

# REPORT OF THE COMMITTEE

## MODEL STATUTES AND ORDINANCES

*submitted by*

*Prof. P. S. N. Reddy, Prof. of Chemistry (Retd.) Osmania University, Hyderabad  
Prof. P. Vijaya Prakash, Prof. of Anthropology (Retd.), Andhra Univ., Visakhapatnam  
Prof. R. Ramakrishna Reddy, Prof. of Physics (Retd.), S. K. Univ., Ananthapur*

*(18.07.2013)*

## PREFACE

Higher Education is the modern world's basic education and is no longer a luxury but essential to survival, as Prof Henry Rosovsky of Harvard University once commented. Several developing countries, including India, accepted higher education as an important channel for socio-economic advancement of lower classes, thereby facilitating its expansion by allotting maximum budget. In India, higher education experienced an exponential growth in post independent era. In 1950, for example, there were only 30 universities and 750 colleges with an in-take of 0.26 million students. Today, there are more than 650 universities, 33,000 affiliated colleges with 26.0 million students. This expansion is most desirable, since it offers access to all those willing to pursue higher education, and broadens the knowledge base in the country.

Andhra Pradesh is no exception to the above trend. In 1956, there were only 3 universities in the State, and this number has increased to 46 (34 State, 3 Central, 7 Deemed, 1 IIT, 1 NIT) by 2013. Similarly, the number of colleges offering conventional and professional degree courses has swelled very much (to nearly 3000), particularly in the past ten/fifteen years, with an in-take of about 0.5 million students every year. This unbridled expansion posed several challenges, particularly for the sustenance of quality in teaching, research and education management in universities, and updating the instruction in the affiliated colleges. The Government of A P has sought to address this issue by establishing new universities in every district to provide proximate access to the rural students, and consequentially reducing the burden of affiliated colleges to the existing universities. Thus, 17 universities came into existence during 2005-07 and they were brought under the purview of the 'A P Universities Acts'.

The A P Universities Acts empowers the Executive Council to make Statutes and Ordinances for university governance. The three older universities - Andhra, Osmania and Sri Venkateswara - made Statutes and Ordinances, which are more than 50 years old, and these were adopted by most of the universities established subsequently. However, some universities, established after 2005, have now drafted the Statutes and Ordinances anew, and sent them to the Government for assent of the Hon'ble Chancellor. While the universities have the freedom to institute Statutes and Ordinances that are specific to their requirements, it is essential to have some commonality and conformity to the basic tenets of university administration and

the provisions of the Universities Act. In this context, the A P State Council of Higher Education (APSCHE) felt it necessary to have 'Model Statutes and Ordinance' as reference for the universities while revising/updating/preparing their Statutes and Ordinances. Accordingly, a 3-member Committee is constituted for drafting 'Model Statutes and Ordinances' on some essential subjects of university administration.

The Committee has first reviewed and assessed the functional character of the existing Statues and Ordinances of the state universities, codified the desirable features and then prepared 28 Model Statutes and 8 Ordinances keeping in view the contemporary requirements for good governance in the universities.

The 'Model Statutes' are grouped as (a) Constitution, powers and duties of Authorities of the University, (b) Powers, duties and conditions of service of the officers of the university other than Chancellor and Vice-Chancellor, (c) Procedure for conducting the meetings of the authorities and (d) Other aspects of University Functioning. Under the category (a), each statute is provided with the composition of the Committee, the term of the members, meetings, quorum, functions and such related issues. Statutes encompassing the Academic Senate, Finance Committee, Planning and Monitoring Board, College Development Council, Research Advisory Committee and Internal Quality Assurance Cell are drafted keeping in view their primary role in policy formulation for AP universities, whether conventional, technological or specialized. The powers and duties of various functionaries of university such as Vice-chancellor, Rector, Registrar, Finance Officer, Principal, Dean, Heads of Departments, Librarian, Chief Warden and Director of Admissions are in category (b). In addition, issues related to leaves and emoluments, and such other, wherever necessary, are also included. The procedures of conducting meetings of the most important policy making, regulating and controlling statutory bodies like Executive Council and Academic Senate are included in the third category. A detailed account of composition, schedule, quorum, agenda, business, minutes, etc. are provided for each of these statues. Affiliation of Colleges, Establishment of Teaching Departments, Recruitment of Faculty, Conferring Degrees in Convocation, Autonomous Status to Affiliated Colleges and such other miscellaneous items are included in the category of 'Other Aspects of University Functioning'. Each of these items is given the required provisions for the effective functioning in the form of a statue.

Similarly, the committee prepared draft ordinances on some common items of university administration such as i) Boards of Studies for Departments of Teaching, ii) Appointment and Duties of Controller of Examination, Examiners and Conduct of Examinations, iii) Qualifications, emoluments and number of university teachers, iv) Levy of fees for various courses of study in the university, v) Fees particulars for admission to various examinations, degrees and Diplomas of the university, vi) Conduct rules for employees of the university, vii) Rules for recognition of service associations of university employees, and viii) Discipline and appeal rules.

These 'Model Statutes and Ordinances' have been prepared by capturing the basic philosophy of the autonomous character of universities, and yet recognizing the necessity to define some indicators for achieving good governance and quality. To that extent, these models will meet the broad requirements of the universities in Andhra Pradesh, and may serve as a useful guide.

We are grateful to Prof. P. Jaya Prakash Rao, Chairman, APSCHE, for giving us an opportunity to draft these "Model Statutes and Ordinances" for the benefit of universities in Andhra Pradesh. We also acknowledge Dr P Sathi Reddy, Secretary (i/c) and the staff of the 'University Matters (UM)' section for their untiring support.

Dr P S N REDDY

Professor of Chemistry (Retd)  
Osmania University,  
Hyderabad-500 007

Dr P VIJAYA PRAKASH

Professor of Anthropology (Retd)  
Andhra University,  
Visakhapatnam - 530 003

Dr R RAMAKRISHNA REDDY

Professor of Physics (Retd)  
S K University,  
Ananthapur - 513003

# **MODEL STATUTES**

<b>STATUTE – 1</b>	<b>CONSTITUTION AND FUNCTIONS OF THE STANDING COMMITTEE OF THE ACADEMIC SENATE</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (a) and (c) of Section 51 read with sub-section (2) (1) of Section 25 of AP Universities Act, 1991, the Executive Council makes the following Statute for constitution, duties and powers of the Standing Committee of the Academic Senate.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (a) and (h) of Section 24 read with point (2) (n) of Statute 6 of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes the following Statute for constitution, duties and powers of the Standing Committee of the Academic Senate.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (a) and (h) of Section 25 read with point (2) (n) of Statute 6 of Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council makes the following Statute in respect of the procedure for the conduct of Academic Senate meetings:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (iii) and (vi) of Section 28 Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council makes the following Statute for constitution, duties and powers of the Standing Committee of the Academic Senate:
<b>5</b>	<b>Dravidian University Act 17 of 1997 - Addition to Statute (6) and (7)</b>
	In exercise of the powers conferred by clause (iii) and (vi) of Section 29 Dravidian University Act 17 of 1997, the Executive Council makes the following Statute in addition to Statute (6) and (7) under sub-section (3) of Section 30 for constitution, duties and powers of the Standing Committee of the Academic Senate:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (a) and (d) of Section 25 read with point 7 (d) (xv) of Schedule I (II) (I) of JNT University Act 30 of 2008, the Executive Council makes the following statute for constitution, duties and powers of the Standing Committee of the Academic Senate <b>to be notified by the Government under sub-section (1) of Section 26 :</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (a) and (d) of Section 24 read with point 7 (d) (xv) of Schedule II (1) of JNFAU Act 31 of 2008, the Executive Council makes the following statute in respect of the procedure for constitution, duties and powers of the Standing Committee of the Academic Senate <b>to be notified by the Government under sub-section (1) of Section 25 :</b>

**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, and shall consist of the following officials/members of the university:
  - i. The Vice-Chancellor (Chairperson)
  - ii. The Rector
  - iii. The Executive Council member who was appointed to the E C in the category of Principal of a University College,
  - iv. Deans of all the Teaching Faculties in the University, and
  - v. Five (5) other members of the Academic Senate nominated by it.
  - vi. The Registrar (Member-Secretary)
- (b) The Vice-Chancellor is the Chairperson of the Standing Committee, and will preside over all its meetings. In the absence of the Vice-Chancellor, the Rector will act as the Chairperson. If the Vice-Chancellor and the Rector are unable to attend the Standing Committee meeting for some 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 member(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 to arrive at a judicious decision on any subject matter under consideration at the Standing Committee.

**2. THE 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)(v) 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) There shall be at least one meeting of the Standing Committee for every two months on the dates decided by the Vice-Chancellor. 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 additional 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 per cent (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 case of an equal division of votes, the Chairperson may exercise the casting vote. Special invitees are not entitled to participate in 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) Registrar is the Member-Secretary of the Standing Committee, and shall record the minutes of a 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 authority of the Academic Senate, which is 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 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/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.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

STATUTE – 2	<b>CONSTITUTION AND FUNCTIONS OF THE FINANCE COMMITTEE.</b>
-------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-sections (a) and (c) of Section 51 of the Andhra Pradesh Universities Act. No.4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (a) of Section 24 of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (a) of Section 25 of Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (iii) and (vi) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (iii) and (vi) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee.

<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (a) and (d) of Section 25 read with Section 14 and Schedule II (II) of JNT University Act 30 of 2008, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee <b>to be notified by the Government under sub-section (1) of Section 26 :</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (a) and (d) of Section 24 read with Section 13 and Schedule II (II) of JNFAU Act 31 of 2008, the Executive Council makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee <b>to be notified by the Government under sub-section (1) of Section 25 :</b>

**1. The Committee:**

- (a) The Finance Committee is a sub-committee of the Executive Council.
- (b) The members of the Finance Committee are:
  - i. The Vice-Chancellor (Chairperson)
  - ii. Secretary to the Government, Finance Department, Government of A.P., in his/her capacity as an ex-officio member of the Executive Council,
  - iii. Two (2) other members of the Executive Council, of whom at least one should be familiar with Banking/Accounting operations.
- (c) The Finance Officer of the University is the Secretary of the Finance Committee.

**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 ten (10) 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 voting,
- (e) The Finance Officer shall record 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 for appropriate action wherever necessary.
- (f) The confirmed minutes of a Finance Committee meeting along with the recommendations, if any, shall be submitted to the Executive Council in its next immediate meeting for consideration.

**3. Duties & Functions:**

The Finance Committee shall perform the following duties and functions, which also include 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 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, based on the income and resources of the university which in the case of productive works may include the proceeds of loans;
- (k) comment upon the budget estimates of the university , which are to be submitted to the Government through the Executive Council;
- (l) prescribe the methods, procedure, forms and registers for maintaining the university accounts;
- (m) exercise such other powers assigned to it by the Executive Council on the financial matters of the university.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 3</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF THE PLANNING &amp; MONITORING BOARD</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act. No.4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions.
<b>2</b>	<b>Dr.B.R.Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (vi) of Section 14 and clause (a) of Section 24 of Dr.B.R.Ambedkar Open University Act 11 of 1982, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions.
<b>2</b>	<b>Sri PadmavathiMahilaViswavidyalayam Act 16of 1983</b>
	In exercise of the powers conferred by clause (vi) of Section 15 and clause (a) of Section 25 of Sri PadmavathiaViswavidyalayam Act, 1982, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions.
<b>3</b>	<b>PottiSreeramulu Telugu University Act 27of 1985</b>
	In exercise of the powers conferred by clause (vii) of Section 15 and clause (xxvii) of Section 28 of PottiSreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions.
<b>4</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (vi) of Section 16 read with clause (xxviii) of Section 29ofDravidian University Act 17 of 1997, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions.
<b>5</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under clause (v) of Section 10 read with caluse (a) of sub-section (1) of Section 25 of JNT University Act 30 of 2008, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>6</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under (v) of Section 10 read with caluse (a) of sub-section (1) of Section 24 of JNT University Act 30 of 2008, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the University and defining its constitution, powers and functions <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. THE COMMITTEE:**

- (a) There shall be a Planning and Monitoring Board (P & M Board) for the university. The members of the P & M Board are:
  - (i) The Vice-Chancellor (Chairperson)
  - (ii) Rector
  - (iii) Four Professors nominated by the Executive Council from among the Principals of University Colleges, Deans/Chairpersons of Faculties,
  - (iv) Two educationists nominated by APSCHE/Government,
  - (v) Two nominees of the University Grants Commission.
- (b) The Registrar of the University is the Convener of the P & M Board meetings.
- (c) The term of the members under category 1 (a) (iii–v) is three (3) years.

**2. THE MEETINGS:**

- (a) Planning and Monitoring Board shall meet at least once in every six months, and more often as required and determined by the Vice-Chancellor,
- (b) The Registrar shall circulate a notice, together with the agenda, for every meeting of the Board to the members of the Board at least two weeks in advance of the meeting date. The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving notice shorter than two weeks. The Chairperson may at his/her discretion include any item in the agenda for which due notice could not be given.
- (c) The Vice-Chancellor shall preside over the meetings. In the absence of the Vice-Chancellor, Rector will preside over the meeting.
- (d) The quorum for the meeting of the Board shall be five (5) members including the Chairperson.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within ten days from the date of the meeting. Members who were present at the meeting may raise, within one week from the date of circulation, any objection or propose an amendment. If the objection or the amendment is received within the

stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.

- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic Senate / Executive Council for approval, and the approved recommendations of the Board shall be implemented by the competent authorities in the university, in accordance with the rules and regulations of the University.

### **3. DUTIES AND FUNCTIONS:**

The Board is an advisory body to the Academic Senate / Executive Council on all matters relating to the academic planning and development in the university. The Planning and Monitoring Board shall exercise and perform the following functions:

- (a) Prepare an academic road-map for the university in accordance with the National Educational Policy,
- (b) Formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, AICTE, NCTE, APSCHE etc. for improving academic and administrative standards in the university,
- (c) Identify the targets that would help to improve the quality of teaching, research, consultancy, collaboration with industry, twinning programs, extension, student progression, women empowerment and social equity in the university,
- (d) Suggest reforms in teaching-learning process in tune with the emerging education technologies, and integrating e-learning with conventional methods of teaching.
- (e) Suggest examination reforms for comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process,
- (f) Identify breadth courses, inter-disciplinary and add-on diploma courses for introduction in under-graduate and post-graduate programs,
- (g) Identify thrust areas of research in all faculties, and facilitate conduct of high-quality and advanced research in the university departments,
- (h) Review the progress of teaching, extension, research and extra-curricular activities in the university and titrate them with the standards set by



accreditation agencies like NAAC, AICTE, NBA, ISO etc, and make suggestions for bridging the gaps, if any.

- (i) Monitor the academic performance of the affiliated colleges with the help of university statutory authorities like College Development Council, Directorate of Academic Audit, Examination Branch etc.
- (j) Guide the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning processes,
- (k) Any other function that aims to improve the academic standards and student's progression in the university, as decided and referred to the Board, from time to time, by the Vice-chancellor and/or the Executive Council / Academic Senate.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No.\_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 4</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF COLLEGE DEVELOPMENT COUNCIL (CDC)</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act. No.4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions.
<b>2</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (vi) of Section 15 and clause (a) of Section 25 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions.
<b>3</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (vii) of Section 15 and clause (xxvii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions.
<b>4</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (vi) of Section 16 read with clause (xxviii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions.
<b>5</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under clause (v) of Section 10 read with clause (a) of sub-section (1) of Section 25 of JNT University Act 30 of 2008, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>6</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under (v) of Section 10 read with clause (a) of sub-section (1) of Section 24 of JNT University Act 30 of 2008, the Executive Council hereby makes the following Statute for the ‘College Development Council (CDC)’ as an authority of the University and defining its constitution, powers and functions <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

## **1. THE COUNCIL**

- (a) The Executive Council is the authority to constitute the ‘College Development Council’ (CDC) for the university.
- (b) The members of the Council are:
  - i. The Vice-Chancellor (Chairperson)
  - ii. The Rector
  - iii. The Registrar
  - iv. All the Deans of Teaching Faculties
  - v. The Chairman, A.P. State Council of Higher Education or his nominee
  - vi. The Commissioner of Collegiate Education or his nominee
  - vii. Principal of an affiliated Autonomous College
  - viii. Principal of a Professional College
  - ix. Principal of an affiliated P G College
  - x. Principal of an affiliated UG College
  - xi. The Dean of CDC (Member-Secretary)
- (c) The term of the members in the Council is three (3) years or the duration of their office, and shall cease to be a member of the Council from the date on which he/she ceases to be the holder of the Office.
- (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 residuary period for which the person whose place he/she has filled would have been a member
- (e) The Vice-Chancellor is the Chairperson of CDC, and the Dean, CDC, is the Member-Secretary

## **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 council members.

- (d) The Vice-Chancellor shall preside over the meeting of the College Development Council. In his absence, the Rector will preside. In the absence of both, 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. DUTIES OF CDC**

- (a) CDC will convene a meeting of the Principals of affiliated Colleges in the university area at least once in a year to :
  - i. appraise them 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 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.,
  - v. any other matter that contributes to the improvement of quality of education in the colleges.
- (b) The College Development Council shall ensure that the grants received by the colleges for the purchase of books and journals, equipment, construction of buildings etc. from UGC and other funding agencies are properly utilized and maintained keeping the following in view:
  - i. separate 'Assets Register' 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 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, like '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 being purchased or constructed either partly or totally from the UGC fund is not disposed off without obtaining prior approval from the UGC;
  - vi. the UGC grants or assets are not 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 the following functions:
- i. devise a proper policy for an integrated development of the colleges;
  - ii. conduct surveys of all the affiliated colleges, area-wise, with a view to prepare and maintain an up-to-date profile of each college under the university
  - iii. prepare a perspective long-term plan for development of higher education in the university area;
  - iv. assist the colleges to realize their potential for autonomous status;
  - v. ensure that the UGC grants released to university for disbursement to colleges are not held/locked up or utilized by the university for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the Commission;
  - vi. obtain from the colleges, and furnish to the Commission, utilization certificates and completion documents in respect of UGC grants and

- help in monitoring the UGC programmes implemented by the affiliated colleges;
- vii. ensure close and continued interaction between the university teaching departments and the colleges;
  - viii. review the inspection reports of the colleges and suggest remedial measures, if required,
  - ix. coordinate and monitor admission of students to various courses in the affiliated colleges and ensure the procedures laid down are adhered to in respect of admission and collection of fees under different heads;
  - x. ensure that each college submits the list of admitted candidates course-wise along with the prescribed fees collected under different heads due to the university.
  - xi. coordinate with the managements of the colleges and the university in appointing teachers in accordance with the prescribed procedures and rules, and obtain details of teaching staff along with their qualifications etc., every year to enable the university to constitute different committees involving representation of affiliated colleges
  - xii. consider and process the applications received from students for transfer from one college / university to another college/university, granting, if necessary, extra seats for the purpose and to combine their attendance;
  - xiii. coordinate with APSCHE for Joint Inspection of Colleges for granting sanction of new UG and PG colleges and courses and for opening additional sections;
  - xiv. perform such other functions as may be prescribed or deemed necessary by the University for advancing the cause of higher education in its jurisdictional area.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 5</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act. No.4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (vi) of Section 14 and clause (h) of Section 24 of Dr.B.R.Ambedkar Open University Act, 1982, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (vi) of Section 15 and clause (a) of Section 25 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (vii) of Section 15 and clause (xxvii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (vi) of Section 16 read with clause (xxviii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under clause (v) of Section 10 read with clause (a) of sub-section (1) of Section 25 of JNT University Act 30 of 2008 , the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions <b>to notify by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under (v) of Section 10 read with clause (a) of sub-section (1) of Section 24 of JNT University Act 30 of 2008, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the University, and defining its constitution, powers and functions <b>to notify by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. THE COMMITTEE:**

- (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. The Rector
  - iii. Three (3) Deans of the Faculties, to be nominated by the Vice-Chancellor on rotation basis.
  - iv. Four experts from outside the University representing Science, Technology, Management and Humanities, to be nominated by the Vice-Chancellor.
  - v. The Principal of a University College, to be nominated by the Vice-Chancellor.
- (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 in the university.
- (d) 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-v) 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 ceased to be an officer;
- (g) Any person nominated in 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 residuary 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 Rector shall preside.
- (c) Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened with shorter notice. Under orders of the Vice-Chancellor, the Principal shall issue the notice informing the day, date, time and venue of the meeting.

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

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

- (d) The minutes of the meeting shall be prepared by the Principal within one week after the meeting and submit them to the Vice-Chancellor or through the member who presided over the meeting to the Vice-Chancellor. The minutes as approved shall be communicated to all the members of the Committee.
- (e) The Principal shall, as early as possible, but not later than 15 days from the date of approval of the minutes, initiate further action on resolutions passed at the meeting of the Committee.
- (f) The minutes shall be in the custody of the Principal 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 policy making body in respect of all matters 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. 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 a time-bound and goal-oriented projects funded by the Centre/State

Governments or other funding agencies, both national and international, 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 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 to 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, and suggest for their proper completion;
- (f) encourage interdisciplinary and multidisciplinary research in the University, and in collaboration with other research institutions;
- (g) investigate any case of plagiarism indulged by any teacher and/or researcher of the university, and to submit a detailed report to the Executive Council;
- (h) consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 6</b>	<b>CONSTITUTION AND FUNCTIONS OF INTERNAL QUALITY ASSURANCE CELL (IQAC), AND APPOINTMENT, DUTIES AND POWERS OF DIRECTOR, IQAC.</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (v) of Section 17 read with Clause (a) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by Clause (vi) of Section 14 read with Clause (a) of Section 24 of Dr. B.R. Ambedkar Open University Act 11 of 1982, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by Clause (vi) of Section 15 read with Clause (a) of Section 25 Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by Clause (vii) of Section 15 read with Clause (iii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by Clause (vi) of Section 16 read with Clause (iii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred by Clause (v) of Section 10 read with Clause (a) (1) of Section 25 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>

<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred by Clause (v) of Section 10 read with Clause (a) (1) of Section 24 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the University and appointment, duties and powers of Director, IQAC <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. THE IQAC:**

- (a) The university shall constitute 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 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 is the Chairperson of 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 three years;
- (c) In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowances as may be prescribed by the Executive Council / UGC;
- (d) The Director is the head of IQAC in 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 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 major Faculties 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 for 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 in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of 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 IQAC:**

- (a) 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 for 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) Bi-annual development of 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.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 7</b>	<b>CONSTITUTION AND FUNCTIONS OF FACULTIES IN THE UNIVERSITY</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Sub-Sections (1) (2) (3) of Section 26 of the Andhra Pradesh Universities Act, 1991(Act 4 of 1991) read with clause (iii) of Section 17 and clause (J) of section 51 of the said Act, the Executive Council hereby makes this Statute in respect of constitution and functions of the Faculties in the University:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (a) of Section 24 read with clause (iii) of Section 14 and Section 18 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of constitution and functions of the Faculties in the University:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (a) of Section 25 read with clause (iii) of Section 15 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council makes this Statute in respect of constitution and functions of the Faculties in the University:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (iii) of Section 28 read with clause (v) of Section 15 and Section 20 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of constitution and functions of the Faculties in the University:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (iii) of Section 29 read with clause (v) of Section 16 and Section 21 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of constitution and functions of the Faculties in the University:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (a) of Section 25 read with (iii) of Section 10 and of JNT University Act 30 of 2008 , the Executive Council makes this Statute in respect of constitution and functions of the Faculties in the University <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (a) of Section 24 read with clause (iii) of Section 10 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of constitution and functions of the Faculties in the University <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. THE FACULTY:**

- (a) The University shall have the following Faculties and those constituted by the Executive Council and added to the list from time to time

(LIST ALL THE EXISTING TEACHING FACULTIES IN THE UNIVERSITY)

- (b) Each Faculty shall contain those Departments of Teaching as specified in the Appendix to this Statute.
- (c) Each Faculty shall be headed by a Dean/Chairperson who is appointed by the Executive Council.
- (d) The members of the Faculty shall be
- i. The Chairpersons of all the Boards of Studies of the Departments of Teaching that come under that Faculty (ex-officio members),
  - ii. One senior teacher from each of the concerned departments under the Faculty, and nominated by the respective Board of Studies,
  - iii. Two (2) external expert member(s) nominated by the Vice-Chancellor to give adequate representation in the Faculty,
- (e) The term of an ex-officio member of the Faculty in the category of 1 (d)(i) is so long as he/she is 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 Faculty 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 Faculty meeting shall be fifty per cent (50%) of the total members of the Faculty as per 1(d).
- (g) The Faculty shall meet at least twice in a year at such intervals, place, and time as decided by the Dean.

**2. POWERS AND FUNCTIONS:**

Each Faculty 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 included in Faculty;
- (b) To forward the resolutions of the Departmental Committees / Boards of Studies of the departments, which are included in the Faculty, 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 Faculty,
- (d) To recommend the introduction of ‘School System’ in a given Faculty. Each School shall consist of a group of Departments of Teaching that are inter-related, as decided by the Faculty.
- (e) To deal with any other matter relating to the concerned Faculty, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate;

**APPENDIX**

(The list is only an example. While making the Statute, the names of all the existing Faculties in the university shall be included)

The University shall have the following Faculties with Departments of Teaching:

- 1. Faculty of Arts  
Department of English  
-----
- 2. Faculty of Social Sciences  
Department of Economics  
-----
- 3. Faculty of Commerce  
Department of Commerce  
-----
- 4. Faculty of Management  
Department of Business Management  
-----
- 5. Faculty of Informatics  
Department of Informatics  
-----
- 6. Faculty of Science  
Department of Mathematics  
-----

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 8</b>	<b>DUTIES AND POWERS OF THE VICE-CHANCELLOR</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Section (25) of Section 19 read with (j), and (a) of Section 51 of Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute on the powers and duties of the Vice-Chancellor in addition to the powers specified in Section 13 of the Act, the Vice-Chancellor (V-C) shall exercise the following powers without prejudice to the provisions of the A P Universities Act, 1991 (Act 4 of 1991).
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982 - Addition to the Statute (1)</b>
	In exercise of the powers conferred by clause (b) of Section 24 of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes the following on the duties and powers of the Vice-Chancellor in addition to the Statute (1) under Section (3) of 25 of the Act.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983 - Addition to the Statute (1)</b>
	In exercise of the powers conferred by clause (b) of Section 25 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes the following on the duties and powers of the Vice-Chancellor in addition to the Statute (1) under Section (3) of 26 of the Act.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (xxvii) of Section 28 read with sub-section (4) of Section 10 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute on the duties and powers of the Vice-Chancellor.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (xxvii) of Section 29 read with sub-section (4) of Section 11 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute on the duties and powers of the Vice-Chancellor.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (q) of Section 25 read with sub section (1) (xiv) of Section 12 of JNT University Act 30 of 2008, the Executive Council makes this Statute on the duties and powers of the Vice-Chancellor in addition to the powers notified in Schedule I (I) of the Act.

<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (q) of Section 24 and read with sub-section (1) (xiv) of Section 12 of JNFAU Act 31 of 2008, the Executive Council makes this Statute in respect of the duties and powers of the Vice-Chancellor in addition to the powers notified in Schedule I (I) of the Act.

**1. ACADEMIC AND ADMINISTRATIVE POWERS:**

- (a) The Vice-Chancellor (V C) shall exercise all powers at his/her disposal to maintain discipline among the students, teaching and non-teaching employees of the University.
- (b) The V C shall 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) The V C shall 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) The V C shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university.
- (e) The V C shall represent the university on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies or Associations in India or abroad.
- (f) The Vice Chancellor shall 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) Appoint, punish, suspend or dismiss an employee below the rank of Assistant Registrar, duly following the procedure laid down in the relevant rules. Provided that when the Vice-Chancellor exercises the powers of punishment, the person so punished shall

be entitled to prefer an appeal to the Executive Council within 30 days from the date of serving orders to that effect.

- (iii) Suspend, pending enquiry, any officer, teacher or employee of the university holding the post and above the rank of Assistant Registrar for violation of conduct rules. In such cases, Vice-Chancellor shall submit his/her action in the immediate next meeting of the Executive Council, but not later than three (3) months from the date of suspension order. The decision of the Executive Council shall be final in this matter.
- (iv) Retire an employee of the university on attaining the age of superannuation, and to sanction their Pension, Provident Fund and all other retirement benefits as recommended by the appropriate authorities in accordance with the rules in force.
- (v) Transfer teaching and non-teaching staff from one institution to another, from teaching departments to administration and vice versa.
- (vi) Delete any item from the Agenda of any Faculty or Board of Studies or Departmental Committee, and shall also have the right to refer back any resolution adopted by any such body for reconsideration, duly recording the reasons thereof, if such agenda or resolution adopted is affecting or is likely to affect the academic programs of the University.
- (vii) Invite persons of eminence to deliver extension lectures, and to sanction honorarium within the budgeted provision;
- (viii) Depute employees of the university to attend National or International conferences or for any purpose connected with the university within the budgeted provision;
- (ix) Engage or outsource temporary/contract/casual/daily-wage workers with the prior approval of the Executive Council, to meet the demands of urgent nature, and to sanction their remuneration from the budget allocations as per approved rates,
- (x) Acquire buildings on lease for use as Colleges, Hostels and any other departments of the University, and to 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;

- (xi) Permit / refuse any request from university employees to accept any honorary work outside the University;
- (xii) Allow university employees to accept the offer from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;
- (xiii) Grant permission to the university teachers to accept membership of any committees of the State/Central Governments and other Institutions, and attend the meetings without prejudice to their normal duties, and to treat their absence for such purpose as on duty and as per leave rules in vogue.
- (xiv) Appoint paper setters/examiners/adjudicators/experts from the panels recommended for the purpose by the respective Boards of Studies of the teaching departments;
- (xv) Approve and declare the results of University examinations, and to report the same to the Executive Council;
- (xvi) Make in-charge arrangements in case of vacancies of Heads of Departments and Heads of Institutions till permanent appointments are made;
- (xvii) Appoint Inspection Committees to grant/ suspend / withdraw affiliation or recognition status to the Colleges/Institutions
- (xviii) Issue affiliation orders to colleges/institutions, subject to the approval of the Executive Council.
- (xix) 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, Professors, Associate Professors and Assistant Professors, and to make alternate arrangements;
- (b) Grant extra-ordinary leave without pay and allowances to the teaching and non-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 the absence from service into leave or condone unauthorized absence from duty up to 15 days in the case of university employees below the rank of Assistant Registrar.
- (e) Sanction / with-hold annual grade increments to the teaching and non-teaching employees on the basis of satisfactory service as certified by the competent authority.
- (f) Sanction / with-hold confirmation of teaching and non-teaching employees on the basis of the confidential reports.

### **3. FINANCIAL POWERS:**

The Vice-Chancellor shall have powers to:

- (a) Authorize to open new Head of Accounts in connection with project/schemes which are sanctioned/permitted by the Executive Council;
- (b) Transfer 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 report to 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 to write off 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) Sanction loans to officers of the rank of Assistant Registrar and above for social functions / purchase of movable and immovable assets,
- (l) Accept tenders for works, and tenders or quotations for supplies of materials, up to an amount prescribed by the Executive Committee, and when the tender amount exceeds the sanctioned amount due to escalation in cost and if such excess is within 15% of sanctioned amount, the V-C may approve it without further sanction.
- (m) Authorize the concerned officer to dispose-off unserviceable articles and materials where the book value in each case does not exceed by an amount that was fixed by the competent authority,
- (n) 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/ Member of the Staff in the University without prejudice to the provisions of the Act, Statutes and Ordinances of the University.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>STATUTE – 9</b>	<b>APPOINTMENT, DUTIES AND POWERS OF THE RECTOR</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (b) of Section (51) read with Section 14 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the powers and duties of the Rector.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (b) of Section 24 read with Section 10-A of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes this Statute in respect of the powers, duties and conditions of service of the Rector.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (b) of Section 25 read with Section 11 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the powers, duties and conditions of service of the Rector.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with Section 11 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the powers, duties and conditions of service of the Rector.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with Section 12 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the powers, duties and conditions of service of the Rector.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (f) of Section 25 read with Section 8 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the powers, duties and conditions of service of the Rector.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (f) of Section 24 read with Section 8 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the powers, duties and conditions of service of the Rector.

## 1. APPOINTMENT OF RECTOR

- (a) The Executive Council is the competent authority to appoint the Rector on the recommendation of the Vice-Chancellor,
- (b) The Rector shall be a teacher in the cadre of Professor with a minimum of 20 years of permanent service in the university, and from amongst the first ten per cent (10%) of Professors in the seniority list of the university.
- (c) The Rector shall be appointed for a period of one year at a time, and is eligible for re-appointment provided, however, the same person shall not hold office as Rector for more than three years.

## 2. DUTIES AND POWERS OF RECTOR

- (a) The Rector shall be a whole-time officer provided, however, the Vice-Chancellor may permit him to engage in teaching and research.
- (b) The Rector shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to him/her by the Vice-Chancellor. The Vice-Chancellor may however, *suo motto* or otherwise, amend, alter or annul any order or action taken by the Rector, if such an order/action is found to be in violation of an existing rule / provisions of the Act / Statutes / Ordinance of the university.
- (c) The Rector is an ex-officio member of the Executive Council, Academic Senate and Standing Committee of the Academic Senate.
- (d) Wherever the Vice-Chancellor is the Chairperson of a body or a Committee of the University and if he/she is absent for a meeting of such body or Committee, the Rector shall preside over such meetings.
- (e) The Rector is, on the advice of the Vice-Chancellor, may be present at any meeting of any authority, body or committee of the university, and address, but is not entitled to vote unless he/she is a member of that committee, body or authority.
- (f) The Rector shall organize the preparation of the annual report by 31st December of every year for submission to the Executive Council and the Academic Senate.

**3. GENERAL**

- (a) The Rector is entitled to draw the salary and other allowances which he/she would have drawn as Professor.
- (b) The Rector is entitled to such honorarium and perquisites as may be decided by the Executive Council on the recommendations of the Vice-Chancellor.
- (c) The Rector is entitled for leaves, including encashment of leave for the period of service as Rector, as applicable to the administrative officers of the university, and in lieu of leave entitlement as Professor.
- (d) The Executive Council is the competent authority to accept the resignation of the Rector.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 10</b>	<b>POWERS AND DUTIES OF THE REGISTRAR</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause(b) of Section(51) read with Sub-Section (1) of Section 15 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991) the Executive Council hereby makes this Statute in respect of the powers and duties of the Registrar:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (b) of Section 24 read with Section 12 of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes this Statute in respect of the powers and duties of the Registrar:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (b) of Section 25 read with Section 12 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the powers and duties of the Registrar:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985 - Addition to Statute (2)</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with Section 12 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the powers and duties of the Registrar in addition to the Statute (2) under sub-section (3) of Section 29 of the Act.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with Section 12 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the powers and duties of the Registrar in addition to the Statute (2) under sub-section (3) of Section 30 of the Act.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with Section 9 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the powers and duties of the Registrar in addition to the Schedule I (2) of the Act <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (f) of Section 24 read with Section 9 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the powers and duties of the Registrar in addition to the Schedule I (2) of the Act <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. SUPERVISORY POWERS:**

- (a) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be the Executive Officer of the university. The Registrar shall define the powers and functions that are not covered by the Statutes, for the officers and employees of the University working under him/her.
- (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, Standing Committee of 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 rules 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 rules 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.

- (h) Certify the genuineness of the 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 pass-ports, as per approved guidelines.
- (k) Approve the schedule of the meetings of the Board of Studies, Faculties, inspection committees etc. in accordance with the rules.
- (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 TA/DA to all the employees including teachers who perform journeys on official work of the University.
- (q) 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) Attend the meetings of the Executive Council, Academic Senate and Standing Committee of the Academic Senate in his/her capacity as Secretary of these bodies.
- (g) 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.
- (h) Sign all the contracts, agreements and memorandum of understandings (MoU) on behalf of the University under the directions of the Vice-Chancellor/Executive Council.
- (i) Make arrangements for the conduct of election to different authorities/bodies of the University under the direction of the Vice-Chancellor.
- (j) Maintain a register of all the Registered Graduates of the university in a prescribed form.
- (k) 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.
- (l) Realize and receive all grants and other moneys due to the University from whichever source that may be, and he/she shall arrange for issue of receipts.
- (m) 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.

- (n) Publish the citizen charter, all manuals, rules and regulations of various departments, ordinances, statutes and statutory regulations etc., update them periodically and uplink to the university website.
  - (o) Represent the University in any suit or litigation and provide necessary assistance in the cases.
  - (p) Perform such other functions as may be prescribed, from time to time, by the Executive Council / Vice-Chancellor.
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 officer of the University with the approval of the Vice-Chancellor.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>STATUTE – 11</b>	<b>DUTIES AND POWERS OF THE FINANCE OFFICER</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause(b) of Section(51) read with Sub-Section (1) of Section 16 of the Andhra Pradesh Universities Act, 1991(Act 4 of 1991) the Executive Council hereby makes this Statute in respect of the duties and powers of the Finance Officer.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (b) of Section 24 read with Section 13 of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes this Statute in respect of the duties and powers of the Finance Officer.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (b) of Section 25 read with Section 13 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the duties and powers of the Finance Officer.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985 - Addition to Statute (3)</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with Section 13 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the duties and powers of the Finance Officer in addition to the Statute (3) under sub-section (3) of Section 29 of the Act.
<b>5</b>	<b>Dravidian University Act 17 of 1997 - Addition to Statute (3)</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with Section 14 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the duties and powers of the Finance Officer in addition to the Statute (3) under sub-section (3) of Section 30 of the Act.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with sub-section (2) of Section 9 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the duties and powers of the Finance Officer in addition to the Schedule I (3) <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 24 read with sub-section (2) of Section 9 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the duties and powers of the Finance Officer in addition to the Schedule I (3) <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. DUTIES OF FINANCE OFFICER:**

The Finance Officer shall be an ex-officio Secretary of the Finance Committee, 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 he/she shall 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 it about its financial policy;
- (d) Hold and manage the property and investments of the university including Trust and Endowed property
- (e) 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,
- (f) 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;
- (g) Responsible for
  - i. proper maintenance and reconciliation of accounts of the university,
  - ii. preparation of 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,
- (h) Keep a constant watch on the cash and bank balances and on the status of investments vis-à-vis the requirements in the university,

- (i) Monitor the progress of revenue collection and advise on the methods of collection employed;
- (j) To set-up an internal audit cell in the university,
- (k) To 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.
- (l) 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 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 university office,
- (f) Payment of sanctioned time-barred claims,
- (g) Issue a substitute cheque if the original is lost/missing/damaged, subject to production of identity/indemnity bond,
- (h) Payment of travel grants to Research Fellows from the budgeted provision,
- (i) 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 persons at fault,

- (k) Seek information/returns, relating to university finances and necessary for performing his/her duties., from any university office, center, laboratory, college or institution,
  - (l) Perform such other duties, and exert 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 officer working under his control,

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 12</b>	<b>APPOINTMENT, DUTIES AND POWERS OF PRINCIPAL OF A COLLEGE</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (b) of section 51 of A.P. Universities Act 1991 (Act 4 of 1991) the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by Clause (b) of section 24 read with sub-section (6) of section 8 of Dr. B.R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (b) of Section 25 read with sub-section (7) of section 8 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with sub-section (7) of section 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with clause (8) of Section 8 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 24 of Section 9 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of the Principal of a University / Constituent College <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

## **1. APPOINTMENT:**

- (a) The Vice-Chancellor is the competent authority to appoint the Principal of a University College / Constituent College
- (b) The Principal shall be appointed from amongst the permanent and senior teachers of the university and/or the concerned college, and shall be the rank of a Professor.
- (c) The term of appointment of a Principal shall be three (3) years. However, the Executive Council may, in exceptional circumstances, extend the term of a Principal up to a period not exceeding three (3) more 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 work-load of a Principal in teaching and research shall be as per the guidelines prescribed by UGC/ University.

## **2. DUTIES OF THE PRINCIPAL**

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

- (a) General supervision and control over the teaching and non-teaching staff of the college, and is responsible for maintaining the discipline among the staff and students of the college.
- (b) Safe and proper maintenance of the buildings / laboratories /libraries /hostels /stores/play grounds and other properties of the college.
- (c) Prepare the academic schedule each year for the college in consultation with the concerned Heads of the Department, and co-ordinate the teaching programs in all the teaching departments of the college.
- (d) 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.

- (e) 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
- (f) Constitute internal Committees for various activities in the College, and preside over its meetings, record the minutes, circulate them among the members and implement the recommendations of the Committees. For example:
  - i. Library Committee
  - ii. Sports Committee
  - iii. Purchase Committee
  - iv. Committee of students Counselors
  - v. Anti-Ragging Committee
  - vi. Any other Committee concerning the College matters.
- (g) Administer the recurring and non-recurring funds of the College, and properly maintain the accounts books

### **3. POWERS**

The Principal shall exercise the following authority without prejudice to any rule/regulation of the university in vogue.

- (a) To condone, on medical grounds, the attendance requirement of students to an 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 all those vocational staff 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 rules announced by 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 the quotations for purchase of materials in the college, and whose cost does not exceed an amount prescribed by the university.
- (i) To approve / reject 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), 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 of the powers as deemed necessary and relevant to the Vice-Principal(s) of the College,.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>STATUTE - 13</b>	<b>APPOINTMENT, POWERS AND DUTIES OF DEAN/CHAIRPERSON OF A FACULTY</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (b) of Section 24 read with clause (6) of Section 8 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (b) of Section 25 read with clause (7) of Section 8 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with clause (7) of Section 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with clause (8) of Section 8 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with clause (h) of Section 5 of JNT University Act 30 of 2008 , the Executive Council makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 24 read with (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of the Dean/Chairperson of Faculty <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. APPOINTMENT OF A DEAN / CHAIRPERSON**

- (a) There shall be a Dean/Chairperson for each Faculty who shall be appointed by the Executive Council from among the senior teachers holding the post of a Professor in a Department of Teaching under the Faculty concerned.
- (b) The Dean/Chairperson shall hold the office for a period of three (3) years from the date of appointment or until he/she superannuates, whichever is earlier.
- (c) In the temporary absence of a Dean/Chairperson of the Faculty, or pending filling up of the vacancy caused in any manner, the Vice-Chancellor may, until such time an appointment is made, nominate a senior member of the Faculty to exercise the powers and perform the duties of the Dean / Chairperson. Such temporary arrangement(s) shall be limited to a maximum period three (3) months.

**2. DUTIES OF THE DEAN/CHAIRPERSON OF A FACULTY:**

- (a) Subject to the provisions of the University Act, the Dean/Chairperson shall function under the overall control of the Vice-Chancellor and assist the Vice-chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty,
- (b) The Dean/Chairperson shall preside over the meetings of the Faculty concerned,
- (c) The Dean/Chairperson shall have the right to be present and participate in the deliberations of any meeting of any Faculty Committee or any Board of Studies under the Faculty
- (d) The Dean/Chairperson shall present the candidates of the concerned Faculty for the conferment of Degrees in the Convocation.
- (e) The Dean/Chairperson shall co-ordinate with other Faculties in matters relating to the inter-disciplinary courses and other academic programs.
- (f) The Dean/Chairperson shall allocate any work to the members of the Faculty, subject to the rules of the University.
- (g) The Dean/Chairperson shall be responsible for planning and development of the courses and research activities of the Faculty.

**3. POWERS OF THE DEAN/CHAIRPERSON:**

The Dean/Chairperson shall have the following powers to:

- (a) Recommend to the university, in consultation with the concerned Faculty, the constitution, structure and academic & administrative responsibilities of the 'Schools' in the concerned Faculty,
- (b) Recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop etc;
- (c) Recommend to the Registrar, in consultation with the Head of the concerned Department, the award of Research Fellowship of the University and UGC to the research scholars of the concerned Faculty
- (d) Recommend to the Registrar, the Research proposals submitted by the teachers of the concerned Faculty to external funding agencies like UGC, CSIR, ICAR, ICMR etc.
- (e) Allocate research funds allotted by the University to individual departments under the Faculty.
- (f) Admit and register candidates to M.Phil. and Ph.D. courses on the recommendation of the concerned Research Admission Committee / Directorate of Admissions, and 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.
- (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) To permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as active period of research;

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

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 14</b>	<b>APPOINTMENT, DUTIES AND POWERS OF HEAD OF A TEACHING DEPARTMENT</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (b) of Section 24 read with clause (6) of Section 8 of Dr. B.R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (b) of Section 25 read with clause (7) of Section 8 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with clause (7) of Section 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with clause (8) of Section 8 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with clause (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 24 read with (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the University <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**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) 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 the rank 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 concerned Principal of the College/Dean of the Faculty/Head of the School/Head of an allied Department as In-charge HoD.

**2. DUTIES:**

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

- (a) Create an atmosphere that is congenial for 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) Presiding the meetings of the Departmental Committee, and initiate actions on the resolutions of the Committee including transfer proposals.
- (e) Frame the time table and allocate the teaching work to the teachers, in consultation with the departmental committee.
- (f) Assign duties to the teaching and non-teaching employees in the department for the smooth conduct of the examinations.

- (g) Maintain and display the attendance records, monitor the progress of the students, and to certify the student identity cards for availing concessions.
- (h) Maintain properly the furniture, books, stores and other property of all kinds in the department,
- (i) Maintain stock register of all the equipments/apparatus, library books, periodicals, and to order annual physical verification of the stock.
- (j) Place orders for stores, books and other equipments to the laboratory within the budget allotments made to the department 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 judiciously for teaching, research and staff, in consultation with the departmental committee.
- (m) Forward proposals relating to teaching and research and submitted by the faculty in the department to the university with due recommendation.
- (n) Conduct seminars, symposia, conferences, workshops etc. .
- (o) Certify the attendance and progress of research work of the research scholars in the department, and to forward their claim bill for fellowship and other expenditure incurred for research.
- (p) Implement the directions of the university/courts pertaining to prevention of ragging, women harassment, and such other anti-social activities,
- (q) Discharge such other duties assigned by the Vice-Chancellor from time to time.

### **3. POWERS OF THE HOD:**

The HOD shall have the following authority:

- (a) To send proposals to the Principal/Dean/Registrar for part-time teaching arrangements in the department whenever needed as per the work-load requirement,
- (b) To grant casual leave to the teachers 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 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 Vice-Chancellor/Executive Council from time to time for administering the department in an efficient manner.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>STATUTE – 15</b>	<b>APPOINTMENT, DUTIES AND POWERS OF DEAN (COLLEGE DEVELOPMENT COUNCIL)</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (b) of section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council.
<b>2</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (a) of Section 25 of Sri Padmavathi Mahila Viswavidyalayam Act, 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council.
<b>3</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (iii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council.
<b>4</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (iii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council.
<b>5</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under clause (a) of sub-section (1) of Section 25 of JNTU Act 30 of 2008, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>6</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under (a) of sub-section (1) of Section 24 of JNTU Act 30 of 2008, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

## **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.
- (b) The Dean, CDC, shall be appointed initially for a period of one year, and may be extended every year subject to a maximum period of three (3) 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 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 College Development Council and its Office, and define the duties of the staff working under him and assess their work;
- (b) Act as a liaison officer between University Grants Commission, the University, Constituent and Affiliated colleges, Department of Education of Govt. 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 College Development Council;
- (d) Communicate all the information received from University Grants Commission to the affiliated colleges regarding 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 University Grants Commission in time;
- (f) Ensure that the UGC grants are properly and expeditiously disbursed to colleges, and monitor proper implementation of the UGC schemes in affiliated colleges;
- (g) Convene the meetings of the Principals of all affiliated colleges and apprise them the role and functioning of College Development Council;
- (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 University Grants Commission;

- (i) Convene the meetings, with the approval of the Vice-Chancellor, of the College Development Council 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 proposals for development of colleges and to advise them suitably;
- (k) Review the reports of Inspection Committees appointed by the University, and suggest remedies for the defects, deficiencies and irregularities noticed in consultation with management and staff of the colleges;
- (l) Send periodic reports to the U GC about the impact of its programmes in the colleges;
- (m) Sanction leave to the staff working under him as per rules, countersign TA and other bills of the College Development Council 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, 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 at the rate of 30 days for each completed year of service, and other leaves 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 the Dean, CDC, resigns office, the Vice-Chancellor may accept his 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.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 16</b>	<b>APPOINTMENT, DUTIES AND POWERS OF UNIVERSITY LIBRARIAN</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of University Librarian:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (b) of Section 24 read with clause (6) of Section 8 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of University Librarian:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (b) of Section 25 read with clause (7) of Section 8 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the appointment, duties and powers of University
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with clause (7) of Section 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of University Librarian:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with clause (8) of Section 8 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of University
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with clause (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of University Librarian <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 24 read with (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of University Librarian <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. UNIVERSITY LIBRARIAN DUTIES:**

- (a) The University Librarian shall be a whole time salaried officer of the University and is appointed by the Executive Council in accordance with the rules prescribed.
- (b) Subject to the general control and supervision of the Vice-Chancellor and the Registrar, the University Librarian shall exercise the following powers and discharge duties, namely:-
  - i. Exercise all powers required for maintaining the office routine and assign work to library staff, and for efficient organization of the University Library;
  - ii. Supervise the maintenance of all the libraries in the University and organize their services in a manner that is most beneficial to the teaching, research and extension activities in the Colleges;
  - iii. Purchase catalogue cards, labels and other library requisites following the procedures prescribed for the purpose;
  - iv. Acquire books and journals for the Libraries in the University as recommended by the University Library Committee / Departmental Library / Committees / Boards of Studies by following the prescribed procedures;
  - v. Responsible for the proper care and upkeep of all books, manuscripts, current and back-numbers of periodicals etc. in the library of the University and monitor the Termite Control/Prevention and Fire Protection Services;
  - vi. Arrange for annual stock verification by the Committee constituted by the University during summer vacation;
  - vii. Submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University during the academic year;
  - viii. Prepare the annual budget for the libraries in the University and submit to the Registrar;
  - ix. Responsible for computerizing and modernizing the Library services;
  - x. Seek guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries;

- xi. Counter sign T.A. bills and sanction casual leave of employees working under him;
  - xii. Define the duties of staff working in the library, exercise administrative control over them, assess their work and performance and sanction leave to them as per rules.
  - xiii. Discharge such other duties as may be assigned to him by the Vice-Chancellor, Executive Council, or Academic Senate in matters relating to the library activity in the university;
- (c) When the Office of the University Librarian falls vacant, or unable to perform the duties as Librarian, the duties of the University Librarian shall be performed by a person appointed by the Vice-Chancellor for the purpose until permanent arrangements are made.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUE- 17</b>	<b>APPOINTMENT, DUTIES AND POWERS OF CHIEFWARDEN OF HOSTELS</b>
-------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (h) and (b) of Section(51) of the Andhra Pradesh Universities Act, 1991(Act 4 of 1991), the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘ChiefWarden of Hostels’ inn the University.
<b>2</b>	<b>Sri PadmavathiMahilaViswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (a) and (b) of Section (51) read with clause (xiii) and (xviii) of Section 5 of Sri PadmavathiMahilaViswavidyalayam Act 16 of 1983, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘ChiefWarden of Hostels’ inn the University.
<b>3</b>	<b>PottiSreeramulu Telugu University Act 27of 1985</b>
	In exercise of the powers conferred by clause (iii) and (ix) of Section 28 read with clause (5) and (10) of Section 5 of PottiSreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘ChiefWarden of Hostels’ inn the University.
<b>4</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (iii), (ix) and (xiv) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘ChiefWarden of Hostels’ inn the University.
<b>5</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred by clause (xiii) of sub-section (1) of Section 12 read with clause (a) and (c) of sub-section (1) of Section 25 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘Chief Warden of Hostels’ inn the University <b>to be notified by the Government under sub-section (1) of Section 26 of the Act..</b>
<b>6</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred by clause (xiii) of sub-section (1) of Section 12 read with clause (a) and (c) of sub-section (1) of Section 24 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘Chief Warden of Hostels’ inn the University <b>to be notified by the Government under sub-section (1) of Section 25 of the Act..</b>

**1. APPOINTMENT:**

- (d) The 'Chief Warden of 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.
- (e) 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.
- (f) 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 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 all 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 concerned authorities, both in the University and Government, for 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 concerned authorities,
- (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 every quarterly, 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 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.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

STATUTE - 18	APPOINTMENT, DUTIES AND POWERS OF DIRECTOR OF ADMISSIONS
<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (b) of Section 24 read with clause (6) of Section 8 of Dr. B-.R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (b) of Section 25 read with clause (7) of Section 8 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (ix) of Section 28 read with clause (7) of Section 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (ix) of Section 29 read with clause (8) of Section 8 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (f) of Section 25 read with clause (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>

In exercise of the powers conferred under sub-section 1 (f) of Section 24 read with (h) of Section 5 of JNT University Act 30 of 2008, the Executive Council makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the University **to be notified by the Government under sub-section (1) of Section 25 of the Act.**

**1. APPOINTMENT:**

- (a) The Director of Admissions shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors/Associate Professors working in the University;
- (b) The term of appointment shall be initially for a period of one year, and is extendable every year subject to a maximum of three years;
- (c) In addition to the pay and allowances as Professor/Associate Professor, the Director of Admissions shall be paid such monthly additional allowances as may be prescribed by the Executive Council;
- (d) When the Office of the Director falls vacant, or when the Director is unable to perform the duties of his/her office, the duties of the Director shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

**2. DUTIES:**

The Director of Admissions is the Head of the Office/Directorate of Admissions in the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise and discharge the following powers and duties.

- (a) Wherever applicable, the Director will conduct Common Entrance Tests for admission to various courses in the university, except for those CETs conducted by APSCHE or any other Government organization,
- (b) Coordinate with the concerned academic authorities of the university like Heads of the Departments, Chairpersons of Boards of Studies, Deans, Principals, in preparing the norms for admission to various courses including research programs offered in the university and affiliated colleges;
- (c) Formulate, with the approval of the Vice-Chancellor, Rules and Regulations, fee structure, etc. for the Entrance Tests, and admissions to various courses and programmes in the university;
- (d) Obtain the approved syllabi for Entrance Test and panel of external/internal paper setters and evaluators for each Test from the respective Heads of the Department/Chairperson, Board of Studies,

- (e) Arrange to—
  - i. prepare the schedule for Entrance Tests, prospectus and applications,
  - ii. issue notification,
  - iii. receive and scrutinize the applications,
  - iv. prepare nominal rolls and issue Hall-Tickets etc;
- (f) Make arrangements for paper setting, printing of question papers and procuring other material required for conducting the Entrance Tests;
- (g) Constitute, with the approval of the Vice-Chancellor, a “Committee for prevention of malpractices and unfair means” to examine cases of malpractices in the entrance tests and to initiate appropriate action based on the recommendations of the Committee and the provisions of A P Public Examinations (Prevention of malpractices and unfair means) Act, 1997 and the rules issued thereof.
- (h) Make all arrangements for the conduct of Entrance Test, evaluation of test book-lets/OMR sheets, preparation and dispatch of merit list, publication of results, both in media and university website;
- (i) Conduct counseling and select candidates for admission to various courses in the University and other colleges following the rules of admission, and to collect the prescribed fee from the candidates,
- (j) Assign duties of the staff working in the Directorate of Admissions,
- (k) Be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of common entrance tests and admission;
- (l) Convene the meetings of Heads of the Departments/Chairpersons of the Boards of Studies, whenever required for processing entrance test matters;
- (m) Have power to pass the bills for payment relating to the Entrance Test, Admissions etc;
- (n) Scrutinize the admissions made by the Colleges under management quota, and to approve those admissions that have been made as per the rules;
- (o) Finalize the following information and provide it to the colleges concerned within one month from the last date of admissions:
  - i. the list of candidates admitted, course-wise and college-wise,
  - ii. admission numbers to each candidate admitted to the college,

- iii. particulars of all the students admitted along with photo identity,
  - iv. statement of fee collected from the students admitted to the college,  
and
  - v. transfer the fee amount collected from the students to the college  
concerned.
- (p) Perform such other duties and functions relating to Entrance Tests and Admissions as may be entrusted to him by the Vice-Chancellor;

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No.\_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 19</b>	<b>PROCEDURE FOR THE CONDUCT OF EXECUTIVE COUNCIL MEETINGS</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (c) of Section 51 and read with sub section (3) of Section 18 of AP Universities Act, 1991, the Executive Council makes the following Statute, in respect of the procedure for the conduct of Executive Council meetings:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982 - Addition to the Statute (2)</b>
	In exercise of the powers conferred by clause (h) of Section 24 and read with point 2 (3) of Statute 2, of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes the following addition to the Statute (2). under sub-section (3) of Section 25. in respect of the procedure for the conduct of Executive Council meetings:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983 - Addition to the Statute (2)</b>
	In exercise of the powers conferred by clause (h) of Section 25 and read with clause 2 (3) of Statute 2 of Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council makes the following addition to the Statute (2), under sub-section (3) of Section 26, in respect of the procedure for the conduct of Executive Council meetings:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985 - Addition to the Statute (6)</b>
	In exercise of the powers conferred by clause (vi) of Section 28 and read with point 4 (3) of Statute 4 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council makes the following addition to the Statute (6), under sub-section (3) of Section 29, in respect of the procedure for the conduct of Executive Council meetings:
<b>5</b>	<b>Dravidian University Act 17 of 1997 - Addition to the Statute (5)</b>
	In exercise of the powers conferred by clause (vi) of Section 29 and read with point (5) of Statute 5 Dravidian University Act 17 of 1997, the Executive Council makes the following addition to the Statute (5), under sub-section (3) of Section 30, in respect of the procedure for the conduct of Executive Council meetings:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) of Section 25 read with Section 11 (4) of JNT University Act 30 of 2008, the Executive Council makes the following statute in respect of the procedure for the conduct of Executive Council meetings <b>to be notified by the Government under sub-section (1) of Section 26 :</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) of Section 24 and read with sub-section (1) (4) of Section 11 of JNFAU Act 31 of 2008, the Executive Council makes the following statute in respect of the procedure for the conduct of Executive Council meetings <b>to be notified by the Government under sub-section (1) of Section 25 :</b>

**1. THE E C MEETINGS:**

- (a) The Executive Council (henceforth referred to as E C) shall meet at least once in three months, or more often if necessary.
- (b) The members of the E C shall be informed of the E C meeting at least 15 days in advance. The Vice-Chancellor may, however, in special circumstances summon a meeting, other than holding the one under section 18(3) of the Act, with short notice.
- (c) In addition to, and independent of, the rule (a) and (b) above, the Vice-Chancellor shall convene a special meeting of the E C, if at least 1/3 of the existing number of E C members sought for it by a written and signed request. The special meeting shall be held on a date and time appointed by the Vice-Chancellor, but not later than seven days from the date of receipt of the requisition aforesaid.
- (d) All matters pertaining to the university administration that require the consideration and decision of the E C 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 circulated to the E C members for their consideration and approval. The same shall be reported in the immediate next E C meeting.

**2. ABOUT THE AGENDA FOR E C MEETING**

- (a) The Registrar of the University, who is also the Secretary of the Executive Council, shall prepare the Agenda, duly approved by the Vice-Chancellor, for the E C 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 E C meeting shall be presented in two parts.

Part-1 contains items on:

- i. Granting leave of absence for members who could not attend the previous meeting
- ii. Confirmation of minutes of the previous meeting,
- iii. Action taken report on the resolutions of the previous meeting; and

Part II will include items for

- iv. Reporting
- v. Ratification,
- vi. Consideration,
- vii. Any other matter with the permission of the Chair.



- (c) An agenda item shall be in the form of a detailed 'Note' along with supportive information, wherever required, and stating clearly at the end of the note the 'Matter for Consideration'.
- (c) A member of the E C 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 10 days in advance of the meeting date. The Registrar shall include such items in the Agenda after the Vice-Chancellor has approved it.
- (d) Ordinarily, no item outside the approved Agenda shall be considered at the E C meeting. However, the Vice-Chancellor may place an item of confidential and/or urgent nature in the E C meeting for discussion even if it is not a part of the circulated agenda.

**3. CHAIRPERSON OF THE E C MEETING:**

- (a) The Vice-Chancellor is the ex-officio Chairman of the Executive Council, and shall preside over the E C meetings.
- (b) If the Vice-Chancellor is absent in the E C meeting for a valid reason, the Rector will preside over that meeting. If both the Vice-Chancellor and the Rector are absent, members present at the meeting will nominate one among themselves to preside over the meeting. The member so chosen shall not permit discussion on any item outside the circulated Agenda of that meeting.
- (c) All decisions taken in the meetings presided by a member other than the Vice-Chancellor will subsequently be reported to the Vice-Chancellor, and further action, including re-consideration, on any item will be initiated on specific directions of the Vice-Chancellor.

**4. QUORUM FOR AND VOTING IN E C MEETING:**

- (a) The quorum for a meeting of the E C shall be 1/3 of the total number of its members as defined in section 18(1) of the A P Universities act, 1991, or six persons, whichever is less.
- (b) If the quorum for a meeting is lacking, the Vice-Chancellor or the member presiding the E C meeting shall adjourn the meeting.
- (c) 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 the casting vote as the Chairman of the E C.

- (d) If an E C 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.
- (e) 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 E C meeting for the purpose of consultation. Such a person may participate in the proceedings of the meetings but is not entitled to participate in voting.
- (f) The decision taken on any item of the agenda in an E C meeting shall not be re-opened without the permission of the Vice-Chancellor.

#### **5. MINUTES OF THE E C MEETING:**

- (a) The minutes of the E C meeting shall be prepared within 7 days from the date of the meeting by the Registrar 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 E C for confirmation. If no reply is received within ten days from the dispatch date, the minutes are deemed to have been confirmed. If a member has suggested any modification to the minutes, the same will be submitted to the Vice-Chancellor for appropriate action.
- (b) The minutes of E C meeting shall be prepared by stating the subject matter of the items discussed, including those approved by 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) While approving the minutes of the agenda, the members of the Executive Council shall ensure that
  - i. The minutes conform to only those items included in the agenda, and were discussed in the E C meeting,
  - ii. The minutes do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the university,
  - iii. The minutes do not contain decisions on items that were not within the purview of any authority / bodies of the university,

- (d) The Agenda of an E C meeting and its minutes are confidential, and not to be disclosed to anybody other than the E C members, until the minutes are confirmed / approved.
- (e) The agenda and minutes of E C meetings shall be published every financial year, and preserved in the archives of the university by the Registrar in the form of a bound volume.
- (f) The minutes of E C meetings, which are non-confidential nature should be placed in the university website. Vice-Chancellor is the authority to decide on the confidential nature of the items in the Agenda.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 20</b>	<b>PROCEDURE FOR CONDUCTING ACADEMIC SENATE MEETINGS</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (c) of Section 51 AP Universities Act, 1991, the Executive Council makes the following Statute, in respect of the procedure for the conduct of Academic Senate meetings.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred by clause (h) of Section 24 and read with Section 15-A of Dr. B.R. Ambedkar Open University Act, 1982, the Executive Council makes the following Statute in respect of the procedure for the conduct of Academic Senate meetings.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred by clause (h) of Section 25 and read with Section 17 of Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council makes the following Statute in respect of the procedure for the conduct of Academic Senate meetings.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (vi) of Section 28 read with Section 17 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council makes the following Statute in respect of the procedure for the conduct of Academic Senate meetings.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (vi) of Section 29 read with Section 18 Dravidian University Act 17 of 1997, the Executive Council makes the following Statute in respect of the procedure for the conduct of Academic Senate meetings.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) of Section 25 read with Section 14 of JNT University Act 30 of 2008, the Executive Council makes the following statute in respect of the procedure for the conduct of Academic Senate meetings <b>to be notified by the Government under sub-section (1) of Section 26.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) of Section 24 and read with Section 13 of JNFAU Act 31 of 2008, the Executive Council makes the following statute in respect of the procedure for the conduct of Academic Senate meetings <b>to be notified by the Government under sub-section (1) of Section 25.</b>

## **1. NUMBER, DATE, TIME AND VENUE OF MEETINGS**

The meetings of the Academic Senate shall be of three types, namely (i) Ordinary, (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 itself or the Vice-Chancellor may determine from time to time. The date, time and venue for the meeting of the Academic Senate shall be fixed by the Vice-Chancellor.

## **2. PRESIDING THE MEETING**

Vice-Chancellor is the Chairperson of the Academic Senate, and shall preside over all the meetings. In the absence of the Vice-Chancellor, Rector shall preside. In the absence of both, the senior most among the Deans of Faculty present in the meeting will preside over the meeting, and he/she shall be the Chairperson for that meeting.

## **3. QUORUM FOR THE MEETING**

- (a) The quorum for any meeting (Ordinary, Urgent or Special) of the Academic Senate shall be one-third of the total number of members prescribed in the University Act or 30 persons, whichever is less.
- (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, which will be endorsed by the Chairperson.
- (c) After the meeting started, and during its progress, if a member raised 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 dissolved. The act of dissolution shall be recorded by the Registrar, which will be endorsed by the Chairperson.

## **4. BUSINESS AT ADJOURNED MEETINGS**

The Chairperson shall, if so directed by a meeting at which quorum is present, adjourn the meeting from time to time. But, subject to the provisions contained in other Laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place provided that the Executive Council or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid,

it shall not be necessary to give any advance notice of an adjourned meeting or of the business to be transacted at it, if the adjournment is for 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 the direction of the Vice-Chancellor, give not less than four weeks notice 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 an ordinary meeting of the Academic Senate, any member of the Academic Senate 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 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 or the solution of an abstract, legal question or of a hypothetical proposition or suggest action;
- 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 member who wishes to put a question shall forward 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 fifteen clear days before the date of an ordinary meeting. No member can put more than twelve 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 Laws 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 labor, or
- iv. Cannot be answered in the interest of the University.

**(e) Vice-Chancellor's decision**

The decision of the Vice-Chancellor 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 fifteen 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) Admissibility of Resolutions**

No resolution shall be admissible if it does not comply with the following conditions, namely:-

- i. It shall relate to a matter within the cognizance and powers of the University and the Academic Senate,

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

**(i) Resolution to be placed on the agenda papers**

- i. The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution for which notice has been given and which has not since been withdrawn in accordance with rule (g) above and which has been admitted in accordance with rule (h) above, to be placed on the agenda paper of the meeting at which it is to be moved.
- ii. When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor due to any of the grounds mentioned in rule (h) above governing the admissibility of resolutions, the Registrar shall, as soon as possible, will intimate the fact to the member stating the objection.

**(j) Dispatch of Preliminary agenda papers**

Not less than fifteen 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, the time and the place of the meeting and the business to be brought before the meeting.

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



**(k) Notice of Amendments**

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

**(l) Admissibility of Amendments and form of Amendment to Resolution.**

No amendment shall be admitted which does not comply with rule 11 above, and the following conditions: -

- i. Amendment to a resolution shall be: by omitting a word or words and/or by leaving out a word or words in order to insert some other word or words, and adding or inserting a word or words,
- ii. No amendment shall be proposed which would reduce resolution to its negative or opposite form,
- iii. Every amendment shall be relevant to the resolution to which it refers and must be framed so as to form therewith, an intelligible and consistent sentence,
- iv. An amendment shall not be virtually an independent proposition,
- v. Amendments of which notice is given in accordance with Clause 11 and which have been scrutinized and admitted, shall be included in the final agenda.

**(m) Resolution on any report or statement by the Executive Council etc.**

- i. Notwithstanding the notice prescribed for resolutions under rule (vii), any member who wishes to move a resolution on any report or statement by the Executive Council or Vice-Chancellor included in the preliminary agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than ten clear days before the date of the meeting; provided, however, that no such notice will be necessary in the case of motions relating to urgent business brought forward by the Executive Council, or the Vice-Chancellor but not included in the preliminary agenda.
- ii. Resolutions of which due notice has been received by the Registrar under clause (g) above and which conform to the conditions regulating the admissibility of resolutions under clause (l) supra shall be included in the final agenda.

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

**(n) Dispatch of final agenda papers**

The Registrar shall, on receipt of amendments and resolutions given notice in accordance with the foregoing clauses, prepare under the direction of the Vice-Chancellor, a final agenda paper, showing the questions and answers, all the resolutions as in the preliminary agenda paper and all the resolutions received under clause (g) and the amendments admitted under Clause (k) by the Vice-Chancellor, 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 fifteen days notice of such meeting and forward with the notice to each member a copy of preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice.
- (b) Any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of meeting. The Registrar shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final agenda paper showing all the resolutions as in the preliminary agenda paper and the amendments admitted and shall send a copy of it to each member three days before the date of the meeting.
- (c) 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 before an urgent meeting any urgent business with or without placing it on the agenda paper. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

## **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 Council or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.
- (b) The Resolutions shall conform to the conditions regulating the admissibility of resolutions under Clause 6 (h) supra.
- (c) 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 or as decided by the Chairperson, however, with the consent of the members of the Academic Senate attending that meeting:

- 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. Elections, if any.

- iv. Any motion for a change in the order of business as stated in the agenda paper.
- v. Business brought forward by the Executive Council.
- vi. Business brought forward by the Vice-Chancellor.
- vii. Business brought forward by the Faculties and the Boards of Studies, and
- viii. Business brought forward by the members of the Academic Senate.

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

**(d) Answering of questions at meetings**

At a meeting of the Academic Senate the Chairperson shall call out the name of each questioner in the order in which the names are printed, specifying the serial number of his/her question and make a sufficient pause to give him/her or any other member a reasonable opportunity of rising in his/her place and putting a supplementary question.

**(e) Answering of Supplementary questions at meetings**

Supplementary questions must be put immediately after the principal question to which they relate and before the next question is called. Any member may put a supplementary question for the purpose of obtaining further elucidation of any fact, regarding which an answer has been given. The Chairperson shall disallow any supplementary question if, in his/her opinion, it infringes the Laws of the University or a member of the Executive Council nominated to answer supplementary questions may decline to answer without notice. The decision of the Chairperson shall be final. Supplementary questions shall be answered by the Vice-Chancellor or by members of the Executive Council nominated by him/her.

**(f) No discussion on questions**

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

## **10. MOTIONS WITHOUT NOTICE**

### **(a) Correction of mistakes in the Agenda**

At any meeting, the Chairperson may, without any formal motion made, permit the correction of clerical or typographical mistakes in the notices of motions or in reports or statements or other business placed before the meeting.

### **(b) Complimentary motions**

At any meeting of the Academic Senate, motions of a complimentary character may without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.

### **(c) Motion without notice**

At any meeting of the Academic Senate, the following motion may be moved without previous notice:

- i. for a change in the order of business as stated in the agenda paper;
- ii. for the appointment of a Committee to consider and report on any matter before the Academic Senate at the time.
- iii. remitting any matter before the Academic Senate at the time of the Executive Council or to any other University Authority for its views or recommendations and report;
- iv. for the adjournment of the meeting or debate on any question to a specified time;
- v. for the adjournment of the debate on any question to the next meeting of the Academic Senate;
- vi. for the Academic Senate going into a Committee to consider any matter before the Academic Senate at the time;
- vii. that the meeting be dissolved;
- viii. that the meeting do now pass on to the next business on the agenda paper;
- ix. that the question be not put (if accepted by the Chairperson);

- x. A resolution relating to business not included in the agenda but brought forward either by the Executive Council or the Vice-Chancellor.

**(d) Amendments without previous notice**

At any meeting of the Academic Senate, the following amendments may be moved without previous notice:-

- i. a motion for a change in the order of business as stated in the agenda paper, substituting an order different from that in the motion.
- ii. a motion for appointment of a Committee, whether for enlarging or restricting its purpose or the questions remitted to it, or for adding to or omitting the names of members proposed to form it.
- iii. a motion remitting any matter to the Executive Council or to any other University Authority.
- iv. a motion for an adjournment of the meeting or debate to a specified time, substituting a time different from that in the motion.
- v. a resolution brought forward by the Executive Council or the Vice-Chancellor or to a resolution moved by a member under the provisions.
- vi. any resolution or amendment on the agenda paper which, in the opinion of the Chairperson, have been rendered necessary by and are consequential upon, any motion passed by the Academic Senate at the same meeting.
- vii. a purely verbal or formal kind which, in the opinion of the Chairperson, do not affect the sense or import of the motion to which they refer.

**(e) Resolutions or Amendments not on Agenda Papers**

Save as otherwise provided in the above Laws, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

**11. MOTIONS IN GENERAL**

**(a) How to move motions**

- i. Every motion at a meeting shall be affirmative in form, and it must be moved and seconded at the meeting, otherwise it shall drop; provided, however, that motions placed by the Executive Council or by the Vice-Chancellor, before the Academic Senate on behalf of any of the University Authorities need not be seconded. When a motion has been moved and seconded it shall be stated from the Chair unless the motion be ruled out of order by the Chairperson.
- ii. An amendment may be moved at any time after the question has been stated from the Chair and before it is put.

**(b) Order of amendments**

- i. The order in which the amendments to resolutions are to be moved shall be determined by the Chairperson.
- ii. When the debate on an amendment is concluded the Chairperson shall say:  
  
“It has been moved” and shall state the motion, and shall then say “since then it has been moved by way of amendment” and shall state the amendment.

**(c) Not more than one Resolution and one Amendment at a time**

- i. Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.
- ii. If an amendment is negative, the original motion shall again be stated by the Chairperson, and any other amendment which is in order may then be moved to the original motion.
- iii. If an amendment is carried, the motion as amended shall be stated by the Chairperson and may be discussed as a substantive motion. Further amendments to the original motion may be moved, in so far as they are in order, in relation to the amended motion, and shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with, the Chairperson shall take the vote of the meeting on the motion as finally amended as a substantive motion.

**(d) Withdrawals of motions at the meeting**

- i. No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent; but this consent shall be presumed if the mover states his/her wish to withdraw the resolution

or amendment and the Chairperson, after an interval during which no dissent is expressed, announces that it is withdrawn.

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

**(e) Ruling a motion out of order**

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

**(f) When the motions to be referred**

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

**12. PROCEDURE ON MOTIONS**

**(a) Procedure on Motions**

- i. Any motion made under Clauses above, shall take precedence of any question that may be before the meeting at the time, and must be disposed of before such question.
- ii. When any motion under Clauses above has been brought forward and has been voted negative, no other motion of the same kind shall be again brought forward until after the lapse of what the Chairperson shall deem a reasonable time, nor shall any debate or discussion be allowed on such second or subsequent motion brought forward during a debate on the same question.

**(b) Procedure for change in the order of business**

A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the confirmation of the minutes of the previous meeting, if required, and before the commencement of other business. It cannot be moved at any other time.

**(c) Procedure for reconsidering a previous decision**

A motion directing a Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred to the



Executive Council or other University Authority or Committee and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also indicate generally the direction that the Authority or Committee shall report to the

Academic Senate by a specified date; provided however that, of no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Academic Senate and if it is not possible to do so, the fact shall be reported to the Academic Senate at such meeting.

**(d) Motion for appointment of a Committee**

- i. A motion for the appointment of a Committee to consider and report upon any question before the Academic Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convener. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purposes for which the Committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date, or a different date to the one already fixed in the original motion for the submission of the report; provided, however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Academic Senate and if it is not possible to do so, the fact shall be reported to the Academic Senate at such meeting.
- ii. If the mover of the resolution or of any amendment thereto proposes to include in the Committee persons who are not members of the Academic Senate or who being members are not present at the meeting, he/she shall state at the meeting that he/she has obtained the written consent of such persons to their names being proposed for inclusion.

**(e) Motion remitting any matter to an Authority**

A motion remitting any matter to the Executive Council or any other University Authority may be made at any time, but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority provided, however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Academic Senate and

if it is not possible to do so, the fact shall be reported to the Academic Senate at such meeting.

**(f) Motion for adjournment**

- i. A motion for the adjournment of the meeting or debate to a specified time may be made at any time but not so as to interrupt a speech. The motion shall be in the form, “That this meeting do now adjourn to” or “That the debate on this question be now adjourned to”, followed by words indicating the day and hour proposed for the adjourned meeting or debate.
- ii. An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.
- iii. If the motion for the adjournment of the debate is carried, the debate shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any, on the agenda.
- iv. If the motion for adjournment of the debate is carried, the member who moved it may claim precedence to take part at a later period in the debate when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negative, the mover cannot speak again on the main question.

**(g) Motion for resolving into a Committee**

A motion that the Academic Senate resolves itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.

**(h) Motion for dissolution**

- i. A motion for the dissolution of a meeting shall be in the form “That this meeting does now dissolve” and may be made at any time but not so as to interrupt a speech.
- ii. If the Chairperson is of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate.

- iii. If the motion is carried, the business still before the meeting shall drop, and the Chairperson shall declare the meeting dissolved.

**(i) Motion to pass to the next business on the Agenda**

- i. A motion to pass to the next business on the agenda shall be in the form “That the meeting does now pass to the next business on the agenda paper” and may be moved at any time after the main question has been stated by the Chair, but no so as to interrupt a speech.
- ii. The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words “I second the motion”. If the Chairperson is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of, shall drop.

**(j) Closure of Motion**

- i. A motion for closure of a debate shall be in the form “That the question be now put” and may be moved at any time, after a question has been stated from the Chair, but not so as to interrupt a speech. A member who moves the closure shall confine himself to the words;  
  
“I move that the question be now put”. The member who seconds the motion shall confine himself to the words,  
  
“I second the motion”.
- ii. Unless it shall appear to the Chairperson that such motion is an abuse of the rules of the meeting or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided, without amendment or debate.
- iii. When the motion, “That the question be now put” has been carried and the question consequent thereon has been decided, any member may claim without any further closure motion that such further question or questions which may be necessary to bring to a decision any question already stated from the Chair be put, and unless the Chairperson withholds his assent, such further question or questions shall be put forthwith, and decided without amendment or debate.

### **13. SPEECHES**

#### **(a) When speeches are allowed**

- i. A member can speak only when there is a question before the meeting or when he/she moves or seconds a motion, except when:
  1. putting a question or answering a question put;
  2. speaking to a point of order;
  3. offering a personal explanation; or
  4. special permission of the Chair is granted, making a statement.
- ii. A member in possession of the meeting may speak before moving any motion which he intends to move, but he/she shall speak to the question and shall conclude his/her speech by formally moving the motion.

#### **(b) How often speeches permitted**

- i. Except as otherwise provided, a member may not speak more than once to the same question.
- ii. A member who has spoken to the main question may not move or second an amendment to it or a motion during the debate on the same question; but he may speak to any such new question when moved and seconded by the other members, if debate is permissible.
- iii. A member who has moved or seconded an amendment or a motion under (ii-viii) may not, after such amendment or motion has been disposed of, move or second any other amendment or motion or speak to the main question; he may however speak or move or second an amendment to any such new motion when moved and seconded by other members, if amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a question, when the main question relates to the framing, cancellation or modification of Regulations or to the financial estimates.

Provided further that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence to take part at a later period in the debate when it is resumed.

- iv. A member may with the special permission of the Chair, make a statement on any matter arising from the debate on any question.

**(c) Conditions for right of reply for mover**

When the Chairperson has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified or of any amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

**(d) Duration of speeches**

No speech shall exceed five minutes in duration; provided that the mover of a resolution or of an amendment, when moving the same, may speak for fifteen minutes, provided further that the Chairperson, may at his discretion, allow a longer period to any speaker.

Provided further that the Chairperson may, at his discretion, limit the duration of speeches on any subject at any stage to a shorter period than that above specified.

**(e) Order of speeches**

The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairperson shall decide who has to be heard first.

**(f) Speeches by Chairperson**

The Chairperson has the same right of moving or seconding or speaking to or opposing a resolution or an amendment as any other member; but if the Chairperson desires to take part in a debate, he shall vacate the Chair until the vote on that debate is taken. During such time as the Chairperson is absent, one of the members present shall be nominated by the Chairperson to occupy the Chair. Without leaving the Chair, the Chairperson may, however, at his discretion, or at the request of any member, explain to the meeting the scope of any resolution or amendment, or make any statement on any matter arising from or connected with the proceedings of the meeting.

**(g) Personal explanation**

A member who complains that his/her speech has been misunderstood or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation. Such personal explanation may

be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

**(h) Point of Order**

Any member may call the Chairperson's attention to a point of order even whilst another member is speaking; but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairperson is taking the votes on a question or taking poll, except with his permission and only on a matter arising out of or during the vote of poll. The Chairperson may deal with the matter immediately, or when the vote or the poll is completed.

**(i) Motions to be put to vote**

When a debate on a motion is concluded or if there shall be no debate, the Chairperson shall put the question to the vote.

**14. VOTING**

**(a) Decision of questions**

All questions considered at meetings of the Academic Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the Laws of the University. The Chairperson shall be entitled to vote on any question. If the votes be equally divided, the Chairperson shall have a 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 and direction 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.

**15. GENERAL**

- (a)** A member must speak to the question 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 Chairperson to maintain 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 absent himself during the remainder of the day's meeting.

**(d) Power of 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 proceedings 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 six 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 the sending of 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 minutes shall be brought forward by the Registrar at the next meeting of the Academic Senate for confirmation or correction of such points by such of the members as were present when the business was transacted to which the minutes refer.

**(h) Academic Senate in Committee – Procedure.**

The proceedings of the Academic Senate in Committee shall be governed by the same rules of debate as those of the Academic Senate except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.

**(i) Resolution of Academic Senate in Committee to be Confirmed by the Academic Senate**

The resolutions passed at meetings of the Academic Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Academic Senate at the same or at a subsequent meeting. The resolutions of the Academic Senate in Committee shall not become final unless they are confirmed by the Academic Senate in open meeting.

**16. 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.

*(This Statute was assented by the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>STATUTE – 21</b>	<b>AFFILIATION OF COLLEGES &amp; RECOGNITION OF INSTITUTIONS</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-sections (16) (18) (19) and (31) of Section 19 read with (d) of Section 51 of the Andhra Pradesh Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute, relating to affiliation / recognition of Colleges and Institutions.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (h) of Section 25 read with sub-section (3) of Section 3 and clause (18) of Statute (5) of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute, relating to affiliation / recognition of Colleges and Institutions.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (xxvii) of Section 28 read with sub-section (3) of Section 3 and clause (33) of Statute 5 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute, relating to affiliation / recognition of Colleges and Institutions.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (xxvii) of Section 29 read with sub-section (3) of Section 3 and clause (xx) and (xxvii) of Section 5 and clause (q) of Statute 5 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute, relating to affiliation / recognition of Colleges and Institutions.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 25 read with clause (xxi) of sub-section (2) of Section 4 and clause (xiv) of sub-Section (1) of Section 12 of JNT University Act 30 of 2008, the Executive Council makes this Statute, relating to affiliation / recognition of Colleges and Institutions <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 24 read with clause (xxi) of sub-section (2) of Section 4 and clause (xiv) of sub-Section (1) of Section 12 of JNT University Act 31 of 2008, the Executive Council makes this Statute, relating to affiliation / recognition of Colleges and Institutions <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**1. COMPETENT AUTHORITY TO GRANT / WITHDRAWAL OF 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, in accordance with the regulations prescribed in the University Act. 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 in accordance with the regulations prescribed under the Universities Act, under a Memorandum of Understanding with the University.
- (c) Accord recognition to reputed and established R&D institutions preparing the students for a research degree (M Phil / PhD), in accordance with the regulations prescribed under the Andhra Pradesh Universities Act, 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 proven 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 granted affiliation and permissions 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 Corpus Fund, Accommodation, Furniture, Laboratory Equipment, Computer Facilities, Library Books and 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 with an electronic version of the scanned copy of the application and all other supporting documents, in the form of a CD or such other e-devices.
- (d) The University may reject the applications for affiliation / permission summarily if they do not conform to the notified guidelines and requirement of affiliation / permission. Once an application is rejected, it 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 premises for verifying the information provided by the applicant and for assessing the feasibility of the request.
- (f) For the purpose of affiliation / permission, the Inspection Committee shall consist of the following:
  - i. Dean of the Faculty concerned ... Chairman
  - ii. Head of the Department/School concerned ... Member
  - iii. Dean, CDC /  
Director, Directorate of Academic Audit ... Member-Convener

If any 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 concerned. The Vice-Chancellor shall nominate one of the Deans, as the Chairman of such a Committee.

- (g) After visiting the proposed College premises, verifying the information provided in its application for affiliation, and assessing the feasibility of the applicant's request, 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 Standing Committee of the Academic Senate, as soon as possible, for its consideration and decision.

- (h) Affiliation to a College / permission to 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 clauses mentioned in clause II(f) above.

### **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, University and any other statutory bodies, for this purpose.
- (b) The application for permanent affiliation shall be submitted in the prescribed pro-forma 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 II(f) above. The Inspection Committee constituted for the purpose of permanent affiliation shall submit a comprehensive and specific report in the prescribed pro-forma about the academic, administrative, financial aspects of the College, besides the degree of compliance to the recommendations made earlier by the University for 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 Faculty ... Chairman
  - ii. A senior Professor of the University ... Member
  - iii. A senior Professor of other university  
nominated by APSCHE ... Member
  - iv. Dean, CDC/  
Director, Directorate of Academic Audit ... Member-Convener
- (e) If an application for permanent affiliation is not considered favorably, 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 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. PROGRAMS**

- (a) A reputed institution of Government or quasi Government Institution situated in the jurisdictional area of the University, as defined in Andhra

Pradesh Universities Act, 1991 (as amended), are eligible to apply for university recognition, as per the provision II(b-f) above, for conducting research programs by entering into a Memorandum of Understanding (MoU) for the purpose,

- (b) Permanent Affiliated Colleges / National Research Laboratories and/or Institutes / Reputed Industrial establishments with accredited R & D Laboratories, are eligible, as defined in Section 6(1) of Andhra Pradesh Universities Act, 1991, to apply for university recognition as a 'Center for conducting Research Programs' leading to M Phil / PhD degree in a subject 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 'Center for conducting Research Programs' leading to M Phil / PhD degree in a subject approved by the University, provided the same is permitted by the concerned Governments and the statutory bodies.
  - (d) The guidelines for eligibility, method of applying, processing the application and other general rules and regulations for recognition of Colleges / Institutes as 'Centers for conducting Research Programs' shall be devised by the University separately for each program, on request from concerned college / institution. Wherever appropriate, the provisions mentioned in sections II and III above are also applicable.
  - (e) Recognition of a College / Institute as 'Centre for conducting Research Programs' is provisional and is based on the recommendation of a Committee constituted for the purpose by the Vice-Chancellor. The provisional affiliation is valid for one academic year, and should be renewed every year based on the progress.
  - (f) Admission of students to M Phil / PhD program in Colleges / Institutions recognized as 'Centre 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 disaffiliation / de-recognition.

- (b) Any distortion / tampering / misrepresentation of facts by Committees / Colleges / Institutions, during and/or after the inspection of the Colleges, would be treated as an offense and invites punitive action by the competent authority of the University.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 22</b>	<b>ESTABLISHMENT OF TEACHING AND RESEARCH DEPARTMENTS</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred under clause (j) of Section 51 read with clause (16) of Section 5 and clause (d) of Sub Section (2) of Section 25 of the A.P. Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (h) of Section 24 read with clause (i) of Section 5 of Dr. B.R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (h) of Section 25 read with clause (xxiv) of Section 5 and clause (o) of Statute 6 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (viii) of Section 28 read with clause (14) of Section 5 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>



	<p>In exercise of the powers conferred by clause (xxviii) of Section 29 read with clause (xxvii) of Section 5 and clause (c) of Statute 7 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty.</p>
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	<p>In exercise of the powers conferred under sub-section 1 (q) of Section 25 read with (xx) of sub-Section (2) of Section 4 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b></p>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	<p>In exercise of the powers conferred under sub-section 1 (q) of Section 24 read with (xx) of sub-Section (2) of Section 4 of JNT University Act 31 of 2008, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b></p>

1. The University shall have the following Departments of Teaching and Research namely:-

(a) Faculty of Arts

Department of English

.....

(b) Faculty of Social Sciences

Department of Economics

Department of Sociology

.....

(c) Faculty of Commerce and Management

Department of Commerce

Department of Business Management

.....

(d) Faculty of Informatics

Department of Informatics

.....

(e) Faculty of Science

Department of Mathematics

Department of Bio-Chemistry

Department of Bio-Technology

Department of Chemistry

.....

(f) Faculty of Engineering & Technology

Department of Computer Science

.....

(g) Faculty of Education

Department of Education

.....

- (h) Faculty of Pharmaceutical Sciences

Department of Pharmacy

.....

- (i) Such other Departments sanctioned and approved by the Executive Council from time to time.

Each Department of Teaching and Research shall be headed by a Head of the Department to be appointed by the Vice-Chancellor / Executive Council.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No.\_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

**NOTE:**

The above model statute is only an example. At present, the number and names of faculties, and the grouping of the departments under each faculty, are at variance in different universities. Therefore, the universities may follow the guidelines issued by UGC in this regard.

<b>STATUTE – 23</b>	<b>INSTITUTION AND CLASSIFICATION OF TEACHING POSTS - METHOD OF APPOINTMENT AND DUTIES OF TEACHERS</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (j) of Section 51 read with clause (e) of Sub-section (2) of Section (25) read with sub-section 5 (iii) and (29) of Section (19) of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (h) of Section 24 read with clause (f) of Section 5, clause 5 (c) of Statute 5 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (h) of Section 25 read with clause (vi) of sub-Section (1) of Section 5, clause 5 (c) of Statute 5 and clause 2 (b) of Statute 6 of Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (xxvii) of Section 28 read with clause (14) of Section 5, clause (4) and 18 (a) of Statute 5, clause 2 (b) of Statute 8 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (xxviii) of Section 29 read with clause (vi) of Section 5, clause 2 (a) of Statute 5 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 25 read with (ix) of sub-Section (2) of Section 4, Clause (ii) of sub-section (1) of Section 12, clause 7 (d) (ii) of Schedule II (I) of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>

<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 24 read with (ix) of sub-Section (2) of Section 4, Clause (ii) of sub-section (1) of Section 12 and clause 7 (d) (ii) of Schedule II (I) of JNT University Act 31 of 2008, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

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 teachers of the University shall be of the following three categories, and/or any other category approved by UGC / State Government / Executive Council,
  - (a) Professor;
  - (b) Associate Professor; and
  - (c) Assistant Professor.
3. The vacant posts of teachers, and its equivalent category, in the University shall be filled on all India basis by advertising widely in newspapers and in the university web-site,
4. Teachers of the University, 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 A P Universities Act, 1991 and any other guidelines/orders issued by the University Grants Commission/State Government from time to time.
5. 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 progression,
  - (b) engage in research and publish in accredited and refereed journals
  - (c) carry out such other academic, examination and / or university administrative work as may be assigned by the Head of the Department / Chairperson, Board of Studies / Principal / Dean / Vice-Chancellor.
6. No teacher shall participate in the meetings of a Selection Committee for any appointment if his/her relative is a candidate for it.

7. No teacher holding a post lower in rank than the one for which the appointment is to be made shall be a member of a Selection Committee as the subject expert.
8. Provided that in respect of the appointment of academic staff for a Research Institution/Centre in the University, the Director of the concerned research institution/Centre shall be considered as Head of the Department for the purpose of the constituting the Selection Committee

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 24</b>	<b>PROCEDURE FOR THE CONDUCT OF CONVOCAATION FOR CONFERRING DEGREES</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (e) of Section 51 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991) the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (d) of Section 24 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (d) of Section 25 Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (i) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals

<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (i) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (n) of Section 25 of JNTU University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>



<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (n) of Section 24 of JNT University Act 31 of 2008, the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**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 meeting of the 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 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 for satisfactory reasons shown, to present candidates in advance 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 university.
- (d) Every candidate who has studied in a College affiliated to or recognized by the University and qualified for 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 respective College, which has prepared and presented him/her for the final examination.
- (e) No candidate who has already been awarded a degree or diploma shall be admitted second time to the Convocation or special function at a College, as the case may be, for the same degree or diploma, notwithstanding that he/she may have qualified in an additional group or branch or in an additional language or may have improved upon his/her earlier performance. An endorsement shall be made on the degree or diploma certificate setting forth further examinations passed by him/her, the dates of such examinations and the class in which he/she was placed, provided that in the case of candidates who have appeared for the same examination to improve their class, they shall receive the same at a Convocation or function at a College, as the case may be, as specified in law 4 or 6 supra, a second time to the same degree after they surrender their earlier degree or diploma certificate.
- (f) 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.
- (g) The Degrees and Diplomas of the University shall be valid only if they (a) bear security features and seal of the University, (b) signed by the Controller of Examinations/Registrar in case of Degrees and Diplomas other than the Research Degrees, (c) signed by the Vice-Chancellor in the case of Research Degrees, and (d) signed by the Chancellor in the case of Honorary Degrees.
- (h) The Vice-Chancellor, with the approval of the Executive Council, may recommend a panel of eminent persons to the Chancellor to invite one of them as Chief Guest to deliver the Convocation address.
- (i) 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. D Sc., Kalaprapoorna, Kreedaprapoorna etc., upon a person who has immensely contributed to the welfare of the society at large by reason of eminence and attainment or by virtue of his/her contribution to knowledge, or for distinguished service to the cause of education, science

and technology, health, fine arts, games and sports, and any other public services. Honorary Degrees shall be conferred with the approval of the Chancellor and only at Convocation in person or in absentia.

**3. THE PROCEDURE:**

- (a) The Executive Council shall, from time to time, lay down the procedures to be followed at the Convocation and at special functions.
- (b) The Chancellor, The Vice-Chancellor, the Rector, 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. The arrangements shall be made on the dais in the Assembly of Graces for seating of the Chancellor, the Vice-Chancellor, the Rector 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 concerned Dean/Chairperson of the Faculty. In the absence of the Chairperson of any Faculty, 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 .....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, the Chancellor at the

Centre flanked on the left side by the Vice-Chancellor and on the right side by the Rector. The Chief Guest shall be seated next to the Vice-Chancellor, the recipients of Honorary Degrees on either side next to the Chief Guest and Rector. The Registrar shall be seated at the right side end. The Deans/Chairpersons of the Faculties and the members of the Executive Council/Academic Senate 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 / fezs 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, 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 on them; and Degrees upon the candidates who have been certified worthy of these Degrees. Let the candidates be 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 recited.
- (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 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.”

- (m) After the award of Honorary Degrees is completed, the Chancellor shall say :

“Let the candidates stand forward”

With the candidates for all the regular Degrees standing, the Chancellor or the Vice-Chancellor shall put to them the following questions to which the candidates shall answer in words, “I do promise”.

Question 1 “Do you solemnly and sincerely promise and declare that if admitted to the degree for which you have qualified, you will, in your daily life conversation, conduct yourself as become members of the University?”

Answer: “I do promise”.

Question 2 “Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability, you will use your powers for the promotion of true learning and in the service of your fellowmen?”

Answer: “I do promise”

Question 3 Do you solemnly and sincerely promise that you will faithfully and diligently fulfill the duties of the profession to which you will eventually belong and that you will on all occasions, maintain its purity and reputation?”

Answer: “I do promise”

- (n) The Chancellor (or the Vice-Chancellor) shall then say:

“Let the candidates be presented”

- (o) The candidates of each Faculty shall be presented to the Chancellor (or the Vice-Chancellor) by the Dean/Chairperson of the respective Faculty who shall say for each batch:-

Mr. Chancellor (or Mr. Vice-Chancellor) Sir / Madam,

“I present to you this candidate (or these candidates) and pray that he/she (or they) may be admitted to the Degrees for which they have qualified”

- (p) The Chancellor (or the Vice-Chancellor) in presenting the Degrees, shall say to the candidates who shall remain standing:-

“By virtue of the authority vested in me as Chancellor (or Vice-Chancellor) of the ----- University, I admit you to the Degrees, for which you have qualified and I charge you throughout your life to prove worthy of this degree.”

- (q) When all the candidates have been presented, the Registrar shall lay the record of the Degrees and Diplomas to be given to all those candidates who qualified in the examinations for which the Convocation is being held. The Chancellor (or the Vice-Chancellor) shall affix his signature thereto.

- (r) The Registrar/Dean of the concerned Faculty will read out the names of the candidates who have been declared entitled to Gold Medals at the P.G. Examinations. As the Registrar/Dean of the concerned Faculty reads the names, the candidates shall come to the dais and receive the Gold Medals from the Chancellor (or the Vice-Chancellor).

- (s) The Vice-Chancellor will then present a brief report reviewing the activities of the University and request the Chief Guest to address.

- (t) The Chief Guest will then address the Convocation.

- (u) At the close of the Address, the Chancellor, the Vice-Chancellor and the members of the Executive Council, the Dean/Chairpersons of the Faculties shall rise, and the Chancellor (or the Vice-Chancellor) shall then say:

“I declare the Convocation dissolved.”

- (v) The Chancellor, the Vice-Chancellor, the Chief Guest and the members of the Executive Council, the Academic Senate shall then retire in procession to the place of supplication of Graces while the graduates and invitees standing.

- (w) In the case of Convocations specifically arranged for conferring Honorary Degrees only the procedure as laid down in Sections ----- above shall be followed.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE - 25</b>	<b>CONFERMENT OF AUTONOMOUS STATUS TO AFFILIATED COLLEGES</b>
---------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by sub-section (17) of Section 19 read with sub-sections (d) and (j) of section 51 of the Andhra Pradesh Universities Act. No.4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute in respect of conditions and procedures to be followed by the University for Conferment of autonomy or its withdrawal on any college under its jurisdiction.
<b>2</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (xxviii) of Section 29 read with clause (xxv) of Section 5 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of conferment of autonomous status on a college or a regional center in the manner laid down by Statutes.
<b>3</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 25 read with Clause (viii) of sub-section (1) of Section 12 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute to promote the academic autonomy of the Colleges <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>4</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (q) of Section 24 read with Clause (viii) of sub-section (1) of Section 12 of JNT University Act 31 of 2008, the Executive Council hereby makes this Statute to promote the academic autonomy of the Colleges <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**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 “B” Grade only are eligible to apply for 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, accommodation for academic activities like library, equipment, 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 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. APPLICATION FOR AUTONOMOUS STATUS**

- (a) In response to the advertisement of the University Grants Commission and/or a circular from the Registrar or any other authorized officer of the University calling for proposals from eligible Colleges, the managements of the Colleges, may, within the dates indicated in the advertisement or circular, apply in the given format for grant of status of autonomy.
- i. An application for conferment of autonomous status on an Affiliated College shall be :
    - 1. made by an Officer authorized by the Government for the purpose in the case of an Institution owned and maintained by the Government, and by the Governing Bodies in the case of other Institutions enclosing a true copy of relevant Resolution of the Governing Body;



2. addressed to the Secretary, University Grants Commission, New Delhi, and sent through the Registrar sufficiently in advance facilitating transmission of the application to the Commission, so as to reach the Commission on or before the last date prescribed;
  - ii. The application shall also be accompanied by an undertaking to the effect that after the college is conferred with the status of autonomy by the University; the Management will conform to and be bound by the Laws of the University and the rules laid down by the Commission, which may be in force from time to time.
  - iii. On receipt of an application for the grant of autonomous status, such further information as may be necessary may be called for either by the University Grants Commission or the Registrar or both.
- (b) i. At the first stage, a Screening Committee consisting of the following shall screen the applications:-
1. Three to five experts nominated by the UGC (one of the experts will be nominated as convener).
  2. Chairman, A.P. State Council for Higher Education or his/her nominee.
  3. Director of Higher Education/Commissioner of Collegiate Education or his/her nominee.
  4. Vice-Chancellor or his/her nominee
  5. Joint Secretary (Autonomous Colleges), UGC
- Member-Secretary

The Convener shall chair the committee.

- ii. On verification of the applications, the Screening Committee shall short-list the colleges.
- iii. The cases of short-listed colleges shall be sent by the Commission to the State Government for approval, wherever required. If no response is received from the State Government within a period of six weeks, the Commission assumes that the State Government has no objection to the proposal of granting autonomy to the Colleges.
- iv. At the second stage, the short-listed colleges shall be visited by another expert committee constituted by the Commission. This committee shall submit its report with its findings and recommendations to the Commission. The Commission shall send its recommendation to the University concerned for further action regarding conferment of autonomy.

- (c) An application for conferment of the status of autonomy may be withdrawn at any time before the University Grants Commission appoints the expert committee.

**3. CONFERMENT OF AUTONOMOUS STATUS:**

- (a) The recommendations of the Commission shall be considered by the Executive Council. If it decides to pursue the matter further, it shall place the matter before the Academic Senate, if it is in session, or before the Standing Committee of the Academic Senate for consideration and necessary recommendations to the Executive Council for the conferment of the status of autonomy on the Affiliated College.
- (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 Commission 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 the Commission and the Executive Council not being fulfilled within the time and manner specified, such autonomy shall lapse and fresh application on the part of the management of the college shall be necessary.

**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 statutory bodies :

- 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 Appeal 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 meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.
- (d) The management of the autonomous college shall send to the Registrar at the beginning of the each academic year the general programme of the meetings of the Governing Body, the Academic Council, the Boards of Studies and the Finance Committee, to be held in the year and the minutes thereof shall be sent to him within a fortnight of the meetings.

## **5. GENERAL :**

- (a) Autonomous status covers Certificate, Diploma, Under-graduate, Postgraduate and M.Phil. Courses offered in colleges that are autonomous and those seeking autonomous status.
- (b) An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the University and issue Certificates under the seal of the college.
- (c) The following common programmes shall be adopted by the autonomous college :
  - i. Semester pattern of study
  - ii. Continuous internal assessment
  - iii. Credit/grading system
  - iv. Student feedback
  - v. Self-appraisal by teachers.
- (d) An autonomous college may rename an existing course after restructuring / redesigning it with the approval of the college Academic Council. However, the Registrar shall be duly informed of such proceeding so that the University may award new degrees in place of the old.
- (e) Admission of students to courses of studies offered by the autonomous college shall conform to the minimum qualifications laid down by the University for the courses of study concerned, subject to rules of reservation of seats for women and for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, etc., laid down by the State Government from time to time.

- (f) The University shall have the right to review all new courses of an autonomous college. Where there is evidence of decline in standards of quality, the University may, after careful scrutiny, and in consultation with the Commission either help to modify them wherever possible, or cancel courses.
- (g) The status of autonomy may be granted initially for a period of six years.
- (h) The conferment of autonomous status is not conferred on permanent basis and has to be evaluated periodically for extension
- (i) The autonomous college shall evaluate its academic performance, improvement of standards and assess the extent and degree of success in the utilization of autonomy. Self-evaluation shall be made annually.
- (j) In addition, there will be two external evaluations, the first after four years to be done by the Executive Council of the University and the second after six years by the review committee constituted by the Commission. The latter shall determine the continuance or revocation of autonomous status.
- (k) The autonomous college shall, six months prior to the date of expiry of the autonomy tenure, submit to the Commission through the Registrar proposal for extension of autonomy in the given format.
- (l) Review at the end of the sixth year shall be done by a Joint Expert Committee consisting of the following : -
  - i. Two nominees of the University
  - ii. Two nominees of the State Government/APSCHE.
  - iii. Three nominees of the Commission, one of whom shall serve as the Convener.
- (m) This Joint Expert Committee after examining the proposal for extension and if considered necessary after visiting the College, shall furnish its findings on the proposal. On the basis of the report of the Committee, the Commission shall take appropriate decision and communicate the same to the University. The Executive council, after obtaining the recommendations of the Academic Senate, if it is in session, or of the Standing Committee of the Academic Senate as the case may be, extend the autonomy attaching such conditions laid down by the Commission and/or the Executive Council, or revoke the autonomy.
- (n) In the event of delay in the review report and renewal of autonomy, the college shall continue to enjoy autonomy with the entitlement of benefits, fiscal or otherwise so conceived under the scheme, unless the Commission,

Government or the University by a special order withholds such continuation.

- (o) In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the Commission and the Executive Council to revoke the autonomous status of that college after careful scrutiny, and mutual consultation and due notification to the management. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status.
- (p) For purposes of award of degrees, the examinations held and the results published by an autonomous college shall be deemed to have been conducted by the Executive Council and the Executive Council shall award degrees to the students evaluated and recommended by an autonomous college. The degree certificates shall be in a common format devised by the University. The name of the college shall also be mentioned in the degree certificate.
- (q) Autonomous colleges are free to institute medals/prizes for meritorious students. The value and other terms of reference may be decided with the approval of appropriate bodies of the college.
- (r) The autonomous college may receive financial assistance provided by the University Grants Commission. The assistance received shall be spent in accordance with the instructions and conditions laid down by the Commission and the audited statement of accounts rendered to the Commission through the University for the assistance received.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

STATUTE- 26	AUTHORITIES OF THE UNIVERSITY
<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	<p>In exercise of the powers conferred under clause (j) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute declaring the authorities of the Universities under Clause (v) of Section 17 of the Act.</p>
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	<p>In exercise of the powers conferred under clause (h) of Section 24 of Dr. B.R. Ambedkar Open University Act 11 of 1982, the Executive Council hereby makes this Statute declaring the authorities of the Universities by Clause (vi) of Section 14 of the Act.</p>
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	<p>In exercise of the powers conferred under clause (h) of Section 25 Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983, the Executive Council hereby makes this Statute declaring the authorities of the Universities under clause (vi) of Section 15 of the Act.</p>
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	<p>In exercise of the powers conferred under clause (xxvii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute declaring the authorities of the Universities under clause (vii) of Section 15 of the Act.</p>
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	<p>In exercise of the powers conferred under Clause (xxvii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute declaring the authorities of the Universities under Clause (vi) of Section 16 of the Act.</p>
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	<p>In exercise of the powers conferred under Clause (q) (1) of Section 25 of JNTU University Act 30 of 2008, the Executive Council hereby makes this Statute declaring the authorities of the Universities under Clause (v) of Section 10 of the Act <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b></p>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	<p>In exercise of the powers conferred under Clause (q) (1) of Section 24 of JNTU University Act 31 of 2008, the Executive Council hereby makes this Statute declaring the authorities of the Universities under Clause (v) of Section 10 of the Act <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b></p>

The following bodies are hereby declared as Authorities of the University in addition to those which are already included in 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. Planning and Monitoring Board (PMB)
- iv. Research Advisory Committee (RAC)
- v. Finance Committee (FC)
- vi. Standing Committee of Academic Senate (SAS)

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE- 27</b>	<b>OFFICERS OF THE UNIVERSITY</b>
--------------------	-----------------------------------

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b> In exercise of the powers conferred under Clause (j) of Section 51 of A.P. Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Statute declaring the Officers of the University under Clause (vii) of section 9 of the Act.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b> In exercise of the powers conferred under clause (h) of Section 24 of the Act. of Dr. B.R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute declaring the Officers of the University under clause (6) of Section 8 of the Act.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b> In exercise of the powers conferred in clause (h) of Section 25 of Sri Padmavathia Viswavidyalayam Act, 1982, the Executive Council makes this Statute declaring the Officers of the University under clause (7) of Section 8 of the Act.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b> In exercise of the powers conferred under clause (xxvii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute declaring the Officers of the University under clause (7) of Section 8 of the Act.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b> In exercise of the powers conferred under clause (ix) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute declaring the Officers of the University under clause (8) of Section 8 of the Act.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b> In exercise of the powers conferred under sub-section 1 (q) of Section 25 read with of JNT University Act 30 of 2008 , the Executive Council makes this Statute declaring the Officers of the University under clause (h) of Section 5 <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b> In exercise of the powers conferred under sub-section 1 (q) of Section 24 of JNT University Act 31 of 2008, the Executive Council makes this Statute declaring the Officers of the University under clause (h) of Section 5 <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>



The following posts are hereby declared as Officers of the University in addition to those which are already included in 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. Controller of Examinations
- iv. Dean, College Development Council
- v. Director of Admissions
- vi. University Librarian
- vii. Chief Warden
- viii. Director of IQAC

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>STATUTE – 28</b>	<b>MAINTENANCE OF A REGISTER OF REGISTERED GRADUATES</b>
---------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (g) of Section 51 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991) the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause (f) of Section 24 of Dr. B.-R. Ambedkar Open University Act 1982, the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause (f) of Section 25 Sri Padmavathia Visvavidyalayam Act, 1982, the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (xxvii) of Section 28 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (xxvii) of Section 29 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Statute in respect of holding of maintenance of a register of registered graduates.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (p) of Section 25 of JNT University Act 30 of 2008, the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates <b>to be notified by the Government under sub-section (1) of Section 26 of the Act.</b>
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section 1 (p) of Section 24 of JNT University Act 31 of 2008, the Executive Council hereby makes this Statute in respect of maintenance of a register of registered graduates <b>to be notified by the Government under sub-section (1) of Section 25 of the Act.</b>

**MAINTENANCE OF A REGISTER OF REGISTERED GRADUATES**

In exercise of the powers conferred by clause (g) of Section 51 and read with Section 35 of the AP Universities Act, 1991, the Executive Council hereby makes this Statute, in respect of the Registration of Graduates and maintenance of a Register of Registered Graduates, namely

1. The Registrar shall maintain a 'Register of Registered Graduates'.
2. The persons who are Graduates of the University and have a standing of not less than two years after graduation shall be entitled to have their names entered in the 'Register of Graduates', and will continue to be Registered Graduates. 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 prescribed fee 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 30<sup>th</sup> 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. All communications shall be posted to the registered address. It shall be the duty of a Registered Graduate to inform any change in the address to the Registrar of the University.

*(This Statute has received the assent of the Hon'ble Chancellor vide Lr.No. \_\_\_\_\_ Dated \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

# **MODEL ORDINANCES**

<b>ORDINANCE-1</b>	<b>THE BOARD OF STUDIES FOR DEPARTMENTS OF TEACHING</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by Section 27, read with Clause (i) of Section 53 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred in clause 4 (c) of Section 18 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred in clause 4 (c) of Section 19 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred by clause (j) and (q) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause (j) and (q) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under clause (1) (h) of Section 28 of JNTU Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under clause (1) (h) of Section 27 of JNTU Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching:

**THE BOARD OF STUDIES  
FOR DEPARTMENTS OF TEACHING**

**1. Board of Studies:**

- (a) Each Department of Teaching in the University shall have a Board of Studies (here-in-after called the 'BoS'), and the Executive Council is the authority to constitute the Board of Studies.
- (b) Each Department of Teaching shall either have one common BoS for all the undergraduate, postgraduate and research degree programs offered by the Department, or two separate Boards – one for undergraduate (U G BoS) and another for postgraduate and research degree programs (P G BoS). The Executive Council shall decide whether there should be one common BoS or two separate BoS.
- (c) The Vice-Chancellor is the competent authority to appoint the Chairperson for the BoS in a specified subject. The Chairperson shall be a permanent teacher holding the rank of a Professor / Associate Professor in the university department. If no such qualified teacher is available in the concerned department, a Professor / Associate Professor of an allied department in the university may be appointed as the Chairperson.
- (d) The Chairperson shall be common to both PG and UG BoS, if there are two separate Boards in a department.
- (e) If a degree program is offered in affiliated college(s) only, but not in the university department, a senior teacher from an allied department in the university may be appointed as the Chairperson for the BoS in that subject.

**2. Constitution of the BoS:**

- (a) The constitution of BoS in a subject shall be as under, subject to a maximum of twelve (12) members besides the chairperson.
  - i. For Common BoS (U G & P G):
    - a) Chairperson
    - b) Head of the Department
    - c) Three (3) subject experts from outside the university representing Academia, Industry and National Research Laboratories
    - d) Two (2) Professors from the university department
    - e) Four (4) teachers of the rank of Associate Professor / Assistant Professor from university (2) and affiliated colleges (2)

- f) One (1) U G and one (1) P G student representatives, of whom at least one should be a girl.

ii. For BoS (U G)

- a) Chairperson
- b) Head of the Department
- c) Three (3) subject experts from outside the university representing Academia, Industry and National Research Laboratories
- d) Six (6) U G teachers of the rank of Professor / Associate Professor / Assistant Professor from university (3) and affiliated colleges (3)
- e) Two (2) U G student representatives (one boy and one girl)

iii. For BoS (P G):

- a) Chairperson
- b) Head of the Department
- c) Three (3) subject experts from outside the university representing Academia, Industry and National Research Laboratories
- d) Six (6) P G teachers in the rank of Professor / Associate Professor / Assistant Professor from university (3) and affiliated colleges (3)
- e) Two (2) P G student representatives (one boy and one girl)

- (b) In departments where there are separate BoS for U G and P G, the Chairperson, Head of the Department, and the subject experts from outside the university are common members for both U G and P G BoS.
- (c) The members of the BoS shall be appointed by the Vice-Chancellor in consultation with the concerned Dean/Chairperson of the Faculty/Chairperson of the BoS and Head of Department and by providing due representation for specializations in the subject, cadre and gender.
- (d) The term of the Chairperson and other BoS members shall be three (3) years from the date of their nomination, except for the student representative whose term is so long as he/she is a regular student of the university. A teacher will cease to be a BoS member on superannuation unless otherwise permitted by the Vice-Chancellor.
- (e) Any person appointed in a vacancy occurring before the expiry of the original term of three years shall be a member of the Board, subject to other provisions, only for the residuary period for which the person whose place he/she has filled would have been a member.

**3. Meetings of the BoS:**

- (a) The meetings of the BoS shall be convened ordinarily once in an academic year by the Registrar of the University. The date, time and venue for the meeting shall be fixed by the Registrar in consultation with the Chairperson of the concerned BoS and with the approval of the Vice-Chancellor.
- (b) The Registrar, under the direction of the Vice-Chancellor, shall issue notice to the members of the BoS, prepare the agenda notes in consultation with the concerned Chairpersons, and circulate the same to the members at least fifteen (15) days in advance.
- (c) The quorum for a BoS meeting shall be fifty per cent of the members that constitute the BoS.
- (d) The Chairperson shall preside over the BoS meeting. If, for any valid reason, the Chairperson is not able to attend the meeting, the Head of the Department will preside over the meeting.
- (e) The person presiding over the meeting shall record the minutes of the BoS meeting, and send them to the Registrar within seven (7) days from the meeting date for circulation to BoS members.
- (f) Any member of the BoS who was present at the meeting may, within ten (10) days of the issue of the minutes, communicate to the Registrar in writing any correction(s) to the minutes. The Registrar shall forward the same to the Chairperson for remarks. If the Chairperson is convinced that the objection raised is genuine, he/she may correct the minutes accordingly. Otherwise, it shall be placed in the next meeting of the BoS for information and decision.
- (g) The Vice-Chancellor may, in any exigency, obtain the opinion of the BoS members by circulation on any matter relating to the concerned subject.
- (h) The Registrar shall submit the approved minutes of the BoS in the next immediate Academic Senate meeting for consideration and approval.

#### **4. Functions of BoS**

- (a) The BoS shall review and revise the syllabi of the courses being offered by the concerned department, ordinarily once in every two/three (2/3) years, and include the latest advancements in the concerned subject(s). It being so, the BoS shall also consider and implement the suggestions / guidelines



issued by the University Grants Commission from time to time for modernization of the syllabi.

- (b) The BoS shall review the progress of the existing programs in the department, identify the deficiencies, if any, and recommend to the concerned authorities of the university such other remedial measures as may be found necessary for improving the standard of the programs.
- (c) The BoS is the competent authority for recommending to the Academic Senate, through the Dean / Chairperson of the concerned Faculty, the starting of any new course in the concerned subject, its structure, admission criteria, and scheme of Examinations etc.
- (d) The BoS shall review the question papers set in the previous year examination(s), the reports of the evaluators on student's performance, and suggest remedial measures, if necessary, for improving the quality of question papers and student's performance.
- (e) The BoS shall recommend to the Executive Council every year a panel of moderators, translators, paper setters, examiners (both internal and external) in all the papers including practical and viva-voce examinations of the concerned subject(s), and adjudicators for M Phil/PhD theses.
- (f) The BoS shall recommend to the Executive Council a panel of thirty (30) subject experts from outside the university, as and when required, for nomination on the selection committees meant for appointment of teachers in the concerned subject. In the panel, at least ten (10) experts shall be from those hosted on the UGC website.
- (g) The BoS shall consider and offer its opinion / recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate / The Faculty concerned.

*(This Ordinance was approved by the Executive Council vide Resolution No.\_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>ORDINANCE-2</b>	<b>APPOINTMENT AND DUTIES OF CONTROLLER OF EXAMINATION, EXAMINERS &amp; CONDUCT OF EXAMINATIONS</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b> In exercise of the powers conferred by subsections (10) (11) and (12) of Section 19, read with Clauses (b) (g) and (h) of Section 53 of Andhra Pradesh Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b> In exercise of the powers conferred under point (10), (11) and (12) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b> In exercise of the powers conferred under point (10), (11) and (12) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b> In exercise of the powers conferred under point (28) of Statute 5 and clause (f) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b> In exercise of the powers conferred by clause (f) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.

<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) and (f) of Section 28 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (d) and (f) of Section 27 of JNT University Act 31 of 2008, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations.

**APPOINTMENT AND DUTIES OF  
CONTROLLER OF EXAMINATION, EXAMINERS &  
CONDUCT OF EXAMINATIONS**

**1. Controller of Examinations (CoE):**

- (a) The Controller of Examinations (here-in-after called CoE) shall be a full-time officer of the University appointed by the Executive Council. The CoE shall function as directed by the Vice-Chancellor, and in accordance with the provisions of this ordinance, in matters related to all examinations conducted by the university.
- (b) **Duties of CoE:**
- i. Issue of notifications for all examinations conducted by the University,
  - ii. Calling for, receiving and processing the applications of various examinations conducted by the University, and issue hall-tickets to eligible candidates,
  - iii. Identify the centers for holding various examinations, in accordance with the rules framed by the University in this regard, and to allot candidates to identified centers,
  - iv. Regulating and monitoring the examinations conducted by the University,
  - v. Take all such measures as may be found necessary for smooth and fair conduct of examinations, evaluation and announcement of results.

- vi. Signing the Provisional Certificates, Migration Certificates, Memoranda of Marks.
- vii. Issue 'Substitute Certificates' in respect of original Diploma and Degree Certificates lost by the candidates,
- viii. Exercise such other powers required for conducting the university examinations, and perform all the duties in accordance with the provisions of this ordinance and as directed by the Vice- Chancellor from time to time.

## **2. Pre-Examination Matters**

### **(a) Question Paper Setting**

- i. The Chairperson, Board of Studies, in the concerned subject shall send a panel of approved names as paper setters / examiners, separately for each paper in the subject, medium wise, at least three / six months before the start of the semester / annual examinations.
- ii. No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/Affiliated or recognized Colleges of that University. In case of examiners from institutions other than Universities/Colleges, he/she should be a permanent employee with a minimum of three (5) years experience.
- iii. The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
- iv. The Vice-Chancellor may, on valid reason(s), cancel, withheld or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.

### **(b) Moderation of Question Papers**

- i. In all such instances where regulations provide for moderation of question papers, there shall be a "Moderation Board" for each subject. The members of the Moderation Board shall be the Chairperson, Board of Studies of the concerned subject, and two other senior faculty members of the same subject. The Chairperson may, with the

prior permission of the Vice-Chancellor, co-opt any other faculty member(s) for moderating the question papers in specialized subjects,

- ii. The Moderation Board shall meet at a place and time decided by the CoE for moderating the question papers. The Board shall be responsible for ensuring the following in each question paper:
  - a) Adherence to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc.,
  - b) Standard of questions,
  - c) Proper distribution of questions covering the entire syllabus ,
  - d) Remove/modify the questions set outside the prescribed syllabus or seeking an expression of opinion on religious and/or political nature unless it is a part of the syllabus,
  - e) Remove ambiguity in the wording of question(s), and to enhance clarity in the questions.
- iii. The Moderation Board shall not remove any question or part thereof, which is in the scope of the syllabus.
- iv. The Moderation Board shall keep all its proceedings strictly confidential, and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.

**(c) Translation of Question Papers:**

- i. Wherever there is approval from the university, the question papers shall be translated from English to other approved languages by a 'Board of Translator(s)'.
- ii. The translator(s) should be from the panel of names recommended by BoS in the concerned subject, and approved by the Vice-Chancellor,
- iii. The translators shall keep all the proceedings strictly confidential, and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.

**(d) Conduct of Examinations:**

All the university examinations shall be conducted by the CoE as per the procedures and regulations approved by the University from time to time.

**(e) Flying Squads / Observers:**

- i. Wherever necessary, the CoE shall constitute flying squads / observers at the examination centers to ensure the conduct of the examinations without any malpractice, and strictly in accordance with the university rules.
- ii. The necessary and required instructions and guidelines regarding the duties and powers of the flying squads/observers etc., shall be issued from time to time by the CoE with the prior approval of the Vice-Chancellor,

**3. Post-Examination Matters**

The CoE, on receipt of the answer books/test booklets from the examination centers shall take the required and necessary steps for valuation by approved examiners, after due scrutiny and coding.

**(a) Valuation of Answer book/test booklets:**

- i. Whenever two or more examiners are involved in the valuation of answer books/test booklets, the CoE will conduct a meeting of all the examiners in the concerned paper in order to prepare a common scheme of valuation. The CoE shall appoint a Chief Examiner, from among those who attended the meeting, who will supervise the entire valuation work. If needed, Additional Chief Examiner(s) may also be appointed.
- ii. The Chief Examiner(s)/Additional Chief Examiner(s) shall conduct the valuation work as per the guidelines and instructions issued by the CoE from time to time.
- iii. For all Post-Graduate examinations, each answer book/test booklet shall be valued independently by two examiners of whom one shall ordinarily be an external examiner. If the difference in the marks awarded by the two examiners is 20 per cent or more of the maximum marks of that paper, the answer script will be valued by a third examiner who is ordinarily be an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script.
- iv. For the purpose of this Ordinance, an “external examiner” for valuation of theory papers shall mean a teacher who is not employed

in the university colleges (campus or constituent) or any of its affiliated Colleges.

- v. The valued answer books/test booklets shall be scrutinized by scrutinizers appointed by the Vice-Chancellor, and such scrutinizers shall work as per the guidelines and instructions issued by the CoE from time to time.
- vi. The Vice-Chancellor shall appoint a 'Board of Examiners' for each subject or a group of allied subjects. The Board shall consist of the following as members:
  - a) Chairperson, Board of Studies Chairman
  - b) Head of the Department Member
  - c) One senior faculty member from the Department Member
  - d) One faculty member from an allied department Member  
(if necessary)
- vii. The Board of Examiners shall be responsible for the maintenance of standards in the valuation. Every member of the Board shall attend the 'Board of Examiners' meeting unless exempted by the Vice-chancellor for special reasons.
- viii. The concerned Board shall be convened by the CoE to consider, and approve the award lists received from the Chief examiner(s). In the event of any proven irregularity in valuation, if reported by the Chief Examiner, the concerned Board may recommend for cancellation of the valuation proceedings in a specific answer script or all the answer scripts of an examination, and to cause fresh valuation proceedings.

**(b) Tabulation of Marks and Results:**

- i. In case of manual tabulation, the tabulators shall be appointed by the Vice-Chancellor from amongst the teachers of the university and/or affiliated colleges. There shall be two independent groups of tabulators - one will enter the marks in the original register and the second in the duplicate register. The tabulators shall follow the guidelines issued by the CoE in this regard.
- ii. If the tabulation is electronic and computerized, it should be conducted in the premises of the CoE office/Examination Branch, and under the direct supervision of an officer designated by the Vice-Chancellor for the purpose. In case the required facilities / skilled personnel / technology are not available in the university, the tabulation process may be outsourced, only after a thorough verification of the credentials of the outsourced company. The CoE

shall execute a Memorandum of Understanding (MoU) with the outsourced company by including clauses and provisions for safeguarding the interest of the university like confidentiality, penal action for violation of any terms and conditions etc.

**(c) Award of Grace marks:**

- i. If a candidate is likely to be promoted/complete/pass/or improve his/her division by adding 1 or 2 marks, grace marks may be added up to a maximum of two (2) marks. In this context, division includes Pass to 2<sup>nd</sup> Division / 2<sup>nd</sup> Division to 1<sup>st</sup> Division / 1<sup>st</sup> Division to I<sup>st</sup> Division with distinction. However, such candidates are not eligible for the award of gold medals or any other prizes.
- ii. Wherever the aggregate is a fraction, it may be rounded off to the nearest integer. The fraction 0.5 should be treated as nearer to the next higher integer.
- iii. Grace marks shall not be given for mere reduction of number of backlogs.

**(d) Results Committee:**

The tabulated results of any examination/subject shall have to be approved by the Results Committee before publication in news papers/website. The members of the Results Committee are:

- i. The Vice-Chancellor (Chairman)
- ii. The Dean of the Faculty concerned; (Member)
- iii. The Chairpersons of the Boards of Studies / (Member)  
Examiners of the concerned Subject(s) in the Faculty.

**4. Revaluation / Review of Answer Scripts**

- (a) The provision for revaluation applies to answer scripts valued by a single examiner (undergraduate courses). No such provision shall exist for courses where the answer script is valued by two or more examiners (postgraduate courses).
- (b) A candidate who is aggrieved by his/her result in a paper (or papers) may apply for revaluation in the prescribed pro-forma within a stipulated time, as announced by the university, from the date of publication of the results in the concerned examination.



- (c) Revaluation of each answer script shall be done independently by two external examiners selected by the Vice-Chancellor. The original marks shall be revised to the average of the aggregate marks awarded by the two external examiners, provided that such an average is more than the original marks by 10% of the maximum marks of that paper. Otherwise, the original marks remain unaltered.
- (d) The university shall make all efforts to announce the revaluation results within one month from the last date for submission of the applications for revaluation. However, the university is not responsible for any adverse consequences arising out of delay in the proceedings of revaluation.
- (e) The Executive Council may, in exceptional circumstances and for valid reasons explained in writing, review of the examination results of a course/program, and order for fresh valuation of all the answer scripts in one or more papers of that course.

**5. Committee for Prevention of Malpractices (CoPM) in the Examinations:**

- (a) There shall be a “Committee for Prevention of Malpractices (CoPM)” to consider and award punishment to any proven case of malpractice committed, during or after the examination, either in the examination hall or outside, by examinees / invigilators / observers / evaluators / tabulators / data entry operators, and any other person participating in the examination process.
- (b) The CoPM shall be appointed by the Vice-Chancellor. The members of the Committee shall be:
  - i. Dean of a Faculty/Principal of Univ. College ... Chairperson
  - ii. Dean, College Development Council ... Member
  - iii. A Teacher from Univ. Dept of Law ... Member
  - iv. Chairperson, BoS\* ... Member
  - v. Controller of Examinations ... Convener

(\*Chairperson, Board of Studies of the subject in which the candidate has committed the malpractice)

- (c) The CoPM shall, in its function, be guided by the provisions contained in “The A P Public Examinations (Prevention of Malpractices & Unfair Means) Act, 1997” and subsequent amendments, if any, the rules issued in GO Ms 114 / Education (IE), 13<sup>th</sup> May 1997, and the ‘Schedule of Punishments’ appended to this ordinance.

- (d) If an examiner detects and reports to the Chief Examiner/CoE any malpractice committed either by an examinee or group of examinees during the course of valuation, the report shall be referred to the Chairperson, Board of Studies, for comments. The case, along with the report of the Chairperson, shall then be referred to the CoPM. The Committee, after giving a reasonable opportunity to the candidate(s) to defend, shall recommend appropriate action to the Vice-Chancellor.
- (e) If the University comes to know at any stage after the examination that a candidate has indulged in malpractice, his/her case shall be referred to the CoPM by the CoE. The Committee, on the basis of such evidence as was available, and after giving a reasonable opportunity to the candidate to defend himself/herself, shall recommend appropriate action to the Vice-Chancellor.
- (f) If a candidate is found guilty of committing an examination related malpractice after the declaration of the result, that result will be cancelled besides awarding him/her the punishment that would have been awarded, had the facts come to the notice of the University before the declaration of the results.
- (g) If a candidate is appearing for an examination in backlog paper(s) along with the current year examination, the rules of malpractice (d), (e), and (f) above are limited to the examination for which the hall-ticket was issued and malpractice was committed. However, in case of grave misbehavior, the result of all examinations taken by him/her during that session could be cancelled, apart from awarding the punishment as per the “Schedule of Punishments”.
- (h) Any other act of unfair means or misconduct committed by an examinee during or after the examinations, but not contained in the ‘Schedule of Punishments’ included in this Ordinance would be examined by the ‘Committee’. The Committee shall award suitable punishment, which is not lower than what is proposed in the schedule for a similar / nearer case of malpractice.
- (i) A candidate aggrieved by the decision of the CoPM may appeal to the Executive Council within thirty days from the date of notification of the punishment. If the punishment awarded by the CoPM is found to be not in conformity with the ‘Schedule of Punishment’, the Executive Council may take suitable decision as per the provisions of this Ordinance.
- (j) In addition to, and independent of, what has been said in this ordinance, the clauses of the “The A P Public Examinations (Prevention of Malpractices & Unfair Means) Act, 1997” and the rules issued in GO Ms 114 / Education (IE), 13<sup>th</sup> May 1997, shall apply, wherever necessary.

**6. Schedule of Punishments for Examination Related Malpractices / Misconduct:**

Nature of Malpractice / Misconduct	Punishment
1. Possession of papers, books, notes etc (written or printed), which are prohibited in the examination hall	1. Cancel the result of that paper, and to be debarred from appearing at the subsequent papers of the Examination
2. Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings etc.	2. Same as 1 above
3. Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to others regarding answer to any question or questions or the examination paper	3. Same as 1 above
4. Taking help from or consulting prohibited written or printed material or taking help from of helping other examinees during the examination period inside the examination hall or outside it; with or without their consent, or helping other candidate to receive help from any one else.	4. Same as 1 above
5. An examinee who attempts to disclose her/his identity to the paper valuer by writing his/her Roll Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book/test booklet.	5. Canceling the result of that paper
6. Writings such as invocation of God's name in any form.	6. To be ignored
7. Writing on the question paper the answer to questions, rough work etc., with no intention of passing it on to another examinee.	7. To be warned not to do so

<p>8. Using abusive and obscene language in the answer book/test booklet in any other manner with a view to destroying evidence,</p> <p>9. Destroying prohibited material found in his/her possession or acting in any other manner with a view to destroy the evidence.</p>	<p>8. Cancelling the result of that paper.</p> <p>9. Cancelling the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course in the University for a period of one year.</p>
<p>10. Refusing to obey instructions of the Chief Superintendent/Invigilator.</p>	<p>10. Cancelling the result of that paper.</p>
<p>11 Smuggling an answer book/test booklet/ additional answer book/matter into or out of the examination hall.</p>	<p>11. Cancellation of the result of all examinations in that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.</p>
<p>12. Inserting in or removing from the answer book/additional answer book.</p>	<p>12. Same as 11 above</p>
<p>13. Substituting wholly or partly an answer book/additional answer book/test booklet.</p>	<p>13. Same as 11 above</p>
<p>14. Impersonation even at a single examination.</p>	<p>14. Same as 11 above, and to file a criminal complaint with the Police against the original candidate and the imposter.</p>
<p>15. Conspiring to interchange the Roll Numbers</p>	<p>15. Cancelling the result of all examinations taken, prohibiting from appearing in the subsequent examination during that session, and prohibiting their admission in any course of the University for a period of one year.</p>

<p>16. Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination</p>	<p>16. Same as in 15 above, except that the period of prohibition of admission into or continuation in any course of study is TWO years</p>
<p>17. Guilty of assaulting/abusing/intimidating any person connected with the examination work at any time before, during or after the examination.</p>	<p>17. Same as in 16 above</p>

*(This Ordinance was approved by Executive Council vide Resolution No.\_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>ORDINANCE-3</b>	<b>QUALIFICATIONS, EMOLUMENTS AND NUMBER OF UNIVERSITY TEACHERS</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by section 19 (5) (iii) read with clause (e) of section 53 of the Andhra Pradesh Universities Act. 1991, (Act 4 of 1991), the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred under point 5 (c) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under point 5 (c) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under point (18) (a) of Statute 5 and sub-section 2 (i) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred by clause 2 (a) (b) Statute 5 and sub-section 2 (i) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNTU University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.

<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNT University Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the University.

**QUALIFICATIONS, EMOLUMENTS AND NUMBER OF  
UNIVERSITY TEACHERS**

1. The number, qualifications and emoluments of teachers in a university department are determined by the Executive Council based on the recommendations received from the concerned Departmental Committee, and in accordance with the guidelines issued in this regard from time to time by UGC/State Government.
2. The Executive Council is the competent authority to award additional increments, if any, in a particular band/grade and/or pay protection to a teacher on appointment, based on the recommendations of the selection committee and in accordance with the guidelines issued from time to time by UGC/State Government,.

*(This Ordinance was approved by Executive Council vide Resolution No. \_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>ORDINANCE-4</b>	<b>LEVY OF FEES FOR VARIOUS COURSES OF STUDY IN THE UNIVERSITY</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (a) of section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University:
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred under point (12) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of the University fee for various course of study in the University:
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under point (12) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under point (25) of Statute 5 and sub-section 2 (d) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred under sub-section 2 (d) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNT University Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the University.



**LEVY OF FEES FOR VARIOUS COURSES OF STUDY  
IN THE UNIVERSITY**

**Fee Structure:**

Sl. No	Name of the Course		Tuition Fee + Admn Fee	Special Fee	Addl. Fee*	Total Fee
1	M.A. English	R	820	1130		1950
		SF	3070	1130		4200
2	M.A. Appl. Economics	R	820	1130		1950
		SF	5470	1130		6600
3	M.SC. Maths	R	825	1350		2175
		SF	9415	1350		10765
4	M Pharm	R	825	1350		2175
		SF	9415	1350		10765
5	MBA - General	R	1680	9080		10760
6	MBA – Tourism & Travel Management	R	1680	9080		10760
		SF				
7	MCA	R	21520	1830		23350
		SF				
8	M.SC. Bio-Tech	R	32910	1350		34260
		SF	32910	27090		60000

R : Regular ; SF : Self Financed Course

\* fee for special laboratories, educational tours, industrial visits etc

*(This Ordinance was approved by the Executive Council vide Resolution No.\_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

(NOTE: The above table is only an example. The universities are advised to add all the courses offered in the university along with the fee particulars.)

<b>ORDINANCE-5</b>	<b>FEES PARTICULARS FOR ADMISSION TO VARIOUS EXAMINATIONS, DEGREES AND DIPLOMAS OF THE UNIVERSITY</b>
--------------------	---

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred by clause (b) of section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred sub-section (1) (b) of Section 26 and point (12) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under sub-section (1) (b) of Section 27 and under point (12) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under sub-section 2 (d) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred under sub-section 2 (d) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNT University Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the University.

**FEE PARTICULARS FOR ADMISSION TO VARIOUS EXAMINATIONS,  
DEGREES AND DIPLOMAS OF THE UNIVERSITY**

**Fee Schedule for each Examination:**

<u>Course &amp; Subject</u>	<u>Examination Fee for</u>	
	All papers	One or more papers
B. A		
B Sc		
B Com		
B L/LLB		
B Tech		
B Pharm		
B Ed		
M.A.		
M.Sc.		
M Com		
M.B.A		
M.C.A		
M Pharm		
M Tech		
M L / LLM		
M Phil		
Ph D		
D Sc		

*(This Ordinance was approved by the Executive Council vide Resolution No. \_\_\_\_\_ in the \_\_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

(NOTE: The above table is only an example. The universities are advised to add the details of prescribed fee for all the university examinations)

<b>ORDINANCE-6</b>	<b>CONDUCT RULES FOR EMPLOYEES OF THE UNIVERSITY</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred under clause (26) and (40) of Section 19 read with Section clause (1) of section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under point (33) of Statute 5 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred under point (q) of Statute 5 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNTU Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts University Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNTU Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University..

**CONDUCT RULES FOR  
EMPLOYEES OF THE UNIVERSITY**

**1. Title and application**

- (a) These rules may be called “The ----- University Employees Conduct Rules”.
- (b) These rules shall apply to all university employees under the control of the university whether on duty, leave, foreign assignment in or outside India, paid any salary or not. In case of those employees who are on contractual appointment, part time basis, on payment of honorarium or allowances, the extent to which these rules shall apply will be determined by the Executive Council either for each category of appointment or in individual cases.

**2. Definitions**

- (a) ‘University Employee’ means any person who holds a post in the university including the teachers of the university as defined in the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), and all the supporting staff appointed by the university.
- (b) ‘University’ means ---- University.
- (c) ‘Member of a university employee’s family’ includes the spouse, son, daughter, and such other relatives as defined and recognized for the purpose by the government, and are dependent on the employee,

**3. General**

- (a) Every university employee shall be sincere, devoted to duty, and maintain integrity, discipline, impartiality and sense of propriety. He/she shall always endeavor to maintain good relations with colleagues and students.
- (b) No university employee shall behave in a manner, which is derogatory to the prestige, decency and decorum of the University.
- (c) No University employee shall behave in a manner that places himself/herself in any kind of embarrassment.

**4. Gifts**

No university employee shall accept, or permit any member of his/her family to accept, any gift from any person, which places the employee in any form of official obligation.

**5. Subscriptions**

No university employee shall, without obtaining prior sanction of the competent authority in the university, ask for or accept or participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever except for farewell and felicitation functions connected with the university.

**6. Tuition**

No university employee shall engage himself/herself in private tuitions either at home or in any private colleges / institutes / coaching centers etc.

**7. Private employment or work not connected with the University**

- (a) No university employee shall undertake any employment or accept remunerative or honorary work not connected with the university, without the permission of the competent authority in the university,
- (b) The university employee may accept membership in bodies like academic senate, executive council, professional academic bodies, governing body / executive committee of an educational institution or any organization connected with literary/scientific activities, or may undertake honorary position/work of a cultural/charitable/artistic nature, by intimating the competent authority in the university provided that such membership do not suffer his/her official duty. However, he/she shall not undertake or shall discontinue such work if so directed by the Vice-Chancellor.

**8. Private Trade, Business or Investment**

- (a) No university employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade, business and money lending.
- (b) A university employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/ charitable society, provided that such activity do not suffer the university work.

**9. Communication of Official Documents or Information**

It shall be the duty of every employee of the university to honor the confidence reposed in him/her by the university. The employee should not divulge any information, known to him/her during the course of his/her official duties, to any unauthorized person or to make any improper use thereof.

**10. Connection with the Press**

- (a) No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper / periodical / magazine etc, except those published by the university departments / associations.
- (b) An employee of the university may, with prior intimation to the competent authority in the university, brief the media about his/her academic achievements and scientific findings.

**11. Discussion on University Policies:**

University employees shall not indulge in any public criticism of the university administration as is repugnant to the dignity of the university employee, and cause or is likely to cause embarrassment to the administration in its relations with its staff or the students of the university or the Government or any other agency,

**12. Taking Part in Politics**

No university employee shall, while being on duty, take active part in politics which includes holding elective or nominated positions in any political party, contesting in election to the State Legislature or the Parliament or take part in any other election. Provided that a university teacher may contest elections from the Graduates or Teachers constituency by taking leave on loss of pay for the entire period of his/her election campaign and also, if he is elected, for the entire period for which he/she is elected.

**13. Vindication of acts and character of the University Employees**

A university employee may not, without the previous sanction of the Executive Council, have recourse to any court or to the press for vindication of his/her public acts or character from defamatory attacks. In granting sanction to the recourse to a court, the Executive Council will, in each case, decide whether university will itself bear the costs of the proceedings or whether the University employee will institute the proceedings at his/her own expense and if so, whether in the event of a decision in him/her favour the

university will reimburse to him/her the extent of the whole or any part of the costs. Nothing in this rule will limit or otherwise affect the right of any university employee to vindicate his/her private acts or character.

**14. Taking part in Strikes or similar activities**

No University employee shall take part in any agitation or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his/her service or to any other matter, which tends to bring the university to disrepute.

**15. Bigamous Marriage**

No university employee who has a surviving spouse shall contract another marriage, notwithstanding that such subsequent marriage is permissible under the personal law applicable to him/her for the time being.

**16. Influencing superior authorities for furtherance of interest**

No university employee shall bring or attempt to bring any kind of influence to bear on any superior officer or a member of any university authority to further his/her interests in respect of matters pertaining to his/her service in the university.

**17. Any action of Criminal nature**

No university employee shall involve in corruption or any action of criminal nature, which is punishable under the general or special laws.

**18. The Vice-Chancellor shall decide the cases of infringement of the above rules of this Ordinance after giving the employee concerned, a reasonable opportunity to explain his/her case.**

**19. In addition to, and independent of the rules mentioned above, and wherever necessary, the provisions of Andhra Pradesh Civil Services (Conduct) Rules, 1964, along with the Government Orders and amendments issued thereon from time to time, shall apply to all the university employees.**

*(This Ordinance was approved by the Executive Council vide Resolution No.\_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*



<b>ORDINANCE-7</b>	<b>RULES FOR RECOGNITION OF SERVICE ASSOCIATIONS OF UNIVERSITY EMPLOYEES</b>
--------------------	--

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred under clause (40) of Section 19 read with Section clause (1) of section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under point (33) of Statute 5 read with clause (q) of Section 30 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred under point (q) of Statute 5 and clause (q) of Section 31 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees..
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts Univ. Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNT University Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees. .

**RULES FOR RECOGNITION OF SERVICE ASSOCIATIONS  
OF UNIVERSITY EMPLOYEES**

**1. Short title:**

These rules may be called “The --- University Services (Recognition of Service Associations) Rules.

**2. Definitions:**

In these rules, unless the context otherwise requires:

- (a) The term ‘University Employee’ shall mean the same as that defined in the University Employee’ Conduct Rules
- (b) ‘Service Association’ means a service association recognized or deemed to be recognized under these rules and includes a federation or confederation of such service associations so recognized.
- (c) ‘Member’ means a member of Service Association.

**3. Recognition of Service Association:**

The Executive Council may, for the purpose of enabling the University Employees to make any representation regarding their conditions of service and matters pertaining thereto for any redress, recognize any service association if it satisfies the following conditions, namely:-

- (a) The service association shall consist of a distinct class of University Employees. Every such employee belonging to the respective class shall be eligible for membership of the association.
- (b) The service association is formed primarily with the object of promoting the common service interests of its members.
- (c) The funds of the service association consist exclusively of subscriptions from members and grants, if any, made by the University and are applied only for the furtherance of the objects of the service associations.
- (d) No person, who is not University Employee, shall be a member or an office-bearer, or be associated or connected with the service association or its affairs.

**4. Withdrawal of Recognition:**

- (a) The Executive Council may withdraw the recognition accorded to any service association after giving an opportunity to that association of making a representation against such withdrawal, if the service association:
- i. affiliates with any union, association, federation, or confederation, not recognized by the Executive Council;
  - ii. takes up or supports the cause of any individual university employee in matters relating to the conditions of his/her service;
  - iii. seeks the assistance of any political party, organization or politician to represent the grievances of its members;
  - iv. deviates, except with the prior permission of the Executive Council, from the terms and conditions subject to which it is recognized by the University;
  - v. allows any person other than a University employee to address any of its meetings;
  - vi. holds, except with the prior permission of the Vice-Chancellor, a joint meeting with any other service association or union;
  - vii. allows its members or its office-bearers to take part in any capacity in the activities of any service association of which they are not members.
  - viii. engages or assists in engaging in any strike or demonstration of a type which would lead to disorder or other similar activity or incitement thereto;
  - ix. maintains any political fund or lends itself to the propagation of the views of any political party or politician;
  - x. starts or publishes any periodical, magazine or bulletin without the prior approval of the Executive Council;
  - xi. addresses any communication to a foreign authority except through the university which shall have the right to withhold it;
  - xii. does not confine its meetings only to its members or to any person other than a member;

- xiii. does not furnish annually to the University a list of members and office-bearers and an up-to-date copy of the rules and an audited annual statement of its accounts after the annual General Body meetings so as to reach the Registrar before the 1st day of July in each year;
  - xiv. does not seek the prior approval of the Executive Council for making any amendment of substantial character in the rules of the services association, and does not communicate any other amendment of minor importance to the Registrar.
  - xv. does not cease to publish any periodical Magazine, bulletin, if directed by the Executive Council to do so on the ground that the publication thereof is prejudicial to the interests of the University, any other University, or any University authority or to good relations between the University employees and the University or any other University or the Government.
  - xvi. any communication addressed by the service association or by any officer on its behalf to the University authority contains any disrespectful or improper language;
  - xvii. being a federation or confederation of service associations affiliated to itself any association, other than a recognized service association or if it does not disaffiliate a service association, the recognition of which is withdrawn by the University.
  - xviii. does not comply with any other direction or condition which may be issued or imposed by the Executive Council for the purpose of giving effect to the provisions of these rules.
- (b) Nothing in the aforesaid clauses shall apply to any meeting which is exclusively of a social, literary and cultural character.

**5. Relaxation:**

The Executive Council may dispense with, or relax the requirements of these rules to such extent, and subject to such conditions as they may deem fit in regard to any service association.

**6. Interpretation:**

If any question arises as to the interpretation of any of the provisions of these rules, it shall be referred to the Vice-chancellor whose decision thereon shall be final.

*(This Ordinance was approved by the Executive Council vide Resolution No. \_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*

<b>ORDINANCE-8</b>	<b>DISCIPLINE AND APPEAL RULES</b>
--------------------	------------------------------------

<b>Provisions of the Act of respective University</b>	
<b>1</b>	<b>A.P. University Act 4 of 1991</b>
	In exercise of the powers conferred under clause (26) and (40) of Section 19 read with Section clause (1) of section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>2</b>	<b>Dr. B.R. Ambedkar Open University Act 11 of 1982</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Dr. B. R. Ambedkar Open University Act 11 of 1982, the Executive Council of Dr. B.R. Ambedkar Open University hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>3</b>	<b>Sri Padmavathi Mahila Viswavidyalayam Act 16 of 1983</b>
	In exercise of the powers conferred under point (18) of Statute 5 of Sri Padmavathi Viswavidyalayam Act, 1982, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>4</b>	<b>Potti Sreeramulu Telugu University Act 27 of 1985</b>
	In exercise of the powers conferred under point (33) of Statute 5 of Potti Sreeramulu Telugu University Act 27 of 1985, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>5</b>	<b>Dravidian University Act 17 of 1997</b>
	In exercise of the powers conferred under point (q) of Statute 5 of Dravidian University Act 17 of 1997, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>6</b>	<b>Jawaharlal Nehru Technological Universities (JNTU) Act 30 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNTU Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.
<b>7</b>	<b>Jawaharlal Nehru Architecture and Fine Arts Univ. Act 31 of 2008</b>
	In exercise of the powers conferred under sub-section (1) (h) of Section 27 of JNTU Act 31 of 2008, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.

## DISCIPLINE AND APPEAL RULES

### 1. Short Title and Commencement:

The Rules may be called ‘The ----- University Service (Discipline & Appeal) Rules’ and shall be effective from a date on which the Executive Council accord its approval.

### 2. Application:

The Rules shall apply to all employees of the University (other than those employed only occasionally or subject to discharge at less than one month’s notice or those borne on the contingent and work charged establishments) whether temporary or permanent, appointed before, on or after the date specified in Rule 1 above, and including those on foreign service, except to the extent otherwise expressly provided (a) by or under any law for the time being in force or (b) in respect of any employee of the University by a contract or agreement subsisting between such member and the University.

### 3. Penalties:

(a) The following penalties may, for good and sufficient reason and as herein after provided, be imposed upon the employees of the University who are involved in any fraud/crime /mischief/bribe/illegal activities etc., during their service in the university:

- i. Censure;
- ii. Fine (Only in case of employees below the grade of Junior Assistant of the University Service);
- iii. Withholding of increments or promotion;
- iv. Reduction to a lower rank in the seniority list or to a lower post of a lower stage in the time scale;
- v. Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of rules;
- vi. Suspension, where a person has already been suspended to review the suspension to the extent considered necessary by the authority imposed the penalty;
- vii. Compulsory retirement;
- viii. Removal from the University Service;
- ix. Dismissal from the University Service;

(b) The Discharge of a person

- i. engaged under contract, in accordance with the terms of his/her contract; OR

- ii. appointed on probation, before the expiry or at the end of the prescribed or extended period of probation; OR
  - iii. appointed on a temporary basis, in accordance with the Recruitment Rules; OR
  - iv. appointed otherwise than under contract to hold a temporary appointment, on the expiry of the period of appointment; does not amount to removal or dismissal within the meaning of this Rule.
- (c) Stoppage or postponement of increment on account of extension of probation or stoppage of 2<sup>nd</sup> increment of an employee in the time scale of his/her pay on the ground of his/her unfitness, does not amount to withholding of increments or promotion within the meaning of this Rule.
- (d) A person, on whom the penalty of compulsory retirement is imposed, may be granted, if the Executive Council so desires, such pension as it may decide not exceeding that which would have been admissible to him/her if he/she had been invalidated on medical certificate.
- (e) The removal of a person from the University service shall not disqualify him/her from future employment, but by the dismissal of a person from the university service shall disqualify him/her from future employment;

**4. Recovery of fine:**

Fine levied as a penalty at any time shall be limited to a maximum of Rs.-----.  
The penalty shall be decided by the appropriate authority, and recovered at source either at a time or in installments.

**5. Authorities to impose penalties:**

The authority which may impose any of the penalties prescribed in Rule (3) above shall be the authority in whom the power to make appointment of the employee vests or any higher authority; provided that:-

- (a) in the case of employees specified in the Appendix to these rules the authority specified against each may also impose any of the penalties mentioned therein.
- (b) Where in any case a higher authority has imposed or declined to impose a penalty under this Rule, a lower authority shall have no jurisdiction to proceed under this Rule in respect of the same case.
- (c) When lower authority had declined to impose a penalty in any case it shall not debar a higher authority from exercising its jurisdiction under this Rule in respect of the same case.



- (d) The order of higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by a lower authority in respect of the same case.

**6. Minor Penalty:**

Where it is proposed to impose on an employee of any of the penalties specified in items (b) (c), (d) and (f) of Rule 3, he/she shall be given an opportunity of making any representation that he/she may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

**7. Procedure for imposing major penalties:**

- (a) No employee of the University shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry, in which he/she has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges;

Provided that where it is proposed after such enquiry to impose upon him/her any such penalty; such penalty may be imposed on the basis of the evidence adduced during such enquiry and it shall not be necessary to give the employee any opportunity of making representation of the penalty proposed.

- (b) The Enquiry under Sub-Rule (a) shall be made by an Enquiry Officer who shall be appointed by the

- i. Executive Council, in the cases of University Employees of Class I & II status and he/she shall be a High Court Judge, in service or retired or any person qualified to be a High Court Judge; (OR)

An eminent educationist; (OR) A senior IAS Officer or any retired IAS Officer or any person who is well-versed in University Administrative matters;

- ii. Vice-Chancellor in the cases of other than class I and II university employees, the enquiry officer shall be any senior teacher of the University, or Administrative officer of the University or any other person having administrative experience at senior level.

- (c) The cases of the University employees shall be presented before the Enquiry Officer by such person as may be nominated by the Vice-Chancellor in such cases in which the enquiry is against a Class I & II Officer and in case of an enquiry against an employee belonging to other

classes of employees, such person as may be nominated by the Registrar, -  
----- University, who shall be the presenting officer.

- (d) Wherever the enquiry officer is a university employee, he/she shall ordinarily be senior in cadre to the employee against whom the enquiry is proposed.

**8. Penalty to be imposed by Executive Council:**

The Executive Council is empowered to impose any penalty deviating from the recommendation of the Enquiry Officer.

**9. Suspension:**

- (a) Any employee may be placed under suspension from the service by the Vice-Chancellor pending investigation or enquiry into grave charges where such suspension is deemed to be necessary in the interest of the University.

Provided that in case of employees for whom the appointing authority is any authority subordinate to the Vice-Chancellor, such appointing authority may suspend the employee and send a 'Report of Suspension' to the Executive Council:

- (b) When a teacher or an employee holding a post of or above the rank of Assistant Registrar in the University is suspended the case shall be reported within one month with a full statement regarding such suspension together with the recommendations of the Vice-Chancellor, to the Executive Council whose orders shall be final.

**10. Communication of Punishments:**

All orders of punishment shall state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

**11. Appeal:**

Every employee of the University shall be entitled to one appeal from an order imposing on him/her any of the penalties specified in rule 3, other than the penalty of fine, to the Executive Council if such order was passed by the Vice-Chancellor; and to the Vice-Chancellor if such order was passed by the Registrar or the Principal or Dean Faculty or the Head of an Institution, as the case may be.

**12. Order on Appeal:**

- (a) In the case of an appeal under Rule 11, the appellate authority shall consider.
  - i. whether the facts on which the order was based have been established,
  - ii. whether the facts established afford sufficient ground for taking action;  
and
  - iii. whether the penalty is excessive, adequate, and after such consideration, passes such order it thinks proper.
- (b) Any error or defect in procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

**13. Period of Appeal:**

Every person preferring an appeal shall do so separately and within a period of 30 days from the date of serving of order, provided that the limitation of 30 days may be condoned if day-to-day delay in preferring appeal is satisfactorily explained.

**14. Procedure of an appeal:**

Every appeal preferred shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful language and shall be complete in all respects. Every such appeal shall be submitted through the Head of the Department / Office to which the appellant belongs to.

**15. An appeal may be withheld by an authority not lower than the authority from whose order it may be preferred, if:**

- (a) It is an appeal in a case in which under these Rules no appeal lies; OR
- (b) It does not comply with the provisions of Rule (14); OR
- (c) It is not preferred within thirty days from the date of service of the order appealed against and no reasonable cause is shown for the delay; OR
- (d) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for re-consideration of the case; OR

- (e) It contains material or documents which are confidential and to which the appellant could have come to know only as a result of the breach of Rule (13) of the University Employees Conduct Rules;

Provided in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons therefore;

Provided further that an appeal withheld on account of only failure to comply with the provisions of Rule (14) may be re-submitted at any time within one month from the date on which the appellant has been informed of the withholding of the appeal, and if re-submitted in a form which complies with these provisions, shall not be withheld.

**16. Forwarding of Appeal:**

- (a) Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
- (b) When an appeal is withheld under Rule (15) a copy of the order withholding the appeal shall invariably be forwarded to the Registrar for placing it before the appellate authority.

**17. Calling for Appeal which has been withheld:**

An appellate authority may call for any admissible appeal under these Rules which has been withheld by a subordinate authority and may pass orders there on as it considers fit.

**18. Exceptions:**

Nothing in these Rules shall operate to deprive any person of any right of appeal which he/she would have had if these Rules had not been made, in respect of any order passed before they came into force.

**19. Saving:**

An appeal that is pending at the time when, or preferred after, these Rules came into force shall be deemed to be an appeal under these Rules, and Rule 12 shall apply as if the appeal were against an order appealable under these Rules.

APPENDIX  
(vide Rule 5)

Class of Employee	<u>Authority which may also impose the penalty of</u>		
	Censure	Fine where Admissible	Recovery from pay
1. All employees in Classes III & IV of the University service and Others holding Corresponding posts.	Registrar	Registrar	Registrar
2. All other employees	Vice-Chancellor	-	Vice-Chancellor.

**20. Instructions Under Rule 7 (a) for the Guidance of Enquiry Officer**

**(a) Oral enquiry or Personal hearing**

Where it is proposed to impose the penalties specified in items (iv), (vii) and (viii) of Rule 3(a) on an employee, on any of the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged, together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing order in the case. He/She shall be required within such reasonable time as may be specified (by the enquiring authority) to put in a written statement of his defense and to state whether he/she desires an oral enquiry or only to be heard in person.

**(b) Perusal of Records:**

The person charged may, if she/he so desires, request for an access to official records for the purpose of preparing his defense provided that the inquiring authority may for reasons to be recorded in writing, refuse him/her such access if such records are strictly not relevant to the case and also which are of confidential in nature.

**(c) Findings without oral enquiry or personal hearing:**

If within the prescribed time or such time, as the charging authority may give, no written statement in defense is filed and no request in writing is made for an oral enquiry or for being heard in person, the authority conducting the enquiry may proceed to record the findings based on the records available without holding any further enquiry.

**(d) Oral enquiry and further written statement:**

An oral enquiry shall be held if such an enquiry is desired by the person charged. At that oral enquiry evidence shall be received and recorded as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses, if any, on the basis of whose recorded evidence the charges might have been framed to give evidence in person and to have such witnesses called as he/she may wish provided that the authority conducting enquiry may for special and sufficient reasons to be recorded in writing refuse to call a witness. After the enquiry has been completed, the person charged shall be entitled to put in, if he/she so desires; any further written statement of his/her defense.

**(e) Personal hearing:**

If the person charged desires to be heard in person without an oral enquiry a personal hearing shall be given to him/her.

**(f) Report of enquiry:**

When the oral enquiry referred to in clause (4) or the personal hearing referred to in clause (5) has been completed the proceedings of the enquiry shall be forwarded to the authority ordering the enquiry. The proceedings shall contain:-

- i. The charges framed along with the grounds of the charges;
- ii. Written statements filed in defense, if any
- iii. Record of the evidence given during the oral enquiry or a memorandum of the points urged during the personal hearing;
- iv. A Statement of the findings on the different charges and the ground thereof; and
- v. Recommendation as to the penalty that may be imposed.

**(g) Further Written Statement:**

After the authority competent to impose the penalty on perusal of the findings of the enquiry shall supply a copy of the report of the enquiring authority to the charged employee and call upon by a notice to file a further written statement, if any, within a reasonable time not ordinarily exceeding 10 days.

**(h) Consideration of further representation:**

Any representation submitted by the person charged with reference to notice issued under clause 7 should be only on the basis of the evidence adduced during the oral enquiry or the points urged during the personal

hearing; and such representation shall be taken into consideration before final orders are passed.

- 21.** In addition to, and independent of the clauses mentioned above, and wherever necessary, the provisions of Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, along with the Government Orders and amendments issued thereon from time to time, shall apply to all the university employees.

*(This Ordinance was approved by Executive Council vide Resolution No.\_\_\_\_ in the \_\_\_\_ meeting held on \_\_\_\_\_, and is effective from \_\_\_\_\_.)*