed by the Statutes.

CHAPTER IV
AUTHORITIES OF THE UNIVERSITY

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

(1)The Executive Council;

(2)The Academic Senate;

(3)The Faculties;

(4)The Board of Studies; and

(5)Such other bodies as may be declared by the Statutes to be authorities of the University.

17.The Executive Council - (1) The Executive Council of the University shall consist of the following members namely: -

Class I – Ex-officio members-

(a) Vice-Chancellor of the University;

1[‘‘(b) the Secretary to Government in the Higher Education Department or an Officer in the Higher Education Department nominated by the Government;

(c)the Secretary to Government in the Finance Department or an Officer in the Finance Department nominated by the Government;”]

(d)Chairperson, Andhra Pradesh State Council of Higher Education;

(e)Commissioner of Collegiate Education, Government of Andhra Pradesh;

Class II(A) – other members nominated by Government:-

(a)one Principal of an Affiliated College of the University;

(b)one senior teacher from among the permanent teachers of the Affiliated Colleges;

(c)one eminent person representing Industry / Commerce / Banking;

(d)One emin education;

(e)one eminent person representing the legal profession.

Class II (B) – other members nominated by Vice-Chancellor:-

(a)one Senior Professor of the University;

(b)one Principal of the University of Constituent Colleges or Dean of a Faculty or School;

1.Substituted by the Act No.26 of 2022, s.5

(c)one senior teacher from among the permanent teachers of the University Colleges or Schools;

(2)Every member of the Executive Council, other than the ex-officio members, shall hold office for a period of three(3) years from the date of appointment / or nomination subject to the pleasure of the Chancellor.

(3)The Executive Council shall meet at least once in three months, and may meet more often, if necessary.

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

(5)The quorum for a meeting of the Executive Council shall be a minimum of five (5) members of whom at least two shall be from among the ex-officio members.

18.Powers and Duties of the Executive Council - The Executive Council is the executive authority of the University, which shall be responsible for strict adherence to the provisions of this Act, Statutes, Ordinances, Regulations, and shall consider itself accountable in its sphere of activity. It shall have power to,-

(1)foster creativity, originality, spirit of innovation, entrepreneurship, and skill and outcome based approaches in learning, teaching and research pursuits;

(2)promote on-line learning and testing modules and promote interactive learning;

(3)arrange a comprehensive annual academic audit of the various departments or centers or institutes in terms of parameters devised for the purpose every year to enhance quality;

(4)direct the form, custody, and use of the common seal of the University;

(5)hold, control, and administer the property and funds of the University;

(6)enter into, vary, carry out, and cancel contracts on behalf of the University in the exercise of the powers and duties assigned to it by this Act and the Statutes;

(7)accept on behalf of the University, endowments, bequests, donations and other transfer of property made to it;

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

(9)utilize temporarily the services of qualified persons, selected through an approved process of selection, for the purpose of teaching and administration, on payment of appropriate remuneration;

(10)make, amend or repeal Statutes, other than those appended to this Act, Ordinances and Regulations;

(11)conduct and determine all matters concerning the administration of the University in accordance with the Statutes, Ordinances and Regulations;

(12)Subject to such Statutes, Ordinances, Regulations as may be prescribed in this behalf, the Executive Council shall have the authority to,-

(a) establish and maintain Colleges, Centres, Schools, Departments providing for dissemination of knowledge and advancement of research;

(b)affiliate Urdu Medium Degree, Oriental Colleges and madrasas which impart the knowledge of English 10+2 level and basics of mathematics, and suspend or withdraw such affiliation in consultation with the Academic Senate;

(c)prescribe the fees to be charged for the affiliation and recognition of colleges or institutions;

(d) cause inspection of affiliated colleges and recognized institutions and call for information from and or reports on them as may be necessary;

(e)create posts of Professors, Associate Professors, Assistant Professors and any other teaching posts required by the University;

(f)appoint teachers of the University, of and above the rank of Assistant Professor, on the recommendations of a Selection Committee constituted for the purpose:

Provided that the Executive Council may invite any person of high and proven academic distinction and professional attainments to accept the post of Professor in the University and appoint him to that post:

Provided further that where the Executive Council rejects the selections recommended by the Selection Committee for reasons recorded in the minutes, the matter shall be referred to the Chancellor whose decision thereon shall be final;

(g)appoint non-teaching employees in approved vacancies on the recommendations of a Selection Committee constituted for the purpose;

(h)fix the emoluments of teachers and other employees of the University in accordance with the guidelines, if any, issued by University Grants Commission and/or Government;

(i)define the duties and conditions of service for the teachers and other employees keeping in view the University objectives and the requirements of performance and quality;

(j)punish, suspend or dismiss teachers or any other employees of the university from service on grounds of proven misconduct, indiscipline, inefficiency, dereliction of duty, sabotage and such other circumstances in the manner prescribed by the Regulations;

(k)prescribed the tuition and other fees admission to courses of study, and the examination fees for degree, diploma, certificate courses and oriental titles, in the University;

(l)conduct the university examinations by including the electronic mode;

(m)confer degrees and other academic distinctions on persons who have pursued approved courses of study/ conducted research in the university and its constituent institutions and its affiliated Colleges and have passed the prescribed examination conducted by the University in the manner prescribed by the Regulations;

(n)confer honorary degrees (honoris causa) or distinctions on eminent persons in the manner prescribed by the Statutes;

(o)award fellowships, scholarships, bursaries, studentships, medals and prizes to the students in accordance with the regulations made in this behalf;

(p)promote schemes that benefit the health and welfare of the students in the university and its colleges;

(q)suspend, debar or rusticate any student of the university or its colleges, in such circumstances and manner prescribed by the

Ordinance, for indulging in acts of ragging, indiscipline, misconduct, violence, sabotage, criminal behavior against any teacher / officer/ authority / employee of the university / offending their modesty, and for jeopardizing the peace in the University or College campuses in any manner;

(r)establish, equip, manage and maintain colleges, hostels, laboratories, libraries, museums and the like in the University;

(s)recognize hostels not maintained by the University and suspend or withdraw such recognition;

(t)establish, manage and control, Health Center, Employment and Information Bureau, Students Union, University Extension Boards, University Sports Boards, and other similar associations;

(u)delegate any of its powers to the Vice-Chancellor or to a Committee from among its own members or to any officer of the University;

(v)prescribe all types of allowances including travelling allowances;

(w)cause the preparation of annual reports, annual accounts and the financial estimates of the University for submission to the Academic Senate;

(x)enter into any agreement with the Government or a private management for assuming the management of any Institution and taking over its properties or for any other purpose not repugnant to the provisions of the Act;

(y)exercise such powers requisite for achieving good governance, enhancement of performance, benchmarking of practices, promoting academic coordination and collaboration, net-working with reputed Institutions in pursuit of excellence, promoting academic growth among the affiliated Colleges;

(z)exercise all the powers of the University not otherwise provided for, but requisite to give effect to the provisions of the Act and to pursue the objectives and functions of the University.

19.Annual Accounts - The Annual Accounts of the University of the proceeding Financial Year shall be prepared under the direction of the Executive Council within three (3) months after the closure of previous financial year, and shall be submitted 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 the audit report shall be submitted to the Academic Senate and to the Government, not later than two years from the end of the financial year to which the accounts relate.

20.Financial Estimates - The Executive Council shall cause the preparation, with the assistance of the Finance Officer, before such date as may be prescribed by the Statutes, the budget estimates for the ensuing financial year along with annual accounts, whether audited or not, of the preceding financial year, and the

same shall be submitted to the Academic Senate. These estimates shall be considered by the Academic Senate at its annual meeting and the resolutions of the Academic Senate thereon shall be submitted to the Government for information.

21.Annual Report - The Executive Council shall cause the preparation of an Annual Report of the activities, progress, and performance of the University in a format approved by the Executive Council and send it to the Academic Senate on or before such date as may be prescribed by the Statutes. The Annual Report shall be considered by the Academic Senate at its next annual meeting. A Copy of the Annual Report together with a copy of the resolution thereon, if any, of the Academic Senate shall be submitted to the Government for information.

22.Power to incur unforeseen expenditure - 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 a report of such expenditure incurred shall be made to the Academic Senate at its next meeting for approval.

23.The Academic Senate - (1) The Academic Senate of the University shall consist of the following members namely,-

Class 1 Ex-Officio Members -

(a)all the members of the Executive Council; and

(b)all the Deans of the Faculties / Schools;

(2)Class 2 (A) other members nominated by the Government-

(a)seven (7) academicians from outside the University of whom two (2) shall be woman;

(b)three (3) persons of eminence representing professional fields like Medicine, Engineering, Business, Law, Banking etc,;

(c)one (1) member each of the Legislative Assembly and Legislative Council representing constituencies in the jurisdiction of the University.

Class 2 (B) other members nominated by the Vice-Chancellor;

(a) two cellors of the University

concerned;

(b)three(3) Professors from the University Colleges / Schools by rotation;

(c)three (3) Principals of the affiliated colleges;

(d)one (1) person belonging to the non-teaching staff employed in the University/Constituent Colleges/ Schools;

(e)five (5) students (4 boys and 1 girl), selected based on merit, of whom one (1) shall be under-graduate, two(2) shall be post- graduates, two (2) shall be PhD students;

(f)one Librarian of University / Constituent College / School;

(g)one (1) Physical Director of University / Constituent College / School;

(h)two (2) senior scientists/Research fellows from reputed Research Laboratories or Institutions of the Government of India in the University area;

(i)five (5) Professors from other Universities in the State;

(j)two (2) Management representatives of Private Affiliated Colleges in the University area.

(2)The Academic Senate shall be re-constituted every four years. The ex- officio members of the Academic Senate shall, however, continue to hold office till the date of re-constitution;

(3)The Academic Senate shall meet at least twice in an academic year, and the quorum for the meetings of the Academic Senate shall be one third of the total membership of the body or twenty (20), whichever is less.

24.Powers of the Academic Senate- (1) The Academic Senate shall have the powers to grant permission for instruction and training in such branches of learning as it deems fit. It shall exercise general supervision over the academic policies of the University and provide leadership for raising the standards and quality of education and research in the University;

(2)The Academic Senate shall have power to:-

(a)consider the recommendations of the respective Board of Studies with regard to academic regulations and the syllabi of different courses;

(b)consider the Annual Report and Budget Estimates presented by the Executive Council;

(c)advise the Executive Council on all academic matters, including the control and management of the libraries;

(d)constitute the Faculties / Schools as may be prescribed;

(e)formulate, modify, or revise schemes for the constitution or reconstitution of departments of teaching;

(f)recommend to the Executive Council the creation, of posts of Professors, Associate Professors, Assistant Professors and other teaching posts; and their duties, conditions of service, emoluments, requirements of performance and quality thereof;

(g)recommend to the Executive Council 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)make regulations for a consortium to encourage co-operation, reciprocity, and knowledge transfer among universities and colleges with a view to promoting active academic life;

(i)recommend to the Executive Council for a periodic review of the functioning and performance of any / all of the academic units of the University for promoting accountability in their functioning;

(j)make regulations regarding the admission of students to the University;

(k)make regulations relating to courses, examinations, and all conditions on which students shall be admitted to examinations for the degree of the University;

(l) make regulations / recommendations regarding skill development initiatives to be aligned with courses of study; and

(m)delegate any of its powers to the Standing Committee of the Academic Senate to execute any of its functions assigned by this Act.

25.The Faculties / Schools - (1) The University shall have such Faculties / Schools as may be prescribed by the Statutes.

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

(3)The constitution and functions of the Faculties / Schools shall be prescribed by the Statutes.

(4)(a) there shall be a Dean for each Faculty or School who shall be appointed by the Executive Council from among the members of the faculty concerned on the recommendations of the Vice-Chancellor;

(b) the terms and conditions of office of the Dean shall be prescribed by the Statutes.

26.The Board of Studies - There shall be a separate Board of Studies for each department of teaching. The constitution and functions of the Boards of Studies shall be prescribed by the Statutes.

CHAPTER V
GENERAL

27.Disqualifications for Membership / Appointment - No person shall be qualified for nomination or continuation as a member of any of the Authorities or appointment as an officer of the University, if he, -

(a)is of unsound mind, a minor, a deaf-mute; or

(b)applied to be adjudicated as an insolvent or is an un- discharged insolvent; 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.

28.Disputes as to the Constitution of University Authorities - Save as otherwise provided, if any question arises as to 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.

29.Constitution of Committees - All the Authorities of the University shall have power to appoint Committees. Such Committees may consist of members of the Authority concerned and of such other persons, if any, as the Authority in each case may think fit.

30.Proceedings of the University Authorities not invalidated by vacancies - No act or proceeding of any Authority of the University shall be deemed invalid by reason only of some defect in the constitution of the Authority or by reason of the existence of a vacancy or vacancies among members.

31.Term of office of members of the Executive Council and the Academic Senate, etc.,- (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 four years.

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

(3)Where an appointed or nominated member of an Authority specified in sub-section(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 taking charge of his temporary appointment, choose whether he will continue to be a member of that authority by virtue of his 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 appointed or nominated member.

32.Registered Graduates -All graduates of the University and holders of such of the Oriental titles and diplomas which are recognized as equivalent to a degree shall be entitled to have their names enrolled in the Register of Registered Graduates and to enjoy all privileges of registration.

33.Removal from the Register of Graduates and Membership of any Authority of the University - (1) 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 of whom two thirds of the members of the Academic Senate present and voting in support of the motion, remove the name of any person from the register of graduates and remove any person from the 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 on him or granted to him by the University.

(2) 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 has applied to be, or is adjudicated as an insolvent.

CHAPTER VI
TEACHING AND ADMISSION OF STUDENTS

34.Attendance at Recognised Institutions - (1) No attendance at any institution other than a University, Constituent / Affiliated Colleges / Schools / recognized

Institutions of the University except such attendance is combined through credit transfer or through approved Massive Open On-line Courses (MOOC), shall qualify a candidate for admission to an examination of the University other than the entrance examination to the University.

(2) The courses of study and curricula shall be those prescribed / approved by the University.

35.Admissions to University Courses - (1) No student shall be eligible for admission to a course of study qualifying for admission to a University examination unless he has passed the examination prescribed as qualifying for admission to such course or an examination recognized by the Academic Senate as equivalent thereto and possesses such other qualification, if any, as may be prescribed.

(2) 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 of affiliated or recognized college or Post- Graduate Centre or Institution or School of the University.

36.Recognition of Degrees and Diplomas - The University shall recognize every degree conferred or diploma granted by any other recognized University in the State, and approved by the University Grants Commission, as equivalent to the corresponding Degree or Diploma conferred or granted by the University. However, the Academic Senate shall have the power to recognize the Degrees /Diplomas granted by any recognized University outside the State subject to such conditions as it may stipulate.

37.Right of Appeal -Every employee or student of the University shall, notwithstanding anything contained in this Act, have a right to appeal to the Executive Council against the decision of any officer of the University affecting such employee or student, within one month from the date of communication of the decision, and thereupon the Executive Council may confirm, modify, or reverse the decision appealed against.

38.Ombudsman for resolution of disputes between Teachers / Employees and the University - (1) The University shall appoint an Ombudsman for resolving the grievances of the teachers and other employees of the University. The University shall comply with the orders of the Ombudsman. The procedure and functions of the Ombudsman shall be as may be prescribed by an Ordinance for the purpose as per the University Grants Commission guidelines.

(2)The Ombudsman shall be a person who is a Judge / retired Judge not below the rank of a District Judge.

(3)The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in conflict of interest with the University where his personal relationship,

professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the University.

(4)The Ombudsman or any member of his family shall not, -

(a)hold or have held at any point in the past, any post or employment or office of profit in the University;

(b)have any significant relationship, including personal, family, professional or financial, with the University;

(c)hold any position by whatever name called in the admission or governance structure of the University.

(5)The Ombudsman shall be appointed by the Executive Council on part- time basis from a panel of three names recommended by the High Court of the State.

(6)The Ombudsman shall be a part-time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office. He may be reappointed for another term in the same University.

(7)The Ombudsman shall be paid fees and other allowances as may be prescribed by the University.

(8)The Ombudsman may be removed by the concerned appointing authority on changes of proved misconduct, moral turpitude and professional transgression.

(9)No order of removal of the Ombudsman shall be made except after aninquiry made in this regard by a person not below the rank of a Judge of the High Court in which such Ombudsman has been informed of the changes against him and given a reasonable opportunity of being heard in respect of those changes.

39.Grievance Redressal Committee for Students - (1) The Executive Council shall constitute a Grievance Redressal Committee for all its constitute and affiliated colleges to resolve the grievances of the students. The constitution, term, functions, meaning and procedure for redressal of grievances shall be as provided and detailed in the University Grants Commission Regulations on this subject, and in accordance with the Statute made for the purpose. The University / College shall comply with the decisions of the Grievance Redressal Committee.

(2)The Vice-Chancellor shall constitute a Grievance Redressal Committee consisting of five members for an individual College or a group of Colleges keeping in view the location of the College (s). The Committee shall consist of,-

(a)a senior Professor of the University-Chairperson;

(b)three senior Teachers drawn from the affiliating Colleges on rotation basis to be nominated by the Vice-Chancellor; and

(c)a student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college – special invitee.

(3)The University shall have a 'Students Grievance Redressal Portal" to facilitate the students / complainants to lodge their grievance send reminders and view the status of action taken regarding their grievances.

(4)Any person or college aggrieved by the decision of the Grievance Redressal Committee may prefer to appeal to the Executive Council within one month from the date of communication of its decision. The decision of the Executive Council thereon shall be final.

CHAPTER VII
APPOINTMENT OF TEACHERS AND OTHER EMPLOYEES

40.Conditions of service - (1) Save as otherwise provided, every employee including teachers of the University shall be appointed under a written contract and the conditions of service relating to them as may be prescribed.

(2)The contract shall be lodged with the Registrar and a copy thereof shall be furnished to the employee or teacher concerned.

(3)Any dispute arising out of a contract between the University and any employee may be referred by the Vice-Chancellor to the Executive Council or a sub-committee consisting of such members of the Executive Council as may be nominated by it.

1["(4) The qualifications and selection criteria for appointment of teachers of the University either,-

(i)by direct recruitment;

or

(ii)by promotion through selection under the Career Advancement Scheme;

shall be as notified by the Government from time to time, not inconsistent with the Regulations issued by the concerned Regulatory Body such as UGC, AICTE etc.".]

(5) The appointment of employees, other than teachers, in the University and the promotion in each cadre shall be in accordance with the qualifications and selection criteria prescribed by the Executive Council.

1. Substituted by the Act No. 26 of 2022, s.5

Provided that a minimum of fifty percent (50%) of the promotions in each cadre shall be made by merit in a prescribed test.

41.Constitution of Selection Committee for appointments of Teachers - The Selection Committee as 1["notified by the Government from time to time, not inconsistent with the Regulations issued by the concerned Regulatory Body such as UGC, AICTE etc.,"] for selection of teachers under direct recruitment shall be mandatory.

42.Constitution of the Selection Committee for promotion under the Career Advancement Scheme (CAS) - The Selection Committee as 2["notified by the Government from time to time, not inconsistent with the Regulations issued by the concerned Regulatory Body such as UGC, AICTE etc.,"]for selection of teachers under Career Advancement Scheme (CAS) shall be manadatory.

CHAPTER VIII
FINANCE AND

43.General Fund - (1) The University shall have a General Fund to which shall be credited, -

(a)contribution of grants made by the State Government in the form of block grant, which shall not be less than the salaries and pension of the serving and retired employees of the University;

(b)the income received by the University from various types of fees and charges; and

(c)any bequests, donations, or other grants made by Private individuals or Institutions or Industry of Foreign Institutions for General purpose.

(2)The said fund account shall be kept in a Nationalized Bank, and as decided by the Executive Council.

(3)The said fund may be employed for any of the purposes of the University in the manner prescribed by the Statutes.

44.Constitution of other Funds – The University shall have such other funds and maintain such accounts as the Executive Council may determine on the recommendation of the Finance Committee.

1 .Substituted by the Act No. 26 of 2022, s.5

2 .Substituted by the Act No. 26 of 2022.S5

45.Finance Committee – (1) There shall be a Finance Committee, which is a Sub-Committee of the Executive Council nominated by the Vice-Chancellor, with the following members, namely:

(a)Vice-Chancellor ---------- Chairperson

(b)Secretary to Government,
Department of Finance and Planning
(Finance Wing) & Ex-Officio
Member of the Executive Council ---------- Member

(c)Principal of a University College &
Member of the Executive Council ---------- Member

(d)Executive Council member representing
Industry / Commerce / Banking ---------- Member

(2)The Finance Officer shall be the Secretary of the Finance Committee.

(3)The Finance Committee shall have the following duties and powers, namely to:-

(a)examine the annual accounts of the University and to advice the Executive Council thereon;

(b)examine the annual budget estimates and advise the Executive Council thereon;

(c)review the financial position of the University from time to time;

(d)make recommendations to the Executive Council on all matters relating to the finances of the University;

(e)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 for in the Budget.

(f)review and advice on such other financial matters referred to it by the Executive Council.

46.Borrowing of money - The University may accept funds from the Government of India, the State Government, the University Grants Commission and other funding agencies and borrow money from a Bank or a Corporation for the purposes of the University with the approval of the Executive Council.

47.Certain restriction in respect of financial matters - The University shall not, without the prior approval of the Government, divert earmarked funds for other purposes or upgrade any post or revise the scales of pay of its staff or implement any scheme which involves any matching contribution from the

Government or create a post or posts resulting in a recurring liability on the Government either immediately or in future:

Provided that the Executive Council may, for meeting an exigency in the teaching departments, create teaching posts and appoint persons on contract for a period not exceeding twelve (12) months at a time.

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

49.Subsidised levy of Taxes etc., on the properties of the University - Notwithstanding anything contained in any other Law for the time being in force in the State, all the properties of the University, including the land, buildings etc., owned and maintained by the University shall be levied at subsidized rates property tax, water changes, electricity bills etc by any local self-government authority including Corporations, Municipalities and Panchayats, as may be prescribed by the Government.

CHAPTER IX
STATUTES, ORDINANCES, AND REGULATIONS

50.Statutes - Subject to the provisions of this Act, the Executive Council shall have the power to make Statutes other than the first Statutes appended to the Schedule for all or any matter that this Act may provide for, -

(1)Constitution, powers and duties of the Authorities of the University.

(2)Powers, duties and conditions of service of the officers of the University other than the Chancellor.

(3)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.

(4)Conditions of affiliation or recognition of colleges and Institutions.

(5)Holding of convocations to confer degrees.

(6)Institution of pension, insurance or provident fund for the benefit of the officers, teachers, and other employees of the University.

(7)Maintenance of a Registe s.

(8)Institution and maintenance of University Colleges, Constituent Colleges, Post-Graduate Centres, Schools, libraries, laboratories and hostels.

(9)Administration of endowments and the institution and conditions of award of fellowships, travelling fellowships, scholarships, bursaries, exhibitions, medals and prizes; and

(10)All other matters which may be prescribed by Statute under this Act.

51.Statutes how made - (1) The first Statute of the University as set out in Schedule of this Act, and can only be altered with the approval of the Government.

(2)Every Statute other than those included in sub-section (1) above, and 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.

(3)No Statute passed by the Executive Council shall be valid or shall come into force until the Chancellor gave his assent.

52.Ordinances - (1) 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)To levy of fee in the University or Constituent Colleges or Post-Graduate Centres or Schools or Institutes;

(b)fees to be charged for admission to the examinations, degrees and diplomas of the University;

(c)conditions of residence of students to the University and the levy of fees for residence in hostels maintained by the University;

(d)conditions of recognition of hostels not maintained by the University;

(e)number, qualifications and emoluments of teachers of the University;

(f)fees to be charged for lectures, tutorials, and supplementary instruction Provided by the University, and for services rendered by the University Officers, in courses offered by the University;

(g)mode of appointment and duties of examiners;

(h)conduct of examinations;

(i)constitution and determination of the functions of the Boards of Studies;

(j)discipline, health, and welfare of students of the University;

(k)conditions for residence in hostels;

(l)Constitution, powers and duties of the University Extension Boards and

(m)Other matters which by this Act or by the Statutes may be provided for by the Ordinances.

(2)All Ordinances made by the Executive Council shall take effect from such date as the Executive Council may direct, but every Ordinance as made shall be submitted to the Chancellor within two weeks from the date of its adoption.

(3)The Chancellor shall have the power to direct the University to suspend the operation of any Ordinance.

(4)The Chancellor shall inform the Executive Council about his objection to the Ordinances referred to in sub-section(3) above and may, after receiving the comments of the University, either withdraw the order suspending the Ordinances or disallow the Ordinances, and his decision shall be final.

53.Regulations - (1) The Executive Council or the Academic Senate as the case may be shall have power to make or amend regulations consistent with this Act, the Statutes, and the Ordinances for the following mattes, namely, -

(a)laying down the procedure to be observed for convening and conducting the meetings, and the requirements of quorum;

(b)providing for all matters which are required by this Act, the Statutes, or the Ordinances to be prescribed by the Regulations; and

(c)providing for all other matters solely concerning such authorities or Committees appointed by them and not provided for by this Act, the Statutes, or the Ordinances.

CHAPTER X
MISCELLANE OUS

54.Power to remove difficulties - If any difficulty arises as to the constitution or reconstitution or appointment of any Authority or officer of the University or otherwise in first giving effect to the provisions of this Act, or at the time of establishing a new University including the appointment of its first Vice- Chancellor, the Government, as occasion may require, may, by order, do anything which appears to them necessary for the purposes of removing the difficulty.

FIRST STATUTES

STATUTE No.1

ADDITIONAL AUTHORITIES OF THE UNIVERSITY

The following bodies are hereby declared as Authorities of the University in addition to those which are already included in section 16 of the University Act.

These authorities shall function as per the statutes prescribed for each of them:

(i)College Development Council (CDC)

(ii)Internal Quality Assurance Cell (IQAC)

(iii)Standing Committee of Academic Senate (SAS)

(iv)Research Advisory Committee (RAC) – (Statutes)

STATUTE No.2

PROCEDURE FOR THE CONDUCT OF EXECUTIVE COUNCIL MEETINGS

1.THE EXECUTIVE COUNCIL (EC) MEETINGS:

(a)The Executive Council (henceforth referred to as EC) shall meet at least once in three months, or more often, if necessary;

(b)The members of the EC shall receive notice of the EC meeting at least / preferably 15 days in advance. The Vice-Chancellor may, however, in special circumstances summon a meeting, at short notice;

(c)All matters pertaining to the University administration which require the consideration and decision of the EC shall be placed in the form of an Agenda for the meeting. However, in case of urgency, and at the discretion of the Vice-Chancellor, an agenda item may be tabled / circulated to the EC members for their consideration and approval. The circulated item shall be reported at the immediate next EC meeting.

2.ABOUT THE AGENDA FOR THE EXECUTIVE COUNCIL (EC) MEETING:

(a)The Registrar of the University, who is the Secretary of the Executive Council, shall prepare the Agenda, duly approved by the Vice-Chancellor, for the EC meeting, and arrange to send it to all the members at least seven (7) days in advance of the meeting date.

(b)The Agenda for the EC meeting shall be presented in two parts,-

Part-1 contains items on:

(i)Action Taken Report (ATR) on the resolutions of the previous meeting; and

Part-II will include items for

(i)Reporting,

(ii)Ratification,

(iii)Consideration, and

(iv)Any other n of the Chair.

(c)An agenda item shall be in the form of a detailed 'Note' along with supporting information, wherever required, and stating clearly at the end of the note the 'Matter for Consideration'.

(i) Item for consideration, (ii) Note on it containing justification,(iii) Supporting evidence in Annexures

(d)A member of the EC may suggest an item for inclusion in the Agenda, or may seek additional information on an existing agenda item. Such a request, in writing, should reach the Registrar at least 7 days in advance of the meeting date. The Registrar shall include such items in the Agenda after the Vice-Chancellor has approved it.

(e)Ordinarily, no item outside the approved Agenda shall be considered at the EC meeting. However, the Vice-Chancellor may place an item of confidential and/ or urgent nature in the EC meeting for discussion even if it is not a part of the circulated agenda.

3.CHAIRPERSON OF THE EXECUTIVE COUNCIL (EC) MEETING:

(a)The Vice-Chancellor is the ex-officio Chairman of the Executive Council, and shall preside over the EC meetings.

(b)If the Vice-Chancellor is absent at the EC meeting for a valid reason, the senior most EC Member from teaching members category will preside over that meeting. The member so chosen shall not permit discussion on any item outside the circulated Agenda of that meeting.

(c)All decisions taken at the meeting presided by a member other than the Vice-Chancellor will subsequently be reported to the Vice-Chancellor, and further action, including re-consideration, of any item will be initiated on the specific directions of the Vice- Chancellor.

4.DECISIONS IN EXECUTIVE COUNCIL (EC) MEETING:

(a)In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor may exercise his / her casting vote as the Chairman of the EC.

(b)If an EC member desires to record a dissent note on any decision in the meeting, he / she may do so in a separate confidential register by mentioning the reasons for the dissent.

(c)The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge or practical experience in a subject under consideration to attend the EC meeting for the purpose of consultation. Such a person may be present at the meeting and tender his / her opinion on the subject as sought but is not entitled to participate in the voting.

(d)The decision taken on any item of the agenda in an EC meeting shall not be re-opened without the permission of the Vice- Chancellor.

5.MINUTES OF THE EXECUTIVE COUNCIL (EC) MEETING:

(a)The minutes of the EC meeting shall be prepared within seven (7) days from the date of the r and submitted to the Vice-

Chancellor or the member who presided over the meeting for approval. The approved minutes of the meeting shall be circulated to all the members of the EC for confirmation. If no reply is received within ten days from the date of dispatch,

the minutes are deemed to have been confirmed. Modification to the minutes suggested by members, if any will be submitted to the Vice-Chancellor for further necessary action.

(b)The minutes of EC meeting shall be prepared by stating the subject matter of the items discussed, including those approved by the circulation, and the resolutions of the Executive Council thereon. The minutes shall not include the discussions and individual opinions expressed by the members in the meeting.

(c)The agenda of an EC meeting and its minutes are confidential, and not to be disclosed to anybody other than the EC members, until the minutes are confirmed / approved.

(d)The agenda notes and minutes thereon may be circulated to the Sections concerned for taking necessary action as per the resolution of the EC.

(e)The minutes of EC meetings, which are non-confidential in nature, should be placed in the University website. The Vive- Chancellor is the authority to decide on the confidential nature of the items in the Agenda.

(f)The agenda and minutes of EC meetings shall be published every financial year, and preserved in the archives of the University by the Registrar in the form of bound volume.

STATUTE No.3

PROCEDURE FOR CONDUCTING ACADEMIC SENATE MEETINGS:

1.NUMBER, DATE, TIME AND VENUE OF MEETINGS:

The meetings of the Academic Senate shall be of three types, namely (i) ordinarily, (ii) Urgent, and (iii) Special. There shall be at least two ordinary, meetings of the Academic Senate in a year, one of which shall be called the Annual Meeting. The Academic Senate may also meet at such other times as it may be determined or the Vice-Chancellor may decide from time to time. The date, time, and venue for the meeting of the Academic Senate shall be fixed by the Vive-Chancellor.

2.PRESIDING OVER THE MEETING:

The Vice-Chancellor is the Chairperson of the Academic Senate, and shall preside over all the meetings. In the absence of the Vice-

Chancellor, the senior most teaching member / senior most Dean shall preside.

3.QUORUM FOR THE MEETING:

(a)The quorum for any meeting (Ordinary, Urgent or Special) of the Academic Senate shall be as prescribed in the Act.

(b)If the quorum is not present within thirty minutes from the notified time of commencement of the meeting, the meeting shall not be held. The Registrar shall make a record of this fact and obtain the endorsement of the Chairperson thereon.

(c)After the commencement of the meeting, and during its progress, if a member raises any doubt about lack of quorum, the Chairperson shall, within a reasonable time, count the members present. If the quorum is not there, the Chairperson shall declare the meeting as adjourned to a future date. The shall be recorded by the Registrar and the endorsement of the VC shall be obtained thereon.

4.BUSINESS AT ADJOURNED MEETINGS:

At the adjourned meeting, the business left unfinished at the meeting from which the adjournment took place will be conducted, 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 as it shall be given. Save as aforesaid, it shall not be necessary to give any advance notice of an adjourned meeting or of the business to be transacted at it, if the adjournment is less than ten days.

5.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.

6.ORDINARY MEETING OF THE ACADEMIC SENATE:

(a)Notice of Ordinary Meeting

The Registrar shall, under direction of the Vice-Chancellor, give not less than 15 daysnotice to an ordinary meeting. If it is not possible to conduct the notified meeting for any valid reason, the Vice-Chancellor is competent to postpone the date fixed for an ordinary meeting by a period not longer than fourteen days.

(b)Questions at the meeting of the Academic Senate:

At an ordinary meeting of the Academic Senate, any member may put questions for the purpose of obtaining information on any matter concerning the University and the Academic Senate. In order that a question may be admissible, it must satisfy the following conditions:

(i)If a question contains a statement, the member asking it shall make himself/herself be responsible for the accuracy of the statement;

(ii)It shall not contain arguments, inferences, ironical expressions or defamatory statements or innuendos;

(iii)It shall not ask for an expression of opinion / the solution for an abstract, legal arding a course of action. Nor

shall the question be a hypothetical proposition;

(iv)It shall not refer to the character or conduct of any person except in his official capacity in the University;

(v)No question once fully answered shall be put again.

(c)Notice of Question:

Any members who wishes to put a question shall forwarded to the Registrar a notice in writing to that effect, together with a copy of the questions to be put so as to reach him / her not less than ten clear days before the date of an ordinary meeting. No member can put more than two questions and no question shall refer to more than one subject.

(d)Disallowance of questions:

After the last date for the receipt of questions, the Vice- Chancellor shall decide the admissibility of the questions and the answers that should be given thereto. He / She may disallow any question on the ground that in his / her opinion, the question, -

(i)is in contravention of the Acts, Statute or Ordinances of the University;

(ii)relates to a matter that is not primarily the concern of the University;

(iii)involves the preparation of elaborate statements or statistics involving an excessive amount of time and labour, or

(iv)cannot be answered in the interest of the University.

(e)Vice-Chancellor's decision:

The decision of the Vice-Collector as to the admissibility of a question shall be final, and no discussion thereon shall be permitted at any meeting of the Academic Senate.

(f)Answers to questions:

Questions which have been admitted, and the answers given thereto, shall be printed and circulated to the members of the Academic Senate along with the final Agenda.

(g)Dates for forwarding and withdrawal of resolutions:

Any member who wishes to move or withdraw a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than ten days before the date of the meeting. A member, who has forwarded a resolution, may withdraw a resolution by giving written notice, which shall reach the Registrar not less than six days before the date fixed for the dispatch of the preliminary agenda paper.

(h)Dispatch of Preliminary agenda papers:

Not less than ten (10) days before the date of an ordinary meeting, the Registrar shall, under the direction of the Vice- Chancellor, send by post / e-mail to every member a preliminary agenda paper specifying the date,

time, and place of the meeting and the business to be brought up before the meeting.

However, the Executive Council or the Vice-Chancellor may bring up any business, which in its or its or his / her opinion is urgent, before any ordinary meeting at shorter notice or without placing the same on the agenda paper.

(i)Dispatch of final agenda papers:

The Registrar shall, prepare under the direction of the Vice- Chancellor, a final agenda paper, showing the questions and answers, all the resolutions as in the preliminary agenda paper and all the resolutions received and the amendments admitted and send a copy of it by post to each member of the Academic Senate not less than five days before the date of the meeting.

7.URGENT MEETING OF THE ACADEMIC SENATE:

(a)The Vice-Chancellor may, whenever he / she thinks fit, convene an urgent meeting of the Academic Senate for the transaction of any urgent business. The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than seven(7) days notice of such meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting at shorter notice.

(b)No business other than that brought forward by the Executive Council and the Vice-Chancellor shall be transacted at an urgent meeting of the Academic Senate. It shall be open to the Executive Council and the Vice-Chancellor to bring up before an urgent meeting any urgent business with or without placing it on the agenda paper.

8.SPECIAL MEETING OF THE ACADEMIC SENATE:

(a)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. All such requisitions shall be sent to the Registrar,and 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 or the Vice-Chancellor may bring up any urgent business before such special meeting with or without notice.

(b)Issue of notice and agenda papers 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.

9.BUSINESS OF MEETINGS:

(a)Attendance Register at meetings:

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.

(b)Seating of members:

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

(c)Order of Business:

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)The answering of questions, if any, for such time as will be necessary, not exceeding in any case one hour at each sitting at the discretion of the Chairperson;

(iii)Business brought forward by the Executive Council;

(iv)Business brought forward by the Vice-Chancellor;

(v)Business brought forward by the Faculties and the Boards of Studies; and

(vi)Business brought forward by the members of the Academic Senate.

10.VOTING:

(a)Decision of Questions:

All resolutions on agenda items 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 provisions of this Act. The Chairperson shall be entitled to vote on any question. If the votes be equally divided, the Chairperson shall have the casting vote.

(b)Manner of taking Votes – Poll:

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 of the Chairperson. If, as soon as the Chairperson 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.

11.GENERAL:

(a)A member must speak to the relevant issue under consideration. The Chairperson 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)Powers of Chairperson on point of order:

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

The Chairperson 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.

(c)Powers of the Ch order:

The Chairperson may direct any member whose conduct, in his / her opinion, is grossly disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and abstain himself during the remainder of the day's meeting.

(d)Power of the Chairperson to suspend sittings:

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

(e)Minutes:

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

(f)Objections to Minutes:

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

(g)Procedure to decide the objection:

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 Registrar will place

the objection before the Chairman, whose decision thereon shall be final.

12.ADMISSION OF PRESS AND VISITORS:

With the prior permission of the Vice-Chancellor/ Chairperson of the meeting, representatives of the Press and Visitors may be admitted to the meetings of the Academic Senate for the duration specified.

13.FURTHER DETAILS IN PROCEDURE:

If the Academic Senate finds it necessary to have more details about the procedure for the conduct of the meeting of the Academic Senate, it may, through appropriate regulations, provide for the same.

STATUTE No.4

CONSTITUTION AND FUNCTIONS OF THE STANDING COMMITTEE OF THE ACADEMIC SENATE

1.THE COMMITTEE:

(a)There shall be a Standing Committee of the Academic Senate (here-in-after called the 'Standing Committee') for the university. The 'Standing Committee' will be constituted by the Vice- Chancellor under the authority delegated by the Academic Senate, and shall consist of the following officials/members of the university:

(i)The Vice-Chancellor; (Chairperson)

(ii)The Executive Council Member appointed to the EC in the category of Principal of a University College

(iii)Deans of all the Teaching Faculties In the University, and

(iv)Five (5) other members of the Academic Senate nominated by it.

(v)The Registrar; (Secretary)

(b)The Vice-Chancellor is the Chairperson of the Standing Committee, and will preside over all its meetings. If the Vice- Chancellor is unable to attend the Standing Committee meeting for any reason, Vice-Chancellor may nominate a senior Professor from amongst the Deans of Faculties to act as the Chairperson during his/her absence.

(c)The Vice-Chancellor may invite to the Standing Committee meeting(s) any other members(s) of the Academic Senate and /or person(s) as special invitee whose expertise, in his / her opinion, may add value to the deliberations and help arrive at a judicious decision on any subject matter under consideration at the Standing Committee.

2.TERM OF OFFICE:

(a)All the ex-officio members mentioned in clause 1 (a) (i-iv) above are members of the Standing Committee only during their tenure in office.

(b)The term of the members mentioned in clause 1 (a) (iv) above shall be three (3) years from the date of nomination as member of the Standing Committee or until they cease to be members of the Academic Senate, whichever is earlier.

3.NUMBER OF MEETINGS:

(a)The meetings of the Standing Committee shall be convened by the Vice-Chancellor as and when necessary. The agenda for each meeting shall be prepared by the Registrar and sent to the members at least three (3) days in advance of the meeting date.

(b)In case of any exigency, the Vice-Chancellor may convene meeting(s) of the Standing Committee at short notice, or obtain the opinion of the members on any subject matter by circulation.

4.QUORUM:

(a)The quorum for any meeting of the Standing Committee shall be fifty percent (50%) of the total number of the Committee members as detailed in clause (1) (a) above. If the quorum for a meeting is lacking, the Vice-Chancellor or the member presiding the meeting shall adjourn the meeting.

(b)In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In cas of votes, the Chairperson may

exercise his / her casting vote. Special invitees are not entitled to participate in the voting.

5.MINUTES OF THE MEETING:

(a)The proceedings of the Standing Committee shall be governed by the same rules of debate as those of the Academic Senate except that no notice of motion is required and that a member may speak on an item any number of times.

(b)The Registrar is the Secretary of the Standing Committee, and shall record the minutes of the Standing Committee meeting, and circulate them to the members and special invitees, if any, within one week from the date of the meeting. If no reply is received in writing from the members within three (3) days from the date of receipt of the minutes. The minutes are deemed to have been approved.Any amendments to the minutes received in writing from the members and / or special invitees will be included in the minutes for approval by the Vice-Chancellor.

6.FUNCTIONS:

(a) The Standing Committee shall offer its opinion and recommendations on any subject matter under the jurisdiction of the Academic Senate, as referred to it by the Vice-Chancellor or the Executive Council.

(b)The Standing Committee shall assist the Vice-Chancellor in preparing the Agenda for the Academic Senate meetings, and prepare notes on any subject included in the Agenda of the Academic Senate or any of its Committee meetings.

(c)The resolutions of the Standing Committee are statutory. The Vice-Chancellor may implement the resolutions, pending approval by the Academic Senate and /or the Executive Council. The Vice- Chancellor shall, however, report the proceedings of the Standing Committee meetings, together with the action taken on the resolutions, to the Academic Senate and / or Executive Council at the earliest opportunity.

STATUTE No.5

CONSTITUTION AND FUNCTIONS OF THE FINANCE COMMITTEE

1.THE FINANCE COMMITTEE:

The Finance Committee is a Sub-Committee of the Executive Council and shall consist of the members specified in section 45.

2.CONDUCT OF THE MEETINGS:

(a)The Finance Committee shall meet at least once in three (3) months preferably before the meeting of the Executive Council,

and may meet more often, if necessary, to examine the accounts and to scrutinize the proposals for expenditure.

(b)The Finance Officer shall, with the approval of the Vice- Chancellor, issue notice at least seen (7) days in advance for the meeting, and circulate the agenda to the members of the Finance Committee at least three (3) days in advance of the meeting date.

(c)The Quorum for the meeting shall be three (3) members.

(d)The Finance Officer may take part in the deliberations of the meeting of the Finance Committee, but is not entitled to participate in the voting.

(e)The Finance Officer shallrecord the minutes of the meeting, obtain the approval of the Vice-Chancellor,and circulate them to the members of the Finance Committee. A copy of the confirmed minutes will be sent to the Registrar.

(f)The confirmed minutes of a Finance Committee meeting along with the recommendations, if any, shall be submitted to the Executive Council in the next immediate meeting for consideration.

3.DUTIES & FUNCTIONS:

The Finance Committee shall perform the following duties and functions, in addition to and including those specified in the Act:

(a)examine the annual accounts of the university and advise the Executive Council thereon;

(b)examine the annual budget estimates and advise the Executive Council thereon;

(c)review the financial position of the University from time to time;

(d)make recommendations to the Executive Council on all matters relating to the finances of the University;

(e)make recommendations to the Executive Council on all proposals for purchase of items in the university offices and departments involving expenditure that exceeds the limit prescribed by the Executive Council;

(f)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;

(g)make recommendations to the Executive Council for holding and administering the properties and funds of the University;

(h)recommend to the Executive Council the mode of administration of all properties and funds placed at the disposal of the University for specific purposes;

(i)consider the Audit Reports with a statement of action taken or proposed to be taken and the explanation thereto as submitted by the Finance Officer for placing it before the Executive Council;

(j)recommend limits for the total recurring and non-recurring expenditure for the year;

(k)recommend the methods, procedure, forms and registers for maintaining the University accounts;

(l)exercise such other powers assigned to it by the Executive Council on the financial matters of the University.

STATUTE No.6

CONSTITUTION AND FUNCTIONS OF THE SCHOOL IN THE UNIVERSITY

1.THE SCHOOL:

(a)The University shall have such Schools as are constituted by the Executive Council and added to the list from time to time.

(b)Each School shall consist of those Department of Teaching as specified by the E.C.

(c)Each School shall be headed by a Dean who is appointed by the Executive Council.

(d)The members of the School shall be,-

(i)The Chairpersons of all the Boards of Studies of the Departments of Teaching that come under that School (ex-officio members),

(ii)One senior teacher from each of the department concerned under the School, nominated by the respective Boards of Studies,

(iii)Two (2) external expert members nominated by the Vice- Chancellor to each School in order to give adequate representation to the School,

(e)The term of an ex-officio member of the School in the category of 1(d)(i) is his / her duration as the Chairperson of the BoS. For the members under category 1(d)(ii), the term is two (2) years from the date of nomination to the School or till the date of superannuation, whichever is earlier. For category 1(d)(iii), the term is two (2) years.

(f)The quorum for a School Board meeting shall be fifty per cent (50%) of the total members of the School Board as per clause 1 (d);

(g)The School Board Meeting shall meet at least twice in a year at such intervals, place, and time as decided by the Dean.

2.POWERS AND FUNCTIONS:

Each School Board shall have the following powers and functions:

(a)To specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects to be included in the School;

(b)To forward the resolutions of the Departmental Committees / Boards of Studies of the departments, which are included in the School, to the Academic Senate along with its opinion / recommendations;

(c)To recommend to the Academic Senate, the admission criteria, course structure, examination pattern and regulations for the award of Degrees, Diplomas and other Distinctions for the existing and / or new courses offered in all those departments under the School,

(d)Each School shall consist of a group of Departments of Teaching that are inter-related, as decided by the School.

(e)To deal with any other matter relating to the School concerned, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate;

STATUTE No.7

CONSTITUTION, POWERS AND FUNCTIONS OF COLLEGE DEVELOPMENT COUNCIL (CDC)

1.THE COLLEGE DEVELOPMENT COUNCIL:

(a)The Executive Council is the competent authority to constitute the College Development Council (CDC) for the University.

(b)The members of the Council are:-

(i)The Vice-Chancellor
(ii)The Registrar
(Chairperson)
(iii)All the Deans of Teaching Schools
(iv)The Commissioner of Collegiate Education or his nominee
(v)Principal of an affiliated Autonomous College
(vi)Principal of Professional College Nominated by the
(vii)Principal of an affiliated P.G. College Executive Council (EC)
(viii)Principal of an affiliated UG College
(ix)The Dean of CDC. (Member-Secretary)

(c)The term of the members of the Council shall be three (3) years or the duration of their office, and a member shall cease to be a member of the Council from the date on which he /she ceases to hold the Office by which he has been nominated member.

(d)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 Council only for the residual period for which the person whose place he /she has filled would have been a member.

2.MEETINGS OF CDC:

(a)The College Development Council (CDC) shall meet at least twice in an academic year, preceding the meeting of the Academic Senate, to review the implementation of various programmes and activities in the colleges affiliated to the University.

(b)The Dean, CDC, shall convene the meeting of the College Development Council on a day, time and venue approved by the Vice-Chancellor.

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

(d)The Vice-Chancellor shall preside over the meeting of the CDC. In his /her absence, the senior-most among the Deans of Faculties will preside and conduct the meeting.

(e)The Minutes of the meetings shall be prepared by the Dean, CDC, and submit the same for the approval of the Vice-Chancellor. The minutes as approved by the Vice-Chancellor shall be communicated to all the members.

(f)The minutes shall be under the custody of the Dean, CDC, and he /she shall preserve them till such time as the Executive Council directs.

3.FUNCTIONS OF THE CDC:

(a)The Dean, CDC shall convene a meeting of the Principals of affiliated Colleges in the university area at least once in a year to: -

(i)appraise them of the procedure for inclusion of Colleges under section 2 (f) and 12(b) of the U.G.C. Act, 1956, for financial assistance;

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

(iii)finalize the academic schedule for the academic year;

(iv) offer suggestions on assessment and accreditation procedures by NAAC, NBA, ISO etc., and;

(v)conduct periodic capacity building programmes for colleges in alliance with IQAC, and take-up any other matter that contributes of the improvement of quality of education in the Colleges.

(b)The CDC shall ensure that the grants received by the Colleges for the purchase of books and journals, equipment, construction of buildings, etc., from UGC and other funding agencies are properly utilized and maintained, keeping the following in view:

(i)separate 'Assets Registers' for the items 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 the cover page showing the details of Plan and Scheme like 'UGC- Plan – UG Grant';

(iii)the equipment purchased under different schemes during plan periods are labeled with paint showing the details of UGC Scheme, liked 'UGC-Autonomous';

(iv)the buildings 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- Plan – Women's Hostel Scheme'. It must be fixed in the front wall of the Building;

(v)any item which is 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 utilized 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.

(c)The College Development Council shall take, in consultation with the authorities of the University and APSCHE, such steps as it deems fit for the promotion, coordination and raising the standards of education in all colleges in the University area. For this purpose, it shall perform such functions as may, from time to time, be prescribed by the E.C. through Ordinances.

STATUTE No.8

CONSTITUTION, POWERS AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE

1.THE RESEARCH ADVISORY COMMITTEE (RAC):

(a)There shall be a Research Advisory Committee (RAC), which is an authority of the University, to devise policies that promote and propagate high quality research in the University.

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

(i)The Vice-Chancellor

(ii)Three (3) Deans of the Faculties, to be nominated by the Vice-Chancellor on rotation basis.

(iii)Four experts from outside the University representing Technology,Industry, IT sector, Management, Humanities, Social Sciences, Science, to be nominated by theVice- Chancellor.

(iv)The Principal of a University College/Dean of a School, to be nominated by the Vice-Chancellor. (Convener)

(c)The Vice-Chancellor may invite, at his / her discretion, any expert(s) to the meetings of RAC to advise the University on matters relating to Research and Development plans and activities of the University.

(d)The Vice-Chancellor is the Chairperson of the Committee, and Principal is the Convener.

(e)The term of office of the members nominated by the Vice- Chancellor under clauses 1(b) (iii-iv) above shall be three (3) years;

(f)A member nominated in his / her capacity as an official shall cease to be a member of the Committee from the date on which he /she ceases to be an officer;

(g)Any person nominated against a vacancy occurring before the expiry of the original term of three years (3) shall, subject to other provisions, be a member of the Committee only for the residual period for which the person whose place he /she has filled would have been a member.

2.MEETINGS OF R A C:

(a)The Research Advisory Committee shall meet at least once in six months, or as often as it may be necessary.

(b)The Vice-Chancellor shall preside over the meeting of the Research Advisory Committee. In his absence, the senior most Dean shall preside.

(c)Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened at shorter notice. Under orders of the Vice-Chancellor, the Convener shall issue the notice informing members of the day, date, time and venue of the meeting.

The Convener shall also send the agenda to each member at least one week in advance of the date of the meeting. However, at shorter notice, the Vice-Chancellor may bring before the meeting any item considered by him as urgent, for discussion at any meeting of the Committee or he /she may table an item at the meeting for discussion.

Any item for inclusion in the agenda as proposed by a member may be included with the approval of the Vice-Chancellor.

(d)The Convener shall submit to the Vice-Chancellor the minutes of the meeting 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.

(e)The Convener shall, as early as possible, but not later than 15 days from the date of approval of the minutes, initiate action on resolutions passed at the meeting of the Committee.

(f)The minutes shall be in the custody of the convener and he/she shall preserve them till such time as the Executive Council directs.

3.DUTIES AND FUNCTIONS OF THE R A C -

The Committee is a recommending body in respect of all policies relating to research, both fundamental and applied, in the University, and will suggest such action as may be necessary for encouraging, monitoring, and coordinating research activities in the University. In particular it shall have the following powers and functions, -

(a)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;

(b)suggest the areas of research which the University could undertake in time-bound and goal-oriented projects funded by the Central /State

Governments or other funding agencies, national and international, and industries and companies;

(c)formulate the criteria for admission to research degrees like M Phil and PhD, structure of course work and evaluation, in accordance with the guidelines issued by the national regulatory bodies like the UGC, AICTE, NCTE etc.

(d)based on the areas of expertise and facilities available in the departments and laboratories of the University, suggest, –

(i)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;

(ii)fees to be collected for such services; and determine the proportional distribution of consultancy fee between the university, department, and the investigator;

(iii)the purposes for which the fees so collected is to be utilized;

(e) monitor the research projects undertaken in the departments,

(f)encourage interdisciplinary and multidisciplinary research in the University, and collaborative research with other research institutions;

(g)take steps to promote the quality of research publications in the university, and encourage research journal publication activity;

(h)investigate any case of plagiarism indulged in by any teacher and / or researcher of the University, and to submit a detailed report to the Executive Council;

(i)to assist the Planning and Monitoring Board in the preparation and implementation of a perspective plan for the university;

(j)consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

STATUTE No.9.

CONSTITUTION AND FUNCTIONS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), AND APPOINTMENT, DUTIES AND POWERS OF DIRECTOR, IQAC

1.THE IQAC:

(a)The University shallconstitute an Internal Quality Assurance Cell (IQAC) to, -

(i)Develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University, and

(ii)Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

(b)The Vice-Chancellor shall be the Chairperson of the IQAC, and he / she will be assisted by a Director who shall be a senior professor of the University.

2.DIRECTOR, IQAC:

(a)The Director of IQAC shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the senior Professors of the University;

(b)The term of appointment for the Director shall be initially for a period of one year. It is extendable every year subject to a maximum of four years;

(c)In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowance as may be prescribed by the Executive Council/ recommended by the UGC;

(d)The Director is the head of the IQAC of the University. Subject to the general control and supervision of the Vice- Chancellor, the Director shall exercise such powers and duties required for achieving the objectives of the IQAC.

(e)When the office of the Director falls vacant, or when he/she is unable to attend office due to any reason, 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.

3.COMPOSITION OF THE IQAC:

(a)The members of IQAC are: -

(i)The Vice-Chancellor, (Chairperson)

(ii)Eight (8) senior teachers from Schools of the University,

(iii)One (1) senior administrative official of the University;

(iv)Three (3) external experts on Management/ Industry / Local Community;

(v)Director, IQAC. (Member-Secretary)

(b)The members at (ii), (iii) and (iv) above shall be nominated by the Vice-Chancellor in consultation with the Academic Senate. The term of the nominated members shall be a period of two (2) years.

(c)A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed against a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of the IQAC only for the residuary period for which the person whose place he /she has filled would have been a member.

(d)The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be two-third of the total members.

(e)The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

4.FUNCTIONS OF THE IQAC:

(a)The IQAC shall develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;

(b)facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

(c)arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;

(d)Disseminate information on the various quality parameters of higher education;

(e)Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

(f)Document the various programmes/activities of the University, leading to quality improvement;

(g)Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;

(h)Develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

(i)Develop quality culture in the University;

(j)Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;

(k)Develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;

(l)Interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

STATUTE No.10.

OFFICERS OF THE UNIVERSITY

The following posts are hereby declared as Officers of the University in addition to those which are already included in section 9 of the University Act. These officers will function as per the Statutes prescribed to each of them:

(i) Dean / Chairperson of the Faculties

(ii)Head of the Teaching Department

(iii)Dean, College Development Council

(iv)Director, I

(v) Chief Warden of the Hostels

STATUTE No.11

DUTIES AND POWERS OF THE VICE-CHANCELLOR

1.ACADEMIC AND ADMINISTRATIVE POWERS:

(a)In addition to the powers conferred by the Act, the Vice- Chancellor shall exercise all powers at his / her disposal to maintain discipline among the students, teaching, and non- teaching employees of the University.

(b)Exercise general control of all the institutions of teaching, research and extension under the purview of the University. The V C is empowered to inspect, or cause to inspect, all the colleges and institutions affiliated to, and associated with, the University.

(c)Exercise control of all University buildings / assets and shall be the final authority for allocating accommodation for administrative, teaching, and residential purposes based on the recommendations of the concerned.

(d)Be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the regulations framed in this regard from time to time by the University.

(e) Represent the University on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies or Associations in India or abroad.

(f)Have the powers to: -

(i)Institute an enquiry in respect of any matter concerning the University or the conduct of an employee in university matters.

(ii)Retire an employee of the University on attaining the age of superannuation, and sanction his / her Pension, Provident Fund and all other retirement benefits as recommended by the appropriate authorities in accordance with the regulations in force.

(iii)Transfer teaching and non-teaching staff from one institution to another, from teaching departments to administration and vice versa.

(iv)Invite persons of eminence to deliver extension lectures, and sanction honorarium within the budgeted provision;

(v)Depute employees of the University to attend National or International conferences or for any purpose connected with the University within the budgeted provision;

(vi)Engage or outsource temporary / contract / casual / daily-wage workers with the prior approval of the Executive Council, meet the demands of urgent nature, and sanction their remuneration from the budget allocations as per approved rates;

(vii)Acquire buildings on lease for use as Colleges, Hostels and any other departments of the University, and authorize execution of the rental deeds and payment of rents, subject to budgetary provisions and in accordance with the assessment of rent made by the University Engineer / appropriate authority;

(viii)Permit / refuse any request from university employees to accept any honorary work outside the University;

(ix)Allow university employees to accept the offer from other Universities and Institutions as examiner / memberof academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;

(x)Grant permission to the university teachers to accept membership of any committees of the State / Central Governments and other Institutions, and to attend their meetings without prejudice to their normal duties, and treat their absence for such purpose as on duty as per leave rules in vogue;

(xi)Take appropriate disciplinary measures against those found engaged in offering private tuition / serving or running coaching centres;

(xii)Appoint paper setters/examiners / adjudicators / experts from the panels recommended for the purpose by the respective Boards of Studies of the teaching departments;

(xiii) Approve and declare the results of University examinations, and report thesame to the Executive Council;

(xiv)Make in-charge arrangements in case of vacancies of Heads of Departments and Heads of Institutions till permanent appointments are made;

(xv)Appoint Inspection Committees to grant / suspend / withdraw affiliation or recognition status to the Colleges/Institutions;

(xvi)Cause an annual review, by way of a visual presentation in an Executive Committee meeting, of the academic and administrative performance of the University during the previous academic year.

2.POWERS TO SANCTION LEAVE:

The Vice-Chancellor shall have the power to:

(a)Sanction leave of all kinds to the Registrar, Principals, Deans, Directors, Heads of Departments, Principal of the college(s) and to make alternate arrangements;

(b)Grant extra-ordinary leave without pay and allowances to the teaching andnon-teaching employees of the University as per the leave rules in vogue;

(c)Sanction 'leave reservation' for vacation staff, both teaching and non-teaching, who work during vacation time, in accordance with the prescribed rules;

(d)Commute / convert the absence from service into leave or condone unauthorized absence from duty of university employees for sufficient reason;

(e)Sanction annual increments to the teaching staff of and above the rank of Assistant Professor, and non-teaching employees of and above the rank of Assistant Registrar on the basis of satisfactory service as certified by the competent authority;

(f)Sanction / withhold confirmation of teaching and non- teaching employees.

3.FINANCIAL POWERS:

The Vice-Chancellor shall have powers to:

(a)Authorize to open new Heads of Accounts in connection with projects / schemes which are sanctioned / permitted by the Executive Council;

(b)Authorize transfer of amount from one sub-head to another in the approved budget to meet any expenditure in exigencies;

(c)Allot funds from within the allocated grant to faculty members of the university towards assistance for publication of original work, compilation and revision of subject books, etc.;

(d)Decide all matters relating to scholarships, free-ships, fellowships, etc., without any financial loss and commitment to the University,

(e)Sanction non-recurring expenditure for a research project of urgency from the savings of the University, and reportto the Finance Committee / Executive Council;

(f)Sanction purchase of furniture and office equipment subject to the provisions made in the budget;

(g)Sanction remission or write off of irrecoverable losses and damages of stocks of the University, as per the ceilings prescribed by the Executive Council from time to time;

(h)Accord administrative and financial approval to the plans and estimates prepared by the University Engineer for additions, alterations and repairs to the existing University roads and buildings subject to the provisions in the budget;

(i)Sanction expenditure for the purchase of any machinery, equipment, apparatus, subject to the recommendations of the Purchase Committee / Finance Committee, and as per the ceiling prescribed by the Executive Council from time to time;

(j)Sanction tour / excursion charges to the students of the University subject to budgetary provisions;

(k)Provide for student counseling as prescribed by the UGC in the University and the colleges;

(l)Sanction loans to all employees for social functions / purchase of movable and immovable assets subject to budgetary provision;

(m)Accept tenders for works, and tenders or quotations for supplies of materials, up to an amount prescribed by the Executive Council,

(n)Authorize the concerned officer to dispose of unserviceable articles and materials where the book value in each case does not exceed by an amount that was fixed by the competent authority;

(o)Authorize the sale / lease of all standing / fallen trees, grass, and produce in the lands belonging to the University.

4.DELEGATION OF POWERS:

The Vice-Chancellor may, in exceptional circumstances, delegate any of his / her duties and powers to a Board or a Committee or an Officer of the University without prejudice to the provisions of the Act, Statutes and Ordinances of the University.

STATUTE No.12

POWERS AND DUTIES OF THE REGISTRAR

The following shall be the powers, functions and duties of Registrar:-

1.SUPERVISORYPOWERS:

(a)Subject to the general direction and control of the Vice- Chancellor, the Registrar shall be the Administrative Officer of the University. The Registrar shall prescribe the powers and functions that are not covered by the Statutes, for the officers and employees of the University.

(b)The Registrar shall take all actions that are required for efficient functioning of the University offices.

(c)The Registrar is the Secretary of the Executive Council, Academic Senate, the Standing Committee of the Academic Senate, but is not entitled to participate in voting unless he / she is a member.

2.ACADEMIC & ADMINISTRATIVE POWERS:

The Registrar shall have the power to, -

(a)Maintain the general discipline of the offices of the University, and shall have disciplinary control over the employees of the University offices to the extent delegated by the Vice-Chancellor;

(b)Prepare the agenda notes with the approval of the Vice- Chancellor for the meetings of the Executive Council, Academic Senate, and the Standing Committee of the Academic Senate;

(c)Permit non-teaching employees of the University to pursue higher study /training without prejudice to the normal duties in the office and subject to the regulations in force;

(d)Approve inter-sectional part-time arrangements, with or without remuneration, as per work-load requirements;

(e)Forward the applications of teaching and non-teaching employees who are seeking outside employment, as per regulations in vogue;

(f)Forward research proposals submitted by the faculty to various funding agencies;

(g)Authenticate the transcripts of certificates, and statement / memorandum of marks of the University;

(h)Certify the genuineness of all certificates issued by the University, and the syllabi of courses offered in the University, now or in the past;

(i)Transfer non-teaching staff up to the rank of Superintendent;

(j)Issue 'No Objection Certificates' to employees (teaching and non-teaching) for obtaining passports and visas as per approved guidelines;

(k)Approve the schedule of the meetings of the Board of Studies, Faculties, Inspection Committees etc., in accordance with the Regulations;

(l) Permit teachers to attend meetings of Selection Committees/Governing Body meetings of affiliated colleges / institutions of the University, without prejudice to teaching work in the departments;

(m)Approve the appointments of teachers in private affiliated colleges, based on the recommendations of the Dean, College Development Council, and as per rules framed in this regard;

(n)Process the requests from the employees, teachers and students of the University, for change of name as per the prescribed procedures;

(o)Sanction leave of all kinds to the non-teaching employees, and to make in-charge arrangements;

(p)Sanction annual increments to the teaching and non- teaching staff of the categories not covered under the powers of the Vice-Chancellor;

(q)Sanction TA /DA to all the employees including teachers who perform journeys on official work of the University;

(r)Sanction expenditure on bills in respect of notification / advertisement in newspapers subject to the provision made in the budget for the purpose.

3.DUTIES OF THE REGISTRAR:

It shall be the duty of the Registrar to, -

(a)Conduct official correspondence of the University offices, and shall be responsible for the proper maintenance and custody of all the records of the University;

(b)Maintain an updated website of the University with all information relating to the academic and administrative activity in the University;

(c)Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions, etc., received from the State and Central

Governments and their agencies, to the Vice-Chancellor for appropriate action;

(d)Be the custodian of the common seal and such other properties of the University (movable /immovable) committed to his / her charge by the Executive Council;

(e)Issue notices and convene the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate, and other Committees of the University, under the instructions of the Vice-Chancellor;

(f)Prepare and maintain a record of proceedings of the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate in his / her capacity as Secretary of these bodies;

(g)Sign all the contracts, agreements and memoranda of understandings (MoU) on behalf of the University under the directions of the Vice-Chancellor / Executive Council;

(h)Maintain a register of the Registered Graduates of the University in a prescribed form;

(i)Prepare, in consultation with the Finance Officer, the financial estimates and annual accounts, ensure the expenditure of the budgeted amounts for the purposes to which they are granted or allotted, and manage the property and investments of the University;

(j)Realize and receive all grants and other moneys due to the University from whichever source that may be, and arrange for the issue of receipts;

(k)Record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees, Planning and Monitoring Board, in both electronic and print form;

(l)Publish the citizen charter, all manuals, rules

a

nd regulations of various departments, ordinances, statutes and statutory regulations, etc., update them periodically and uplink to the University website;

(m)Represent the University in any suit or litigation and provide necessary assistance in the cases;

(n)Perform such other functions as may be prescribed, from time to time, by the Executive Council / Vice-Chancellor;

(o)Ensure preparation of seniority lists of teachers and non- teaching staff working in different cadres;

4.The Registrar shall carry out all the legitimate orders of the Vice- Chancellor, and render such assistance as may be required to the Vice- Chancellor in the performance of his /her duties;

5.The Registrar may delegate any of his /her powers and duties to any Deputy or Assistant Registrar of the University with the approval of the Vice- Chancellor.

STATUTE No.13.

DUTIES AND POWERS OF THE FINANCE OFFICER

1.DUTIES OF FINANCE OFFICER:

The Finance Officer shall be the ex-officio Secretary of the Finance Committee, and subject to the control of the Executive Council and the procedures laid down by the competent authority in the University, the Finance Officer shall, -

(a)Be the custodian of all Securities, Grants, Endowments, and cash of the University;

(b)Realize and receive all grants or other moneys due to the University from whichever source they may be, and arrange to give receipt of discharge to all payments to the University;

(c)Exercise general supervision over the funds of the University, maintain the accounts of the University and advise about financial policy;

(d)Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted;

(e)Be responsible for the preparation of annual accounts and the budget of the University, and for their presentation to the Finance Committee / Executive Council / Academic Senate;

(f)Be responsible for, -

(i)the proper maintenance and reconciliation of accounts of the University,

(ii)the preparation of the annual income and expenditure statement of the respective year,

(iii)following transparent accounting procedures, and

(iv)timely replies on audit remarks with the approval of the Finance Committee;

(g)Keep a constant watch on cash and bank balances and on the status of investments vis-à-vis the requirements of the University;

(h)Monitor the progress of revenue collection and advise on the methods of collection employed;

(i)Set up an internal audit cell in the University;

(j)Prepare the status reports on audit paras of the State and Accountant General Audits, income and expenditure statements every year for their presentation to the Finance Committee / Executive Council.

(k)Perform such other financial functions as may be assigned by the Executive Council, or as prescribed by the Statutes or the Ordinances of the University.

2.POWERS OF THE FINANCE OFFICER:

Subject to the control of the Executive Council and the procedures laid down by the competent authority of the University, the Finance Officer shall have the powers to: -

(a)Draw on the Bank in which the University maintains its accounts, and make all disbursements on behalf of the University;

(b)Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision;

(c)Submit notes relating to financial matters to Finance Committee and the Executive Council, with the approval of the Vice-Chancellor;

(d)Draw money on sanctioned abstract contingent bills for payment;

(e)Sanction expenditure out of the budgeted provision in respect of the University office;

(f)Make payment of sanctioned time-barred claims;

(g)Issue a substitute cheque if the original is lost / missing / damaged, subject to the production of identity / indemnity bond;

(h)Make payment of travel grants to Research Fellows from the budgeted provision;

(i)Make payments for purchases according to rules subject to budget provision;

(j)Call for explanation for any unauthorized expenditure and / or financial irregularities and suggest disciplinary action against person or persons at fault;

(k)Seek information / returns, relating to University finances and necessary for performing his / her duties., from any University office, centre, laboratory, college or institution;

(l)Perform such other duties, and exercise such other authority, as may be delegated by the Executive Council / Vice-Chancellor for fair and proper conduct in the University financial matters.

(3) With the approval of the Vice-Chancellor, the Finance Officer may delegate any of his powers and duties to an employee working under his control.

STATUTE No.14.

APPOINTMENT, POWERS AND DUTIES OF DEAN OF A SCHOOL

1.APPOINTMENT OF A DEAN:

(a)There shall be a Dean for each School who shall be appointed by the Executive Council from among the senior teachers holding the position / post of Professor in a Department of Teaching under the School concerned.

(b)The Dean / Chairperson shall hold the office for a period of three (3) years from the date of his / her appointment or until he / she superannuates, whichever is earlier.

(c)In the temporary absence of a Dean of the School, or pending filling up of the vacancy caused in any manner, the Vice- Chancellor may, until such time as the regular appointment is made, nominate a senior member of the School to exercise the powers and perform the duties of the Dean. Such temporary arrangement(s) shall be limited to a maximum period of three (3) months.

2.DUTIES OF THE DEAN OF A SCHOOL:

(a)Subject to the provisions of the University Act, the Dean shall function under the overall control of the Vice-Chancellor and assist him / her in maintaining academic standards and coordinating the teaching and research in the School.

(b)The Dean shall preside over the meetings of the School concerned.

(c)The Dean shall have the right to be present at and participate in the deliberations of any meeting of any School Committee or any Board of Studies under the School.

(d)The Dean shall present the candidates of the School concerned for the conferment of Degrees in the Convocation.

(e)The Dean shall co-ordinate with other Schools in matters relating to inter-disciplinary courses and related academic programmes and in matters of uniformity of regulations, etc.

(f)The Dean shall be responsible for the planning and development of the courses and research activities of the School.

3.POWERS OF THE DEAN:

The Dean shall have the following powers to:-

(a)Recommend to the University, in consultation with the School concerned, the constitution, structure, academic and administrative responsibilities of the 'Schools' in the School concerned;

(b)Recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshops etc;

(c)Recommend to the Registrar, in consultation with the Head of the Department concerned, the award of Research Fellowships of the University and the UGC to the research scholars of the concerned School;

(d)Recommend to the Registrar, the Research proposals submitted by the teachers of the School concerned to external funding agencies like the UGC, CSIR, ICAR, ICMR. etc.,

(e)Allocate research funds allotted by the University to individual departments under the School;

(f)Admit and register candidates to M.Phil. and Ph.D. courses on the recommendation of the Research Admission Committee / Directorate of Admissions concerned, with the approval of the Vice-Chancellor.

(g)Obtain and maintain a database pertaining to admissions, registrations, reservation category, research guide, research topic, payment of fees, etc. of research scholars.

(h)Obtain and maintain database on pre-PhD examination, field work / lab work, publications, pre-submission seminars, submission, etc., related to the research students / scholars

(i)Grant leave to Research Scholars, cancel M.Phil. / Ph.D. registrations, recommend (i) modification of titles for Ph.D. / M.Phil. (ii) allow change of Supervisors, (iii) early submission of thesis / dissertation and (iv) extension of time for submission of thesis / dissertation, all in accordance with university rules,

(j)Recognize research supervisors on the recommendations of the Research Committee constituted for the purpose, as per University rules,

(k)permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and treat their absence as active period of research;

(l)The Dean shall exercise such other powers and perform such other academic and administrative duties as may be suggested by the Vice-Chancellor.

STATUTE No.15

APPOINTMENT, DUTIES AND POWERS OF PRINCIPAL OF A COLLEGE

1.APPOINTMENT:

(a)The Vice-Chancellor is the competent authority to appoint the Principal of any of the University Colleges / Constituent Colleges.

(b)The Principal shall be appointed from amongst the permanent and senior Professors of the University and / or the college concerned by rotation.

(c)The term of appointment of the Principal shall be three (3) years.

(d)The Principal of the University College / Constituent College shall be paid an additional allowance, besides salary drawn by him / her as Professor, as may be fixed by the Executive Council.

(e)The workload of a Principal in teaching and research shall be as per the guidelines prescribed by the UGC / University.

2.DUTIES OF THE PRINCIPAL:

The Principal shall be the administrative Head of the College and shall perform the following duties:-

(a)Conduct admission of students to the various programmes, in the Depts./ Centres within the jurisdiction of the college;

(b)Take all necessary steps to prevent ragging and take appropriate disciplinary action on complaints of ragging;

(c)Assist the University authorities in matters of student counselling;

(d)Maintain general supervision and control over the teaching and non-teaching staff of the College, and be responsible for maintaining discipline among the staff and students of the college;

(e)Arrange safe and proper maintenance of the buildings / laboratories / libraries / hostels / stores/ play grounds and other properties of the college;

(f)Prepare the academic schedule each year for the College in consultation with the Heads of the Department concerned, and co-ordinate the teaching programmes in all the teaching departments of the College.

(g)Monitor the maintenance of, –

(i)Attendance registers and progress reports of the students,

(ii)Regular display of students' attendance particulars on the notice boards and the website of the College / departments,

(iii)Records of equipments, books, stores and the like in the prescribed format;

(h)Call for periodical reports from any Head of the Department in the College regarding,-

(i)Attendance and Progress reports of the students,

(ii)Equipment registers and all other stores particulars,

(iii)Expenditure incurred on budgeted items;

(i)Constitute internal Committees as specified below for various activities in the College, and preside over their meetings, record the minutes, circulate them among the members and implement the recommendations of the Committees.

(i)Library Committee

(ii)Sports Committee

(iii)Purchase Committee

(iv)Committee of students counsellors

(v)Anti-Ragging Committee

(vi)Any other Committee concerning the College matters

(j)Administer the recurring and non-recurring funds of the College, and properly maintain the account books

3.POWERS:

The Principal shall exercise the following powers without prejudice to any rule / regulation of the University in vogue:-

(a)To condone, on medical grounds, the attendance requirement of students to the extent permitted by the relevant rules of the University;

(b)To fine / suspend a student of the College for any proven misconduct. The Principal may, with prior approval of the Vice- Chancellor, rusticate any student for proven misconduct in the College or outside;

(c)To sanction different types of leave, as prescribed by the University and following the procedure laid down from time to time, to the teaching and non-teaching staff working in the College, subject to verification of their leave entitlement by the competent authority in the University;

(d)To recommend in-charge arrangements for non-teaching staff vacancies in the Principal's Office as per University rules;

(e)To recommend proportionate reservation of leave to staff entitled to vacation who are assigned official duty without remuneration, by the University, during the period of vacation;

(f)To announce the last date for payment of tuition fees and any other fees for various courses as per the regulations of the University;

(g)To let out, with the prior approval of the Vice-Chancellor, the College premises to outside agencies for a brief and limited period of time, but without disturbance and / or detriment to the College assets and its normal functioning;

(h)To approve quotations for purchase of materials for the College, provided the cost of the materials does not exceed an amount prescribed by the University;

(i)To approve the recommendations of the College Purchase Committee on purchase of materials worth up to an amount prescribed by the University;

(j)To utilize the unspent balance of non-University fund for improving facilities in the College, subject to rules framed in this regard.

(k)Based on the annual stock verification report, the Principal may,-

(i)Write off unserviceable articles worth up to an amount prescribed by the University;

(ii)Auction unserviceable articles worth up to an amount prescribed by the University.

4.OTHER DUTIES AND POWERS:

(a)The Principal shall perform such other duties as may be entrusted to him / her by the Vice-Chancellor and may exercise such other powers, which may be conferred on him / her by the Executive Council from time to time.

(b)The Principal shall propose and recommend the name of a teacher of the College for appointment as Vice-Principal(s) by the Vice-Chancellor, to assist him / her in the day-to-day administration of the College.

(c)The Principal may, with the approval of the Vice-Chancellor, delegate such powers as are deemed necessary and relevant to the Vice-Principal(s) of the College.

STATUTE No.16.

APPOINTMENT, DUTIES AND POWERS OF HEAD OF A TEACHING DEPARTMENT

1.APPOINTMENT:

(a)Each Department of Teaching shall be headed by a permanent teacher of the University, who will be designated as Head of the Department (hereafter called HoD), and declared as an Officer of the University.

(b)The Vice-Chancellor is the competent authority for appointing the HoD. All such appointments will have to be reported to the Executive Council.

(c)The term of appointment of a HoD shall be three (3) years. The HoD appointment is ordinarily for one term. However, a teacher may be appointed as HoD for a second term in exceptional cases.

(d)The HoD shall be from the cadre of a Professor/Associate Professor, and is appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.

(e)If a Professor / Associate Professor is not available in any department of teaching, the Vice-Chancellor may temporarily appoint the Principal of the College / Dean of the School / Head of an allied Department as In-charge HoD.

2.DUTIES:

The main duty of the HoD is to ensure excellence in the Department by way of organizing quality teaching, research and related academic activities. In this Endeavour, the HoD shall perform the following duties:

(a)Create an atmosphere that is congenial to effective teaching- learning and research in the department;

(b)Supervise the teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently;

(c)Maintain order and discipline in the premises of the department;

(d)Preside over the meetings of the Departmental Committee, maintain the register of Departmental Committee resolutions, and initiate action on the resolutions of the Committee including transfer proposals;

(e)Frame the time table and allocate teaching work to the teachers as per norms and in consultation with the Departmental Committee.

(f)Assign duties to the teaching and non-teaching employees of the department for the smooth conduct of day-today- affairs and examinations in the Department;

(g)Maintain and display attendance records, monitor the progress of the students, display progress reports, and certify the student identity cards for availing concessions;

(h)Maintain properly the furniture, books, departmental library, stores, and other properties of t

(i)Maintain relevant stock registers in the prescribed formats of all items of equipment / apparatus, library books, periodicals, and order/arrange the annual physical verification of the stock;

(j)Place orders for stores, books and other equipments to the library / laboratory within the budget allotments made to the department after obtaining the approval of the Departmental Committee for these and duly following the prescribed procedures;

(k)Maintain the accounts of expenditure for all the amounts drawn under different Heads;

(l)Allot the available space in the department for teaching, research and staff, in consultation with the departmental committee;

(m)Forward proposals relating to teaching and research and submitted by the faculty of the department to the University with due recommendation;

(n) Conduct or arrange seminars, symposia, conferences, workshops, etc.

(o)Certify the attendance and progress of research work of the research scholars in the department, and forward their claim bills for fellowship and other expenditure incurred for research.

(p)Implement the directions of the University pertaining to prevention of ragging, women harassment, and such other anti- social activities,

(q)Discharge such other duties assigned by the Principal / Vice-Chancellor from time to time.

3.POWERS OF THE HoD:

The HOD shall have the following powers:-

(a)To send proposals to the Principal / Dean / Registrar for part- time teaching arrangements in the department whenever needed as per the workload requirement;

(b)To grant casual leave to teachers and non-teaching staff in the department, and to recommend other leaves to the concerned authorities;

(c)To recommend to the University / concerned funding agencies the names of candidates for award of research fellowships / scholarships or any other special awards under the purview of the Department;

(d)To operate / duly utilize the grants provided by the University to the Department towards furniture, equipment, chemicals, glassware, stationery, postage, contingencies, etc.

(e)To exercise such other powers as may be assigned to him / her by the Principal / Dean / Vice-Chancellor / Executive Council from time to time for administering the department in an efficient manner.

STATUTE No.17.

APPOINTMENT, DUTIES AND POWERS OF DEAN, COLLEGEDEVELOPMENT COUNCIL (CDC)

1.APPOINTMENT

(a)The Dean, College Development Council (CDC), is a whole time officer appointed by the Executive Council from among the Professors of the University in accordance with the terms and conditions prescribed for the purpose by the UGC.

(b)The Dean, CDC, shall be appointed initially for a period of one year, and the term may be extended every year subject to a maximum period of four (4) years.

(c)In addition to the pay and allowances as Professor, the Dean, CDC, shall be paid such additional allowances as prescribed by the Executive Council.

2.DUTIES OF THE DEAN, CDC

Subject to the general control of the Vice-Chancellor, the Dean, CDC, shall exercise the following powers and duties.

The Dean, CDC, shall:-

(a)Be the head of the CDC and its Office, and define the duties of the staff working under him / her and assess their work;

(b)Act as a liaison officer between University Grants Commission (UGC), the University, Constituent and Affiliated Colleges, Department of Education of Government of Andhra Pradesh, Andhra Pradesh State Council of Higher Education, and such other bodies of State and Central Governments dealing with higher education matters;

(c)Correspond with all concerned with regard to the functioning of the CDC;

(d)Communicate all the information received from the UGC to the affiliated colleges regarding the various schemes intended for the development of the Colleges;

(e)Obtain utilization certificates and completed documents from the Colleges in respect of UGC grants, and forward them to the UGC;

(f)Ensure that the UGC grants are properly and expeditiously disbursed to Colleges, and monitor proper implementation of the UGC schemes in the affiliated colleges;

(g)Convene the meetings of the Principals of all affiliated colleges and apprise them of the role and functioning of the CDC;

(h)Prepare the Annual Report of the College Development Council listing its activities and those of affiliated colleges during that year under report and submit it through the Vice-Chancellor to the Executive Council and the UGC;

(i)Convene the meetings, with the approval of the Vice-Chancellor, of the CDC at regular intervals, at least twice in an academic year,

and review various programmes, activities and issues concerning the development of affiliated colleges;

(j)Visit or arrange to visit the Colleges at least once in an academic year, monitor the proposa leges and advise them suitably;

(k)Review the reports of Inspection Committees appointed by the University, suggest remedies for the defects, deficiencies, and irregularities noticed in consultation with management and staff of the Colleges, and ensure that the recommendations of the Inspection Committees are duly implemented;

(l)Send periodic reports to the UGC about the impact of its programmes on the Colleges;

(m)Sanction leave to the staff working in CDC, countersign TA and other bills of the CDC office;

(n)Perform such other functions relating to affiliated colleges such as starting of new colleges, grant of conditional affiliation, affiliation for new courses or subjects, sanction of 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.

3.GENERAL

(a)The Dean, CDC, is eligible for leave on full pay as per the university leave rules applicable to non-vacation staff for each completed year of service, and other categories of leave applicable to officers of the University;

(b)The Dean, CDC, shall be paid travelling, daily and other allowances for inspection of colleges, at the rates approved by the Government / Executive Council;

(c)In case of resignation of the Dean, CDC, the Vice-Chancellor may accept his / her resignation and then report the matter to the Executive Council.

(d)When the Office of the Dean, CDC, falls vacant or the Dean is unable to perform duty, the Vice-Chancellor is authorized to make alternative arrangements temporarily till the new Dean is appointed.

STATUTE No.18

APPOINTMENT, DUTIES AND POWERS OF CHIEF WARDEN OF THE HOSTELS

1.APPOINTMENT:

(a)The 'Chief Warden of the Hostels is a whole time Officer of University appointed by the Executive Council from amongst the Professors / Associate Professors of the University, in accordance with the terms and conditions prescribed for the purpose.

(b)The appointment of a Chief Warden shall be initially for a period of one year, extendable every year subject to a maximum period of three years.

(c)In addition to the pay and allowances as Professor / Associate Professor, the Chief Warden shall be paid such additional allowances and leave reservation as prescribed by the Executive Council.

2.DUTIES OF THE CHIEF WARDEN:

Subject to the general control of the Vice-Chancellor, the Chief Warden shall exercise the following powers to discharge his / her duties.

The Chief Warden shall:-

(a)Be the head of the Office of University Hostels,

(b)Be the authority to assign and assess the duties of wardens / Deputy wardens / Assistant Wardens and other supporting staff working in the university hostels;

(c)Take all measures required for maintaining the discipline and good conduct of the boarders in the university hostels;

(d)Ensure hygienic conditions in the hostels;

(e)Maintain good quality of the food served to the boarders in the messes;

(f)Recommend to the Executive Council the policies for hostel admissions, maintenance of messes and the staffing pattern in the hostels, in consultation with the Hostel Advisory Committee;

(g)Publish a manual containing the details of hostel rules and regulations and the discipline expected from the boarders;

(h)Educate the boarders about the consequences of ragging, and set up all the statutory mechanisms to prevent ragging in the hostels;

(i)Allot rooms to the hostel boarders through a procedure recommended by the Hostel Advisory Committee' and approved by the University;

(j)Correspond with the authorities concerned, both in the University and Government, for the grant of various scholarships (SC/ST, BC, EPP, PH etc.) to eligible boarders in the university hostels, and initiate steps to receive the same;

(k)Develop and maintain a data bank of the hostel boarders on their financial, social and biometric information, in consultation with the authorities concerned;

(l)Maintain proper accounts of receipts and expenditure of the hostels, and cause annual audit of the accounts;

(m)Prepare the monthly mess bills of all the hostel boarders before the 15th day of the succeeding month and display the list on the notice board(s) and the hostel website;

(n)Ensure the collection of mess bills from the hostel boarders every month;

(o)Review the status of receipts from the boarders on a quarterly basis, identify the names of the defaulters, announce their names on the notice board and the hostel website, and initiate necessary action to recover the dues, and to evict the defaulters;

(p)Initiate measures for repairs and annual maintenance of hostels, kitchens and dining halls during the vacation period(s);

(q)Issue 'No Dues Certificate' to those boarders who have paid all the hostel dues;

(r)Sanction leave to the staff working under him / her as per rules, countersign TA and other bills of the hostel staff;

(s)Perform such other functions relating to the university hostels as may be prescribed by the Executive Council / Vice-Chancellor for advancing the cause of good governance in the hostels.

3.GENERAL:

(a)In the event of the Chief Warden resigning his / her office for any reason, the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.

(b)When the Office of the Chief Warden falls vacant, or when he / she is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Chief Warden

shall be performed by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

STATUTE No.19

AFFILIATION OF COLLEGES
&
RECOGNITION OF
INSTITUTIONS

1.COMPETENT AUTHORITY TO GRANT / WITHDRAW AFFILIATION / RECOGNITION / PERMISSION:

The Executive Council, in consultation with the Academic Senate, shall have the power to:-

(a)Grant affiliation to a College, which was accorded approval / permission by the competent authority, for providing a course or courses of study qualifying the students to University Degrees / Diplomas. Once the College is affiliated, permission may be granted separately for each course / subject / combination of subjects;

(b)Accord recognition to Government or quasi Government Institutions for imparting instruction and guidance to students for a degree / diploma under a Memorandum of Understanding with the University;

(c)Accord recognition to reputed and well established R&D institutions preparing the students for a research degree (M Phil / PhD), **1991,** under a Memorandum of Understanding with the University;

(d)Withdraw affiliation / recognition / permission granted to a College / Institution / course / subject / combination of subjects, for violation of rules / conditions of affiliation / recognition / permission, and for such other actions / incidents that damage the reputation of the University / Government.

2.PROVISIONAL AFFILIATION TO COLLEGES AND PERMISSION TO COURSES / COMBINATION OF SUBJECTS, ETC.

(a)The University shall notify every year in the month of November / December, the fees and the schedule of dates for receiving, processing, and finalization of applications for granting affiliation to Colleges and

permission to run Courses / Combination of Subjects for the ensuing academic year. The University shall

examine the applications received, complete the process of affiliation and permissions within four (4) months from the last date of receiving the applications, and communicate its decision to the concerned parties not later than 31st May, so that the Colleges which have been granted affiliation and permission to run courses / combinations of subjects will be prepared to offer the courses in the ensuing academic year.

(b)The Chairman / Secretary / Correspondent of the notified College (and in case of Government Colleges the appropriate authority representing the Government) only can apply for affiliation, provided that the Society / Trust / such other competent body seeking affiliation for the College is financially sound to fulfill the conditions stipulated from time to time by the Government, University and any other statutory bodies, with regard to Land, Corpus Fund, Accommodation, Furniture, Laboratory Equipment, Computer Facilities, Library Books, Salaries etc. The Society / Trust / such other body shall have to furnish the details of its funds and sources of income, along with supporting evidence, from which it proposes to meet the expenditure.

(c)The University will accept the application for affiliation from a College, provided it is accompanied by an electronic version of the scanned copy of the application and all other supporting documents (in CD / pen drive).

(d)The University may reject the applications for affiliation / permission summarily if the College does not conform to the notified guidelines and requirement of affiliation / permission. Once an application is rejected, the College shall not be considered again for the same academic year.

(e)In case of those applicants who complied with the notified guidelines and requirements of affiliation / permission, the University will cause an inspection of the proposed College for verifying the information provided by the applicant and for assessing the feasibility of the request / proposal.

(f)For the purpose of affiliation / permission, the Inspection Committee shall consist of the following: -

(i)Dean of the School concerned … Chairman

(ii)Head of the Department / School concerned…Member

(iii)Dean, CDC / Director, Directorate of Academic Audit … Member-Convener

If any of member(s) mentioned above is (are) unable to serve on the Committee for valid and approved reasons, the Vice-Chancellor will make necessary and suitable substitute arrangements. Whenever some technical help is needed for the Committee, the Vice-Chancellor may nominate persons for the purpose. If the permission sought is for more than one Course

/ Combination, a combined Inspection Committee may be constituted by including the Deans and Heads of the Departments of relevant disciplines concerned. The Vice-Chancellor shall nominate one of the Deans, as the Chairman of such a Committee.

(g)After visiting the proposed College, verifying the information provided in its application for affiliation, and assessing the feasibility of the applicant's,the Inspection Committee shall submit, within one week from the date of inspection, a report in the prescribed pro-forma along with its recommendation, to the Registrar of the University who shall submit the Inspection Committee Report to the Academic Senate / Standing Committee of the Academic Senate and the Executive Council, as soon as possible, for its consideration and decision.

(h)Affiliation to a College / permission to run a Course / Combination of Subjects granted by the University shall be provisional and is valid for one academic year only. The College will have to apply for and seek extension of affiliation / permission for each academic year. The College shall fulfill the conditions, if any, stipulated by the University while issuing the affiliation / permission orders, and submit the compliance report with documentary evidence within the prescribed time limit, failing which the College shall be disqualified for renewal of the provisional affiliation / permission for the next year. The University may appoint, if necessary, a Committee to verify the compliance report submitted by the College.

(i)When the applicant College is unable to start the College / Course / Combination of subjects in the academic year for which provisional affiliation / permission has been granted, the provisional affiliation / permission stands cancelled automatically.

(j)Every College with provisional affiliation / permission shall pay the prescribed annual affiliation fees, and such other fees as levied by the University, based on the number of courses permitted and the ceiling strength thereon, before the prescribed date.

(k)A provisionally affiliated College shall apply to the University, on or before 30th December of each year, for extension of affiliation / permission by submitting a renewal application along with relevant documents, prescribed fee, and academic progress of the previous year. The University shall process the renewal applications as per the above clauses.

(l)An affiliated college shall not be eligible for provisional affiliation beyond five years from the year of initial affiliation if the college does not fulfill the pre-requisites prescribed by the Andhra Pradesh Education Act, 1982. University Grants Commission and the University, with regard to land ownership, permanent buildings, play grounds etc.

3.PERMANENT AFFILIATION OF COLLEGES

(a)A College having provisional affiliation for five consecutive years is eligible to apply for permanent affiliation, provided the College has fulfilled

the conditions stipulated, from time to time, by the Government, the University and any other statutory bodies, for this purpose.

(b)The application for permanent affiliation shall be submitted in the prescribed proforma along with the relevant documents and fees, six months before the expiry of the existing provisional affiliation.

(c)The University shall process the application for permanent affiliation as per the clause 2(f) above. The Inspection Committee constituted for the purpose of permanent affiliation shall submit a comprehensive and specific report in the prescribed proforma about the academic, administrative, financial aspects of the College, besides the extent of compliance with the recommendations made earlier by the University for the academic improvement in the College.

(d)For the purpose of permanent affiliation, the Inspection Committee shall consist of the following and will be appointed by the Executive Council:

(i)Dean of a School … Chairman

(ii)A senior Professor of the University … Member

(iii)A senior Professor of a sister Universitynominated by the APSCHE … Member

(iv)Dean, CDC …. Member-Convener

(e)If an application for permanent affiliation is not considered favourably, the same may be deemed to be an application for renewal of provisional affiliation for that academic year.

(f)The College, which has been granted permanent affiliation, shall pay the prescribed annual affiliation fees each year and such other fees as levied by the University based on the number of courses permitted, and the ceiling strength thereon, before the prescribed date.

(g)The University shall inspect and review, once in five years or earlier, every affiliated College with permanent affiliation, to ensure maintenance of academic standards and quality enhancement in the College with regard to infrastructure facilities, financial viability, classroom training, teaching staff, library, and other related matters. The University may direct any College so inspected to take remedial action within a stipulated period.

(h)The University shall withdraw permanent affiliation to any College for proven violation of rules/conditions of permanent affiliation and also for non-compliance of any directions from the University. Such College will be treated as under provisional affiliation for that academic year.

4.RECOGNITION OF COLLEGES / INSTITUTIONS AS RESEARCH CENTRES FOR OFFERING M PHIL / Ph.D. PROGRAMMES

(a)A reputed institution of the Government or a quasi-Government Institution situated in the jurisdictional area of the University, as specified in Schedule-I, is eligible to ap gnition,for conducting research

programmes by entering into a Memorandum of Understanding (MoU) for the purpose to the University.

(b)Colleges with permanent affiliation / National Research Laboratories and / or Institutes / Reputed Industrial establishments with accredited R & D Laboratories, are eligible to apply for University recognition as a Centre for conducting Research Programmes leading to M Phil / PhD degree in a subject / subjects approved by the University;

(c)National Research Laboratories and / or Institutes / Reputed Industrial establishments / Government and quasi-Government institutions with accredited R & D Laboratories, which are situated outside the jurisdictional area of a University are also

eligible to apply for University recognition as a Centre for conducting Research Programmes leading to M Phil / PhD degree in a subject / subjects approved by the University provided the same is permitted by the Governments concerned / statutory bodies;

(d)The guidelines for eligibility, method of applying, processing of the application and other general rules and regulations for recognition of Colleges / Institutes as Centers for conducting Research Programmesshall be devised by the University separately for each programme, on request from the college / institution concerned.

(e)Recognition of a College / Institute as a Centre for conducting Research Programmes is provisional and is based on the recommendation of a Committee constituted, for the purpose by the Vice-Chancellor. Provisional recognition is valid for one academic year, and should be renewed every year based on the progress.

(f)Admission of students to M Phil / PhD programmes in Colleges / Institutions recognized as Centres for conducting Research Programs will be made by the University as per the regulations in vogue.

5.(a) All the Colleges / Institutions that are affiliated / recognized by the University shall comply with the Rules, Regulations, Ordinances, Statutes, standing orders or directions issued by the University, from time to time. Colleges / Institutions that are found to violate the rules, regulations, ordinances, statutes, standing orders or directions of the University are liable for de-recognition.

(b) Any distortion / tampering / misrepresentation of facts by Committees / Colleges / Institutions, during and / or after the inspection, will be treated as misconduct and invites punitive action by the competent authority of the University.

STATUTE No.20

ESTABLISHMENT OF TEACHING DEPARTMENTS AND RESEARCH CENTRES

This Statute shall contain the formalities required for establishing a new teaching Department or a Research Centre:-

(1)The proposal to establish a new Department / Research Centre shall be made by the relevant Board of Studies. After approval by the Board of Studies, the matter shall be placed before the Academic Senate which, after satisfying itself

that that adequate academic and physical infrastructure is available, may recommend such establishment to the Executive Council.

(2)The recommendation of the AS shall be placed before the EC for its approval. The EC before approving the establishing a new Department / Research Centre, shall also take into account the financial feasibility of the proposal.

(3)After approval of by the EC, the new Department / Research Centre shall be started in the University from the ensuring Academic year, after completing the teacher recruitment, if any, well in advance.

STATUTE No.21

INSTITUTION AND CLASSIFICATION OF TEACHING POSTS – METHOD OF APPOINTMENT AND DUTIES OF TEACHERS

(1)The Executive Council shall have the power to determine, from time to time, the subjects for which the teaching posts (Professor / Associate Professor / Assistant Professor) are required, and to institute them.

(2)The University teachers shall be of the following three categories, and / or any other category approved by the UGC / State Government / Executive Council:-

(a)Professor;

(b)Associate Professor; and

(c)Assistant Professor.

(3) The vacant posts of teachers, and their equivalent categories, if any, in the University shall be filled on all India basis by advertisement in national level newspapers and in the university website;

(4) The qualifications and selection criteria prescribed by the UGC Regulations from time to time shall be followed in the recruitment / promotion of University teachers.

(5) As defined University teachers, viz., Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Executive Council, should be appointed on the recommendations of a Selection Committee constituted as per the provisions of the Act and any other guidelines / regulations issued by the University Grants Commission / State Government from time to time.

(6) The duties of a Professor, Associate Professor and Assistant Professor shall be to:

(a)teach, train, and guide the students and research scholars in their subjects of study, and support them academically in their **progress**;

(b)engage in research and publish in accredited and refereed journals;

(c)involve in extension activities, approved by the University;

(d)carry out such other academic, examination and / or University administrative work as may be assigned by the Head of the Department / Chairperson, Bo al / Dean / Vice-Chancellor;

(e)The model code of conduct supplied by the UGCshall be applicable for all teachers of a University.

STATUTE No.22

PROCEDURE FOR CONDUCT OF THE CONVOCATION FOR CONFERMENT OF DEGREES

1.THE CONVOCATION:

(a)Convocation for the purpose of conferring Degrees and award of Diplomas, Medals, Prizes concerning such Degrees, shall ordinarily be held every year in the month of December / January. However, a Special Convocation may also be held at such other times as may be found necessary or convenient. The actual date and time of the Convocation in each case shall be fixed by the Executive Council, subject to the Chancellor's approval.

(b)The Chancellor shall preside over the Convocation. In the absence of the Chancellor, the Vice-Chancellor shall preside.

(c)The Degrees conferred and Diplomas awarded by the University at the Convocation shall be those as approved by the Executive Council.

(d)Not less than thirty (30) days notice shall ordinarily be given by the Registrar, under the direction of the Vice-Chancellor, for an ordinary Convocation. However, a short notice of a period possible, as decided by the Vice-Chancellor, is sufficient for a special Convocation.

2.AWARD OF DEGREES & DIPLOMAS:

(a)Candidates shall submit their application to the Controller of Examinations for admission to degree and / or diploma in the prescribed form with fee, at least 20 days before the date fixed for the Convocation.

(b)Every candidate who has studied in University Colleges and qualified for a Degree or Diploma shall receive the same at the Convocation either in person or in absentia. It shall, however, be competent for the Vice-Chancellor, to confer on candidates who are declared eligible for the award of their respective Degrees or Diplomas. All such cases shall be reported to the succeeding Convocation.

(c)Any candidate who, having applied as a candidate for a degree in person at Convocation but failed to appear at that occasion, can obtain the Degree or Diploma or title on payment of penal fee as prescribed by the University.

(d)Every candidate who has studied in a College / Institution affiliated to or recognized by the University and qualified for a degree or diploma or title shall receive the same either in person or in absentia at a special function held after the Convocation at the College concerned, which has prepared and presented him / her for the final / qualifying examination concerned.

(e)Degrees or Diplomas may be awarded posthumously, on application, to such representative of the eligible and deceased candidates, as may be

approved by the Vice-Chancellor. The Vice- Chancellor's choice of the representative of the deceased is final.

(f)The Degrees and Diplomas of the University shall be valid only if they (a) bear security features and seal of the University, (b) are signed by the Controller of Examinations / Registrar in case of Degrees and Diplomas other than the Research Degrees, (c) are signed by the Vice-Chancellor in the case of Research Degrees, and (d) are signed by the Chancellor, Vice-Chancellor who prescribed over the convocation in case of Honorary Degrees.

(g)The Vice-Chancellor may, with the approval of the Executive Council, recommend a panel of eminent persons to the Chancellor to invite one of among them as the Chief Guest to deliver the Convocation Address.

(h)The Vice-Chancellor may, at a meeting of the Executive Council, move the proposal for conferment of an honorary degree / title such as LLD, D Lit. DSc., Kalaprapoorna, Kreedaprapoorna etc., upon a person who has immensely served society/ rendered outstanding service to society at large by reason of his / her eminence and attainment or by virtue of his / her contribution to knowledge, or for his / her distinguished service to the cause of education, science and technology, health, fine arts, games and sports, or any other public services. Honorary Degrees shall be conferred with the approval of the Chancellor and only at the Convocation in person.

3.THE PROCEDURE:

(a)The Executive Council shall, from time to time, lay down the procedures to be followed at the Convocation by an ordinance.

(b)The Chancellor, the Vice-Chancellor, the Chief Guest, recipients of Honorary Degrees, Registrar, Deans / Chairpersons of the Faculties, and members of the Executive Council / Academic Senate shall wear the academic robes prescribed and assemble at the place allotted for supplication of Graces at the appointed hour. Arrangements shall be made on the dais in the Assembly of Graces for the seating of the Chancellor, the Vice- Chancellor, and the Registrar, with the Chancellor seated at the centre. The Chief Guest, the recipients of the Honorary Degrees, the Deans / Chairpersons of the Faculties and other members of the Executive Council shall be seated opposite to the Chancellor.

(c)The Graces of the Executive Council for admission of the candidates to the several Degrees shall be supplicated in the alphabetical order of the Faculties by the Dean of the School concerned. In the absence of the Chairperson of any School, the Grace shall be supplicated by the person authorized by the Vice- Chancellor.

(d)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 on those persons whom the Executive Council on the reports of the Examiners has certified to be qualified for the degree of ..... and they be admitted to that degree".

(e)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".

(f)When all the Graces have been passed, the Chancellor, the Vice-Chancellor, the Chief Guest, the recipients of the Honorary Degrees, Chairpersons 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.

(g)The Chancellor's chair on the dais in the Convocation Hall shall be arranged in such a way that it is slightly in advance in the row of chairs where he is seated. The Chancellor shall be at the centre of the row and he is flanked on the left side by the Vice-Chancellor and on the right side by the Chief Guest. The Chief Guest shall be seated next to the Vice-Chancellor, the recipients of Honorary Degrees on either side next to the Chief Guest. The Registrar shall be seated at the right side end. The Deans / Chairpersons of the Faculties and the members of the Executive Council shall be seated in the second and third rows behind leaving full space for the presentation of the candidates.

(h)The candidates shall wear the gowns, hoods, and academic caps / turbans / fezzes pertaining to the respective Degrees and shall be seated opposite to the Chancellor.

(i)On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Dean / Chairpersons of the Faculties, members of the Executive Council, and the Registrar have taken their seats.

(j)The Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Deans / Chairperson of the Faculties, members of the Executive Council and the Registrar having taken their places, the Chancellor shall say:

"The Convocation of -------- University has been called to confer Honorary Degrees and other academic distinctions on persons upon whom the Executive Council has decided to **confer them and** Degrees upon the candidates who have been certified worthy of these Degrees. Let the candidates be **now** presented.".

(k)Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient(s) of such degree shall be presented ordinarily by the Vice-Chancellor 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 read.

(l)The Chancellor or the Vice-Chancellor, in presenting the Honorary degree, shall say to the recipient:-

"By virtue of the authority vested in me as the Chancellor (or Vice-Chancellor) of the ------ University, I admit you to the degree of …… ……..(*Honoris Causa*) of this University on account of your eminent position and attainments, and in token thereof you have been presented with this degree, and I authorize you to wear the Robes ordained as the insignia of your degree".

Then he shall retire to his seat. Afterwards, the other Degrees will be conferred as per the procedure laid down for convocation.

STATUTE No.23

CONFERMENT OF AUTONOMOUS STATUS OF AFFILIATED COLLEGES

1.ELIGIBILITY:

(a)Affiliated Colleges with not less than ten years of standing and recognized by the University Grants Commission under Sections 2(f) and 12(B) of the University Grants Commission Act, 1956, and accredited by NAAC with a minimum of "B" Grade only are eligible to apply for the conferment of the status of autonomy.

(b)The following criteria shall be followed for identification of institutions for grant of autonomy:-

(i)Academic reputation and previous performance in University examinations and its academic / co-curricular / extension activities in the past;

(ii)Academic / extension achievements of the faculty;

(iii)Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard;

(iv)Adequacy of infrastructure, equipment, laboratories, library, accommodation for academic activities, etc.;

(v)Quality of institutional management;

(vi)Financial resources provided by the management / State Government / UGC for the development of the institution;

(vii)Responsiveness of the administrative structure;

(viii)Motivation and involvement of faculty in the promotion of innovative reforms;

(c)The Executive Council may confer the status of autonomy upon a College with the concurrence of the University Grants Commission.

2. The application for autonomous status by the College, the screening of the application for autonomous status shall be as prescribed by the UGC and ordinances of the University.

3.CONFERMENT OF AUTONOMOUS STATUS:

(a)The recommendations of the Screening 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.

(b)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 University Grants Commission (UGC) and subject to such conditions, if any, as may be laid down by it, confer the autonomous status on the Affiliated College.

(c)In the event of the conditions stipulated by UGC and the Executive Council not being fulfilled within the time and manner specified, such autonomy shall lapse and a fresh application on the part of the management of the college shall be necessary.

4.COMMITTEES IN AN AUTONOMOUS COLLEGE:

(a)The College shall have the following Committees to ensure proper management of academic, financial, and general administrative affairs.

The following are the statutory bodies in an autonomous college:

(i)Governing Body

(ii)Academic Council

(iii)Board of Studies

(iv)Finance Committee

The composition and functions of the above Committees shall be as per the provisions made by the University Grants Commission.

(b)The College shall, in addition, have other Committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra Curricular Activities Committee and Academic Audit Committee.

(c)An autonomous college shall prepare a calendar for the meetings of the 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.

(d)The management of the Autonomous College shall send to the Registrar at th ch 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.

5.The extent, conditions of further extension and revocation of autonomy shall be in conformity with the UGC stipulation in this behalf and the ordinances of the University concerned.

STATUTE No.24

MAINTENANCE OF A REGISTER OF REGISTERED GRADUATES

1.The Registrar shall maintain a Register of Registered Graduates.

2.The persons who are Graduates of the University after graduation shall be entitled to have their names entered in the Register of Graduates, and will continue to be Registered Graduates for life. For this purpose, the day of the Convocation on which a person is admitted to his / her degree either in person or in absentia shall be considered the day on which he / she has graduated or taken his Degree.

3.(a)Any Graduate who wishes to register himself / herself as a Registered Graduate of the University shall apply in the prescribed form to the Registrar and pay the fee prescribed by the University from time to time which will entitle him / her to have his / her name entered and retained in the Register for life.

(b)The Register of Registered Graduates shall be revised, corrected, and brought up-to-date on 1st July of each year. For this purpose, the

Register shall be closed from 1st June to 30th June each year and no entries shall be made during those days.

A Committee of five members from among the Academic Senate of the University, and appointed by the Executive Council, will revise the list of Registered Graduates every year.

(c)Every applicant, for registration as a Registered Graduates, shall furnish his / her permanent address and e-mail ID. Communications, if any, will be sent by e-mail.

(d)It is the duty of the Registered Graduate to inform the Registrar of the University where they have graduated of any change of address.