



# YOGIVEMANA UNIVERSITY

## ACT, STATUES, REGULATIONS AND RULES





ఆంధ్ర ప్రదేశ్ రాజ పత్రము

THE ANDHRA PRADESH GAZETTE

PART-I EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 145 |

HYDERABAD, SATURDAY, MARCH 18, 2006.

NOTIFICATIONS BY GOVERNMENT

HIGHER EDUCATION DEPARTMENT

(UE. II)

ESTABLISHMENT OF NEW STATE UNIVERSITIES-AMENDMENT OF SCHEDULE TO THE  
ANDHRA PRADESH UNIVERSITIES ACT, 1991.

[G.O.Ms.No. 31, Higher Education (UE-II), 9th March, 2006.]

I.- In exercise of the powers conferred under sub-section (1) of Section 3 Andhra Pradesh Universities Act, 1991 (Andhra Pradesh Act No. 4 of 1991) the Government of Andhra Pradesh hereby establish three New State Universities commencing from the Academic year 2006-07 with the names, area of operation and headquarters as specified below:

Sl. No.	Name of the University	Universities Area comprising the District of :-	Head Quarters
(1)	(2)	(3)	(4)
1	Telangana University	1) Medak, 2) Nizamabad, 3) Adilabad.	Nizamabad and it may extend to any place within a radius of ten miles around it.

[1]

(1)	(2)	(3)	(4)
2	Adikavi Nannaya University	1) East Godavari 2) West Godavari	Rajahmundry and it may extend to any place within a radius of ten miles around it.
3	Yogi Vemana University	Kadapa	Kadapa and it may extend to any place within a radius of ten miles around it.

II:- In exercise of the powers conferred under sub-Section (1) of Section 3 of Andhra Pradesh Universities Act, 1991 (Andhra Pradesh Act No. 4 of 1991) the Government of Andhra Pradesh hereby amend the schedule to the said Act.

#### AMENDMENT

In the table in the said schedule

- (i) In column (3), against serial No. 1, items 4 and 5 shall be omitted.
- (ii) In column (3), against serial No. 2, item 2 shall be omitted and items 3 and 4 shall be renumbered as items 2 and 3 respectively.
- (iii) In column (3), against serial No. 5, items 4 and 6 shall be omitted and item 5 shall be renumbered as item 4.
- (iv) In column (3), against serial No. 6, item 1 shall be omitted and item 2 and 3 shall be renumbered as item 1 and 2 respectively.
- (v) After serial No. 6 the following entries shall be added in columns (1), (2), (3), and (4) respectively; namely:-

(1)	(2)	(3)	(4)
7	Telangana University	1) Medak, 2) Nizamabad, 3) Adilabad.	Nizamabad and it may extend to any place within a radius of ten miles around it.
8	Adikavi Nannaya University	1) East Godavari 2) West Godavari	Rajahmundry and it may extend to any place within a radius of ten miles around it.
9	Yogi Vemana University	Kadapa	Kadapa and it may extend to any place within a radius of ten miles around it".

**ASUTOSH MISHRA,**  
*Principal Secretary to Government.*

# YOGI VEMANA UNIVERSITY

## LAWS OF THE UNIVERSITY 2008

### VOLUME - I (Part - I)

*(Statutes, Ordinances, Regulations,  
Standing Orders and Appendices)*

(DRAFT)



PUBLISHED BY  
YOGI VEMANA UNIVERSITY  
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# YOGI VEMANA UNIVERSITY



## DESCRIPTION OF THE COAT OF ARMS

The globe, the clouds in the sky and the Sun symbolically represent the Universe. Vemana is sitting in the centre of the Universe in his well known posture. The soaring birds signify peace and liberation from earthly pleasures. The Jowar stalk ( *SORGHUM BICOLOR*), on either side of the globe, signify the main staple food of the region to which Vemana belongs. The motto 'Ç#ß`È<³iy#`È<³†éã|, -iàO|' is the third line of one of his poems\* which means: If one realises the Self within, oneself is Brahma.

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\* ã|, -ià =#Q® "Íi~ ,, ~j^Í%×=ò# ...è^Í

Brahma (The Lord) never dwells in some other world

ã|, -ià =#Q® `È<³|@“b†Ç•

Self is evidently the Brahma

`Ç#ß`È<³iy#`È<³†éã|, -iàO|

If one realises the Self within, oneself is Brahma

q%×P^Ya•=È= q#~j "Í= .

# YOGI VEMANA UNIVERSITY



## VISION AND MISSION OF THE UNIVERSITY

### ❖ VISION

1. Envisioned to emerge as one of the outstanding public universities.
2. Geared towards promotion of excellence in teaching and research by creating an intellectual environment that helps in the emergence of knowledge based society.
3. Dedicated to development of intellectual capabilities.

### ❖ MISSION

1. To create and disseminate knowledge for the advancement of the well-being of the people.
2. To pursue broad based, yet cutting-edge educational programs, for seeking true knowledge
3. To meet the challenges of a complex modern society through social outreach.
4. To collaborate with other national and international centres of learning.
5. To integrate teaching, research and service for the development of humane, moral and ethical values.
6. To create an atmosphere of free debate in the pursuit of truth.
7. To develop casteless and evil-free-society on the basis of the preachings of Yogi Vemana.

**YOGI VEMANA UNIVERSITY**  
**LAWS OF THE UNIVERSITY**  
**VOLUME - I (Part - I)**  
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YOGI VEMANA UNIVERSITY  
LAWS OF THE UNIVERSITY  
VOLUME - I (Part - I)  
CHAPTER I  
PRELIMINARY

1. In these Laws, unless a different intention appears from the subject or context, "The Laws of the University" means the provisions contained in the Andhra Pradesh Universities Act, 1991, in so far as they are applicable to the Yogi Vemana University, and the Statutes, the Ordinances, the Regulations, the Rules and the Standing Orders made by Yogi Vemana University under the Act.

Scope of the  
Laws.  
STATUTE.

2. The following definitions are in addition to those contained in section 2 of the Andhra Pradesh Universities Act, 1991: -

Definitions.  
Act, Sec. 2 &  
STATUTES

- (i) "The Act" or "this Act" means the Andhra Pradesh Universities Act, 1991;
- (ii) "Administrative Staff", "Assistant Professors", "Associate Professors", "Authorities", "Ministerial Staff", "Officers", "Ordinances", "Professors" "Regulations" and "Statutes" mean "Administrative Staff", "Assistant Professors", "Associate Professors", "Authorities", "Ministerial Staff", "Officers", "Ordinances", "Professors", "Regulations" and "Statutes" respectively of the University;
- (iii) "Clear Days" mean that the time is to be reckoned exclusive of both the first and the last days;
- (iv) "Gazette" means the Andhra Pradesh Gazette;
- (v) "Motion" means anything moved either by way of resolution or amendment;
- (vi) "Resolution" means Original Proposition;
- (vii) "Section" means a section of the Act;
- (viii) "School" means a constituent unit of a University College, comprising two or more related Departments; and centres.

- (ix) "Standing Orders" mean administrative instructions which do not come directly under any of the subjects falling under the Statutes, Ordinances, Regulations or Rules, framed by the Executive Council for compliance by the concerned;
- (x) "The University" means "Yogi Vemana University".

All words and expressions used and defined herein and in the Act shall have the meanings so defined.

In these Laws, wherever the word "he" or "him" occurs it shall stand altered as "she" or "her" when it relates to a woman.

3. (a) A member of the Executive Council, the Academic Senate, a Faculty, a Board of Studies, a Board of Examiners, the Planning and Monitoring Board or any other Authority or a Committee appointed under the Laws of the University shall, as soon as appointed, nominated or elected, furnish to the Registrar or to any other Officer authorised by the Executive Council to correspond on any specific matter, an address to which all communications intended for him may be sent; and shall also intimate to him from time to time change of address, if any, and the delivery of communications to the address last given by him shall be sufficient compliance with the requirements of the Laws of the University as to notice intended for him.

(b) "Address" includes postal address, "e-mail" address, fax number or mobile phone number for short message service (SMS).

(c) Notice to be given by the University shall be deemed to have been validly given when communicated by any one of the modes listed above.

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

## CHAPTER II THE UNIVERSITY

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

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

Government to amend the Schedule so as to,-

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

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

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

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

2. In exercise of the powers specified above, the Government, by effecting necessary amendments to the Schedule given at the end of the Act, established Yogi Vemana University having jurisdiction over Kadapa District with headquarters at Kadapa and it may extend to any place within a radius of ten miles around Kadapa.

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

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

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

- (1) to provide for instruction and training in such branches of learning as it may think fit;
- (2) to make provision for research extension programme and for the advancement and dissemination of knowledge;
- (3) to confer degrees and other academic distinctions on persons who have carried on research under conditions prescribed;

- (4) to confer honorary degrees or other academic distinctions on approved persons under conditions prescribed;
- (5) to create posts of Professors, Associate Professors, Assistant Professors and any other teaching posts required by the University and to appoint persons therefor;
- (6) to create administrative, ministerial and other posts required by the University;
- (7) to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or may have been acquired by it, for the purposes of the University and to contract and do all other things necessary for or incidental to the purposes of the University;
- (8) to institute, take over and maintain colleges and hostels;
- (9) to establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Post-Graduate Centres in any part of the University area outside the University Campus;
- (10) to confer autonomy on affiliated colleges or Post-Graduate Centres in any part of the University area outside the University Campus;
- (11) to transfer any or all the colleges or institutions maintained by the University to the administrative control of the Government on such conditions as it may determine;
- (12) to erect, equip and maintain laboratories, libraries and museums;

- (13) to affiliate or recognise colleges and institutions and to withdraw such affiliation or recognition;
- (14) to inspect affiliated and recognised colleges and institutions and to take measures to ensure that proper standards of instructions are maintained in them;
- (15) to make grants from the funds of the University to affiliated and recognised colleges and institutions;
- (16) to establish, maintain and manage research departments and institutions;
- (17) to make special provision for the spread of higher education among educationally backward classes of citizens;
- (18) to make special provision for colleges and institutions for women students;
- (19) to establish research institutions in any part of the University area whether within or outside the University Campus;
- (20) to fix fees and to demand and receive such fees and other charges as may be prescribed;
- (21) to make grants from the funds of the University for the maintenance of the National Cadet Corps;
- (22) to institute and manage, -
  - i) a Department of Publications;
  - ii) a University Press;
  - iii) an Employment Bureau;
  - iv) an Information Bureau;
  - v) Boards of University Extension;

- vi) Students' Unions, University Sports and Athletic Clubs, and other similar bodies and associations;
- (23) to co-operate with other Universities, Educational Institutions and authorities in such manner and for such purposes as the University may determine;
- (24) generally to do all such other acts and things whether incidental to the powers aforesaid or not, as may be necessary or desirable to further the objects of the University as a residential, teaching and affiliating University, to cultivate and promote arts, fine arts, sciences, professional studies, technology and other branches of learning and to promote the interests of its students;
- (25) to supervise and control the conduct and discipline of the students of the University and its affiliated and recognised colleges and institutions, and to make arrangements for promoting their health and general welfare.

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

Admission of colleges to the privileges of the University.  
Act, Sec. 6.

\* ... ..

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\* The following proviso occurring under Sub-Section (1) of Section 6 of the Andhra Pradesh Universities Act, 1991 is omitted as it is not applicable to Yogi Vemana University.

Central Act 37 of 1956. 'Provided that the colleges and institutions in the territories specified in clause (b) of sub-section (1) of Section 8 of the States Reorganization Act, 1956, which formed part of the State of Hyderabad as it existed immediately before the 1<sup>st</sup> November, 1956, shall continue to be affiliated to or be recognised by the Osmania University, until such time as that University may determine'

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

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

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

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

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

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\* In G.O.M.S No. 67, Higher Education (U.E.I) Department, dated 26.05.2006, the State Government ordered continuance of the affiliated colleges that come under the geographical jurisdiction of the Yogi Vemana University with the S.V.University and permitted the students who are already studying in these institutions to take their degrees from S.V.University until further orders from the Government - Vide Appendix B-8 given at the end of the Act.



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

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

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

Provided that, -

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

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

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

9. (1) The Government shall have the right to cause an inspection and inquiry. *Act, Sec. 8.* inspection to be made by such person or persons as it may direct of the University, its buildings, laboratories, libraries, museums, workshops and equipment and of any institutions maintained by or affiliated to the University and also to cause an inquiry to be made, into the teaching and other work conducted or done by the University in respect of any matter connected with the University. The Government shall in every case give notice to the University of its intention to cause such inspection of inquiry to be made and the University shall be entitled to be represented thereat.

(2) The Government shall forward to the Vice-Chancellor a copy of the inspection report for obtaining the views of the Executive Council and on receipt of such views, the Government may tender such advice as they consider necessary and fix a time limit for action to be taken by the University.

(3) The Executive Council shall, within such time as the Government may fix report to them through the Vice-Chancellor the action which has been taken or is proposed to be taken on the advice tendered by them.

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

**CHAPTER III**  
**OFFICERS OF THE UNIVERSITY**

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

- Officers of the University.  
*Act, Sec. 9.*
- (i) The Chancellor ;
  - (ii) The Vice-Chancellor ;
  - (iii) The Rector ;
  - (iv) The Principals/Dean of the University Colleges;
  - (v) The Registrar ;
  - (vi) The Finance Officer ; and
  - (vii) Such other persons as the Statutes may declare to be Officers of the University.

2. The following persons shall also be declared as  
*STATUTE.* Officers of the University :-

- (i) The Controller of Examinations;
- (ii) The Co-ordinator of the College Development Council; and
- (iii) The Deans of Schools in the University College.

**(i) THE CHANCELLOR**

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

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

4. (a) In all cases of doubt or dispute as to whether a person is disqualified under section 29 of the Act, from being nominated as a member of any authority, the Chancellor shall have the final decision.

Decision on disqualification of a member.  
STATUTE.

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

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

#### (ii) THE VICE-CHANCELLOR

\* 5. (1) The Government shall constitute a Search Committee consisting of :-

Appointment of Vice-Chancellor.  
Act, Sec. 11(1).

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

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

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\* With a view to remove the difficulties that arose at the time of establishment of Yogi Vemana University, the State Government, in exercise of the powers conferred by section 56 of the Act, issued the following orders regarding appointment of the first Vice-Chancellor : -

G.O.Ms.No.158, Higher Education (U.E.-II) Department, dated 14.09.2006, ordering the Chancellor to appoint the first Vice-Chancellor of the University on the recommendation of the Government on a salary to be fixed by him for a period not exceeding three years from the date of his appointment (Vide Appendix-B9) and under the above order the Chancellor appointed Prof. A. Ramachandra Reddy, Department of Plant Sciences, University of Hyderabad, as the first Vice-Chancellor of the Yogi Vemana University for a period of three years from the date of his appointment – vide G.O.Ms. No.178, Higher Education (U.E.-II) Department, dated 04.11.2006, given in Appendix B-10. He assumed charge as the first Vice-Chancellor of the University on 08.11.2006.

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

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

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

Act 11 of 1983 Provided further that where the Lokayukta enquires into an allegation against the Vice-Chancellor under the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983, then, notwithstanding anything contained in section 12 of that Act, the Lokayukta shall submit the report to the Government and the Chancellor shall act in accordance with the advice tendered by the Government on a consideration of the report while exercising his powers under this sub-section.

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

Vice-Chancellor  
as principal  
Executive Officer.  
Act, Sec. 11(3).

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

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

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

(4) It shall be competent for the Chancellor to accept the resignation of the Vice-Chancellor.

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

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

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

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

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

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

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

Provided that :

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

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

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

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

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

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

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

8. Appeal under Law 7(5) above from any person or Authority aggrieved, shall be made in writing and sent to the Chancellor within sixty days from the date of such interpretation of the Vice-Chancellor :

Time Limit for appeal under Sec. 13(5) of the Act. *Ordinance.*

Provided that, if the interpretation was given otherwise than at a meeting of the Executive Council, the appeal shall be considered by the Executive Council at the very next meeting and the Vice-Chancellor shall forward the appeal to the Chancellor together with the resolution thereon within fifteen days from the date of the meeting of the Executive Council.

Any subsequent communication from the University to any person or authority about the interpretation shall not be considered as a fresh decision of the Vice-Chancellor.

#### STATUTES

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

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

(1) He shall be responsible for the maintenance of discipline among the teaching and non-teaching staff and the students of the University, and shall exercise all powers necessary for this purpose.

(2) He shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.



(3) He shall have the right to inspect all colleges and institutions of the University and also the colleges and institutions affiliated to or recognised by or associated with the University. He may express his views thereon to the appropriate officer or Authority of the University for consideration and such action as he/it may deem fit and proper.

(4) He shall exercise general control over all institutions and departments of the University.

(5) He shall exercise general control over all University buildings and hostels and shall be the final authority for allocating accommodation for administrative, teaching and residential purposes.

(6) He shall be the Chairman of different Selection Committees constituted under Sec. 43 of the Act and conduct the proceedings at their meetings.

(7) He shall also have power —

a. to institute enquiry in respect of any matter concerning the University;

b. to constitute such adhoc committees as he may deem necessary to help him in the performance of his duties;

c. to authorise the Registrar to take on lease such buildings as may be necessary for the use of offices, colleges and institutions of the University at the rates of rent assessed by the University Engineer, subject to availability of necessary provision in the budget and approval of the Executive Council therefor;

d. to sanction installation of telephones, mobile phones, fax machines, internet facilities and inter-communication apparatus at residences, offices and institutions of the University;

e. (i) to appoint, punish, suspend or dismiss employees of the University, holding posts below the rank of Assistant Registrar, following the prescribed procedure :

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

(ii) to extend the period of temporary posts upto three months and to sanction disbursement of salary to the persons holding the posts;

(iii) to appoint members of the teaching staff of the University or others, as part-time teachers or for other duties according to the sanctioned scale and to sanction their remuneration from the provision of the vacant posts or savings;

(iv) to engage temporary employees to meet the demands of emergent and provisional work sanctioned during the year and to sanction their remuneration according to prescribed rates from the savings, subject to a maximum of Rs. 1,00,000 per annum;

f. to transfer the members of the teaching staff from one University college to another and from the teaching departments to the administration and vice versa;

g. unless otherwise provided, to sanction annual grade increments to the teachers and other employees of the University and to confirm them in the posts on the basis of satisfactory reports from the concerned higher officials;

h. (i) to withhold annual grade increments of employees of the University holding posts below the rank of Assistant Registrar;

(ii) to suspend or extend or terminate the probation of probationers in posts below the rank of Assistant Registrar;

(iii) to recommend to the Executive Council, -

(a) withholding of annual grade increments of employees holding the post of and above the rank of Assistant Registrar, and

(b) suspension or extension or termination of probation of probationers in the post of and above the rank of Assistant Registrar.

i. to depute employees of the University to attend conferences held outside the headquarters or for any other purpose relating to the University and to sanction their travelling and other allowances out of the budgeted amount or from the savings, in accordance with the rules framed in this behalf;

j. (i) unless otherwise provided in other Laws, to grant leave of all kinds to the University employees holding posts below the rank of an Assistant Registrar for any length of time, and to all other employees and teachers of the University upto a maximum period of six months, and to make consequential arrangements and sanction pay and allowances admissible under the Laws for the discharge of work during such leave;

(ii) to grant study leave to the University employee for a period of three years whether taken at one time or at different intervals;

(iii) to grant, unearned leave on half pay and extraordinary leave without pay to the members of the staff of the University after verification by the audit upto the limit permissible under the Laws irrespective of the fact whether the leave is taken for purposes of study or for other purposes;

(iv) to commute absence into leave and condone an interruption in service upto 15 days in the case of University employees below the rank of Assistant Registrar;

(v) to grant earned leave on full pay, in accordance with the prescribed Laws to the teachers who worked during the vacation period;

k. (i) to suspend the Registrar or any teacher or any other employee holding the post of and above the rank of Assistant Registrar in the University and report the matter to the Executive Council at its next meeting for taking such further action as it may deem fit and proper;

(ii) to retire teachers and members of non-teaching staff of the University on attaining the age of superannuation, and to sanction their pension or pension-cum-gratuity, provident fund in accordance with the Laws, after due verification by the audit;

(iii) to make incharge arrangements to the extent of persons next below, in temporary vacancies of heads of departments and heads of institutions;

(iv) to accord or refuse permission to the University employees to accept any honorary work outside the University;

(v) to allow the University employees to accept examinership, and membership of academic bodies in other Universities or Institutions, be it remunerative or non-remunerative;

(vi) to grant permission to the teachers of the University for attending the meetings of the committees constituted by the Governments of the States and the Centre such as U.G.C/C.S.I.R/D.S.T/D.B.T/I.C.S.S.R/I.C.H.R/I.C.M.R etc. and treat them as being, "on duty" limiting total number of days to twenty in an academic year;

l. (i) to sanction estimates and plans prepared by the Architects/University Engineer, for construction of new buildings, additions and repairs to the existing buildings, laying of roads, black topping of roads, electrical, sanitary and water works etc., involving expenditure not exceeding Rs. two lakhs subject to the provision made in the budget;

(ii) to accord permission to start urgent repairs to buildings and furniture in anticipation of sanction by the Executive Council and in accordance with the estimates prepared by the University Engineer, involving expenditure not exceeding Rs. one lakh subject to provision made in the budget;

(iii) to sanction purchase of furniture and office equipment such as computers, printers, uninterrupted power supply system, typewriters, reprographic devices, bicycles, steel almiras, safes, etc., subject to provision made in the budget;

(iv) to sanction directly remission and writing off irrecoverable losses and damages of stores etc. not exceeding Rs.5,000/- in each case;

(v) to sanction in consultation with the Finance Committee the remission and writing off losses of stores etc. exceeding Rs. 5,000/- in each case;

(vi) to sanction expenditure for purchase of machinery, equipment or apparatus, the cost of which does not exceed Rs. One lakh subject to the procedure laid down by the Finance Committee;

(vii) to sanction expenditure not exceeding Rs. 20,000/- at any one time under any head of account and report to the Executive Council once in a quarter all sanctions above Rs. 20,000/-;

(viii) to transfer funds from one sub-head of account to another, if sufficient amount is not available under a particular sub-head of account in the budget to meet any expenditure sanctioned by the Executive Council under that sub-head of account;

(ix) to allot funds within the sanctioned grant to members of the University as assistance for publication of original works and report the matter to the Executive Council;

(x) to sanction within the budget provision charges for the translation, the compilation and the revision of books;

(xi) to re-grant amounts which have once been sanctioned by the Executive Council but could not be utilised during the course of the particular financial year subject to budget provision;

m. to invite suitable persons to deliver extension lectures and endowment lectures and to sanction them remuneration and travelling allowance therefor within the budget provision;

n. to decide all matters relating to scholarships, fellowships and freeships;

o. to delete at any time any item from the agenda for the meeting of any Faculty or Board of Studies; or to refer back for reconsideration any resolution adopted by that Authority;

p. to appoint examiners from the panel of examiners recommended by the concerned Boards of Studies, to approve and to publish the results of University Examinations and to report the same to the Executive Council; and

q. to delegate any of his duties and powers to a Board or a Committee or any Officer or a member of the staff.

10. (i) The Vice-Chancellor shall be entitled to one month's Leave leave on full pay for every eleven months of completed service.

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

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

(iii) The Vice-Chancellor shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years' tenure of office; provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.

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

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

(iii) THE RECTOR

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

STATUTES

13. Where the Executive Council does not accept the recommendations of the Vice-Chancellor, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding on the Executive Council and the Vice-Chancellor.

Decision of the Chancellor in case of disagreement over the nominee for appointment.

14. The Rector shall be appointed for one year at a time, and shall be eligible to be reappointed :

Tenure

Provided, however, that the same person shall not hold office as Rector for more than three years.

15. In addition to his pay and allowances as Professor, he shall be paid an honorarium of Rupees Seven hundred and fifty per month. He shall also be entitled to such perquisites as may be fixed by the Executive Council on the recommendations of the Vice-Chancellor.

Honorarium

16. The Rector shall be a whole-time officer: Provided, however, that the Vice-Chancellor may permit him to undertake any teaching or research guidance in his parent department.

Whole-time officer.

17. When the office of the Rector is vacant or when the Rector is, by reason of illness, absence or any other cause, unable to perform the duties of his office, they shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

Alternative arrangement during the vacancy of the office of the Rector.

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

Powers and duties.

(2) The Rector shall, on being authorised by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any Authority, body or committee of the University but shall not be entitled to vote thereat unless he is a member of that Authority, body or committee.

(3) The Rector shall exercise such powers and perform such duties and functions in regard to the matters which are generally of academic nature as may be entrusted to him by the Vice-Chancellor in consultation with the Executive Council, if necessary.

19. The Vice-Chancellor may, however, *SUO MOTU* or otherwise revise, amend, alter or annul any order of or action taken by the Rector, recording the reasons therefor.

Power of the Vice-Chancellor to annul or alter orders of the Rector.

20. (i) The Rector shall be entitled to one month's leave on full pay for every eleven months of completed service.

Leave.



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

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

(iii) The Rector shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months subject to eligibility during the tenure of his office:

Provided, however, that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.

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

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

23. The Rector shall be paid travelling, daily and other Travelling, Daily and other Allowances. allowances for journeys made on University work at the rates admissible to members of the Executive Council as contained in the Chapter on "Travelling and Daily Allowances", of these Laws.

## (iv) THE PRINCIPALS/DEAN OF THE UNIVERSITY COLLEGES

24. "Principal" means, the Head of a College.

Definition.

Act, Sec. 2(15).

## STATUTES

25. There shall be a Principal for each University College.

Appointment of Principal. The Executive Council shall appoint by rotation one of the Deans of the Schools existing under the College as Principal of that University College on seniority basis for such period as it may fix :

Provided that, he shall not hold office of the Principal of that University College for more than two years :

Provided further that he shall cease to hold the office of the Principal as soon as he ceases to be the Dean of a School under that College.

26. When the office of the Principal is vacant or when Alternative arrangements. he is by reason of illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint another Dean of the School to exercise the powers and perform the functions of the Principal until the Principal assumes the office, or as the case may be, a new Principal is appointed in accordance with the Law 25.

27. In addition to his salary as Professor, he shall be paid an honorarium of Rs. 750/- per mensem for serving as Principal. So long as he draws the honorarium as Principal, he shall not draw the honorarium for serving as Dean of a School.

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

a) He shall be the executive head of the University College and he shall exercise general supervision and control over all the Departments of teaching, connected offices, and all the related institutions like library, hostels, play fields, and their internal administration. He shall be responsible for smooth and efficient functioning of the College, Schools, the departments and the related institutions.

b) He shall preside over the meetings of the Deans of the Schools, and whenever necessary he shall address the staff members of the departments, and shall, in consultation with them, prepare the academic calendar, organise and complete academic schedule, extra-curricular, co-curricular activities and conduct of the examinations for all the Schools under his control. The academic calendar shall specify: (i) the admission schedule, (ii) the last dates for admission into Schools and hostels, (iii) last dates for payment of tuition and other fees, (iv) conduct of internal tests including their methodology, (v) last working day for instruction, (vi) schedule for year and semester end examinations, (vii) declaration of mid-term and summer vacations and (viii) all other related academic matters.

c) He shall be responsible for the maintenance of discipline among the staff and students of the college and he shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the Laws.

d) He shall call for from the Deans of Schools —

(i) periodical reports about the attendance and progress of the students of the college; and

(ii) periodical reports from members of the teaching staff about their teaching, research, academic and administrative activities.

e) He shall constitute, with the prior approval of the Vice-Chancellor, such committees as are necessary for bringing out inter school co-ordination for taking up projects on an inter-school basis and for smooth functioning of the departments, Schools, and other attached institutions and also for the maintenance of welfare of the students and the staff.

f) He shall ordinarily take not less than 3 hours of teaching work per week in addition to such practical work as may be necessary.

g) He shall not avail himself of the entire summer vacation and shall be present at the head-quarters for at least a fortnight before reopening of the college so as to make necessary arrangements for completion of admissions and commencement of teaching work from the date of reopening of the college. His right to avail leave or vacation shall be limited by exigencies of his duties as Principal.

h) It shall be his responsibility to see that only such students who fulfilled the minimum requirements of attendance and progress as laid down by the Laws and qualified for admission to the University Examinations, are permitted to appear for the University Examinations.

i) He shall see that the provisions of the Laws, and the instructions issued by the Vice-Chancellor and the Executive Council are complied with by the staff and students and any serious violation thereof shall be brought to the notice of the Vice-Chancellor and the Executive Council through the Vice-Chancellor.

j) (i) He shall take necessary steps to prevent ragging in the college; and

(ii) when any case of ragging is brought to his notice, take immediate action as stipulated in the A.P. Prohibition of Ragging Act, 1997 and the rules made thereunder.

k) He shall have power to sanction, -

(a) casual leave and special casual leave to the Deans of the Schools; and

(b) casual leave to the administrative staff working in his office.

l) He shall perform such other duties as may be assigned to him by the Laws, the Executive Council and the Vice-Chancellor.

29. The Principal shall be paid travelling, daily and other allowances for journeys made on Travelling, Daily and Other Allowances. University work at the rates admissible to members of the Executive Council as contained in Chapter on "Travelling and Daily Allowances" of these Laws.

## (v) THE REGISTRAR

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

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

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

31. The Registrar shall be the Secretary of the Selection Committee.

32. (1) Save as otherwise provided, every salaried officer and teacher of the University shall be appointed under a written contract, and the conditions of service relating to them shall, as far as possible, be uniform except in respect of salaries payable to them.

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

## STATUTES

33. The following categories of persons shall be eligible for appointment as Registrar :-

Eligibility for appointment as Registrar. (1) The Deputy Registrar or an officer of equivalent status in the University Office with minimum experience of five years in the cadre of Deputy Registrar.

(2) A Professor in a University or an equivalent educational institution with a minimum of five years administrative experience and knowledge of the Laws of the University.

(3) The Principal of an affiliated college with minimum of five years experience as the head of the institution.

Provided that no one without a post-graduate degree in any discipline with 55 per cent of marks or B grade in seven point grading system, shall be eligible to hold the post.

34. The salary grade of the Registrar shall be the same as that of a Professor in the University college. If he is not from the teaching stream his salary grade shall be fixed by the Executive Council from time to time subject to concurrence of the State Government.

In addition to the salary, he shall be paid an honorarium of Rs. 750/- per mensem.

35. Within one month from the date of his taking charge of office, the Registrar shall execute at his cost the \*written contract in the prescribed form on a non-judicial stamp paper of the value as required by Law for the time being in force and deliver it to the University.

36. Unless otherwise stated in these Laws, the Registrar shall have the following powers, namely : -

(i) He shall have the power to enter into agreements, sign documents and authenticate records for and on behalf of the University.

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\* The prescribed form of Agreement of Service to be executed by the Registrar is given in Appendix – A.

(ii) He shall conduct such official correspondence relating to the University as is entrusted to him and be responsible for the proper maintenance of all the records of the University.

(iii) He shall be the custodian of all records, the common seal, and such other property of the University as the Executive Council may commit to his charge.

(iv) (a) He shall exercise control and supervision over all administrative work in the University Office and take all steps for its efficient working.

(b) He shall have general control over the administrative work in the colleges and other institutions of the University.

(c) He shall have power to fix and define functions and duties of the non-teaching employees of the University.

(v) (a) He shall be responsible for maintenance of general discipline of the office and shall have disciplinary control over the non-teaching staff of the University.

(b) He shall have power to take disciplinary action against such of the employees, other than teachers and other academic staff, as may be specified in the Ordinances, to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment :

Provided that, no such penalty shall be imposed unless the person concerned has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (b) above.

In a case where the enquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, submit a report to the Vice-Chancellor along with his recommendations :

Provided that, an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing any penalty.

(vi) He shall, on application, previously made by any member of any Authority for the perusal of the proceedings of the Authority of which he is a member, and the documents connected with such proceedings, fix, with the approval of the Vice-Chancellor, a convenient hour and date, which shall ordinarily be within ten days of the receipt of the application and arrange for the perusal of the said proceedings and documents connected with such proceedings at the said hour and date.

(vii) He shall maintain in the prescribed form, a register of all the Registered Graduates of the University.

(viii) Subject to the control of the Executive Council, he shall, with the assistance of the Finance Officer –

(a) manage the property and investments of the University;

(b) see that all moneys are expended for the purposes for which they are granted or allotted; and

(c) be responsible for the preparation of financial estimates and annual accounts.

(ix) He shall be the custodian of all movable and immovable properties of the University, including all valuable securities, grants, title-deeds, sanads and cash of the University.

(x) He shall, with the assistance of the Finance Officer, realise and receive all grants and other moneys due to the University from whichever source that may be and he shall arrange for issue by the Finance Officer, of receipts of discharge to all payments to the University.

(xi) He shall exercise such other financial powers as may be prescribed by the Executive Council from time to time.

(xii) He shall carry out such other work as the Executive Council may entrust him from time to time.



(xiii) He shall, in the exercise of his powers, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be required by him in the performance of his official duties.

37. (a) The Registrar shall, under the directions of the Vice-Chancellor, issue notices and agenda for the meetings of the Executive Council, the Academic Senate, the Faculties, the Boards of Studies, their Committees, the Selection Committees and any other committee as and when constituted.

(b) He shall place before the meetings of the above Authorities and committees, all such information as may be necessary for transaction of their business.

(c) Unless otherwise ordered by the Vice-Chancellor, he shall attend the meetings of the Executive Council, the Academic Senate, the Planning and Monitoring Board and also their Standing Committees and Committees constituted for specific purposes.

(d) He shall record and preserve safely the minutes or proceedings of the meetings of all the Authorities, the Planning and Monitoring Board, their committees and the Selection Committees.

(e) He shall maintain a permanent record of the Regulations and Syllabi relating to all courses of study, offered in the University since its inception, for future reference.

(f) Under the provisions of Right to Information Act, 2005, the Registrar shall act as the Public Information Officer of the University.

(g) With the prior approval of the Vice-Chancellor, he may:

(i) depute any other competent officer, teacher or employee of the University to represent the University, on his behalf, and to sign and verify the pleadings, in suits and other legal proceedings by or against the University and

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

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

(2) The Executive Council may grant to the Registrar leave of absence on full pay for one month for every eleven months of completed service, or for an accumulated period not exceeding three months at a time.

The Executive Council may also grant him leave of absence on half pay to which may be added a period of accumulated leave on full pay not exceeding three months for a period not exceeding eight months at a time. Such leave on half pay shall not, except in the case of leave on medical certificate, exceed one-and-a-half months for each completed year of service.

(3) He shall also be entitled for payment of a lumpsum amount equal to the full pay of the unexpired period of leave standing to his credit, on the date of the expiry of his term or terms of office as Registrar, which he would have drawn, had he availed himself of it.

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

40. The Registrar shall be paid travelling, daily and other allowances for journeys made on University work at the rates admissible to members of the Executive Council, as contained in the Chapter on "Travelling and Daily allowances", of these laws.

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

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

(c) The procedure laid down in Law 25 of Appendix E to Chapter XIX (Conditions of Service of the Employees of the University) of the Laws of the University shall be followed in preferring the appeal.

42. The Registrar may, by a letter under his hand addressed to the Executive Council, resign his office. The resignation shall be delivered to the Council ordinarily 60 days prior to the date on which he wishes to be relieved of his office. But the Executive Council may relieve him earlier and the resignation shall be effective from the date of relief.

43. Subject to the provisions contained in Sec. 15 of the Act, one shall cease to hold office of the Registrar on attaining the age of 58 years. However the Executive Council may extend his term of office for such period which it thinks is necessary in the interest of the University, till he attains the age of 60 years.

(vi) THE FINANCE OFFICER

44. (1) The Finance Officer shall be a whole-time officer of the University appointed by the University from out of a panel of three officers to be obtained from the Government in the Education Department on such terms and conditions as may be prescribed by

the rules made by the Government in this behalf. He shall be the employee of the Government and the salary, allowances, pension and other remuneration shall be paid in the first instance out of the Consolidated Fund of the State and later recovered from the University.

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

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

45. The Finance Officer shall be the Secretary of the  
*Act, Sec. 47.* Finance Committee.

#### STATUTES

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

Provided that, he shall not continue to hold the office after attaining the age of 58 years.

47. When the office of the Finance Officer is vacant or  
Alternative when he is, by reason of illness, absence or  
arrangements. any other cause, unable to perform the duties of  
his office, the Vice-Chancellor may appoint some  
other person to exercise the powers and perform the functions of  
the Finance Officer until the Finance Officer assumes the office, or  
as the case may be, a new Finance Officer is appointed in accordance  
with sub-section (1) of section 46 of the Act.

48. The Finance Officer shall, -

Duties. (a) exercise general supervision over the funds of the  
University and shall advise it with regard to its financial policy;  
(b) make all arrangements for the transaction of business  
at the meetings of the Finance Committee under the guidance of  
the Vice-Chancellor; and

(c) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Laws or by any special or general order(s) of the Vice-Chancellor.

49. Subject to the control of the Executive Council, the Powers. Finance Officer shall :

(a) assist the Registrar in holding and managing the property and investments including trust and endowed property, for furthering any of the objectives of the University;

(b) keep a constant watch on the state of the cash, bank balances and investments;

(c) be responsible for the preparation of annual accounts of the preceding financial year and budget estimates for the ensuing financial year of the University and for their presentation by the Vice-Chancellor through the Finance Committee to the Executive Council and furnish such other information in respect of all matters of finance and accounts as may be required by the Vice-Chancellor from time to time;

(d) obtain, scrutinise, compile and report to the Vice-Chancellor on the Statements of accounts of the various units of the University at such intervals and in such forms as may be specified by the Executive Council from time to time;

(e) suggest any new account or audit form or register when considered necessary or suggest alteration to any existing form or register suitably for the proper working of the University office and the offices of other institutions, for approval of the Finance Committee and the Executive Council;

(f) arrange for the internal audit of the accounts of the University and the accounts of all institutions of the University annually;

(g) arrange for the audit of the accounts of the University by the auditors fixed by the Government;

(h) arrange to settle objections raised by the Audit appointed by the Government and carry out, after obtaining the approval of the Executive Council, such instructions as may be issued by the Government on that Audit Report; and

(i) take such action as may be necessary for completing the audit of the annual accounts well in advance so as to see that they are published in the Gazette, copies thereof together with the Annual Accounts are submitted to the Academic Senate and to the Government within the time limit fixed by Sec. 20 of the Act.

(j) It shall be his responsibility to arrange for claiming from the University Grants Commission grants towards salary and pensionary contributions, if any, for all the posts sanctioned for the Plan period.

50. (i) He shall watch the progress of collection of revenue and advise on the methods of collection employed;

(ii) take necessary steps to realise and receive grants or other monies due to the University from the Central Government, State Government, University Grants Commission and other bodies, institutions or individuals; and

(iii) see that all monies received by the University are credited to the University funds and arrange to issue cheques on behalf of the University for all authorized payments out of the University Funds.

51. The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

52. The Finance Officer shall be responsible for :

(i) ensuring that no expenditure not duly authorised is incurred by the University otherwise than by way of investment.

(ii) he shall see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purposes for which they are granted or allotted ; and

(iii) he shall disallow any expenditure which may contravene the terms of any Statute or for which provision is required to be made by the Statutes but has not been made.

53. (a) He shall arrange for payment of salaries including arrears, contingent bills like electricity, water taxes payable to local bodies, phone and other rental bills, recoup permanent advances, pay all T.A Bills and other charges incidental to administration, after ensuring that necessary sanction is received from the competent authority.

(b) He shall after obtaining the orders of the competent authority of the University, make payment of bills presented by various departments of the Governments, institutions, organisations, bodies, agencies and individuals for supplies effected and services rendered to the University on the basis of the orders placed with them, subject to budget provision.

(c) He shall exercise a check over the expenditure and income of the different units and programmes of the University.

54. (i) He shall see that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock verification of furniture, equipment, books, stores and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University is carried out, at regular intervals and the reports thereon submitted to the Vice-Chancellor for such action as he may deem fit and proper thereon.

(ii) He shall call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault.

(iii) He shall call for from any office or college or institution under the University any information or Returns that may be considered necessary to discharge his financial responsibilities.

55. He shall fix the duties and responsibilities of the staff working under him, exercise control over them and assess performance of their work.

56. He shall exercise such other powers and perform such other duties as may be fixed by the Executive Council, Finance Committee and the Vice-Chancellor from time to time.

57. In the performance of his duties, the Finance Officer shall be under the general control and supervision of the Registrar.

#### (VII) THE CONTROLLER OF EXAMINATIONS

\* \* \*

#### STATUTES

58. The following categories of persons shall be eligible for appointment as Controller of Examinations:-

Eligibility for appointment as Controller of Examinations.

(i) A Deputy Registrar of the University;

or

(ii) An Assistant Registrar of a University or holder of an equivalent post, with five years of administrative experience;

or

(iii) An Associate Professor in a College or a University with five years of experience in educational administration; and with knowledge about conduct of examinations;

Provided, however, that no one without a post-graduate degree securing 55% of marks or 'B' grade in seven point scale, shall be eligible to hold the post of Controller of Examinations.

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

Appointment, tenure, etc.



(ii) He shall hold the Office for a term of three years and shall be eligible for a further term of three years only.

Provided that, no person who has completed the age of 58 years shall be eligible to hold the post.

(iii) The provisions relating to:

(1) transfer,

(2) execution of an \*agreement, and

(3) suspension applicable to the Registrar as contained in Laws 30(3), 35 and 41 of this Chapter, shall also apply to the Controller of Examinations.

(iv) Except the above, the terms and conditions of service shall be the same as those applicable to persons holding posts in the superior cadre.

60. Subject to the general control of the Vice-Chancellor and the Registrar, the Controller of Examinations shall exercise the following powers and discharge duties :- (a) He shall be Incharge of Examination Branch of the University.

(b) He shall fix the duties of the staff working under him, exercise control over them and assess their work.

(c) He shall, strictly in accordance with the Laws and instructions issued by the Executive Council and the Vice-Chancellor from time to time, make necessary arrangements for the conduct of all the University Examinations, including the printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected therewith.

(d) He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.

(e) He shall keep the Minutes of the meetings of the Boards of Examiners and all connected Committees.

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\* The prescribed form of Agreement of Service to be executed by the Controller of Examinations, is given in Appendix-B.

(f) He shall convene meetings and issue notices therefor to the members of the Malpractices Enquiry Committee, the Boards of Examiners, question paper-setters, and Committees appointed by them and to conduct the official correspondence thereof.

(g) He shall have the power to countersign the travelling allowance bills and remuneration bills of examiners and question paper-setters and all other bills relating to the University Examinations.

(h) He shall, with the prior approval of the Vice-Chancellor appoint the Examiners and paper setters from the panels recommended by the respective Boards of Studies or any other body authorised to submit the panel.

(i) He shall take all the steps necessary for eliminating scope for malpractice by the candidates at all stages.

(j) He shall take steps for computerisation of all processes in the conduct of examinations, tabulation, publication of results and issue of Certificates.

(k) He shall acquaint himself with the latest trends relating to 'Examination Reforms' and propose, for consideration of the Authorities, steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system.

(l) He shall perform such other functions as may be assigned to him by the Executive Council and the Vice-Chancellor and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.

(m) The Controller of Examinations shall function under the administrative control of the Registrar.

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

(VIII) THE CO-ORDINATOR OF THE  
COLLEGE DEVELOPMENT COUNCIL

\* \* \*

STATUTES

62. (a) The Co-ordinator of the College Development Appointment. Council shall be a whole-time Salaried Officer of the University, appointed by the Executive Council on the recommendations of the Selection Committee consisting of the Vice-Chancellor of the University as the Chairman, a nominee of the University Grants Commission, and a nominee of the Executive Council of the University, as members.

(b) His appointment shall be on tenure basis, the tenure being limited to three years, extendable for another term of three years only :

Provided, however, that no one who has completed 60 years of age shall be eligible to hold the office.

63. He shall be granted the scale of pay of a Professor of Salary. the University and other allowances admissible for a Professor. If he is on deputation, he may be paid, in addition to his salary such deputation allowance as may be fixed by the Executive Council.

64. He shall –

Powers and (a) be the Officer in-charge of the College Develop-  
duties. ment Council and its Office;

(b) act as a liaison officer between the University Grants Commission, the University, its constituent and affiliated colleges, the State Education Department and the Andhra Pradesh State Council of Higher Education;

(c) correspond with all concerned regarding the work of College Development Council;

(d) communicate all information received from the University Grants Commission, regarding various schemes intended for the development of Colleges, to all Colleges;

(e) obtain from the Colleges as early as possible utilisation certificates and completion documents in respect of all U.G.C. grants and forward them to the University Grants Commission;

(f) see that the University Grants Commission grants are properly and expeditiously disbursed to colleges, help in monitoring proper implementation of the U.G.C. programmes in affiliated colleges;

(g) convene the meetings of the Principals of all colleges and apprise them of the way in which College Development Council functions effectively for the development of colleges in all respects;

(h) prepare for each year the Annual Report of the College Development Council listing-out its activities during that year and submit it to the Executive Council and the University Grants Commission through the Vice-Chancellor;

(i) convene with the approval of the Vice-Chancellor the meetings of the College Development Council at regular intervals, at least twice in an academic year and review various programmes, activities and all issues relating to development of colleges;

(j) visit or arrange to visit the colleges at least twice in a year to apprise them of the problems of the proposed development of colleges;

(k) review inspection commission reports and suggest remedies for the defects, deficiencies and irregularities noticed in consultation with management and staff of the college.

(l) send periodic reports to the University Grants Commission about the impact of the U.G.C. programmes;

(m) define the duties of the staff working under him and assess the work turned out by them; and

(n) perform such other functions relating to affiliated colleges (including starting of new colleges, grant of conditional affiliation, affiliation for new courses or subjects, extra seats, etc.) as may be prescribed by the Executive Council for advancing the cause of collegiate education in the University area.

65. In so far as his duties are concerned, he shall be under Administrative the direct control of the Vice-Chancellor. control.

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

67. The Co-ordinator, College Development Council, for Travelling, Daily and other allowances. visiting the colleges or travelling on University work, shall be paid Travelling, Daily and other allowances at the rates specified in the Chapter on "Travelling and Daily Allowances" of the Laws of the University.

68. (1) The Executive Council may grant to the Co-ordinator leave of absence on full pay for one month Leave. for every eleven months of completed service, or for an accumulated period not exceeding three months at a time.

(2) The Executive Council may also grant him leave of absence on half pay to which may be added a period of accumulated leave on full pay not exceeding three months for a period not exceeding eight months at a time. Such leave on half pay shall not, except in the case of leave on medical certificate, exceed one-and-a-half months for each completed year of service.

(3) He shall also be entitled for payment of a lumpsum amount equal to the full pay of the unexpired period of leave standing to his credit, on the date of the expiry of his term or terms of office as Co-ordinator, which he would have drawn, had he availed himself of it.

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

70. The provisions relating to – (i) transfer, (ii) execution Agreement and of an \*agreement and (iii) suspension Suspension etc., applicable to the Registrar as contained in Laws 30(3), 35 and 41 of this Chapter shall also apply to the Co-ordinator.

#### (IX) THE DEANS OF SCHOOLS IN THE UNIVERSITY COLLEGE

##### STATUTES

71. (i) “Dean” means, head of a school appointed as such Definition. by the University.

(ii) There shall be a Dean for each School. The Executive Appointment Council shall appoint by rotation one of the of Dean. Professors of the Departments existing under a particular School as Dean of that School for such period as it may fix:

Provided that, he shall not hold office of the Dean of the School for more than three years and he shall be eligible for re-appointment for one more term of three years :

Provided further that he shall cease to hold the office of the Dean on attaining the age of 60 years.

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\* The prescribed form of Agreement of Service to be executed by the Co-ordinator of the College Development Council, is given in Appendix-C.

72. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

73. In addition to his salary as Professor, he shall be paid an honorarium of Rs. 500/- per mensem for serving as Dean of the School.

74.(1) Subject to the general control of the Vice-Chancellor and the Principal of the college, the Dean shall, -

Powers and Duties. (a) be the executive head of the School and exercise general supervision and control over the Departments existing in the school, its office and offices, if any, of the Departments concerned;

(b) be responsible for the conduct and maintenance of standards of teaching and research in the School, and also for co-ordinating the teaching and research work in the Departments and Centres assigned to the Schools;

(c) (i) be responsible for the maintenance of discipline among the staff and students of the School and he shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the Laws, and bringing to the notice of higher authorities cases of misbehaviour of the staff for such action as they may deem fit and proper;

(ii) to report to the Principal immediately cases of ragging brought to his notice by any student, Head of the Department, Teacher of the University or any other responsible person;

(d) preside over the meetings of the Heads of the Departments and address the staff whenever necessary; and arrange for faithful implementation of the academic schedule prepared by the Principal in consultation with the Deans of Schools;

(e) he shall constitute, with the approval of the Principal, such committees as may be necessary for organising the teaching and research work in subjects or areas which are of interest to

more than one Department or Centre of the School, or which do not fall within the sphere of any Department or Centre, and for the smooth functioning of the Departments and also for the maintenance of the welfare of Students and Staff;

(f) be responsible for the planning and development of the curricular and research activities in the School and shall review from time to time the work and progress of the projects implemented in every department under the School;

(g) review the budget estimates of each department and propose such changes as may be necessary for effective implementation of the research projects and studies for consideration of the Finance Committee and the Executive Council;

(h) co-ordinate with other Schools the work relating to inter-disciplinary courses and other academic programmes wherever necessary;

(i) allocate academic and administrative work to the members of the teaching and other staff of the School in accordance with the Laws of the University;

(j) recommend general rules for the evaluation of sessional work and arrange for keeping by the department a record of evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals when they are prescribed and submit periodical reports about the attendance and progress of the students of the School to the Principal;

(k) obtain periodical reports from the members of teaching staff of the School about their teaching, research and administrative work and submit to the Principal of the College;

(l) be responsible for collecting the tuition and other fees at prescribed rates from the students and research scholars, crediting the amount to the respective University Accounts, furnishing the Demand, Collection and Balance (DCB) statement to the University and for getting reimbursed by the State Government the fee income forgone by the University on account of grant of Scholarships, Studentships, etc., to the eligible candidates belonging to S.C./S.T./Backward Classes;



(m) recommend to the Academic Senate the creation and abolition of teaching posts after considering proposals received from the Departments/Centres and the Committee referred to in clause (e) above;

(n) co-ordinate the time-tables of the Departments/Centres of the School;

(o) be responsible for claiming scholarships, studentships and other fee concessions in respect of eligible candidates from the concerned departments of the Government and disbursement to students in time;

(p) arrange to prepare salary and other bills in respect of the employees working under his control, certify and forward them to the University for sanction;

(q) arrange for the conduct of University examinations in respect of the students of the School in accordance with the Laws and other instructions issued by the concerned Officers/Authorities;

(r) be responsible for proper maintenance of Accounts of income and expenditure of the School and for furnishing monthly statements of receipts and payments to the University; and

(s) perform such other duties as may be assigned to him by the Authorities, the Vice-Chancellor and the Principal.

(2) while exercising the powers mentioned in clauses (a) to (s) above, the Dean shall be assisted and guided by the School Board constituted in Law 20 of Chapter XIII (University Colleges) of the Laws of the University.

75. Till such time the Schools of Studies are constituted and  
Transitory the Deans appointed thereto, as proposed above, the  
Provision. Principal shall exercise their powers, perform their  
functions and discharge their duties.

## CHAPTER IV

### AUTHORITIES OF THE UNIVERSITY

1. The following shall be the Authorities of the University, namely:-  
*Authorities.*  
*Act, Sec. 17.* (i) The Executive Council;  
(ii) The Academic Senate;  
(iii) The Faculties;  
(iv) The Boards of Studies; and  
(v) Such other bodies as the Statutes may declare to be Authorities of the University.
2. The following bodies shall also be declared as  
*STATUTE.* Authorities of the University;  
(i) The Planning and Monitoring Board;  
(ii) The College Development Council; and  
(iii) The Research Advisory Committee.
3. No person shall be qualified for nomination as a member of any of Authorities of the University if he,  
*Disqualification for membership.*  
*Act, Sec. 29.* (a) is, on the date of nomination, of unsound mind, a minor, a deaf-mute or is suffering from leprosy; or  
(b) applied to be adjudicated as an insolvent or is an undischarged insolvent; or  
*STATUTE.* (b-1) declared as insolvent by any competent court; or  
*Act, Sec. 29.* (c) has been convicted and sentenced by a criminal court to imprisonment for a period of more than one year for an offence involving moral turpitude unless such sentence has been reversed or the offence has been pardoned or a period of five years has elapsed from the date of the expiration of the sentence.
4. Save as otherwise provided, if any question arises whether a person has been duly nominated or is entitled to be a member of any Authority of the University, the question shall be referred to the  
*Disputes as to constitution of University Authorities.*  
*Act, Sec. 30.* Chancellor, whose decision thereon shall be final.

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

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

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

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

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

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

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

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

**CHAPTER V**  
**THE EXECUTIVE COUNCIL**

1. The Executive Council shall consist of the following persons, namely:  
Constitution. persons, namely:  
Act, Sec. 18(1).

**CLASS –I : EX-OFFICIO MEMBERS**

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

\* ... ..

**CLASS –II : OTHER MEMBERS**

- (i) one senior Professor of the University Colleges to be nominated by the Government;
- (ii) one Principal of the University Colleges to be nominated by the Government;
- (iii) one Principal of the Affiliated Colleges to be nominated by the Government;
- (iv) one teacher from among the teachers of the University Colleges to be nominated by the Government;
- (v) one teacher from among the teachers of the Affiliated Colleges to be nominated by the Government;

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\* The following proviso occurring under clause (v) of class-I Ex-Officio Members in Sub. Section (1) of Section 18 of the Andhra Pradesh Universities Act, 1991 is omitted as it is not applicable to this University.

“Provided that in the case of Sri Venkateswara University, Tirupati, the Executive Officer, Tirumala-Tirupati Devasthanams, Tirupati shall also be the Ex-Officio Member”.

(vi) four eminent persons representing industry, agriculture, trade, commerce, education, public life, legal profession, social work, etc., to be nominated by the Government.

2. Every member of the Executive Council other than Ex-Term of office. Officio Members shall hold Office during the Act, Sec. 18(2). pleasure of the Governor.

3. The Executive Council shall be the Executive Authority of Powers and duties. the University and shall have power, - Act, Sec. 19.

- (1) to direct the form, custody and use of the common seal of the University;
- (2) to hold, control and administer the property and funds of the University;
- (3) to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise of performance of the powers and duties assigned to it by this Act and the Statutes;
- (4) (a) to accept on behalf of the University, endowments, bequests, donations and other transfer of property made to it;  
(b) to administer all funds placed at the disposal of the University for specific purposes;
- (5) subject to such Statutes as may be prescribed in this behalf, -
  - (i) to appoint the teachers of the University below the rank of Assistant Professors;
  - (ii) to appoint the teachers of the University of and above the rank of Assistant Professors on the recommendations of the Selection Committee constituted for the purpose;

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

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

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

- (6) to suspend, remove or dismiss teachers of the University subject to such Ordinances as may be made in this behalf;
- (7) to appoint, dismiss, remove or suspend any member of the non-teaching staff of the University;
- (8) to fix the emoluments of the employees of the University and define their duties and the conditions of their service;
- (9) to award fellowships, travelling fellowships, scholarships, exhibitions, bursaries, studentships, medals and prizes in accordance with such rules as may be made in this behalf;
- (10) to appoint examiners in consultation with the Boards of Studies and fix their fees;
- (11) to conduct University Examinations and to approve and publish the results thereof;
- (12) to prescribe the fees to be charged for admission to the examinations, degrees, diplomas and oriental titles of the University;
- (13) to charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges and institutions of the University;
- (14) to manage and control all colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University;
- (15) to establish, manage and control a Department of Publications, a University Press, an Employment Bureau, Students' Unions, University Extension Boards, University Athletic Clubs and other similar associations;

- (16) to affiliate colleges to the University as Honours, Degree, Oriental or Professional Colleges, under conditions prescribed by the Academic Senate and to suspend or withdraw such affiliation after consultation with the Academic Senate;
- (17) to confer in consultation with the Academic Senate either *SUO MOTU* or on a representation received in this behalf from a college, autonomy on any college in the University area and to likewise withdraw such autonomy;
- (18) to grant recognition to the institution and Oriental Colleges under conditions prescribed by Statutes after consultation with the Academic Senate and to suspend or withdraw such recognition after consultation with the Academic Senate;
- (19) to direct the inspection of affiliated or recognised colleges and institutions;
- (20) to call for reports and returns and other information from affiliated or recognised colleges and institutions;
- (21) to recognise hostels not maintained by the University and to suspend or withdraw such recognition therefrom;
- (22) to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well-being;
- (23) to recommend to the Chancellor on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions;
- (24) to make, amend or repeal \* ..... Statutes and Ordinances;
- (25) to delegate any of its powers to the Vice-Chancellor or to a committee from among its own members or to any employee of the University;

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



- (26) to regulate and determine all matters concerning the administration of the University in accordance with the Statutes, the Ordinances and the Regulations and to exercise such other powers or duties as may be conferred or imposed by this Act;
- (27) to establish and maintain University Colleges;
- (28) to provide for research and advancement and dissemination of knowledge;
- (29) to create posts of Professors, Associate Professors, Assistant Professors and other teaching posts required by the University;
- (30) to establish, equip and maintain the University laboratories and libraries;
- (31) to control, in general, all colleges in the University area in the manner prescribed by Statutes;
- (32) to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University college or an affiliated college or Oriental college, unless exempted therefrom in the manner prescribed by the Regulations, and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed;
- (33) to confer honorary degrees or distinctions on approved persons in the manner prescribed;
- (34) to provide for allowances, travelling allowances, scholarships, exhibitions, bursaries, studentships, medals and prizes;
- (35) to provide for lectures and instruction to persons not being students of the University and to grant diplomas to them;
- (36) to establish and maintain hostels;

- (37) to prescribe the fees to be charged for the affiliation and recognition of colleges;
- (38) to prepare the annual reports and annual accounts and the financial estimates of the University for submission to the Academic Senate;
- (39) to enter into any agreement with the Government or with the private managements for assuming the management of any institution and taking over its properties and liabilities or for any other purpose not repugnant to the provisions of the Act;
- (40) to exercise all the powers of the University not otherwise provided for, and all powers requisite to give effect to the provisions of the Act.

4. Subject to the provisions of this Act, the Executive Council

Power to make Statutes. shall have power to make Statutes for all or any of the following matters, namely, -  
*Act, Sec. 51.*

- (a) the constitution, powers and duties of the Authorities of the University;
- (b) the powers, duties and conditions of service of the officers of the University other than the Chancellor and Vice-Chancellor;
- (c) the methods of nomination to the Authorities of the University and save as otherwise provided, the procedure at meetings of such Authorities including the quorum for the transaction of business by them;
- (d) the conditions of affiliation or recognition of colleges and institutions;
- (e) the holding of convocations to confer degrees;
- (f) the institution of pension, insurance or provident fund for the benefit of the officers, teachers and other employees of the University;

- (g) the maintenance of the register of Registered Graduates;
- (h) the institution and maintenance of University and constituent colleges, libraries, laboratories and hostels;
- (i) the administration of endowments and the institution of and conditions of award of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes; and
- (j) all matters which by this Act may be prescribed by Statutes.

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

*Statutes how made. Act, Sec. 52.*

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

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

*Power to make Ordinances. Act, Sec. 53.*

- (a) the levy of fee in the University and the Constituent colleges;
- (b) the fees to be charged for admission to the examinations, degrees and diplomas of the University;
- (c) the conditions of residence of students of the University and the levy of fees for residence in hostels maintained by the University;
- (d) the conditions of recognition of hostels not maintained by the University;
- (e) the number, qualifications and emoluments of teachers of the University;
- (f) the fees to be charged for courses of study given by the teachers of the University for lectures, for tutorial and supplementary instruction provided by the University and for services rendered by the University Offices;

- (g) the mode of appointment and duties of examiners;
- (h) the conduct of examinations;
- (i) the constitution and determination of the functions of the Boards of Studies;
- (j) the discipline, health and welfare of students of the University;
- (k) the constitution, powers and duties of University Extension Boards; and
- (l) all matters which by this Act, or by the Statutes may be provided for by the Ordinances.

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

*Ordinances how made. Act, Sec. 54.*

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

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

*Annual Report Act, Sec. 22.*

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

*STATUTE.*

10. The Executive Council shall prepare during each financial year the annual accounts of the University of the preceding financial year and submit them to such audit as the Government may direct before the end of the financial year. The accounts so audited shall be published in the Andhra Pradesh Gazette and copies thereof together with copies of audit report shall be submitted to the Academic Senate not later than two years from the end of the financial year to which the accounts relate and also to the Government.

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

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

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

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

14. In addition to the powers and duties specified in Law 3

Additional Powers and duties. above, the Executive Council shall also have power, -  
STATUTES.

(1) to provide or purchase lands, buildings, premises, furniture, laboratories, apparatus, equipment and other means needed for carrying on the work of the University;

(2) to invest any money belonging to the University including any unapplied income in any of the Securities described in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to place on fixed deposit in any bank approved in this behalf by the State Government any portion of such moneys not required for current expenditure;

(3) to grant compassionate allowances, gratuities, pensions and commutations of pensions, if any, in accordance with the Laws and instructions, issued from time to time;

(4) to fix, determine and award travelling expenses and other allowances to persons lawfully engaged or employed in University business;

(5) to transfer or accept transfer of movable or immovable property on behalf of the University;

(6) to fix the fees to be charged for the recognition of the institutions;

(7) to accept on behalf of the University funds from the Government of India, State Government and the University Grants Commission;

(8) to borrow, on the recommendation of the Finance Committee, money from a bank or corporation for the purpose of the University on the security of the property of the University;

(9) (i) to lay down a 'Code of Ethics' for teachers, 'Code of Conduct' for non-teachers, and 'Code of Discipline' for Students;

(ii) to ensure that the persons concerned have full knowledge of the related codes; and

(iii) to evolve suitable machinery for their implementation scrupulously;

(10) to do or arrange to do "Performance Appraisal" of the teachers and non-teachers periodically to assess their professional attainment;

(11) to sanction grants-in-aid to University teachers, invited by foreign universities or institutions of University standard, for doing advanced academic work subject to such conditions as may be prescribed by the Executive Council from time to time;

(12) to establish and manage a "Yogi Vemana University Research Foundation Fund" in accordance with the Laws prescribed in this behalf"

(13) to invite distinguished scientists and educationists to accept the post of "Professors of Eminence" in the University on terms mutually agreed upon;

(14) to recognise the Association(s) of University Employees and to withdraw its (their) recognition in accordance with the Ordinances prescribed;

(15) to abolish or suspend, on the recommendation of the Academic Senate, any Professorship, Associate Professorship, Assistant Professorship or other teaching post;

(16) to entertain appeals from the employees or students aggrieved by an order of any Officer and pass appropriate orders under section 42 of the Act;

(17) to make Ordinances dealing with appointments, emoluments, duties and conditions of service of non-teaching staff of the University (i.e., other than Officers and the Teachers of the University), either permanent or temporary;

(18) subject to such Laws as are in force,

(i) (a) to create the required number of positions in each class or category of non-teaching staff;

(b) to appoint them; and

(c) to dismiss, remove or suspend them from service;

(ii) (a) to abolish or suspend any non-teaching post or posts found to be superfluous; and

(b) to dispense with the services of the incumbents;

(19) (a) to recognise persons giving instruction in affiliated or recognised colleges and institutions as teachers and to withdraw such recognition;

(b) to fix the minimum scales of pay to be paid to them;  
and

(c) to fix the minimum scales of pay to be paid to those working in the hostels recognised by the University;

(20) to approve the constitution and management of governing bodies of the affiliated or recognised colleges and institutions;

(21) to encourage colleges to secure autonomy;

(22) to co-operate with other Universities, Educational Institutions and authorities in such manner and for such purposes, as the Executive Council may determine;

(23) subject to the provisions in the Laws of the University, to regulate the conduct of any student in a college or hostel connected with a college or colleges and to take cognizance of any misconduct by any student in a college or hostel or approved lodging or by any student, who seeks admission to a University course of study or by any candidate for any University examination or for a degree, diploma, title or certificate brought to the notice of the Executive Council by the Director of Higher Education or Chief Educational Officer of a State or by the responsible authorities of the college or hostel concerned or by a member of any one of the University Authorities or the Registrar of the University or by a Chairman of a Board of Examiners or a Chief Superintendent at any centre of University Examinations and to punish such misconduct by exclusion from any University examination or from any Convocation, convened for the purposes of conferring Degrees, either permanently or for a specified period, or by cancelling any University examination or by deprivation of any scholarship held by such person or by awarding such other penalty as it deems proper;

(24) to see that the conditions of residence of students in the hostels maintained by the University and the levy of fees for such residence in the hostels as laid down in the Ordinances are strictly followed;



(25) to introduce Information and Communication Technologies (ICT) in the administration of the University so that all concerned may get quick and efficient services;

(26) to correspond on the business of the University with the Government and with all other authorities and persons;

(27) to refer all matters relating to planning of the University to the Planning and Monitoring Board for its consideration and suitable recommendations;

(28) to refer any matter to the Academic Senate, one or more Faculties, one or more Boards of Studies, one or more Schools, the College Development Council, one or more Boards of Examiners or any committee or to any other expert and to call for a report or opinion thereon;

(29) to approve constitution of the Boards of Studies made by the Vice-Chancellor in accordance with the Laws;

(30) subject to the provisions contained in the Laws, to appoint its own committees, and to make its own Standing Orders and to regulate the disposal of its own business;

(31) to institute Degrees, Titles, Diplomas and other academic distinctions in accordance with the Laws; and

(32) to dispense with the strict compliance with the Laws of the University with reference to the time and manner of conducting any election; and to allow such departure from strict compliance with the Laws as circumstances may demand as to the duration of courses of ordinary University lectures, and in respect of dates for payment of examination fees, for submission of applications for examinations and of attendance certificates, for commencement of examination and of application for certificate of having passed any examination and of applications for Convocation; provided that any resolution of the Executive Council passed in reference to such departure from the prescribed procedure

shall be reported to the Academic Senate at its next meeting, together with a full statement of the special grounds upon which the Executive Council acted.

15. Any student or candidate for an examination whose name has been removed from the rolls of the University by the order or resolution of the Vice-Chancellor, or by a Committee constituted by the Executive Council as the case may be, and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of communication of such orders or copy of such resolution to him, appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee as the case may be.

*Procedure of appeal in disciplinary cases against students. Act, Sec. 41.*

16. Every employee or student of the University shall, notwithstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes to the Executive Council against the decision of any officer of the University affecting such employee or student and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

*Right of appeal. Act, Sec. 42.*

17. The employee or student aggrieved by the decision of any Officer of the University may, within 15 days of the date of communication of such orders to him, appeal to the Executive Council. It shall be sent with a covering letter to the Registrar, as Secretary of the Executive Council.

*Time limit for appeal. STATUTE.*

The form and contents of appeal shall be in accordance with Law 25 in Appendix-E to Chapter XIX (Conditions of Service of the Employees of the University) of the Laws of the University.

## MEETINGS

18. The Executive Council shall meet at least once in three months and may meet often if necessary.  
 Frequency of meetings. months and may meet often if necessary.  
*Act, Sec. 18 (3).*

19. Upon a requisition in writing signed by not less than one-third of the total number of members of the Executive Council the Vice-Chancellor shall convene a meeting thereof on a date appointed by him which shall not be later than seven days from the date of receipt of requisition aforesaid.  
 Requisition meetings. one-third of the total number of members  
*Act, Sec. 18 (4).* of the Executive Council the Vice-Chancellor shall convene a meeting  
 thereof on a date appointed by him which shall not be later than  
 seven days from the date of receipt of requisition aforesaid.

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

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

22. (a) Matters submitted to the Executive Council shall be in the form of mere subjects and not in the form of resolutions.  
 Agenda - in the form of mere subjects and not in the  
 Preparation and form of resolutions.  
 Circulation.  
*STATUTE.*

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

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

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

23. The Vice-Chancellor shall, by virtue of his office, be  
 Chairman of the Meeting.  
 the Chairman of the Executive Council.  
*Act, Sec. 13(1).*

24. The Vice-Chancellor shall preside over the Executive  
*STATUTE.* Council meetings.

25. In the absence of the Vice-Chancellor from any  
 meeting of the Executive Council, the members  
*Act, Sec. 18 (5)* present at the meeting shall choose one among  
 themselves to preside over the meeting.

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

27. The quorum for a meeting of the Executive  
 Council shall be one-third of the total number  
 Quorum  
*Act, Sec. 18(6).* of members or six persons, whichever is less.

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

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

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

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

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

STATUTE.

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

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

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

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

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

33. (a) Ordinarily within 15 days of the meeting, the

Minutes to be typed draft copy of the Minutes shall be sent to  
circulated to each member who will be at liberty to send to the  
members. Registrar within a week of the date of despatch,  
*STATUTE.*

his suggestions to amend the Minutes

in cases where, in his opinion, the minutes do not record correctly  
the decision of the Executive Council. The Vice-Chancellor may  
make, in the light of the suggestions received, such changes as he  
might deem necessary in the Minutes and the Registrar shall get the  
Minutes as thus approved printed. However, minutes of confidential  
nature shall not be printed.

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

34. Copies of the printed minutes shall be sent to the

Despatch of printed members of the Executive Council and  
minutes to members of the Academic Senate.  
various authorities.  
*STATUTE.*

35. In all matters where a decision has been arrived at, such

Dissent from a decision shall be binding on all members  
majority decisions. of the Executive Council whatever their  
*STATUTE.* personal opinion may have been. Where a

decision which has to be placed before the Academic Senate has  
been arrived at and a member feels that he should get the decision  
reversed by the body having jurisdiction, he may record the fact of  
his dissent at the meeting. Such dissents shall be recorded in a  
separate confidential register.

**CHAPTER VI**  
**THE ACADEMIC SENATE**

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

*Constitution.*  
*Act, Sec. 24.*

**CLASS – I. EX-OFFICIO MEMBERS**

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

**CLASS – II. LIFE MEMBERS**

- (1) all donors who are earlier members of the erstwhile Senate;
- (2) all persons who donate an amount of not less than rupees five lakhs to the University.

**CLASS – III. MEMBERS TO BE NOMINATED**

**BY THE GOVERNMENT**

- (1) one third or twenty Professors whichever is less, of the University Colleges, by rotation;
- (2) one third or twenty Principals whichever is less of the affiliated colleges in the University area by rotation;

- (3) seven persons of whom two shall belong to the members of the Scheduled Castes and one shall belong to Scheduled Tribes, two shall belong to Backward Classes and two shall be women;
- (4) two Principals of Junior Colleges or Higher Secondary Schools in the University area;
- (5) ten persons to represent professionals belonging to the fields of medicine, engineering, business, law, banking etc.;
- (6) two persons belonging to the non-teaching staff employed in the colleges of the University area;
- (7) six students to be nominated on merit basis of whom two shall be under-graduates, two shall be post-graduates, one shall be a research scholar and one student of a professional college;
- (8) one Librarian of any college in the University area;
- (9) one Physical Director of any college in the University area;
- (10) two persons from Research Laboratories or Institutions of the Government of India in the University area;
- (11) one Professor from each of the other Universities in the State;
- (12) two representatives of the managements of the private colleges in the University area.

#### CLASS – IV. ELECTED MEMBERS

- (1) Ten teachers to be elected from among the teachers of the University colleges from among themselves according to the principle of proportional representation by means of single transferable vote and according to procedure prescribed by the Statutes;



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

2. The Elections to the Academic Senate shall be conducted

*Elections.* in accordance with the Laws contained in the Chapter  
*STATUTE.* on Elections of these Laws.

3. (1) The Academic Senate shall have the authority to

*Powers.* provide instruction and training in such branches of  
*Act, Sec. 25.* learning as it thinks fit. It shall exercise general  
super vision over the academic policies of the  
University and provide leadership for raising the standard and quality  
of education and research.

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

- (a) to consider the Annual Report and Budget Estimates prepared by the Executive Council;
- (b) to advise the Executive Council on all academic matters, including the control and management of the libraries;
- (c) to constitute several faculties as may be prescribed;
- (d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching;

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

4. (1) The Academic Senate shall have power to

Regulations. make Regulations subject to the provisions of this  
 Act, Sec. 55. Act, and such Regulations may provide for all or any  
 of the following matters, namely :-

- (a) the encouragement of co-operation and reciprocity among colleges;
- (b) the admission of students to the University or prescribing the examinations to be recognised as equivalent to University examinations;
- (c) the University courses and examinations and the conditions on which students shall be admitted to examinations for the degrees, diplomas, certificates and titles of the University; and
- (d) the grant of exemptions.

(2) All Regulations shall have effect from such date as the Academic Senate may direct.

5. The Academic Senate shall have power to amend or repeal Regulations, and to decide all other matters which *STATUTE.* by this Act, may be provided for by the Regulations.

6. The Academic Senate shall, subject to the provisions of *STATUTE.* this Act, have the power, by regulations, of prescribing all courses of study and of determining curricula.

7. In addition to the powers specified in section 25(2) of *Additional Powers.* the Act, the Academic Senate shall have *STATUTE.* power, -

(1)(a) to frame Regulations relating to recognition of examinations of other Universities, Statutory Institutions or Boards as equivalent to the corresponding examinations of the University for purposes of admission to higher courses of study; and

(b) to authorise the Standing Committee on Equivalence, as constituted in the Chapter on the Standing Committees of the Academic Senate, to take appropriate decisions in accordance with the Regulations framed in this behalf;

(2)(a) to frame Regulations governing grant of exemption from production of attendance and progress certificates to qualify for admission to University examinations; and

(b) to authorise the Standing Committee on Student Affairs, as constituted in the Chapter on the Standing Committees of the Academic Senate, to take appropriate decision in accordance with the Regulations framed in this behalf;

(3) to improve standards through modernisation and rationalisation as well as diversification of the courses so as to relate them to career opportunities;

(4) to promote research within the University and to obtain from time to time reports on such research;

(5) to suggest methodologies for innovative teaching, research, extension and evaluation techniques;

(6) to promote and encourage inter-disciplinary and multi-disciplinary researches and courses; and suggest new programmes of study, in application oriented areas, useful to the present situations;

(7) to undertake in its research areas, sponsored R & D (Research and Development) time-bound and goal-oriented projects funded by central/state government or their agencies, other funding organisations, both national and international, industries and companies;

(8) based on the areas of expertise and facilities available in the laboratories of the University, to provide consultancy and testing services to various types of users like industries, companies and other institutions in India or abroad and collect fees for such services;

(9) to organise continuing education on a regular basis, covering formal, non-formal and informal modes, by making use of modern technologies like audio/video/broadcast/internet/intranet/multimedia, if required, for its faculty/staff, academics from other institutions, govt. officials, professional, lay public and other national/international clients in its various branches;

(10) to train or to make arrangements for the training of students regularly through extra-curricular activities on the campus to, -

(i) develop competitiveness at the State/National levels in Sports and adventure;

(ii) inculcate national spirit, team work and discipline through Yoga, NCC, NSS; and

(iii) bring out hidden talents through various forms of cultural activities, provide opportunities for participation in debate and related programmes;

(11) to provide life-long learning opportunities at low cost, making use of e-education and other initiatives for the students of the University, its alumni and local communities, offered individually or in partnership with other Universities, Social, Professional and Developmental Organisations so as to provide them,-

(i) more number of options in programmes and increased choice of courses; and

(ii) services of renowned experts and teachers to guide the learning process;

(12) to provide extension and knowledge based services to be regularly delivered by the departments of the University based on their strengths and capabilities like,-

(i) knowledge based advice to government/society;

(ii) social services such as adult education, literacy drive, population education, environmental awareness, women empowerment and health education; and

(iii) seminars/symposia/extension lectures on society-related issues;

(13) using Information and Communication Technologies (ICT) if required, to provide employment/education/development related services to the outgoing students to,-

(i) prepare them for National/State level competitive examinations;

(ii) develop their communication skills, personality and ethics for interviews;

(iii) develop in them computer and information technology related skills and functions for value addition;

(iv) connect them with the world of employment for suitable placement; and

(v) support entrepreneurship, new courses and other opportunities; and

(14) to formulate any other academic, research or extension programme not specified above but would benefit the students, alumni, staff and others in their academic, professional and social pursuits.

8. The Academic Senate shall consider at its Annual Meeting the Annual Report submitted by the Executive Council under section 22 of the Act and pass appropriate resolution. A copy of the Report together with a copy of the resolution thereon, shall be submitted to the State Government for information.

9. The audited accounts of the University of the preceding financial year as published in the Andhra Pradesh gazette together with copies of the Audit Report shall, as required by section 20 of the Act, be submitted by the Executive Council to the Academic Senate not later than two years from the end of the financial year to which the accounts relate, and also to the Government.

10. The financial estimates for the ensuing financial year along with annual accounts whether audited or not of the preceding financial year, submitted by the

Executive Council under section 21 of the Act shall be considered by the Academic Senate at its Annual Meeting and the resolution passed thereon shall be submitted to the Government for information.

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

Power to incur unfore-  
seen expenditure.  
*Act, Sec. 23.*

12. The Academic Senate shall also have power to advise the Executive Council in making Ordinances, affecting the appointment and duties of examiners, and the conditions of residence of students.

Ordinances  
how made.  
*Act, Sec. 52 (1).*

13. (1) The Academic Senate shall have power, -

(a) to prescribe conditions for the grant of affiliation to a college as Honours, Degree, Oriental or Professional College;

(b) to advise the Executive Council in the matter of suspension or withdrawal of affiliation to colleges;

Grant/  
withdrawal of  
Affiliation/  
Recognition  
to colleges.  
*STATUTE.*

(2) to advise the Executive Council in the matter of granting recognition, suspension or withdrawal of such recognition, to the institutions and oriental colleges under conditions prescribed by the Statutes.

#### STATUTES MEETINGS-GENERAL

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

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

Kinds of  
meetings.

15. 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 from time to time determine. The date, time and venue for the meeting of the Academic Senate shall be fixed by the Vice-Chancellor.

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

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

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

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

19. The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but, subject to the provisions contained in other Laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place



provided that the Executive Council or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

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

#### (I) ORDINARY MEETING

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

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

22. (1) At an ordinary meeting of the Academic Senate any member of the Academic Senate may put questions for the purpose of obtaining information from the Executive Council on any matter concerning the University and the Academic Senate.

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

(i) It shall not publish any name or statement, not strictly necessary to make the question intelligible;

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

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

(iv) It shall not ask for an expression of opinion or the solution of an abstract, legal question or of a hypothetical proposition or suggest action;

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

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

(3) 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 not less than thirty 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.

(4) After the last date for the receipt of questions, the Executive Council shall decide the admissibility of the questions and the answers that should be given thereto. It may disallow any question on the ground that –

(i) it is, in its opinion, in contravention of the Laws of the University;

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

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

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

(5) The decision of the Executive Council as to the admissibility of a question shall be final, and no discussion thereon shall be permitted at any meeting of the Academic Senate.

(6) 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.

Answers to questions.

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

Dates for forwarding and withdrawal of resolutions.

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

Admissibility of Resolutions.

(i) It shall relate to a matter within the cognizance and powers of the University and the Academic Senate;

(ii) It shall be clearly and precisely expressed and shall raise substantially one definite issue;

(iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity;

(iv) It shall not refer to any matter which is under adjudication by a Court of Law, and

(v) It shall not raise substantially the same question as that raised in a motion moved and decided in the Academic Senate during the twelve months preceding the date of the meeting at which it is to be moved, unless the prior consent of the Vice-Chancellor has been obtained.

25. (i) The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution for placed on the agenda paper. which notice has been given and which has not since been withdrawn in accordance with Law 23 above and which has been admitted in accordance with Law 24 above, to be placed on the agenda paper of the meeting at which it is to be moved.

(ii) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Law 23 above governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the objection.

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

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

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

28. (i) No amendment shall be admitted which does not comply with Law 24 and the following conditions :  
 Admissibility of amendments. Form of Amendment to Resolution.

Amendment to a resolution shall be : -

(a) by omitting a word or words ;

(b) by leaving out a word or words in order to insert some other word or words, and

(c) by adding or inserting a word or words.

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

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

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

29. Amendments of which notice is given in accordance with Law 27 and which have been scrutinized and admitted under Law 28 above, shall be included in the final agenda.

30. (i) Notwithstanding the notice prescribed for resolutions under Law 23, any member who wishes to move a resolution on any report or statement by the Executive Council or the Planning and Monitoring Board, or Vice-Chancellor included in the preliminary agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than twelve clear days before the date of the meeting; provided, however, that no such notice will be necessary in the case of motions relating to urgent business brought forward by the Executive Council, the Planning and Monitoring Board or the Vice-Chancellor but not included in the preliminary agenda.

(ii) Resolutions of which due notice has been received by the Registrar under clause(i) above and which conform to the conditions regulating the admissibility of resolutions under Law 24 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 Law 24 above, governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the reasons for its non-inclusion.

31. 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 Law 24 and the amendments admitted under Law 28 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.

#### (ii) URGENT MEETING

32. The Vice-Chancellor may, whenever he 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. Any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of the meeting. 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. No business other than that brought forward by the Executive Council, Planning and Monitoring Board and the Vice-Chancellor shall be transacted at an urgent meeting of the Academic Senate. It shall be open to the

Executive Council, Planning and Monitoring Board and the Vice-Chancellor to bring before an urgent meeting any urgent business with or without placing it on the agenda paper. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

### (iii) SPECIAL MEETING

33. (i) A special meeting of the Academic Senate shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than fifteen members of the Academic Senate and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting; provided that the Executive Council or the Planning and Monitoring Board or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

(ii) The Resolutions shall conform to the conditions regulating the admissibility of resolutions under Law 24 supra.

(iii) Issue of notice and agenda paper and all other requisites for the conduct of the special meeting shall so far as they are applicable be the same as those prescribed and applicable for urgent meetings of the Academic Senate.

### BUSINESS OF MEETINGS

34. 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.

Attendance Register  
at meetings.

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

Seating of members.

36. At every meeting of the Academic Senate the following Order of Business shall be the order of business, after choosing, when necessary, the Chairman to preside thereat : -

(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 Chairman.

(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 Planning and Monitoring Board.

(vii) Business brought forward by the Vice-Chancellor.

(viii) Business brought forward by the Faculties and the Boards of Studies, and

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

*Note* : - If any motion under clause (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 (ix) before the items under other clauses.

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

Answering of questions at meetings.



(ii) 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 Chairman shall disallow any supplementary question, if in his 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 Chairman shall be final.

Supplementary questions shall be answered by the Vice-Chancellor or by members of the Executive Council nominated by him.

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

#### MOTIONS WITHOUT NOTICE

38. At any meeting, the Chairman 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.

39. 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.

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

(i) A motion for a change in the order of business as stated in the agenda paper;

(ii) A motion for the appointment of a Committee to consider and report on any matter before the Academic Senate at the time;

(iii) A motion remitting any matter before the Academic Senate at the time to the Executive Council or to any other University Authority for its views or recommendations and report;

(iv) A motion for the adjournment of the meeting or debate on any question to a specified time;

(v) A motion for the adjournment of the debate on any question to the next meeting of the Academic Senate;

(vi) A motion for the Academic Senate going into a Committee to consider any matter before the Academic Senate at the time;

(vii) A motion that the meeting be dissolved;

(viii) A motion that the meeting do now pass on to the next business on the agenda paper;

(ix) A motion that the question be now put (if accepted by the Chairman); and

(x) A resolution relating to business not included in the agenda but brought forward either by the Executive Council, the Planning and Monitoring Board or the Vice-Chancellor under Law 26.

41. At any meeting of the Academic Senate, the following

Amendments amendments may be moved without  
without previous previous notice :-  
notice.

(i) Amendments to 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) Amendments to 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) Amendments to a motion remitting any matter to the Executive Council or to any other University Authority.

(iv) Amendments to a motion for an adjournment of the meeting or debate to a specified time, substituting a time different from that in the motion.

(v) Amendments to a resolution brought forward by the Executive Council, the Planning and Monitoring Board or the Vice-Chancellor under the provision contained in Law 26 above or to a resolution moved by a member under the provision to Law 30(i) above.

(vi) Amendments to any resolution or amendment on the agenda paper which, in the opinion of the Chairman, have been rendered necessary by and are consequential upon, any motion passed by the Academic Senate at the same meeting.

(vii) Amendments of a purely verbal or formal kind which, in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer.

42. Save as otherwise provided in these Laws, no Resolutions or Amendments not on Agenda Paper. resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

### MOTIONS IN GENERAL

43. Every motion at a meeting shall be affirmative in form, and it must be moved and seconded at the meeting, other wise it shall drop; provided, however, that motions placed by the Executive Council or by the Planning and

How to move motions.

Monitoring Board or by the Vice-Chancellor, before the Academic Senate on behalf of any of the University Authorities need not be seconded. When a motion has been moved and seconded it shall be stated from the Chair unless the motion be ruled out of order by the Chairman.

44. An amendment may be moved at any time after the question has been stated from the Chair and before it is put.

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

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

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

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

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

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

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

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

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

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

### PROCEDURE ON MOTIONS

51. (i) Any motion made under Law 40 (ii to viii) 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 Law 40 (iv, vi, vii, and viii) of this Chapter has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward until after the lapse of what the Chairman 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.

52. 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.

53. 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, 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.

54. (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 shall state at the meeting that he has obtained the written consent of such persons to their names being proposed for inclusion.

55. 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.

56. (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", "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 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 negatived, the mover cannot speak again on the main question.

57. A motion that the Academic Senate resolve 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.

58. (i) A motion for the dissolution of a meeting shall be in the form "That this meeting do now dissolve" and may be made at any time but not so as to interrupt a speech.

(ii) If the Chairman 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 Chairman shall declare the meeting dissolved.

59. (i) A motion to pass to the next business on the agenda shall be in the form "That the meeting do 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 not 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 Chairman 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.



60. (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 Chairman 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 Chairman withholds his assent, such further question or questions shall be put forthwith, and decided without amendment or debate.

### SPEECHES

61. (i) A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except,-

When speeches allowed.

- (a) when putting a question or answering a question put;
- (b) when speaking to a point of order;
- (c) when offering a personal explanation; or
- (d) when, with the special permission of the Chair, making a statement.

(ii) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

62. (i) Except as otherwise provided, a member may not speak more than once to the same question.

How often speeches permitted.

(ii) A member who has spoken to the main question may not move or second an amendment to it or a motion under Law 40 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 Law 40 (ii-viii) may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under Law 40 (ii-viii) 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 under Law 56.

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

63. When the Chairman 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 in Law 40 (ii-vi) or of any amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

Conditions for right of reply for mover.

64. 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 Chairman, may, at his discretion, allow a longer period to any speaker;

Duration of speeches.

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

65. 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 Chairman shall decide who has to be heard first.

Order of speeches.

66. The Chairman 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 Chairman 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 Chairman is absent, one of the members present shall be nominated by the Chairman to occupy the Chair. Without leaving the Chair, the Chairman 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.

Speeches by Chairman.

67. A member who complains that his speech has been mis-understood 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.

Personal explanation.

68. Any member may call the Chairman'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.

Point of order.

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

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

### VOTING

70. All questions considered at meetings of the Academic Decision of questions. 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 Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

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

### GENERAL

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

73. If the Chairman rises, the member speaking or offering Powers of Chairman to speak must sit down at once.  
 on point of order.

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

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

**Powers of Chairman to maintain order.**

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

**Power of Chairman to suspend sittings.**

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

**Minutes.**

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

**Objections to minutes.**

79. 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.

**Procedure to decide the objection.**

## ACADEMIC SENATE IN COMMITTEE.

80. The proceedings of the Academic Senate in Committee shall be governed by the same rules of Academic Senate in Committee - debate as those of the Academic Senate Procedure of. 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.

81. 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 Resolution of Academic Senate in Committee to be confirmed by the Academic Senate. resolutions of the Academic Senate in Committee shall not become final unless they are confirmed by the Academic Senate in open meeting.

82. With the prior permission of the Vice-Chancellor, Admission of Press and Visitors. representatives of the Press and Visitors may be admitted to the meetings of the Academic Senate.

## CHAPTER VII THE FACULTIES

1. (1) The University shall have such Faculties as may be prescribed by Statutes.  
*Act, Sec. 26.*

- (2) Each Faculty shall consist of such departments of teaching as may be prescribed by Statutes.
- (3) The constitution and functions of the Faculties shall be prescribed by Statutes.
- (4) (a) There shall be a Dean/Chairman for each Faculty who shall be appointed by the Executive Council from among the members of the Faculty concerned on the recommendation of the Vice-Chancellor;  
(b) The terms and conditions of the office of Dean/Chairman shall be prescribed by Ordinances.

### STATUTES

2. The University shall include the Faculties of :

- List of Faculties.
- (i) Arts;
  - (ii) Sciences;
  - (iii) Commerce and Management Studies;
  - (iv) Education;
  - (v) Engineering and Technology;
  - (vi) Physical Education; and
  - (vii) Law.

3. (i) The Faculty of Arts shall comprise the following Departments of teaching : -

- Composition of the Faculties.
- (a) English
  - (b) Sanskrit
  - (c) Telugu
  - (d) Urdu
  - (e) Hindi
  - (f) Mathematics
  - (g) Philosophy

- (h) Psychology
- (i) History
- (j) Political Science
- (k) Public Administration
- (l) Economics
- (m) Anthropology,
- (n) Sociology, and
- (o) Communication and Journalism

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

- (a) Applied Mathematics
- (b) Mathematics
- (c) Statistics
- (d) Geography
- (e) Physics
- (f) Chemistry
- (g) Organic Chemistry
- (h) Medicinal Chemistry
- (i) Geoinformatics and Earth Sciences
- (j) Biochemistry
- (k) Biotechnology and Bio-informatics
- (l) Micro-biology
- (m) Sericulture
- (n) Geology
- (o) Botany
- (p) Zoology
- (q) Audiology Speech Language and Pathology
- (r) Electronics.

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

- (a) Commerce
- (b) Accounts
- (c) Business Management/Administration



- (d) Human Resources Management
- (e) Marketing, and
- (f) Rural Banking

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

- (a) Education, and
- (b) Adult Education

(v) The Faculty of Engineering and Technology shall comprise the following Departments of teaching : -

- (a) Civil Engineering
- (b) Mechanical Engineering
- (c) Electrical Engineering
- (d) Electronics and Communication Engineering
- (e) Computer Science
- (f) Computer Science and Engineering
- (g) Computer Applications
- (h) Information Technology
- (i) Industrial and Production Engineering, and
- (j) Instrumentation and Control Engineering.
- (k) Chemical Engineering

(vi) The Faculties of Physical Education and Law shall each comprise the respective Department of teaching .

4. (i) Every member of the Academic Senate shall be assigned to one or more of the Faculties by the Membership of a Faculty. Academic Senate at a meeting or by its Standing Committee, if the Academic Senate is not in session at the time of nomination or election of new members or when there is a change in the personnel of the ex-officio members of the Academic Senate.

(ii) The University Professors, Principals of Professional Colleges and Heads of Departments who are not otherwise members of the Academic Senate shall be treated as having been assigned automatically to the respective Faculty or Faculties.

5. Subject to such other provisions as may be made in this Term of office of members. behalf, members of the Faculties who are members of the Academic Senate, shall hold office so long as they continue to be members of the Academic Senate.

Those who have been assigned automatically as member of the faculties, under Law 4(ii) above, shall cease to be members of the Faculty as soon as they cease to be the holders of the office which they were holding at the time of their assignment to the Faculties.

6. The Chairman for each Faculty shall be appointed by the Appointment of the Chairman. Executive Council from among the members of the Faculty concerned on the recommendation of the Vice-Chancellor.

7. The Chairman of a Faculty shall, if he remains qualified to do so, hold office for three years, on the expiry of which he shall vacate the office but shall be eligible for reappointment. Tenure.

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

9. A Faculty shall have power :

- Powers of a Faculty.
- (i) to consider and report on any matter referred to it by the Academic Senate, Executive Council or the Vice-Chancellor;
  - (ii) to draft Regulations relating to the courses of study and examinations prescribed by the University and to lay such Regulations before the Academic Senate;
  - (iii) to remit any matter to a Board of Studies comprised within the Faculty for consideration and report either to it or to the Academic Senate direct, or to any other authority concerned;

(iv) to consider any report or recommendation of any Board of Studies;

(v) to appoint a Committee of the Faculty for any purpose within the cognizance or powers of the Faculty;

(vi) to hold, with the permission of the Vice-Chancellor, joint meeting of a Faculty or a Committee of a Faculty along with any other Faculty or Faculties, Committee or Committees thereof, for the discussion of any matter of common academic interest;

(vii) to make recommendations to the Executive Council in all matters connected with the upkeep and improvement of standards of research and teaching; and

(viii) to propose additions or alterations in the Laws pertaining to the improvement of research and studies in the University.

10. Meeting of a Faculty shall be convened by the Registrar, in consultation with the Chairman of the Faculty and permission of the Vice-Chancellor, at such times as may be necessary or on the written request of any four members in the case of the Faculty of Arts, of any three members in the case of the Faculty of Sciences, of any two members in the case of the remaining Faculties. The date and venue of the meeting shall be fixed by the Vice-Chancellor.

11. Any member of a Faculty may bring before any meeting of the Faculty any matter within its cognizance by giving notice to the Chairman, who shall, subject to the provisions of this Chapter, advise the Registrar to include such matter in the agenda paper of the next meeting of the Faculty.

12. The Registrar shall, not less than fifteen days prior to the date of the meeting of the Faculty, issue a notice to each member of the Faculty, stating the time and place of the meeting, and showing all the business to be brought before the meeting. No item of business which is not entered on the agenda paper of a meeting of a Faculty shall be considered at the meeting; provided that the Chairman may, for

reasons of urgency, bring any matter before any meeting without notice being given on the agenda paper; provided also that any member may, with the permission of a majority of the members present at a meeting, bring any matter before that meeting without notice.

13. Subject to the foregoing Statutes, the procedure at the meetings of the Faculties shall be generally in accordance with the Laws relating to the procedure at meetings of the Academic Senate. With regard to any point of order or matter of procedure the decision of the Chairman shall be final.

14. The Chairman of the Faculty shall preside over all the meetings of the Faculty; but in his absence the members present shall elect from among themselves the Chairman for the meeting.

15. (i) The quorum for a meeting of the Faculty shall be one-third of the members of the Faculty. Fraction, if any, shall be ignored.

(ii) In the case of a joint meeting of two or more Faculties, the quorum shall be one-third of the total number of members of the said Faculties, ignoring the fraction, if any, thereof;

16. If there is no quorum at any meeting of the Faculty or Faculties, the members present at the meeting shall form themselves into a committee of the Faculty or Faculties, elect the senior member among them as its Chairman, discuss the issues placed on the agenda, and communicate their recommendations thereon to the Registrar for circulating the same among all the members of the Faculties for their consideration and approval or otherwise thereof. The consolidated views of all the members shall be sent to the Chairman/Chairmen of the concerned Faculty/Faculties, for his/their opinion thereon. The Registrar shall take necessary further action thereon as per the advice of the Chairman.

Minutes. 17. (i) The proceedings of each meeting of a Faculty or joint meeting of two or more Faculties shall be communicated by its Chairman to the Registrar within ten days of the date of the meeting.

(ii) The Registrar shall preserve in his custody the original Minutes of the meetings of the Faculties and forward copies of the Minutes to all the members of the Faculty or the Faculties if it is a joint meeting.

Objections to minutes. 18. Any member of the Faculty, who was present at the meeting, may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof. If the Chairman is convinced that the objection raised is genuine he may correct the minutes accordingly; otherwise, he shall place it before the Faculty at its next meeting to take a decision thereon.

## CHAPTER VIII

### THE BOARDS OF STUDIES

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

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

### ORDINANCES

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

(a) Post-Graduate Boards of Studies exclusively for Post-Graduate and Research Courses in the concerned subject or subjects of study;

(b) Combined Boards of Studies for both Post-Graduate and Research, and the First Degree Courses in the concerned subject or subjects of study; and

(c) First Degree Boards of Studies exclusively for the subject/subjects in the First Three Year Degree Course.

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

## A. POST-GRADUATE BOARDS OF STUDIES

Name of the Post-Graduate Board of Studies	Name of the Post-Graduate Department	Name of the Post-Graduate Course
1	2	3
(1) Mathematics	Applied Mathematics	M.Sc. Degree Courses in (i) Mathematics, and (ii) Applied Mathematics
(2) Physics	Physics	M.Sc. Degree Course in Physics
(3) Chemistry	Chemistry	M.Sc. Degree Courses in (i) Chemistry, (ii) Organic Chemistry, (iii) Medicinal Chemistry, and (iv) Analytical Chemistry
(4) Botany	Botany	M.Sc. Degree Course in Botany
(5) Bio-technology and Bio-informatics	Bio-technology	(i) M.Sc. Degree Course in Bio-technology, and (ii) Five Year Integrated M.Sc. Degree Course in Bio-technology and Bio-informatics
(6) Zoology	Zoology	M.Sc. Degree Course in Zoology
(7) Economics	Economics	M.A. Degree Course in Economics
(8) Political Science and Public Administration	Political Science and Public Administration	M.A. Degree Course in Political Science and Public Administration
(9) English	English	M.A. Degree Course in English
(10) Telugu	Telugu Studies	M.A. Degree Course in Telugu

1	2	3
(11) Human Resources Management	Human Resources Management	M.A. Degree Course in Human Resources Management
(12) Commerce	Commerce	M.Com. Degree Course
(13) Business Administration	Business Administration	M.B.A. Degree Course
(14) Computer Science and Computer Applications	Computer Applications	(i) M.C.A. Degree Course, and (ii) M.Sc. Degree Course in Computer Science
(15) Communication and Journalism	Communication and Journalism	Diploma Course in Communication and Journalism

### B. COMBINED BOARDS OF STUDIES

Name of the Combined Board of Studies	Name of the Department	Name of the Post-Graduate and First Degree Course
1	2	3
1. Urdu	Urdu	(i) M.A. Degree Course in Urdu, (ii) Urdu under Part I (B) of Three Year, B.A., B.Sc. and B.Com. Degree Courses, and (iii) Urdu as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
2. Bio-chemistry	Bio-chemistry	(i) M.Sc. Degree Course in Bio-chemistry, and (ii) Bio-chemistry as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
3. Micro-biology	Micro-biology	(i) M.Sc. Degree course in Micro-biology, and (ii) Micro-biology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.



1	2	3
4. Geo-informatics	Geo-informatics	(i) M.Sc. Degree Course in Geo-informatics, (ii) Five year integrated M.Sc. Degree Course in Earth Sciences, and (iii) Geology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.

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

### C. FIRST DEGREE BOARDS OF STUDIES

Name of the First Degree Board of Studies	Name of the Department/ College	Name of the First Degree Course
1	2	3
1. Mathematics	Mathematics	Mathematics as one of the three optional subjects under Part II of B.A./B.Sc. (Three Year) Degree Course.
2. Physics	Physics	Physics as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
3. Chemistry	Chemistry	Chemistry as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
4. Botany	Botany	Botany as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
5. Zoology	Zoology	Zoology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.

1	2	3
6. Sericulture	Sericulture	Sericulture as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
7. Computer Science	Computer Science	Computer Science as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
8. Bio-technology	Bio-technology	Bio-technology as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
9. Electronics	Electronics	Electronics as one of the three optional subjects under Part II of B.Sc. (Three Year) Degree Course.
10. Statistics	Statistics	Statistics as one of the three optional subjects under Part II of B.A./B.Sc. (Three Year) Degree Course.
11. History	History	History as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
12. Economics	Economics	Economics as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
13. Political Science and Public Administration	Political Science	(i) Political Science, and (ii) Public Administration as optional subjects under Part II of B.A. (Three Year) Degree Course.
14. Philosophy	Philosophy	Philosophy as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
15. Psychology	Psychology	Psychology as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.

1	2	3
16. Sociology	Sociology	Sociology as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
17. Geography	Geography	Geography as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
18. Anthropology	Anthropology	(i) Anthropology and (ii) Social Anthropology as optional subjects under Part II of B.A. (Three Year) Degree Course.
19. Adult Education	Adult Education	Adult Education as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
20. Commerce	Commerce	(i) B.Com. Degree Course (General), (ii) B.Com. Degree Course (Corporate Secretaryship), (iii) B.Com. Degree Course (Office Management and Secretarial Practice), (iv) B.Com. Degree Course (Computer Applications), and (v) (a) Commerce, (b) Rural Banking, (c) Marketing, and (d) Accounts as optional subjects under Part II of B.A. (Three Year) Degree course.
21. English	English	(i) English under Part I (A) of (Three Year) B.A., B.Sc. and B.Com. Degree Courses, and (ii) English as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.

1	2	3
22. Telugu	Telugu	(i) Telugu under Part I (B) of (Three Year) B.A., B.Sc., and B.Com. Degree Courses, and (ii) Telugu as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
23. Hindi	Hindi	(i) Hindi under Part I (B) of (Three Year) B.A., B.Sc. and B.Com. Degree Courses, and (ii) Hindi as one of the three optional subjects under Part II of B.A. (Three Year) Degree Course.
24. Sanskrit	Sanskrit	Sanskrit under Part I (B) of (Three Year) B.A., B.Sc., and B.Com. Degree Courses.
25. Audiology, Speech & Language Pathology	Audiology, Speech & Language Pathology	B.Sc. Degree Course in Audiology, Speech & Language Pathology.
26. Computer Science and Engineering	Computer Science and Engineering	B.Tech. Degree Course in Computer Science and Engineering
27. Electrical Engineering	Electrical Engineering	B.Tech. Degree Course in Electrical Engineering
28. Electronics and Communication Engineering	Electronics and Communication Engineering	B.Tech. Degree Course in Electronics and Communication Engineering
29. Industrial and Production Engineering	Industrial and Production Engineering	B.Tech. Degree Course in Industrial and Production Engineering
30. Information Technology	Information Technology	B.Tech. Degree Course in Information Technology
31. Instrumentation and Control Engineering	Instrumentation and Control Engineering	B.Tech. Degree Course in Instrumentation and Control Engineering

1	2	3
32. Mechanical Engineering	Mechanica Engineering	B.Tech. Degree Course in Mechanical Engineering
33. Civi Engineering	Civil Engineering	B.Tech. Degree Course in Civil Engineering
34. Chemical Engineering	Chemica Engineering	B.Tech. Degree Course in Chemical Engineering
35. Education	College of Education	B.Ed. Degree Course
36. Law	College of Law	(i) B.L. (Three Year) Degree Course, and (ii) B.L. (Five Year) Degree Course
37. Physical Education	College of Physical Education	B.P.Ed. Degree Course

(iii) As and when new courses are started in the existing departments; or new departments offering new courses are established; or when the circumstances warrant the constitution of –

(a) Combined Board of studies in place of the existing two separate Boards – one for the Post-Graduate Courses and another for the First Degree courses – in the concerned subject; or

(b) two separate Boards of Studies – one for Post-Graduate Courses and another for First Degree courses – in the place of the existing single Combined Board of Studies in the concerned subject, the Executive Council shall suitably amend the lists under A, B and C above making provision for constitution of the new Boards of Studies or reorganization of the existing Boards of Studies.

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

(a). Post-Graduate Boards of Studies :

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

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

Provided further that in a department of the University College or an Affiliated College, where there is no Professor, a Senior Professor from any other University, serving or retired, shall be appointed as Member and Chairman of the Board;

(ii) The Head or Heads of the University Department or Departments of the subject, shall be appointed as Ex-Officio Member or Members;

(iii) Two Heads of Departments in Affiliated Colleges shall be nominated by rotation by the Vice-Chancellor as members provided they hold at least the post of an Associate Professor;

(iv) Not less than four nor more than eight members (excluding those mentioned in clauses (i), (ii) and (iii) above), of whom two shall be “external members” – one among them shall represent trade, industry, management, public undertakings, research and development, and national laboratories/institutions related to the departments, and the other shall be a teacher from other Universities or Institutions – and one shall be a student chosen on the basis of merit – shall be appointed as members.

(b). Combined Boards of Studies :

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

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

Provided further that in a department of the University College or an Affiliated College, where there is no Professor, a Senior Professor from any other University, serving or retired, shall be appointed as Member and Chairman of the Board;

(ii) The Head or Heads of the University Department or Departments of the subject or subjects for which the Board is constituted, shall be appointed as Ex-Officio Member or Members;

(iii) Not less than four nor more than thirteen members [excluding Ex-Officio Member(s)], of whom one shall be a student chosen on the basis of merit, and another shall be from trade, industry, management, public under takings, research and development, and national laboratories/institutions related to the discipline, shall be appointed as members.

(c). First Degree Boards of Studies :

(i) The Chairman of the corresponding Post-Graduate Board of Studies, if any, shall be appointed as Ex-Officio Member;

(ii) Not less than four nor more than seven members, (excluding Ex-Officio Member), of whom one shall be a student chosen on the basis of merit, shall be appointed as Members.

Provided, however, that where several subjects come within the purview of a First Degree Board of Studies, it shall be competent for the Vice-Chancellor to increase the strength of the Board concerned up to a maximum of 13 (excluding Ex-Officio Member);

Provided further that at least one person from industry, trade, management, public under takings, research and development, and national laboratories/institutions related to the subject, shall be appointed as member.

*Note* : 1. "Internal Member" means a member who is a teacher in the University or in an Affiliated or Recognised College or Institution and "External Member" means one who is not an Internal Member.

2. Care should be taken to appoint adequate number of experts as members while constituting or reconstituting the above Post-Graduate, Combined and First Degree Boards of Studies.

5. During the temporary absence of the Chairman of a Board, the Vice-Chancellor shall nominate the next Senior Professor, or a Senior Associate Professor or any other member on the Board, who shall for the time being and so far as may be necessary, act as the Chairman of the Board.

Appointment of Acting Chairman in the absence of Chairman.

6. The Vice-Chancellor shall have power to constitute the Boards of Studies once in three years and report the matter to the Executive Council at the very next meeting for approval.

Term of Office.

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

Cessation of Membership.

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



(c) It shall be competent for the Vice-Chancellor, subject to approval of the Executive Council, to declare any "external member" of a Board to have vacated his membership on his ceasing to be the holder of the appointment he was holding at the time of his appointment to the Board;

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

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

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

10. (a) The Chairmen of the Boards of Studies referred to in Law 4(a) and (b) above shall have power to attend the meetings of the Selection Committees constituted in regard to the appointments of the Professors, Associate Professors, and Assistant Professors in the related subject and take part in the deliberations.

(b) The Boards referred to in Law 4(a) and (b) above shall have the power to prepare every year a panel of experts from outside the University for approval of the Executive Council, out of which the Vice-Chancellor may select three persons for serving on the Selection Committees for appointment of Professors, Associate Professors and Assistant Professors in the University.

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

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

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

(i) review the question papers set for the previous/last examination;

(ii) review the reports of the Board of Examiners on the performance of the candidates in the previous/last examination; and

(iii) suggest methods for effecting improvements in the process of evaluation.

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

11. The Boards of Studies shall meet at least once in every Meetings. year. They may also meet at such times as are fixed by the Vice-Chancellor. The date, time and venue for the meetings of the Boards of Studies shall be fixed by the Vice-Chancellor. The Registrar, under the direction of the Vice-Chancellor, shall issue notice to the members, convening the meetings of the Boards of Studies. He, with the approval of the Vice-Chancellor, shall prepare, sufficiently in advance, the

agenda and the notes thereon for these meetings and circulate the same to the Chairmen and members of the Boards at least 15 days before the dates of the meetings.

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

Chairperson for the meeting.

13. The Vice-Chancellor may direct two or more Boards of Studies to hold a joint meeting for considering and making suitable recommendations on issues of common nature. The date, time and venue for such joint meeting of the Boards of Studies shall be fixed by the Vice-Chancellor. Notice and Agenda for such joint meeting shall be issued by the Registrar. The said meeting shall be presided over by the Senior-most Professor among the members present at such meeting.

Joint meeting.

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

Procedure at meetings.

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

Consultation with Specialists.

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

Quorum.

Provided that the quorum for a joint meeting of the Boards of Studies shall be one-third of the total number of members of the

said Boards, ignoring the fraction, if any, and no member shall be counted more than once in case there is voting on any subject.

17. If there is no quorum at any meeting of the Board or Boards of Studies, the members present at the meeting shall form themselves into a committee of the Board or Boards, elect the senior member of the Board or Boards as its Chairman, discuss the issues placed on the agenda, and communicate their recommendations thereon to the Registrar for circulating the same among all the members of the Board or Boards for their consideration and approval or otherwise thereof. The consolidated views of all the members shall be sent to the Chairman/Chairmen of the concerned Board/Boards for his/their opinion thereon. The Registrar shall take necessary further action thereon as per the advice of the Chairman/ Chairmen.

18. The Chairman of the meeting shall send to the Registrar the minutes of the meeting within ten days after the date of the meeting. The Registrar shall preserve in his custody the original Minutes and forward copies of the Minutes to all the members of the Board or Boards of Studies, as the case may be.

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

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

## CHAPTER IX

### THE PLANNING AND MONITORING BOARD

1. There shall be a Planning and Monitoring Board  
Composition. consisting of, -  
*Act, Sec.28(1).*

- (i) the Vice-Chancellor (Chairman);
- (ii) four from among the Principals of the University and Professional Colleges, Deans/Chairmen of faculties nominated by the Vice-Chancellor;
- (iii) two educationists nominated by the Government;
- (iv) two nominees of the University Grants Commission.

2. The Board shall be the Principal planning and reviewing  
Functions. body and it shall also arrange for periodical  
*Act, Sec.28(2)* monitoring of the developmental programmes and  
of teaching and research in the University.

### STATUTES

3. Without prejudice to the powers specified in section  
Additional Powers 28(2) of the Act, the Planning and  
and functions. Monitoring Board shall also exercise the  
following powers and perform the following  
functions:-

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

(2) While planning, the Board shall keep in mind the national educational policy, the National and the State Developmental Plans, proposals of A.P. State Council of Higher Education for expansion and consolidation, various regulations and recommendations of the University Grants Commission, the All India Council for Technical Education, the National Council for Teacher Education and goals and objectives of the University.

(3) The planning shall cover not only physical targets but also the quality of teaching, research including inter-disciplinary and industry related research, extension, development of women and persons belonging to depressed and socially backward classes.

(4) The recommendations of the Board shall go before the competent authorities, i.e., those involving finance and administration have to go before the Executive Council or its Committees and all academic matters have to go before the Academic Senate or its Committees.

The Board shall render advice on all matters relating to development and improvement, to the Executive Council and the Academic Senate. These Authorities shall consider the recommendations and advice of the Board, take appropriate steps and report the action taken to the Board.

(5) The Board shall function as an effective machinery for reviewing the progress in teaching, extension, research and extra-curricular activities. It shall also monitor all developmental programmes of the University including its teaching, extension, research and extra-curricular activities. For this purpose it shall call for such reports as are necessary for its deliberations.

(6) The Board shall have, one of the nominees of the Vice-Chancellor as its Secretary designated as "Planning and Development Officer" .

(7) A separate cell, headed by the Planning and Development Officer shall be created for carrying out the functions specified above. This cell shall also look after the research projects sanctioned by various funding agencies and monitor the progress of each and offer such advise or instructions as or necessary.

4. (i) Meetings of the Board shall be held as often as Meetings. necessary but there shall be at least two meetings in each academic year.

(ii) Under the orders of the Vice-Chancellor, the Planning and Development Officer shall issue meeting notice indicating the day, date, time and venue for the meeting.

(iii) The notice for every meeting of the Board together with the agenda shall be circulated by the Registrar to the members of the Board at least two weeks in advance. The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving a notice shorter than two weeks. The Chairman may at his discretion include in the agenda any item for which due notice could not be given.

(iv) The Vice-Chancellor shall preside over the meetings. In the absence of the Vice-Chancellor the members present shall elect one among themselves to preside over the meeting.

(v) The meeting shall also be convened on a requisition signed by any three members of the Board.

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

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

7. The proceedings of a meeting of the Board shall be  
Recording and Communication of minutes. recorded by the Planning and Development Officer and submitted to the Chairman for approval. After approval they shall be communicated to all the members within ten days from the date of the meeting. Members present at meeting may raise within one week from the date of circulation, raise an 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.

# CHAPTER X

## THE COLLEGE DEVELOPMENT COUNCIL

\* \* \*

### STATUTES

Objective. 1. . To ensure proper planning and integrated development of affiliated colleges and to provide them necessary help and guidance in procuring and utilising properly various types of grants provided by the University Grants Commission and other funding agencies aimed at improving the standard of higher education, there shall exist in the University, not as a substitute to the Authorities specified in the Act, but as a complementary Authority called “College Development Council”.

Powers and duties. 2 To fulfil the above objective, the College Development Council shall take, in consultation with Authorities of the University and others concerned with higher education, such steps as it thinks fit for the promotion, co-ordination and raising the standard of education in all colleges in the University area. For this purpose it shall perform the following functions: -

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

(b) conduct surveys of all the affiliated colleges, area-wise, with a view to preparing and maintaining an up-to-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies;

(c) advise the Authorities and Officers of the University on all matters relating to development of affiliated colleges, such as provision of adequate facilities – academic and physical – for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;



(d) prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;

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

(f) keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants and efficient implementation of UGC approved projects and reforms, viz., examination reform, restructuring of courses, etc., to make them more relevant and significant not only to students, but also to the region as a whole by assessing social transformation and regional development;

(g) review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC and assist those having the potential of coming up to the norms within a few years;

(h) help in the implementation of the regulation framed by the UGC regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;

(i) help in the selective development of some colleges to remove regional imbalances; and also assist the colleges to realise their potential and in identification of colleges for autonomous status;

(j) evaluate and assess the impact of UGC grants utilised by the colleges for the implementation of various development projects;

(k) ensure that the UGC grants released to university for disbursement to colleges are not held/locked up or utilised by the University for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the Commission;

(l) obtain from the colleges and furnish to the Commission utilization certificates and completion documents in respect of UGC grants and see to it that UGC grants are properly and expeditiously disbursed to colleges through the University, and help in monitoring the UGC programmes implemented by the affiliated colleges;

(m) ensure close and continued contact and interaction between the academic faculties at the university teaching departments and at the colleges; monitor the development programmes and maintain regular statistics on the development of colleges;

(n) review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported; and

(o) perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of higher education that may be incidental or conducive to the discharge of the above functions.

3 The College Development Council shall consist of the Constitution. following persons, namely : -

- |   |                  |
|---|------------------|
| (i) The Vice-Chancellor   | Chairman         |
| (ii) The Rector   | Member           |
| (iii) One of the Principals of<br>the University Colleges to be nominated by<br>the Executive Council | Member           |
| (iv) The Registrar  | Member           |
| (v) The Co-ordinator of the College<br>Development Council  | Member-Secretary |

- |   |          |
|---|----------|
| (vi) The Chairmen of the Faculties  | Members  |
| (vii) The Commissioner of Collegiate Education of Andhra Pradesh or his nominee   | Member   |
| (viii) The Chairman of the A.P. State Council of Higher Education or his nominee  | Member   |
| (ix) Ten Principals of Affiliated Colleges (of which 3 shall represent colleges having post-graduate courses, and one each representing Education, Law and Engineering Colleges) to be nominated by the Executive Council by rotation | Members  |
| (x) Four Heads of the Depts. of the University having experience in handling U.G.C. Schemes, to be nominated by the Vice-Chancellor by rotation   | Members. |

4. The nominated members at (ix) and (x) supra shall hold office for a period of three years from the date of their nomination.

5. (a) The College Development Council shall meet as often as possible but at least twice in an academic year, preferably one day in advance of the date of the meeting of the Academic Senate, to review implementation of various programmes and activities in the colleges affiliated to the University.

(b) Meetings of the Principals of Colleges in the University area may also be held to apprise them the procedure for inclusion of colleges under section 2(f) and 12(B) of the University Grants Commission Act, 1956, and details of the various schemes, of the U.G.C. (and other funding agencies), to ascertain from them the stage at which each scheme stands, and to suggest methods for getting over the difficulties encountered by them in the process of implementation of schemes and thus effect proper development in colleges.

(c) Under orders of the Vice-Chancellor, the Co-ordinator Meeting notice shall issue meeting notice informing the day, and agenda. date, time and venue for the meeting of the College Development Council and also the agenda for the meeting. The Co-ordinator, under orders of the Vice-Chancellor, shall also issue notice and agenda for the Principals' Conference.

(d) Nine members shall be the quorum for the meeting of Quorum. the College Development Council.

(e) The Vice-Chancellor, in his absence the Rector, and President for in the absence of both, the Co-ordinator, shall the meetings. preside over the meeting of the College Development Council and the meeting of the Principals, and conduct the proceedings.

(f) The Minutes of the meetings shall be prepared by the Minutes. Co-ordinator and submitted through the Rector to the Vice-Chancellor. The Minutes as approved by the Vice-Chancellor shall be communicated to all the members.

(g) The Minutes shall be under the custody of the Safe Custody Co-ordinator and he shall preserve them till such of Minutes. time as the Executive Council directs.

6 The College Development Council and its Co-ordinator College Development Council shall function under the control to be under the control of the of the Vice-Chancellor. It shall Vice-Chancellor. submit to the University Grants Commission through the Vice-Chancellor periodic reports about the impact of the various schemes of the University Grants Commission. However a consolidated Annual Report shall also be prepared on the functioning of the College Development Council and forward it through the Executive Council to the University Grants Commission.

7. With regard to the grants received by the colleges and  
Description of Assets utilised for the purchase of Books  
created with the and Journals, Equipment and  
U.G.C. Funds. construction of Buildings, the College  
Development Council should ensure that:

(i) separate Assets Registers for the assets being acquired from the grants sanctioned by the UGC are maintained;

(ii) the Books and Journals purchased from the UGC funds are displayed with a seal on each book on cover page showing the details of Plan and Scheme like 'UGC - IX Plan - UG Grant';

(iii) the equipment purchased from the various plan schemes right from 7<sup>th</sup> to 10<sup>th</sup> Plan are labelled with paint showing the details of UGC Scheme, like 'UGC-Autonomous';

(iv) the Building constructed partly or totally from the UGC funds are acknowledged with the display of a plaque showing the details of UGC plan and scheme, like 'UGC - X Plan - Women's Hostel Scheme'. It must be fixed in the front wall of the Building;

(v) any item, which is being purchased or constructed either partly or totally from the UGC fund is not disposed off without obtaining prior approval from the UGC;

(vi) the UGC grants or assets are not utilised for the self-financing courses; and

(vii) all the accounts, records and registers are maintained separately Plan-wise, Scheme-wise for the funds received from the UGC and produced as and when required.

# CHAPTER X-A

## THE RESEARCH ADVISORY COMMITTEE

\* \* \*

### STATUTES

1. To ensure promotion of research within the University, which is one of the functions of the Yogi Vemana University, there shall be an Authority designated as "The Research Advisory Committee".

2. (a) The Research Advisory Committee shall consist of :-  
Composition of the Committee.

(1) The Vice-Chancellor ... Chairman

(2) The Rector ... Member

(3) Four persons from among the Chairmen of the Faculties, to be nominated by the Vice-Chancellor on rotation basis ... Members

(4) Five experts from outside the University representing Science and Technology to be nominated by the Vice-Chancellor. ... Members

(b) The Registrar shall be the Secretary of the Committee

(c) (i) The term of office of the members nominated under clauses (3) and (4) above shall be three years and they shall be eligible for re-nomination for another term.

(ii) If, during the tenure of office of the Committee, any member, nominated under clause (3) above, ceases to be the Chairman of the Faculty, he shall cease to be a member of the Committee and the Vice-Chancellor may nominate the Chairman of another Faculty as member of the Committee in his place and he shall hold office for the residuary period only.

3. (a) The Committee, being a policy making body in respect of all matters relating to research, both fundamental and applied, may suggest such action as may be necessary for encouraging, monitoring and co-ordinating research activities in the University.

Powers and functions.

(b) In particular, the Committee shall have the following powers, viz., -

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

(ii) to suggest the areas of research which the University could undertake, in the time-bound and goal-oriented projects, sponsored by R & D (Research and Development) Departments, with financial assistance of the Central/State Governments or other funding organisations, both national and international, industries and companies;

(iii) basing on the areas of expertise and facilities available in the laboratories of the University, to suggest –

(a) nature and type of consultancy and testing services to be provided for various types of users like industries, companies and other institutions in India or abroad;

(b) fees to be collected for such services; and

(c) the purposes for which the fees so collected may be utilised;

(iv) to monitor the research projects undertaken by the departments or by the teachers in the Departments and suggest steps to be taken for their proper completion;

(v) to suggest suitable Regulations and Syllabi for the research courses proposed to be started in the University and such amendments as may be necessary to the Regulations and Syllabi relating to the existing courses;

(vi) to consider cases of alleged plagiarism resorted to by any teacher or research scholar of the University, and to submit to the Executive Council a report in the matter; and

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

4. (a) The Research Advisory Committee shall meet at least twice in an academic year and 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. In the absence of both, a senior Chairman of the Faculty shall preside over the meeting.

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

Any member of the Committee may suggest to the Registrar inclusion of any item in the Agenda. With the approval of the Vice-Chancellor, it may be included in the Agenda.

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

6. The Registrar shall, as early as possible but not later than 15 days from the date of the meeting, initiate further action on various resolutions passed at the meeting of the Committee.

7. The Minutes shall be in the custody of the Registrar and he shall preserve them till such time as the Executive Council directs.



# CHAPTER XI

## THE FINANCE COMMITTEE

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

*Membership. Act, Sec. 47(1).*

- (a) Vice-Chancellor (Chairman);
- (b) Two members of the Executive Council nominated by it;
- (c) One member of the Executive Council to represent Banking or Accounting.

The Finance Officer shall be the Secretary of the Finance Committee.

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

*Duties and Powers. Act, Sec. 47 (2).*

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

## STATUTES

3. The Finance Committee shall also have the following powers, namely : -

(i) to make recommendations to the Executive Council on every proposal involving investment for which no provision has been made on the budget;

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

(iii) to perform such other functions as may be prescribed by the Statutes.

4. The annual accounts of the University prepared by the Finance Officer shall be laid before Finance Committee for consideration and comments, and thereafter presented by the Vice-Chancellor to the Executive Council for approval.

5. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University which in case of productive works may include the proceeds of loans.

6. The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates as modified by the Finance Committee shall then be laid by the Vice-Chancellor before the Executive Council for consideration. The Executive Council may accept the modifications, if any, made by the Finance Committee.

7. (a) The Finance Committee shall meet at least once in three months, and may meet often, if necessary, to examine the accounts and to scrutinise the proposals for expenditure.

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

(c) The quorum for the meeting of the Finance Committee shall be two persons.

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

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

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

## CHAPTER XII

### STANDING COMMITTEES OF THE ACADEMIC SENATE

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

#### REGULATIONS

2. The following Standing Committees of the Academic Senate shall be constituted for the present, having power to execute the functions as noted against each :

(a) Standing Committee for Affiliation, Recognition and Autonomy of Colleges;

(b) Standing Committee for Equivalence of Examinations;

(c) Standing Committee for Courses leading to Research Degrees;

(d) Standing Committee for Curricular Development;

(e) Standing Committee for Student Affairs and Extra-Curricular Activities; and

(f) Standing Committee for Constitution of Faculties, Constitution of Departments of Teaching and Institution of Teaching Posts.

#### (A) STANDING COMMITTEE FOR AFFILIATION, RECOGNITION AND AUTONOMY OF COLLEGES

3. The Committee shall consist of the following members:-

Composition. (i) The Vice-Chancellor, - Chairman

(ii) The Rector, and

(iii) to (vi) Four members to be nominated by the Vice-Chancellor of whom two shall be the Professors of the University and two the Principals of Colleges.

*Note* : If the Co-ordinator of the College Development Council is not a member of the Academic Senate, he shall be a special invitee for all the meetings of this committee to enable him to render such assistance as may be necessary for transaction of the business by this Committee.

4. The Committee shall have power to look into all matters regarding affiliation, recognition and autonomy of Colleges and make suitable recommendations to the Executive Council in terms of clauses (16) to (20) of Law 3 of Chapter V and clauses (f) and (g) of Law 3(2) of Chapter VI of these Laws, after considering the recommendations of the College Development Council, if any, communicated by its Co-ordinator.

**(B) STANDING COMMITTEE FOR EQUIVALENCE OF EXAMINATIONS.**

5. The Committee shall consist of the following members:-

- Composition.
- (i) The Vice-Chancellor, - Chairman
  - (ii) The Rector, and
  - (iii) The Chairmen of all the Faculties.

*Note* : The Vice-Chancellor may invite any other expert for any meeting of the Committee as a special invitee.

6. The Committee shall have power,-

Powers. (i) to consider recognition of Examinations conducted by other Universities or Statutory Institutions or Boards as equivalent to the corresponding examinations of this University for purposes of admission to higher courses of study and to take appropriate decisions in accordance with the Regulations; and

(ii) to accept qualifications for admission to University courses in accordance with the Regulations, if any.

**(C) STANDING COMMITTEE FOR COURSES LEADING TO RESEARCH DEGREES.**

7. The Committee shall consist of the following members:-

- Composition.
- (i) The Vice-Chancellor, - Chairman
  - (ii) The Rector, and
  - (iii) to (vi) Four members who have rich experience in research fields, of whom three shall be the Chairmen of the Faculties to be nominated by the Vice-Chancellor.

*Note* : The Vice-Chancellor may invite experts from national laboratories or industry to give suitable advice on inter-disciplinary and multi-disciplinary research and linkage of research to R&D/ Industry.

8. The Committee shall have power,-

- Powers.
- (i) to suggest draft regulations for research courses on the basis of recommendations of the Research Advisory Committee;
  - (ii) to suggest procedures to be followed for admission to Research Courses; and
  - (iii) to take appropriate decisions on various issues like change of guide, change topic of research, extension of period of research etc. as per the Regulations.

#### (D) STANDING COMMITTEE FOR CURRICULAR DEVELOPMENT.

9. The Committee shall consist of the following members:-

- Composition.
- (i) The Vice-Chancellor, - Chairman
  - (ii) The Rector, and
  - (iii) Four members who have rich experience in this field, to be nominated by the Vice-Chancellor.

*Note*: The Vice-Chancellor may invite experts from other Universities or institutions with sufficient expertise, as special invitees.

10. The Committee shall have power,-

- Powers.
- (i) to update contents of subjects of the existing courses,
  - (ii) to suggest inter-disciplinary and multi-disciplinary courses,
  - (iii) to suggest new programmes of study in application-oriented areas useful to present situations, and
  - (iv) to suggest methodologies for innovative teaching.

(E) STANDING COMMITTEE FOR STUDENT AFFAIRS AND EXTRA-CURRICULAR ACTIVITIES

11. The Committee shall consist of the following members:-

- Composition. (i) The Vice-Chancellor, - Chairman
- (ii) The Rector, and
- (iii) to (vi) Four members who have rich experience in extra-curricular activities, to be nominated by the Vice-Chancellor.

*Note* : The Vice-Chancellor may invite experts from outside who have practical knowledge in framing proposals for extra-curricular activities, as special invitees.

12. The Committee shall have power,-

- Powers. (i) to suggest programmes for the training of the Students regularly through extra-curricular activities as specified in Law 7(10) of Chapter VI; and
- (ii) to dispose of applications for grant of exemption from production of attendance and progress certificates in accordance with Regulations framed under Law 7(2) (a) of Chapter VI of these Laws.

(F) STANDING COMMITTEE FOR CONSTITUTION OF FACULTIES, CONSTITUTION OF DEPARTMENTS OF TEACHING AND INSTITUTION OF TEACHING POSTS.

13. The Committee shall consist of the following members;-

- Composition. (i) The Vice-Chancellor, - Chairman
- (ii) The Rector,
- (iii) The Principal of a University College, and
- (iv) to (vi) Three members of whom two shall be Chairmen of the Faculties and one shall be a senior professor of the University, to be nominated by the Vice-Chancellor.

*Note* : The Vice-Chancellor may invite any other Professor either from this University or other University, as special invitee to attend meetings of this Committee.

14. The Committee shall have power,-

Powers. (i) to assign members of the Academic Senate to various Faculties in terms of Law 4(i) of Chapter VII of these Laws;

(ii) to make suggestions regarding constitution of departments of teaching as per clause (d) of Law 3(2) of Chapter VI of these Laws; and

(iii) to make suggestions regarding institution of teaching posts as per clause (e) of Law 3(2) of Chapter VI of these Laws.

Residuary Powers. 15. The Vice-Chancellor shall have power to refer any other matter to any one of the above committees and, upon such reference, the Committees shall consider the issue and report to the Vice-Chancellor.

Special Committees. 16. In addition to the above committees, the Academic Senate may constitute special committees for transaction of any specific business to be referred to the committee or committees.

Tenure. 17. The members of the above Standing Committees shall hold office so long as they continue to be the members of the Academic Senate or for a period of 3 years, whichever is earlier.

Meetings of the Committees. 18. Meetings of the Standing Committees shall be held as often as possible but not less than two times in an academic year. Under the orders of the Vice-Chancellor, the Registrar shall issue notices to the members of the above committees informing the day, date, time and venue of the meeting and also the agenda with the notes, at least ten days before the date fixed for the meeting. However the Vice-Chancellor may order convening of the meeting with shorter notice.



19. Three members shall form the quorum for the meeting.

**Quorum.** If there is no quorum at the time of commencement of the meeting or until  $\frac{1}{2}$  hour time fixed for the commencement of the meeting, the members present shall form a sub-committee, consider the items on the agenda and take such decisions thereon as the members deem fit and proper. The Registrar with the approval of the Vice-Chancellor shall circulate the minutes of the sub-committee to all other members of the Standing Committee and obtain their approval by circulation.

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

**Chairman for the meeting.**

21. The Registrar or any other member authorised by the Vice-Chancellor shall prepare the minutes of the meeting within one week from the date of the meeting. The minutes shall be circulated to all members of the Committee. The Registrar, with the approval of the Vice-Chancellor, shall initiate further action on the recommendations of the Committee.

**Minutes of the Meeting.**

22. It shall be open to the Vice-Chancellor to obtain the opinion of any one or more of the Standing Committees, by circulation.

**Opinion by circulation.**

23. The Registrar shall preserve the minutes of the meetings of the Standing committees of the Academic Senate.

**Preservation of the Minutes.**

## CHAPTER XIII

### UNIVERSITY COLLEGES

1. (a) “University College” means, a college located in the University campus which is established or maintained by the University and provides courses of study qualifying students for admission to University

Definitions.

University College.

*Act, Sec. 2(27).*

examinations, in accordance with the Regulations prescribed and includes a college so located, and established or maintained by the University immediately before the commencement of this Act.

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

Constituent College.

*Act, Sec. 2(5).*

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

Honours College.

*Act, Sec. 2 (12).*

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

Post-Graduate Centre.

*Act, Sec. 2(13).*

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

Professional College.

*Act., Sec. 2(16).*

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

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

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

2. In these Laws, wherever there is reference to "Department" it shall include "Centre" also.

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

.... .... .... ....

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

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

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

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

- (e) to establish, maintain and manage research departments and institutions;  
*Act, Sec. 5 (16).*
- (f) to establish research institutions in any part of the University area whether within or outside the University Campus; and  
*Act, Sec. 5 (19).*
- (g) to fix fees and to demand and receive such fees and other charges as may be prescribed.  
*Act, Sec. 5 (20).*
4. The Executive Council shall be the Executive Authority of the University and shall have Powers and duties of the Executive Council. power, -
- ....                      ....                      ....
- (a) to manage and control all colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University;  
*Act, Sec. 19 (14).*
- (b) to establish and maintain University Colleges;  
*Act, Sec. 19 (27).*
- (c) to provide for research and advancement and dissemination of knowledge;  
*Act, Sec. 19 (28).*
- (d) to establish, equip and maintain the University laboratories and libraries;  
*Act, Sec. 19 (30).*
- (e) to control, in general, all colleges in the University area in the manner prescribed by Statutes;  
*Act. Sec. 19 (31).*
- (f) to charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges and institutions of the University; and  
*Act, Sec. 19 (13).*

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

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

.....

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

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

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

.....

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

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

Power of the Academic Senate.

Act, Sec. 25 (2) (d). .....

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

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

Transfer of the Government institutions to the University.

Act, Sec. 50.

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

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

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

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

Provided that, -

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

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

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

## STATUTES

11. (i) There shall be one or more University Colleges established and/or maintained by the University.  
University Colleges.

(ii) Each University College shall comprise such Schools of Studies in University Colleges as the Executive Council may determine from time to time.

(iii) Each School of Studies shall comprise such Departments and Centres in the Schools of Studies as the Executive Council may determine from time to time.

12. An University College, called Yogi Vemana University Establishment of Yogi Vemana University College of Arts and Sciences. College of Arts and Sciences shall be established at Kadapa for providing instruction for M.A., M.Sc., M.Com., M.B.A. and M.C.A. degree examinations of the University.

Besides providing instruction for the examinations mentioned above, the University College shall provide facilities for carrying out research leading to the award of M.Phil., and Ph.D., Degrees in the Faculties of Arts, Science, Commerce and Management Studies, and Engineering and Technology.

13. The Yogi Vemana University College of Arts and Sciences shall comprise the following Schools of Studies : -  
Schools of Studies in the University College.

- (1) School of Mathematics and Computer/Information Sciences,
- (2) School of Physical Sciences,
- (3) School of Life Sciences,
- (4) School of Management Studies,
- (5) School of Social Sciences, and
- (6) School of Humanities.

14. Each School of Studies shall comprise the  
Composition of Departments/Centres as noted against  
Schools of Studies. each :-

School of Studies	Department/Centre
(1) School of Mathematics and Computer/Information Sciences	(a) Applied Mathematics (b) Computer Applications
(2) School of Physical Sciences	(a) Physics (b) Chemistry (c) Geoinformatics (d) Regional Instrumentation Centre
(3) School of Life Sciences	(a) Botany (b) Biotechnology (c) Biochemistry (d) Microbiology (e) Zoology (f) Centre for Natural Resources Research and Application (g) Centre for Applied Biotechnology and Genomics
(4) School of Management Studies	(a) Commerce (b) Business Management (c) Management Entrepreneurship
(5) School of Social Sciences	(a) Economics (b) History (c) Politics and Public Administration (d) Centre for Regional Studies and Development
(6) School of Humanities	(a) English (b) Telugu (c) Language Laboratory and Communication Centre

15. On the advice of the Academic Senate, the Executive  
Formulation, etc., of Schools of Studies. Council shall have power to formulate, modify or reorganise the Schools of Studies.



16. The Principal shall be the head of the University College. The mode and term of appointment, contract of service, powers and duties, leave of absence, alternative arrangements during his absence, T.A./D.A., and resignation of Principal of the University College, shall be governed by the Laws given in Chapter-III (iv) (Officers of the University) of the Laws of the University.

17. (a) There shall be an University College Council consisting of the following members, for advising and guiding the Principal of the University College in exercising the powers conferred upon him by Law 28 of Chapter III of the Laws of the University, for proper management of the College; -

Constitution of the University College Council.

- (i) The Principal,
- (ii) The Deans of the Schools,
- (iii) Three Heads of the Departments/Centres who are not Deans, by rotation on the basis of seniority,
- (iv) Two Associate Professors by rotation on the basis of seniority, and
- (v) Two Assistant Professors by rotation on the basis of seniority.

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

*Note* : 1. Teachers specified at (iii), (iv) and (v) above shall be nominated by the Vice-Chancellor on rotation basis, and they shall hold office for a period of two academic years only.

2. With the permission of the Vice-Chancellor, the Principal may invite expert/experts for the meeting to obtain his/ their advice on the issue(s) whenever necessary.

18. (a) The University College Council shall meet at Meetings of the University College Council. least three times in an academic year, one in June, another in February and the last in May. It may also meet often if necessary.

(b) The Principal shall convene the meetings giving at least 10 days notice for the meeting. However in case of urgency it can be convened with shorter notice.

(c) The agenda for the meeting shall be circulated at least one week in advance. However the Principal may bring before the Council any matter of confidential nature or of urgency without including it in the agenda.

(d) One third of the members shall form the quorum for the meeting.

(e) A copy of the minutes of the meeting shall be circulated to the members within one week from the date of the meeting. A copy of the same shall also be sent to Vice-Chancellor.

(f) The Principal shall also take such action as is necessary on each resolution passed at the meeting.

19. Each School shall be headed by a Dean. The mode and term of appointment, contract of service, honorarium, powers and duties, leave and alternative arrangements during his absence shall be governed by the Laws contained in Chapter-III (ix) (The Deans of the Schools in the University College) of the Laws of the University.

20. (a) There shall be a Board, consisting of the following members, for each School of Studies to advise and guide the Dean of the concerned School in performance of his duties and powers, listed in Law 74 (1) of Chapter III of the Laws of the University :-

Constitution of a Board for School of Studies.

- (i) The Dean of the School,
- (ii) The Heads of the Departments in the School,
- (iii) The Professors in the School,
- (iv) Senior most Associate Professor in the School by rotation according to seniority,
- (v) Senior most Assistant Professor in the School by rotation according to seniority, and
- (vi) Two Professors from other Schools to be nominated by the Vice-Chancellor.

(b) The Dean of the School shall be the Chairman of the Board and shall preside over its meetings.

*Note* : (1) Teachers specified at (iv), (v) and (vi) above shall hold office for two academic years only.

(2) With the permission of the Principal, the Dean of the School may invite expert/experts for the meeting to obtain his/their advice on the issue(s) whenever necessary.

21. (a) The Board for School of Studies shall meet at least three times in an academic year, one in June, another in February, and the last in May. It may also meet often if necessary.

(b) The Laws relating to issue of notice and agenda, quorum, and minutes and action on the minutes, laid down in Law 17 supra, shall also apply to the meetings of the School Board, except that the copy of the minutes of the meeting shall be submitted to the Principal of the College.

22. The Academic Senate shall, after taking into consideration the recommendation of the Board for School of Studies or University College Council, may formulate new departments/centres or modify or re-organise the existing departments/centres.

23. Each department shall have a Head.  
Head of department.  
*Ordinance.*

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

Appointment  
by rotation.

*Ordinance.*

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

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

25. Subject to the general supervision and control of the Principal of the College and Dean of the School concerned, the Head of the Department shall organise teaching and research in the subject and overall academic development of the Department;

Functions, powers  
and duties.

*Ordinance.*

He shall also have the following powers and duties namely :-

(i) allotment of class room accommodation and other arrangements for proper functioning of the Department;

(ii) in consultation with the Committee for the Department, framing of the time table in conformity with the allocation of the teaching work;

Provided that, any teacher who feels aggrieved by the said arrangement may prefer an appeal to the Dean of the School concerned within 15 days from the date of allotment and the decision of the Dean shall be final and binding on all the concerned;

(iii) (a) assigning to the teaching and non-teaching staff in the department such duties as may be necessary for the proper functioning of the department; and

(b) controlling and supervising their work to ensure that all members discharge their duties properly and efficiently;

(iv) maintenance of records of attendance of the teaching and non-teaching staff in the department;

(v) maintenance of records of attendance and progress of students in the department;

(vi) maintenance of discipline in the classes, seminars and laboratories in the department through the teachers;

(vii) on the recommendations of the Committee for the Department, to order or submit proposals to the University for the purchase of Chemicals, Glassware, Equipment, Gas, Books and Journals, Stationery, etc., from out of the Recurring, Non-recurring, Plan or Self-generated funds in accordance with the guidelines laid down by the University in this behalf;

(viii) maintenance of accounts of income and/or expenditure relating to -

(a) the recurring laboratory charges ;

(b) the imprest and seminar grants; and

(c) the non-recurring grants for laboratories and books;

(d) self-generated funds.

(ix) maintenance of stock registers of consumables and non-consumables and their annual verification;

(x) granting casual leave and special casual leave to the teachers in the department; and casual leave to the administrative staff in the department and recommending to the Dean to make suitable alternative arrangements for carrying out the work during their leave period;

(xi) recommending to the University through the Dean of the School and the Principal of the College, the requests for grant of all kinds of leave other than those specified above to the members of the academic and administrative staff of the department and to recommend suitable acting arrangements;

(xii) convene and preside over the meetings of the teachers, and Committee for the Department;

(xiii) represent the department at the meetings of the Heads of the Departments under the School concerned and other Committees which the Dean or the Principal or the Vice-Chancellor may constitute;

(xiv) recommending to the University the names of suitable candidates for the award of Research Fellowships and Scholarships in the subject;

(xv) inspection of the departments concerned in the constituent and affiliated colleges at the instance of the Vice-Chancellor and report;

(xvi) forwarding of representations and applications of the teaching and non-teaching staff to the University with his recommendations, wherever necessary;

(xvii) forwarding to the Registrar all projects and schemes recommended by the Committee for the Department;

(xviii) reporting to the Dean cases of ragging brought to his notice by any student, teacher, or any other responsible person; and

(xix) performing such other functions as are assigned to him by the Dean/Principal/Vice-Chancellor and the Authorities of the University.

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

*Resignation. Ordinance.*

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

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

29. (a) There shall be a Committee for the Department/Centre, consisting of the following members, for advising and guiding the Head of the Department/Centre in discharging his duties and exercising his powers specified in Law 25 supra, for the proper functioning and control of the Department/Centre;-

Committee for the  
Department/Centre.  
STATUTE.

- (i) Head of the Department/Centre,
- (ii) Dean of the School or his nominee,
- (iii) All the teachers in the Department/Centre, if they are six in number. If it exceeds six, two Professors, two Associate Professors and two Assistant Professors to be nominated by rotation on the basis of seniority by the Vice-Chancellor, and
- (iv) Two teachers of the University who are experts in allied or cognate subjects within the Department/Centre to be nominated by the Vice-Chancellor.

(b) The Head of the Department/Centre shall be the Chairman of the Committee and shall preside over its meetings.

*Note* : 1. Teachers nominated under categories (iii) and (iv) above shall hold office for a period of two academic years only.

2. With the permission of the Dean of the School concerned, the Head may invite one or two experts to obtain their advice on issues included in the Agenda for the meeting whenever necessary.

30. (a) The Committee of the Department/Centre shall meet at least five times in an academic year. In case of necessity, more than five meetings may be held.

(b) One week's notice shall ordinarily be given for each meeting. The Head may summon a meeting with shorter notice in case of necessity.

(c) The quorum for a meeting of the Committee for the Department/Centre shall be one third of total members.

(d) Agenda for the meeting shall be circulated at least four days in advance of the meeting. However, the Head may bring before the meeting with shorter notice or no notice at all any item of urgent nature.

(e) The Head shall circulate the minutes of the meeting to the members under copy to the Dean of the School within four days after the meeting. He shall also take such action as is necessary on each resolution.

31. The University College shall follow the pattern of 6 days a week. It shall observe at least 180 actual teaching days in an academic year, i.e. there shall be a minimum of 30 weeks of actual teaching with a 6 day week. Of the remaining period, 10 weeks may be devoted to admission and examination activities, and non-instructional days (i.e. for sports college day, etc), 10 weeks for vacation and 2 weeks may be allotted to various public holidays. If due to any reason the above distribution is not possible, the vacation period may be reduced to 8 weeks, crediting  $1/3^{\text{rd}}$  of the vacation period foregone, to the earned leave accounts of the teachers concerned.

*Working days.  
Ordinance.*



If Semester pattern or trimester pattern is followed for any course, the 180 instructional days may be distributed between the semesters or trimesters keeping in view the course content of each semester or trimester.

32. No attendance at instruction in any institution other than that established and maintained by *REGULATION.* or affiliated to the University shall qualify for admission to M.A., M.Sc., M.Com., M.B.A and M.C.A. Degree Examinations of the University.

33. The University College shall provide for physical *Ordinance.* training of its students.

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

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

36. (a) Admissions to M.A., M.Sc. and M.Com. degree *REGULATION.* courses offered by the Yogi Vemana University at Yogi Vemana University College of Arts and Sciences, Constituent and Affiliated Colleges of the University shall be made through 'Yogi Vemana University Common Entrance Test' (YVUCET) conducted by the University unless other wise specified.

(b) Admissions to M.B.A and M.C.A courses shall be made through M.B.A., and M.C.A., Common Entrance Tests respectively conducted under the auspices of the A.P. State Council of Higher Education.

37 . The list of courses for which Yogi Vemana

*REGULATION.* University conducts Entrance Test and the eligibility criteria for admission to those courses, shall be decided by the Academic Senate.

38. Application for admission to the Yogi Vemana

*Ordinance.* University College of Arts and Sciences shall be made to the Principal or to any other Officer authorised by him, on or before the date prescribed by the Principal. All such applications shall be made in the prescribed form which can be had from the Principal or the person authorised by him.

39. All applications shall be accompanied by (i) a

*Ordinance.* certificate or any other evidence of having passed the prescribed qualifying examination, and (ii) a certified extract of the marks obtained by the applicant at the University Examination.

Candidate seeking admission under reservation category shall also produce community or other certificate as the case may be, in evidence thereof, as notified in the instructions.

40. No application shall be registered unless it is

*Ordinance.* accompanied by a demand draft for the fee prescribed for registration.

41. As per the guidelines or instructions from the

*Ordinance.* Government, the Executive Council shall reserve seats for candidates belonging to S.C., S. T., Educationally backward classes, women, physically handicapped, extra-curricular and cultural activities (NCC/NSS/Sports and Games), Children for Armed Personnel (CAP) and also on regional basis.

42. Every candidate obtaining admission to the college shall be enrolled as a student by the Dean of the School concerned on payment of the fees prescribed by the Executive Council. He shall also submit to the Dean all his Certificates in original for record in the Dean's Office and also submit a transfer certificate from the college where he studied last and a migration certificate from the University he last attended.

43. Any doubt regarding the eligibility of a candidate for admission to any course shall be referred to the Principal for decision. Any candidate, who feels aggrieved by such decision may prefer an appeal to the Vice-Chancellor within 15 days from the date of such decision, and the decision of the Vice-Chancellor thereon shall be final and binding on all the concerned.

44. The \*Code of Discipline for Students, laid down by the Executive Council, shall be scrupulously observed by all Students.

In addition to the above, the Principal, Deans and Heads may also make supplementary instructions as they deem necessary and the students concerned shall follow them also.

45. Every student shall be supplied with a copy of the "Code of Discipline for Students" and Supplementary instructions, if any, issued by the Principal, Deans and Heads.

46. The Students shall also be apprised of provisions contained in various Central and State Acts, imposing punishment for indulging in activities prohibited by Law, for example, ragging, untouchability, unfair means in examinations, etc., for their guidance and implementation.

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

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\* For a copy of the detailed "Code of Discipline for Students", laid down by the Executive Council, vide Appendix - D.

# CHAPTER XIV

## TEACHERS OF THE UNIVERSITY

1. (i) "Teachers" means, Professors, Associate Professors and Assistant Professors in a college and such other persons giving instruction in a college as may be declared by the Statutes to be teachers.

Definitions.  
*Act, Sec. 2 (22).*

(ii) "Teachers of the University" means, teachers appointed by the University to give instruction or guide research in the University and Constituent colleges.

*Act, Sec. 2 (23).*

(iii) "University Professor" means, a person appointed as such by the University.

*Act, Sec. 2 (28).*

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

Creation of posts.

... ..

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

to create posts of Professors, Associate Professors, Assistant Professors and any other teaching posts required by the University and to appoint persons therefor;

(ii) In particular the Academic Senate shall have power,-

... ..

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

to make recommendations to the Executive Council for the creation of posts of Professors, Associate Professors, Assistant Professors and other teaching posts and in regard to the duties and emoluments thereof;

(iii) The Executive Council shall be the Executive Authority of the University and shall have power, -

Powers and duties of the Executive Council.

(a) to create posts of Professors, Associate Professors, Assistant Professors and other teaching posts required by the University;  
*Act, Sec. 19(29).*

(b) subject to such Statutes as may be prescribed in this behalf, -  
*Act, Sec. 19 (5).*

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

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

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

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

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

(c) to suspend, remove or dismiss teachers of the University subject to such Ordinances as may be made in this behalf.  
*Act, Sec. 19(6).*

(d) The Executive Council shall have power to make Ordinances subject to the provisions of this Act and the Statutes and such Ordinances may provide for all or any of the following matters, namely :-  
*Act, Sec. 53 (e).*

...

...

...

the number, qualifications and emoluments of teachers of the University.

3. (a) Teachers of the University shall comprise Professors, Associate Professors, Assistant Professors and such others as may be classified as teachers of the University from time to time.

*Classification.*  
*STATUTE.*

(b) The following persons shall also be treated as teachers of the University;-

- (i) Librarian;
- (ii) Deputy Librarian;
- (iii) Assistant Librarian;
- (iv) Director of Physical Education;
- (v) Deputy Director of Physical Education; and
- (vi) Assistant Director of Physical Education

4. \* No person shall be eligible for appointment as Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education in the University unless he possesses the qualifications laid down by the University Grants Commission for the corresponding posts.

*Qualifications.*  
*Ordinance.*

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\* For a copy of the minimum qualifications laid down by the University Grants Commission for the posts of Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education, by direct recruitment, which are now in force in the University, vide Appendix-E.

5. (a) \* The scales of pay of teachers shall be those approved by the State Government on the recommendations of the University Grants Commission and adopted by the Executive Council.

(b) In respect of those posts for which the University Grants Commission did not recommend the scales, the Executive Council shall prescribe them from time to time with the approval of the State Government.

(c) Persons appointed to the posts for the first time either by direct recruitment or on promotion, shall ordinarily be paid the minimum pay in the prescribed scale besides usual allowances applicable to the post;

Provided, however, that on the recommendations of the Selection Committee, or following the guidelines prescribed by the University Grants Commission, the Executive Council shall have power to fix the starting pay of a teacher appointed by direct recruitment or on promotion to the post, at any stage of the scale of pay prescribed for the post.

6. The University shall not, without the prior approval of the Government, .... upgrade any post or revise the scales pay of its staff .... or create a post or posts resulting in a recurring liability on the Government either immediately or in future :

Certain restrictions  
in respect of  
financial matters.  
*Act, Sec. 49.*

\* The following scales of pay are now in vogue for the posts filled by direct recruitment :-

1.	Professor, Librarian, Director of Physical Education.	Rs. 16400-450-20900-500-22400
2.	Associate Professor, Deputy Librarian, Deputy Director of Physical Education.	Rs. 12000-420-18300
3.	Assistant Professor, Assistant Librarian, Assistant Director of Physical Education.	Rs. 8000-275-13500

Provided that for the existing teaching purposes the Executive Council may authorise the creation and filling up of posts of teachers for a period not exceeding one year but any such post or posts shall not be continued or created afresh for any period beyond the said period of one year without the prior approval of the Government.

7. (1) There shall be constituted a Selection Committee in regard to the appointment of Professors, Associate Professors and Assistant Professors which shall consist of the following, namely :-

Constitution of Selection Committee for direct recruitment. *Act, Sec. 43.*

(i) The Vice-Chancellor;

(ii) Three experts from outside the University to be nominated by the Vice-Chancellor from out of a panel prepared every year by the Board of Studies and approved by the Executive Council of whom at least two shall be present in the Selection Committee;

(iii) Chairman of the Board of Studies concerned;

(iv) Head of the Department;

Provided that no person shall participate in the meetings of the Selection Committee for any appointment if he or his near relative is a candidate for that appointment;

Provided further that no teacher holding a post lower in rank than the one to which appointment is to be made, shall be a member of the Selection Committee.

(2) The Registrar shall be the Secretary of the Selection Committee.

(3) Provisions shall be made in the Statutes in respect of such matters as may be considered necessary and not provided for in sub-sections (1) and (2) in order to ensure fair selections.



8. The following procedure shall be followed in regard to Statutes framed under Sec. 43 (3) of the Act. selection of teachers of the University in the cadre of Professor, Associate Professor and Assistant Professor by direct recruitment;-

(1) (a) Advertisement, inviting applications for all vacant posts, shall be issued, specifying fully, in respect of each vacant post, minimum qualifications, precise branch of specialization and the reservation category.

(b) While preparing the advertisement, it shall be ensured that the qualifications etc., specified therein are not less than the minimum qualifications prescribed by the University Grants Commission and that the \*instructions of the State Government regarding observance of roster system, are scrupulously followed.

(c) The advertisement shall be published in at least two publications having all India circulation besides regional newspapers.

(d) The last date for receipt of filled in applications shall be so fixed as to give the applicants 30 clear days time from the date of issue of the advertisement, to the date of applying for the posts.

(e) The candidates who are already in service, shall send their applications through proper channel.

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\* For a copy of the principles of reservation and roster system, laid down by the State Government in G.O.Ms.No. 65, General Administration (SER.D) Department, dated 15.02.1997, G.O.Ms. No. 420, Education (U.E. I-1) Dept., dt. 18.11.1995, G.O.Ms.No. 427, Education (U.E. I-1) Department, dated 25.11.1995 and G.O.Ms.No. 456, Education (U.E. I-1) Department, dated 21.12.1995, vide Appendix-F.

Scrutiny of applications received. (2) (a) All the applications received in response to the advertisement shall be scrutinised and only those applicants who satisfy all the conditions laid down, shall be called for inter view by the Selection Committee.

(b) The applicants selected for interview shall be given for appearance before the Selection Committee at least 15 clear days time from the date of posting of the communication.

(c) The University shall not, under any circumstances, be held responsible for the delay by the Postal Department or any other person or agency.

(d) Applicants shall make their own arrangements for their travel to, stay at and return from the place of interview.

Quorum for the meeting of the Selection Committee. (3) (a) Four members, including two outside experts, shall constitute the quorum.

(b) At least two of the outside experts to be nominated by the Vice-Chancellor shall be specialists in the relevant branch of learning to which the appointment to the Post of a Professor or Associate Professor relates.

Assessment by the Selection Committee. (4) (a) In making recommendations for appointment of teachers, the Selection Committee shall give due consideration according to the nature of the post to be filled, to any or all of the following aspects, among other things :

- i) Academic training and record
- ii) Research experience
- iii) Administrative experience
- iv) Teaching experience
- v) Conduct and temperament; and
- vi) Previous connection with the University.

(b) The process of selection should involve the following :

- i) Assessment of aptitude for teaching and research
- ii) Ability to communicate clearly and effectively
- iii) Ability to analyse and discuss

iv) Optional : Ability to communicate may be assessed by requiring the candidates to participate in group discussion or by exposure to a class room situation/lecture, whenever it is possible.

(c) The process of selection for the post of an Associate Professor shall involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three outside experts, who are to be invited to interview the candidate. The assessment reports shall be placed before the Selection Committee.

(d) The process of selection for the post of Professor shall involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three outside experts who are to be invited for the interview. The assessment reports shall be placed before the Selection Committee.

(e) The Selection Committee shall ensure that the process of selection in every case is transparent and credible.

(5) The proceedings of the Selection Committee, shall be placed, as immediately as possible, before the Executive Council for approval. If the Executive Council rejects the selection or selections made by the Selection Committee, it shall refer the matter to the State Government with all details and the decision of the State Government shall be final and binding on the Executive Council.

Proceedings of the Selection Committee to be placed before the Executive Council.

(6) The proceedings of the Selection Committee regarding each individual candidate shall be privileged and confidential and they shall be kept in the custody of the Registrar.

Proceedings of the Selection Committee to be kept confidential.

(7) The Executive Council may, at any stage,

Power of the Executive Council to withdraw the advertisement. (i) after issue of advertisement and before receipt of applications,  
(ii) after receipt of applications and before interviews,

(iii) after the interviews and before placing the proceedings of the Selection Committee before the Executive Council, or

(iv) after placing the matter before the Executive Council but before issue of orders,

withdraw in whole or in part the advertisement on administrative or other grounds and the candidates shall not have any claim whatsoever to the posts or damages.

9. So long as the Career Advancement Scheme of the University Grants Commission, adopted by the State Government, is in operation, the teachers of the University in the cadres of Professor, Associate Professor and Assistant Professor shall be eligible for promotion to a higher scale of pay and/or to a higher cadre.

10. \* The Scales of pay of Teachers under Career

\* The following Scales of Pay are prescribed by the UGC and adopted by the State Government for the posts noted against each under Career Advancement Scheme;-

1. Assistant Professor (Senior Scale)/ Assistant Librarian (Senior Scale)/ Assistant Director of Physical Education (Senior Scale)	Rs. 10000-325-15200
2. Assistant Professor (Selection Grade)/ Assistant Librarian (Selection Grade)/ Assistant Director of Physical Education (Selection Grade)/Associate Professor/ Deputy Librarian/ Deputy Director of Physical Education	Rs. 12000-420-18300
3. Professor/Librarian/ Director of Physical Education.	Rs. 16400-450-20900- 500-22400.

Scales of Pay under Career Advancement Scheme.  
*Ordinance.*

Advancement Scheme shall be those approved by the State Government on the recommendations of the University Grants

Commission and adopted by the Executive Council.

11. The Registrar, under orders of the Vice-Chancellor

Applications under Career Advancement Scheme.  
*Ordinance.*

shall call for applications in the prescribed form twice in an year, January and July, from the teachers of the University, who desire to be considered for promotion under Career Advancement Scheme.

12.(1) \* There shall be constituted a Selection Committee

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\* The Honourable High Court of Andhra Pradesh, in its Judgment in Writ Petition No. 2411 of 2002 has quashed the section 43-A of the Andhra Pradesh Universities Act, 1991.

The Division Bench of the Andhra Pradesh High Court, while disposing the said writ petition held that the regulations framed by the University Grants Commission, under UGC Act are binding on the Universities. Even the State Legislature cannot in exercise of the power under Entry 25 of list III, make any provisions, which are in conflict with or adversely impinge upon the regulations framed by the University Grants Commission regarding the minimum qualifications and procedures prescribed for appointment and Career Advancement of Teachers in Universities and Colleges. Selection Committee constituted under section 43-A of the University Act, ignoring the regulations of the University Grants Commission and making Selections is invalid and inoperative.

The S.L.P filed by the Government in the Supreme Court of India, thereon, was registered and numbered but no interim Orders have been issued in the matter. Under the above circumstances, the State Government issued orders in its letter No. 2109/U.E.I-2/2003-04, dated 21.04.2003 to the effect that the Universities may constitute the Selection Committees to conduct Career Advancement Schemes, interviews as per G.O.Ms.No. 208, Higher Education (U.E.II) Department, dated 29.06.1999 and subsequent orders issued in the Government letter No. SP.874/U.E.1/2001, dated 13.11.2001, and Govt. letter No. 15315/U.E-II-1/2001-1, dated 04.12.2001, subject to outcome of the case filed in Supreme Court of India, pending S.L.P. registry dairy No. 225637.

Relevant excerpts from the guidelines on composition of selection committees laid down by the University Grants Commission, are given in Appendix-G.

The composition of the Selection Committees given in the G.O.Ms.No.208, Higher Education (U.E.II) Department, dated 29.06.1999 is same as that prescribed by the University Grants Commission.

Constitution of Selection Committee for Career Advancement Scheme. *Act, Sec. 43-A.*

for the selection of Assistant Professors, Associate Professors and Professors of University Colleges under the Career Advancement Scheme which shall consist of the

following, namely : -

- |   |             |
|---|-------------|
| (i) the Vice-Chancellor   | Chairman ;  |
| (ii) the Head of the concerned Department   | Member ;    |
| (iii) two experts on the subject from outside the University to be nominated by the Vice-Chancellor | Members ;   |
| (iv) the Principal of the concerned University College  | Member ;    |
| (v) the Commissioner of Collegiate Education or his nominee   | Member ;    |
|   | and         |
| (vi) the Registrar  | Secretary ; |

Provided that no person shall participate in the meetings of the selection committee if he or his near relative is a candidate for selection under the Career Advancement Scheme ;

Provided further that no teacher holding a post lower in rank than the one to which appointment is to be made, shall be a member of Selection Committee.

(2) The quorum shall be five members including the Chairman and two experts on the subject and the Commissioner of Collegiate Education or his nominee.

(3) Provisions shall be made in the Statutes in respect of such matters as may be considered necessary and not provided for in sub-sections (1) and (2) in order to ensure fair selections.

13. Keeping in view the conditions laid down by the University Grants Commission, the Selection Committee shall make recommendations regarding promotion to a higher scale of pay or to a higher cadre. The recommendation of the Selection Committee shall be placed before the Executive Council for consideration and approval.

Proceedings of the Selection Committee to be placed before the Executive Council. *STATUTE.*

14. (a) Save as otherwise provided, every salaried officer and teacher of the University shall be appointed under a written contract, and the conditions of service relating to them shall, as far as possible be uniform except in respect of salaries payable to them.

Agreement of service.  
Act. Sec. 39 (1).

(b) \* The form of Agreement of service to be executed by a teacher of the University, shall be that prescribed.

STATUTE.

(c) In all contracts of service between the University and the teachers, the Registrar shall sign on behalf of the University, at the bottom of each page and at the end of the agreement, attesting corrections if any, made therein.

(d) Whenever there is any change in the nature of appointment or the emoluments of the teacher, particulars of change shall be recorded in the Schedule annexed to the Agreement, under the signature of both the parties and the terms of this agreement shall apply *MUTATIS MUTANDIS* to the new post and the terms and conditions attached to that post

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

Act. Sec. 39(2).

(f) No salary shall be paid to any teacher of the University until the prescribed agreement is executed in proper form on a non-judicial stamp paper at the cost of the teacher of the value required by law for the time being in force and delivered to the Registrar unless the Executive Council is satisfied that any delay in the execution of the agreement is for reasons beyond the control of the teacher.

STATUTE.

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\* For a copy of the form of Agreement of Service to be executed by a teacher of the University, vide Appendix-G

15. The minimum qualifications for appointment of part-time teachers shall be the same as that of regular teachers and selected by regularly constituted Selection Committees. The part-time teachers shall be appointed only in exceptional circumstances when it is appropriate to the requirements of the institution in terms of subjects to be taught or workload. They may be appointed on a contract appointment if only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers shall be entitled to the scheme of Career Advancement from Assistant Professor to Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and Professor. However they shall be entitled to half/proportionate amount of the basic of the scale and proportionate increments, dearness allowance and other permissible benefits.

16. Nothing in these Laws shall prevent the establishment in special cases of short term appointments with special arrangements as regards salary and other conditions of service or temporary appointment to vacancies.

17. A teacher of the University shall devote his whole time to the service of the University and shall not, without the previous specific permission of the Executive Council engage himself directly or indirectly in any trade or business or occupation whatsoever, or in any private tuition or other work either remunerative or honorary; but this prohibition shall not apply to the work undertaken in connection with the examinations of Universities or Public Service Commissions or any other statutory bodies, or academic work or consultation work or radio talks undertaken with the previous permission of the Vice-Chancellor. However 25 percent of the amount received by way of remuneration, honorarium or consultancy fee, shall be paid to the University and credited to the account of "Yogi Vemana University Research Foundation Fund".



18. The duties and functions of the teachers of the University shall primarily be as follows :-  
Duties and functions of the teachers.

*Ordinance.*

(a) Every teacher shall take such part in the activities of the University and perform such duties as may be required by and in accordance with the Laws for the time being in force, whether the same relate to organisation of instruction, teaching, research, examination of students, their discipline or their welfare, and generally to act under the direction of the Authorities of the University.

(b) Without prejudice to the above Law, every teacher shall, --

(i) commence the class at the scheduled time and continue till the end of the period specified in the time-table;

(ii) train the students in the courses assigned to him in the best possible manner;

(iii) be present in the Department as per the working hours of the University irrespective of whether he has teaching work in any hour or not;

(iv) complete the syllabus of the course he is entrusted with, sufficiently in advance of the commencement of the examination;

(v) be available to the students during working hours in order to clear doubts, if any, raised by the students in respect of their courses of study;

(vi) train research fellows and scholars in research work;

(vii) except on medical grounds or under extraordinary circumstances not to avail casual leave or any kind of leave without prior permission of the competent authority;

(viii) sign in the attendance register kept in the Department, immediately after he attends the Department;

(ix) obtain prior permission of the competent authority whenever he leaves Headquarters;

(x) undertake any work entrusted to him by the Head of the Department or Dean of the School or Principal of the College in connection with the conduct of Tests/University Examinations;

(xi) carry out such other academic or administrative work as may be assigned to him by competent authority and also the directions of the Head of the Department, Dean of the School, Principal of the College and an Officer of the University;

(xii) abstain from raising questions of caste, creed, religion or race in his relationship with his colleagues or try to use such considerations for the improvement of his own prospects;

(xiii) try to set by his conduct and behaviour a worthy example for the students to follow both in their individual capacity and as member of the academic community; and

(xiv) report to the Head of the Department immediately cases of ragging noticed by him or brought to his notice by any student or other responsible person.

(c) Teachers of the University shall avail summer vacation only with the permission of the competent authority. It shall be competent for such authority to request any teacher to stay in the University during whole or part of the vacation if his services are required for organising classes or laboratory work during vacation or for any other University work.

(d) Teachers of the University may take up academic work of other Universities/Government/University Grants Commission/CSIR and other Governmental Bodies/Agencies or attend the meeting(s) of their committees only with the permission of the competent authority and without prejudice to their work in the University.

(e) No teacher should be partial in the assessment of students. Deliberate over-marking or under-marking or attempting to victimise any student on any ground whatsoever, is reprehensible.

(f) No teacher shall incite students against other students, colleagues, or against the University or the University Grants Commission or the State or the Central Government;

Provided that a teacher is free to express any differences on principles in any Seminar or academic assemblage.

19. The work load of a full time teacher shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure shall be provided.

*Workload of Teachers of the University Ordinance.*

The direct teaching hours shall be as follows : -

Assistant Professor including those in Senior Scale or Selection Grade Scale	16 hours
Associate Professor and Professor	14 hours

However, a relaxation of two hours in the work-load may be given to Professors who are actively involved in Research, Extension and Administration.

20. Teachers of the University shall be entitled to a summer vacation of ten weeks in addition to such holidays as may be fixed by the Executive Council. It shall, however, be competent for the Executive Council to require any of the teachers, whose services may be required for organising classes in the vacation for the regular students of the colleges, or for such other purpose as the Executive Council may determine, to stay at the University headquarters and do such other work as may be assigned to them during the whole or part of the vacation provided that the teacher shall be sanctioned earned leave equivalent to one-third of the period of vacation spent on duty.

*Vacation Ordinance.*

Availing of vacation in conjunction with any other leave shall be as laid down in Law 15 of the Laws relating grant of Leave to Teachers of the University.

21. (a) The Executive Council may arrange for such performance appraisal including self-appraisal and appraisal by the students of the teachers. If the appraisal reports indicate that, even after giving an opportunity to correct himself, the teacher's work remains unsatisfactory, the Executive Council may take such punitive action as it deems necessary, including extending the period of probation, withholding of annual increment and termination of appointment.

(b) Consistently satisfactory performance appraisal reports shall be one of the two mandatory requirements for Career Advancement from Assistant Professor to Assistant Professor (Senior Scale) and from Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade).

22. (a) All teachers of the University shall be under the disciplinary control of the Executive Council.

(b) Failure to strictly adhere to any one or more duties and functions listed in Law 18 supra, shall be construed as misconduct, attracting disciplinary action.

(c) The \* Code of Ethics, framed by the Executive Council, shall be scrupulously followed by the teachers of the University. Failure to strictly follow any one or more aspects specified therein, shall also attract disciplinary action.

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\* For a copy of the Code of Ethics for the teachers of the University, vide Appendix-I.

23. (a) Every teacher of the University appointed by direct recruitment substantially to a permanent post or promoted to the next cadre under Career Advancement Scheme shall be on probation for a period of two years from the date of his joining duty.

Probation and confirmation.  
*Ordinance.*

(b) If a teacher while holding a post on probation is appointed to a higher post before completing the period of probation in the lower post, he can count his service in the higher post for the purpose of probation in the lower post.

(c) It shall be competent for the Executive Council, for special reasons to be recorded in writing, either to waive or reduce the period of probation.

(d) After the completion of one year of service, the teacher may offer himself, with all details specified in clause (f) below, for assessment and reduction of the period of probation and confirmation. The Executive Council may consider his case and if satisfied with his work, conduct, etc., pass such orders, either to waive or reduce the period of probation as it may deem fit and proper.

(e) Due to unsatisfactory performance of duties, or unsatisfactory conduct or for any other reason to be recorded in writing, the Executive council, on the recommendation of the Vice-Chancellor may extend the period of probation by not more than one year.

(f) At least one month before the expiry of the period of probation or extended period of probation, the Principal shall submit to the Vice-Chancellor, confidential reports including performance appraisal reports. If the Vice-Chancellor is satisfied that the teacher is fit to be on the University service, he may pass orders declaring that the teacher has satisfactorily completed the period of probation and that he be confirmed. Subject to such Laws as may from time to time, be in force, after confirmation the appointment of the teacher shall be permanent till he attains the age of superannuation.

(g) The Executive Council may, at any time before expiry of the prescribed period of probation, suspend the probation of the probationer and discharge him from service for want of a vacancy.

(h) The Executive Council may, at any time during the period of probation, dispense with the services of a teacher on a month's notice or on payment of a month's salary in lieu of it, without stating the reasons for such action and the teacher shall not have any right of appeal to any Officer or Authority against this decision. Similarly, the University teacher may also on any day during the period of probation decide to leave his service by giving a notice in writing of his intention to that effect two calendar months before such day.

24. A teacher who is on probation shall not ordinarily apply for an appointment elsewhere under any authority. If he so desires to apply for an appointment elsewhere, he shall submit his application through proper channel and penalty for any breach of this condition may, at the discretion of the Executive Council, be the termination of his services.

*Application for appointments elsewhere during probation. Ordinance.*

25. Teachers of the University shall be liable for transfer from University college to a constituent college or to any other Institution maintained by the University or vice versa.

*Transfer to other institutions. Ordinance.*

26. (1) Whenever in accordance with these Laws, any person is to hold an office or be a member of an Authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade, and in accordance with such other principles as the Executive Council may, from time to time, prescribe.

*Seniority Lists. STATUTE.*

(2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons, to whom the provisions of these Laws apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1) above.

(3) If two or more persons have same length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

27. After consulting the Academic Senate, the Executive Council may suspend or abolish the post of Professorship, Associate Professorship, Assistant Professorship or other teaching posts; provided, however, that in the case of a post which is not permanently vacant at the time, no such suspension or abolition shall take effect, till after six months notice has been given to the permanent incumbent or in lieu of such notice an amount equal to six months salary shall be paid to the teacher.

28. The Executive Council shall have power to terminate without assigning any reasons, the services of a permanent teacher at any time after giving him six month's notice or six month's salary in lieu of such notice. He shall have no right to question the said order. A teacher of the University shall give to the Registrar notice in writing subscribed by him six months in advance of his intention to resign his post in the University from a date to be specified therein.

29. A teacher of the University may be placed under suspension by the appointing authority, i.e., the Executive Council, pending enquiry into the framed charges, where such suspension is necessary in the public interest or in the interest of the University, provided that the Vice-Chancellor be empowered to suspend any teacher of the University and the fact be reported to the Executive Council.

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

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

The form of appeal and the procedure shall be as laid down in Law 25 of Appendix (E) to Chapter XIX (Conditions of Service of the Employees of the University) of the Laws of the University.

(c) A teacher who is removed from service of the University under the above Law and Law 32 below shall not claim any damages or compensation in that regard.

31. It shall be competent for the Executive Council to terminate the services of a teacher of the University if it is satisfied on the report of a Medical Board appointed by it for the purpose, that the teacher is incapacitated or has become insane and is likely to continue permanently incapable of discharging his duties by reason of ill-health. The decision of the Executive Council shall be final and conclusive.

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

Institution of Pension, insurance or provident fund.  
*Act. Sec. 51 (f).* ... ..



the institution of pension, insurance or provident fund for the benefit of the officers, teachers and other employees of the University.

... ..

33. When the joining of a provident fund or any such scheme is obligatory for a teacher under the Laws of the University, it shall be deemed to be one of the conditions of appointment.

*Ordinance.*

34. The teacher shall not, except in case of accident or sickness certified by competent medical authority, absent himself from his duties without the previous permission in writing of the University, or its officers authorised in this behalf.

*Absence from duty.*  
*Ordinance.*

35. \* The teacher shall be governed by such Laws relating to the grant of Leave as are in force in the University for the time being.

*Grant of Leave.*  
*Ordinance.*

36. Subject to the foregoing Laws, the date of compulsory retirement of a teacher of the University confirmed to a post shall be the date on which he attains the age of 60 years. He shall not be retained in the service after that age, except in the interest of the University with the sanction of the Executive Council, but he shall not be retained after the age of 62 years.

*Age of retirement.*  
*Ordinance.*

37. In respect of matters not covered by the Laws contained in this Chapter, the Laws applicable to "Superior Service" as contained in the Chapter on "The Conditions of Service of the Establishments of the University" shall, to the extent necessary and if not repugnant to any other Law, apply to the teachers of the University also. In case of doubt or dispute over the applicability or otherwise of a Law or a clause or sub. Section of it to the teachers of the University, the matter shall be referred to the Vice-Chancellor and his decision shall be final and binding.

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\* For a copy of the Laws governing grant of Leave to the Teachers, framed on the basis of the recommendations of the University Grants Commission and adopted by the State Government, vide Appendix-J.

## CHAPTER XV

### HONORARY DEGREES

1. The University shall have power to confer honorary degrees or other academic distinctions on approved persons under conditions prescribed.

Power of the University to confer honorary degrees.  
*Act, Sec. 5 (4).*

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

Powers and duties of the Executive Council.  
*Act, Sec. 19 (23 and 33).*

(i) to recommend to the Chancellor on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions, and

(ii) to confer honorary degrees or distinctions on approved persons in the manner prescribed.

#### STATUTES

3. The Vice-Chancellor may move at a meeting of the Executive Council the proposal for conferment of any of the following honorary degrees upon a person on the ground that he is, by reason of eminent position and attainment or by virtue of his contribution to learning or knowledge or eminent services to the cause of education, a fit and proper person to receive such degree: -

DOCTOR OF LAWS (LL.D.),  
DOCTOR OF LITERATURE (D.Litt.),  
DOCTOR OF LETTERS (D.Litt.),  
DOCTOR OF SCIENCE (D.Sc.).

4. Notwithstanding Law 29(a) in Chapter V (The Executive Council) of the Laws of the University, the concurrence of two-thirds of the members present at the meeting shall be necessary for recommending the above proposal to the Chancellor for approval.

5. If the Chancellor accepts the recommendation of the Executive Council, the Executive Council shall confer the Honorary Degree on person in the manner prescribed.

6. Honorary Degree shall be conferred at an Annual Convocation or Special Convocation, and may be taken either in person or in absentia.

## CHAPTER - XVI

### CONVOCATION FOR CONFERRING DEGREES

1. The University shall have the following powers, functions

Powers, functions and objects, namely :-

objects of the University.

*Act, Sec. 5 (3 and 4).*

(a) to confer degrees and other academic distinctions on persons who have carried on research under conditions prescribed; and

(b) to confer honorary degrees or other academic distinctions on approved persons under conditions prescribed.

2. The Executive Council shall be the Executive Authority

Powers and duties of the of the University and shall have

Executive Council. power, -

*Act, Sec. 19 (23, 32 and 33).*

(a) to recommend to the Chancellor on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions;

(b) to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University college or an Affiliated college or Oriental college, unless exempted therefrom in the manner prescribed by the Regulations, and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed; and

(c) to confer honorary degrees or distinctions on approved persons in the manner prescribed.

3. Subject to the provisions of the Act, the Executive Council

Statutes. shall have power to make Statutes for the holding

*Act, Sec. 51 (e).* of convocations to confer degrees.

## STATUTES

4. Convocation for the purposes of conferring degrees shall be held at Kadapa once in a year, which shall be called the Annual Convocation on such date and time as may be fixed by the Chancellor, on the recommendations of the Executive Council.
- Annual Convocation.
5. In addition to the above, Special Convocation may be held on such date, time and venue as may be fixed by the Chancellor on the recommendation of the Executive Council.
- Special Convocation.
6. Not less than four weeks notice shall, under the direction of the Vice-Chancellor, be given by the Registrar of the annual Convocation and so much notice of Special Convocation as may be possible.
- Notice.
7. (a). Candidates for Post-Graduate Degrees, Research Degrees, and Honorary Degrees only will be admitted in person to the respective Degrees at the Convocation.
- How awarded.
- (b) Candidates for the remaining Degrees will be admitted to the respective degrees in absentia and their diplomas will be sent soon after the Convocation to the Principals of colleges concerned for distribution to the candidates by the colleges at their Annual Day or at a special function to be arranged for the purpose. But such function shall not be called a Convocation.
- (c) The candidates referred to in (b) above shall pay the fee prescribed for the award of the degree in absentia along with the fee for registration for the examination of the Final Year or Final Semester, as the case may be. They need not separately apply for the award of a Degree at a Convocation. All of them, if qualified for the award of the Degrees, shall, subject to other Laws, be admitted to the respective Degrees in absentia at the immediate Convocation held after publication of results according to which they are qualified to receive the Degree.

8. Candidates for Post-Graduate Degrees and Research Degrees must submit to the Controller of Examinations their applications for admission to their degrees in the prescribed forms with the prescribed fees at least fifteen days before the date fixed for the Convocation. No person shall be admitted to a Convocation who has not thus sent in his application to the Controller of Examinations.

9. It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown, to present candidates, who are declared eligible for the award of their respective degrees, with their diplomas in advance on payment of the prescribed fee. All such cases shall be reported to the succeeding Convocation.

10. Any candidate, who having sent in his name to the Controller of Examinations as a candidate for a degree in person at a Convocation as required in the above Law 8, fails to appear on that occasion, shall, when he next applies for his degree, pay again in full the prescribed fee, in addition to the penal fee.

11. Such candidates as are unable to present themselves in person at the Convocation for a Degree "in absentia" Post-Graduate or research degree may, on payment of the prescribed fee, be admitted "in absentia" to that degree.

12. No candidate who has already proceeded to a degree and has been awarded his diploma shall be admitted a second time at a Convocation to the same degree notwithstanding that he may have qualified in additional group or branch or in an additional language. However a separate certificate setting forth the further examinations passed by him, the dates of such examinations and the classes in which he was placed, if any shall only be issued to him.

13. The diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Officer authorised.

Seal of the University.

14. The Chancellor may invite an eminent person (Orator) to address the candidates.

Convocation address.

15. In the absence of the Chancellor, Vice-Chancellor shall preside; in his absence the Rector shall preside; in their absence another member of the Executive Council nominated by the Chancellor shall preside and conduct the proceedings.

Who to preside.

16. The Chancellor, Vice-Chancellor, Orator, Chairmen of the Faculties, and members of the Executive Council shall wear the academic robes prescribed and assemble in the Convocation room at the appointed hour.

Assembly of the Executive Council.

17. The graces of the Executive Council on behalf of the candidates for admission to the several degrees shall be supplicated in the following order by the Chairmen of the Faculties as noted against each :-

Graces of the Executive Council.

- |       |                                 |   |
|-------|---------------------------------|---|
| (i)   | Arts                            | : By the Chairman of the Faculty of Arts                            |
| (ii)  | Sciences                        | : By the Chairman of the Faculty of Sciences                        |
| (iii) | Commerce and Management Studies | } By the Chairman of the Faculty of Commerce and Management Studies |
| (iv)  | Education                       |   |
| (v)   | Engineering and Technology      | : By the Chairman of the Faculty of Engineering and Technology      |
| (vi)  | Physical Education              | : By the Chairman of the Faculty of Physical Education              |
| (vii) | Law                             | : By the Chairman of the Faculty of Law.                            |

In the absence of the Chairman of any Faculty, the grace shall be supplicated by the person authorised by the Vice-Chancellor.

18. The formula to be used for each grace shall *MUTATIS* Form of grace. *MUTANDIS* be as follows : -

“Mr. Chancellor, I move that a grace of the Executive Council be passed that those persons whom the Executive Council on the reports of the Examiners, has certified to be qualified for the degree of..... be admitted to that degree”.

19. Whereupon the Chancellor shall put the question Passing of grace. “Doth it please you that this grace be passed ?” and the Executive Council assenting, the Chancellor shall say: “This grace is passed”.

20. When all the graces have been passed the Chancellor, Vice-Chancellor, Orator, Chairmen of the Faculties Procession. and members of the Executive Council shall proceed in procession in pairs to the hall in which the degrees are to be conferred.

21. The hall shall be so arranged that the Chancellor's chair is somewhat in advance and the chairs Arrangement of Seats. assigned to the Vice-Chancellor, Orator, Chairmen of the Faculties, and members of the Executive Council being so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Senate.

22. The candidates shall wear the gowns, hoods and Seating of candidates. academic caps/tubans/fezs pertaining to their respective degrees and shall be arranged opposite to the Chancellor.

23. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Vice-Chancellor, Orator, Chairmen of the Faculties and members of the Executive Council have taken their seats.

24. The Chancellor, Vice-Chancellor, Orator, Chairmen of the Faculties and members of the Executive Council having taken their places, the Chancellor shall say :

“This Convocation of Yogi Vemana University has been called to confer –

(i) honorary degrees and other academic distinctions on persons upon whom the Executive Council has decided to confer them; and

(ii) degrees upon the candidates who, in the examinations recently held for the purpose, have been certified to be worthy of the same.

Let the recipients of honorary degrees be presented now”.

25. The recipient of such degree shall be presented ordinarily by the Vice-Chancellor or a person authorised by him, who shall make a recital of the recipient’s qualifications and achievements of excellence.

Procedure for Presentation of Honorary Degrees.

The recipient of the Honorary Degree shall remain standing when the citation is recited.

The Chancellor, in presenting the Diploma of the Honorary Degree, shall say to the recipient;-

“By virtue of the authority vested in me as Chancellor of Yogi Vemana University, I confer upon you the Degree of \_\_\_\_\_ Honoris causa of this University, on account of your eminent position and attainment, and in token thereof you have been presented with this diploma, and I authorise you to wear the Robes ordained, as the insignia of your degree”.

26. Then the Chancellor shall say :

“Let the candidates stand forward”



The candidates standing, the Chancellor shall put to them the following questions : -

Question : Do you sincerely promise and declare that, if admitted to the degrees for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as become members of this University ?

Answer : I do promise.

Question : Do you promise that to the utmost of your opportunity and ability you will support and promote the cause of morality and sound learning ?

Answer : I do promise.

Question : Do you promise that you will, as far as in you lies, uphold and advance social order and the well-being of your fellowmen ?

Answer : I do promise.

In the case of candidates for professional degrees, the following addition shall be made :

Question : Do you promise that you will faithfully and carefully fulfil the duties of Engineering, Law, Commercial and teaching professions, that you will, on all occasions, maintain their purity and reputation and that you will never deviate from the straight path of their honourable exercise by making your knowledge subservient to unworthy ends ?

Answer : I do promise.

27. Then the Chancellor shall say, -

“Let the candidates be now presented”

The candidates shall be presented to the Chancellor by the Chairmen of the respective Faculties, or by a member of the Executive Council or any other person authorised by the Vice-Chancellor in this behalf, the candidates having first received their diplomas from the Controller of Examinations.

Presentation  
of degrees in  
person.

28. When all the candidates for the same degree in person  
 Admission to degrees. have been presented, the Chancellor shall say to the candidates, who shall remain standing;

“By virtue of the authority vested in me as Chancellor of the Yogi Vemana University, I admit you to the degree of..... in this University, and in token thereof you have been presented with these diplomas, and I authorise you to wear the robes ordained, as the insignia of your degree”.

29. Then the candidates for the degrees in absentia shall  
 Presentation of be presented to the Chancellor by a  
 degrees in absentia. member of the Executive Council or any other person authorised by the Vice-Chancellor in this behalf.

The Chancellor shall then say :

“By virtue of the authority vested in me as Chancellor of Yogi Vemana University, I admit the candidates presented, to their respective degrees in this University in absentia, and in token thereof permit the Controller of Examinations to present them their diplomas and authorise the degree holders to wear the robes ordained, as the insignia of their degrees”.

30. When all the candidates for all the degrees have been  
 Record of presented, the Registrar shall lay the record of the  
 degrees. degrees that have been conferred, before the Chancellor, who shall sign the same.

31. The Chancellor shall then request the orator to address  
 Address of the Orator. the graduates.

32. After the address of the Orator, the Vice-Chancellor  
 Vice-Chancellors’ shall propose vote of thanks and present a  
 Report. report regarding the working of the University during the preceding year.

33. Thereafter the Chancellor, Vice-Chancellor, Orator,  
Chairmen of the Faculties and members of the  
Executive Council shall rise up and the  
Chancellor shall say :

“I DISSOLVE THIS CONVOCATION”

34. . Then the Chancellor, Vice-Chancellor,  
Orator,  
Chairmen of the Faculties and members of the  
Executive Council shall retire in procession to the  
Convocation room, the graduates standing.

35. Nothing in the foregoing Laws, except Laws 15, 16,  
20, 21, 24, 25, 33, and 34 of this Chapter,  
in so far as they are applicable, shall apply in  
the case of honorary degrees.

# CHAPTER XVII

## ACADEMIC ROBES

### STATUTES

The academic robes for the Chancellor, Vice-Chancellor, Registrar, Members of the Executive Council and the candidates for the degrees shall be as prescribed below : -

#### CHANCELLOR.

1. A purple tery velvet gown, made like an Oxford Proctor's dress gown, with two-inch gold lace down the fronts and round the bottom of the sleeves outside.

A black velvet academic cap, bound round with gold lace and gold tassel, nine inches long, or a turban or such other head dress as the person holding the office is accustomed to wear.

#### VICE-CHANCELLOR.

2. A purple gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, but with silver lace.

A cap like the Chancellor's, but with silver lace and tassel, or a turban or such other head dress as the person holding the office is accustomed to wear.

#### REGISTRAR.

3. A black laced gown of silk or stuff.

A black cloth academic cap or a turban or such other head dress as the person holding the office is accustomed to wear.

#### MEMBERS OF THE EXECUTIVE COUNCIL.

4. A black gown of silk or stuff and a scarf of scarlet silk or stuff four inches wide, with a fringe of the same colour, three inches deep;

or

The gown and hood prescribed for the University degree taken.

A black velvet academic cap or a turban or such other head dress as the person holding the office is accustomed to wear.

### GRADUATES.

5. Every candidate shall wear a dhoti or trousers, a coat with a closed collar buttoned up to the neck and a black cloth academic cap or a turban or a fez. This Law shall not apply to woman candidates.

### BACHELOR OF ARTS

A gown made of black stuff, cut like the Cambridge B.A. gown.

A hood made of black silk or stuff edged with crimson silk.

### BACHELOR OF SCIENCE

A gown made of black stuff, cut like the Cambridge B.A. gown.

A hood made of black silk or stuff edged with white silk.

### BACHELOR OF COMMERCE

A gown similar to that of the B.A. degree.

A hood made of black silk or stuff lined with mauve silk or stuff.

**BACHELOR OF BUSINESS MANAGEMENT**

A gown similar to that of the B.A. degree.

A hood made of black silk or stuff lined with mauve silk or stuff.

**BACHELOR OF EDUCATION**

A gown similar to that for the B.A. or M.A. degree.

A hood made of black silk or stuff, lined with gold coloured silk or stuff.

**BACHELOR OF TECHNOLOGY**

A gown similar to that for the B.A. degree.

A hood made of black silk or stuff, lined with orange silk or stuff.

**BACHELOR OF COMPUTER APPLICATIONS**

A gown similar to that of the B.A. degree.

A hood made of black silk or stuff, lined with orange silk or stuff.

**BACHELOR OF PHYSICAL EDUCATION**

A gown similar to that for B.A. degree.

A hood made of black silk or stuff, lined with gold coloured silk or stuff.

BACHELOR OF GENERAL LAWS,  
BACHELOR OF LAW

A gown made of black silk or stuff, cut like the Cambridge B.A. gown.

A hood made of black silk or stuff lined with purple silk or stuff.

MASTER OF ARTS

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of black silk or stuff, lined with crimson silk or stuff.

MASTER OF SCIENCE

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of black silk or stuff edged with white silk

MASTER OF COMMERCE

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of black silk or stuff lined with mauve silk or stuff.

MASTER OF BUSINESS ADMINISTRATION

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of black silk or stuff lined with mauve silk or stuff.

**MASTER OF EDUCATION**

A gown pertaining to the M.A. degree.

A hood made of gold coloured silk of stuff.

**MASTER OF TECHNOLOGY**

A gown similar to that for the M.A. degree.

A hood made of black silk or stuff, lined with orange silk or stuff.

**MASTER OF COMPUTER APPLICATIONS**

A gown similar to that for the M.A. degree.

A hood made of black silk or stuff, lined with orange silk or stuff.

**MASTER OF PHYSICAL EDUCATION**

A gown similar to that for the M.A. degree.

A hood made of black silk or stuff, lined with gold coloured silk or stuff.

**MASTER OF LAW**

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of black silk or stuff lined with purple silk or stuff.



## MASTER OF PHILOSOPHY

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of crimson silk lined with white silk.

## DOCTOR OF PHILOSOPHY

A gown made of white silk or stuff, cut like the Cambridge M.A. gown.

A hood made of white silk or stuff, lined with scarlet silk or stuff.

## HONORARY DEGREES

*Gown* : A gown made of scarlet silk or stuff with facings of crimson silk for LL.D., and gold yellow silk for D.Sc., or D.Litt.

*Hood* : For the LL.D. degree – a hood made of scarlet silk or stuff, lined with crimson silk.

For the D.Sc. and D.Litt. degrees – a hood made of scarlet silk or stuff, lined with gold yellow silk.

*Head dress* : A round black velvet cap with gold tassel, or a turban or such other head dress as the person is accustomed to wear.

## CHAPTER XVIII

### TRAVELLING AND DAILY ALLOWANCES

#### STANDING ORDERS

1. Travelling Allowance, Daily Allowance and Other Allowances, if any, payable to :

- (a) Officers of the University,
- (b) Members of the Authorities of the University,
- (c) Members of Other Bodies, Committees and Commissions of the University,
- (d) Dignitaries visiting the University,
- (e) Employees of the University,
- (f) Research Scholars, and
- (g) Others connected with the University or its activities,

shall be governed by the following Laws:-

Travelling Allowance :

2. (a) "Travelling Allowance" means an allowance granted to the persons specified above to cover expenses which they incur when travelling on University business or in the interests of the University.

(b) It includes :

(1) Fares or mileage allowance in lieu of fares.

(2) Daily allowance for halts or stay at places other than their headquarters.

(3) Sitting allowance for attending the meetings of the Authorities of the University, their Sub-Committees or Committees or Commissions appointed by them, and

(4) Other allowances to defray the expenses incurred by them.

3. (a) Subject to the following Laws, the permitted mode or modes of travel and the fares to which they are eligible, including incidentals permitted, and reimbursement of lodging charges and conveyance charges, shall be as laid down in the Statements I to III, given at the end of the Chapter, for each of the above categories or parts of each category.

**MASTER OF PHILOSOPHY**

A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

A hood made of crimson silk lined with white silk.

**DOCTOR OF PHILOSOPHY**

A gown made of white silk or stuff, cut like the Cambridge M.A. gown.

A hood made of white silk or stuff, lined with scarlet silk or stuff.

**HONORARY DEGREES**

*Gown* : A gown made of scarlet silk or stuff with facings of crimson silk for LL.D., and gold yellow silk for D.Sc., or D.Litt.

*Hood* : For the LL.D. degree – a hood made of scarlet silk or stuff, lined with crimson silk.

For the D.Sc. and D.Litt. degrees – a hood made of scarlet silk or stuff, lined with gold yellow silk.

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(1) Fares or mileage allowance in lieu of fares.

(2) Daily allowance for halts or stay at places other than their headquarters.

(3) Sitting allowance for attending the meetings of the Authorities of the University, their Sub-Committees or Committees or Commissions appointed by them, and

(4) Other allowances to defray the expenses incurred by them.

3. (a) Subject to the following Laws, the permitted mode or modes of travel and the fares to which they are eligible, including incidentals permitted, and reimbursement of lodging charges and conveyance charges, shall be as laid down in the Statements I to III, given at the end of the Chapter, for each of the above categories or parts of each category.

(b) Travelling allowance will be paid only by the shortest route and when two or more routes are equally short, travelling allowance shall be paid by the lowest. However, where journeys are covered by direct trains from the headquarters, the claim shall be allowed by the shortest route from among the direct trains available. The same principle shall be followed in allowing Air fare also.

It shall be competent for the Executive Council to sanction journeys other than by shortest route in special cases for reasons to be recorded in writing.

(c) Travelling allowance shall be paid from the head-quarters to the place of business and back. For purposes of this Law, the headquarters shall be the station where a member or a person usually resides or where an officer or employee remains on duty;

Provided, however, that any member or any person who temporarily changes his headquarters with prior intimation to the Registrar shall be granted travelling allowance in respect of journeys on University business only for such part of the distance as may lie within Andhra Pradesh. However this limit shall not apply to those working at places outside the State at the time of nomination, election or appointment or they belong to All India Services liable for transfer to places outside the State. Change of the place of residence for less than one month shall not be recognised for the purpose of this provision;

Provided also that a member of the Academic Senate, Executive Council or any other Authority of the University, who is also a member of the Parliament or Andhra Pradesh Legislature, shall, while the said body is in session and the member is attending it, be paid travelling allowance from New Delhi or Hyderabad and back for attending a meeting of the University Authority concerned on a declaration signed by him that he has come from and is going back to New Delhi or Hyderabad to attend the session of Parliament or the Legislature and that he has not drawn travelling allowance or that his travelling allowance is not recoverable from any other source.

It shall, however, be competent for the Executive Council to pay travelling allowance and daily allowance in excess of the amounts eligible for, recording the specific reasons.

(d) Wherever concession rates are available for the railway journeys or bus journeys, persons concerned will be paid only the concession rates.

(e) No one shall draw travelling allowance from more than one source. A certificate to this effect shall be enclosed to the T.A. bill.

(f) No travelling allowance shall be paid if the journey made from headquarters to other places is less than 8 kilometers.

4. (a) Officers or members of the Authority eligible to travel by Air may travel by air conditioned 1<sup>st</sup> class in rail while on tour.

(b) Those eligible to travel in train by 1<sup>st</sup> class, may travel by Air Conditioned Chair Car or Air Conditioned two-tier or Air conditioned three-tier sleeper class while on tour.

(c) Employees eligible to travel by second class may also travel by sleeper class while on tour.

(d) The railway fares include reservation charges actually paid for.

(e) When a person proceeding on tour in connection with the work of the University reserved the railway accommodation and cancelled it subsequently, he is entitled for the reimbursement of the cancellation charges provided that the journeys were cancelled in the University's interest.

If there is provision for reservation in public motor service or air service and if reservation made earlier is subsequently cancelled in the University's interest, cancellation charges shall be reimbursed.

## Daily Allowance

5. (a) 'Daily allowance' is an uniform allowance for each day of absence from headquarters which is intended to cover the charges incurred by an Officer, a Member of an Authority, or an employee of the University or a person associated with the University, in consequence of such absence.

(b) 'Day' means continuous absence of 24 hours from headquarters at whatever hour the period begins and ends.

For purposes of calculation of daily allowance, a day shall be reckoned as follows :

(1) (i) Whenever 1½ I class A.C. or 1½ II class A.C. or 1½ I class train fare or air fare with incidentals, or two bus fares each way are allowed, the daily allowance shall be regulated for every 24 hours of absence from the date and time of arrival at the next station and date and time of departure from that station.

(ii) No daily allowance is admissible for absence of less than 24 hours.

(2) Whenever only single first class or second class train fare or only single bus fare is allowed towards travelling allowance, the daily allowance shall be regulated as follows : -

(i) A day shall be reckoned as to cover 24 hours of absence from the headquarters commencing from the minute the person concerned leave the headquarters. For every 24 hours of absence from headquarters one daily allowance is admissible.

(ii) If the absence is less than 24 hours, daily allowance shall be regulated as follows : -

- (a) Absence of 12 hours and more but less than 24 hours : 1 daily allowance.
- (b) Absence of 6 hours and more but less than 12 hours : ½ daily allowance.
- (c) Absence of less than 6 hours : No daily allowance.

(3) When the Officer, Member of the Authority or Employee of the University travels by University vehicle, free of cost, the daily allowance shall be paid as follows : -

If the absence from starting time to returning time:

(i) is less than 6 hours :  $\frac{1}{2}$  daily allowance

(ii) is 6 hours and more : 1 daily allowance.

(4) (i) Daily allowance shall not be paid to those claiming, under Law 19, mileage allowance towards journeys performed by their own cars or motor cycles/scooters.

(ii) When they claim mileage allowance for journey on a particular day or days under Law 18, they are not entitled to draw daily allowance for that day or those days.

(5) Daily allowance shall be drawn only when the person reaches a point outside a radius of 8 kilometers from his headquarters or returns to his headquarters from a similar point.

(6) Daily allowance may be drawn for the period of absence from headquarters on duty and also for each holiday occurring during a tour provided that the University employee does not avail the holiday. If he avails the public holiday or optional holiday or is on casual leave, the number of days so availed shall be excluded from the period for which the daily allowance is claimed.

(7) If an employee of the University is allowed free boarding and lodging while on tour, at the expense of the State Government or any other State Government or Central Government or an Autonomous Industrial or Commercial undertaking or a Corporation or a Statutory body or a local authority in which Government funds are 'invested', daily allowance is admissible only at one-fourth rate. If either boarding or lodging alone is allowed, the daily allowance is admissible at half of the rate. University employees who stay during tours in University Guest Houses/Circuit Houses/Inspection Bungalows/Rest Houses and the like without having to pay any charges for the accommodation, are eligible for daily allowance only at half the rates. However, when they are required to pay any charges on account of their stay at such places



even though it may not cover the entire cost of the facilities provided, daily allowance is admissible at full rate. The University employee should furnish a certificate in the following form in his travelling allowance bill : -

“Certified that the daily allowance has been claimed at the reduced rates for the days when either free boarding or lodging or both were provided to me”.

*Note : - (i) Unless payment is made specifically towards the rent for the accommodation provided, it SHOULD be considered that free lodging has been provided, even THOUGH payments are made towards charges for electricity, water, etc.*

*(ii) CASUAL hospitality at State or PUBLIC expense, SUCH as an occasional LUNCH or meal or tea, is not treated as free boarding since free boarding SHOULD cover all the principal meals DURING the period of stay.*

6. ‘Public Conveyance’ means a train or motor conveyance which ply regularly for conveyance of passengers but does not include a taxi-car, or other conveyance which is hired for a particular journey.

### Sitting Allowance

7. (a) Sitting Allowance at the prescribed rate shall be paid to each member of an Authority or a Committee (excluding Officers and Employees) of the University for each day of the meeting, irrespective of the duration of the meeting. Even if more than one meeting either of the same Authority/Committee or of a different Authority/Committee is held on the same day, he shall be paid sitting allowance for one day only.

(b) This allowance shall be in addition to daily allowance admissible.

### Conveyance Allowance :

8. 'Conveyance Allowance' : Members (other than Officers and Employees) of the University living in and attending any official business at the University headquarters, at the request of the University, shall be paid a conveyance allowance of not more than Rs. 100/- per day if the University did not provide transport facilities from his residence to the University headquarters and back.

9. (i) 'Travel by Air' means journeys performed in the aeroplanes of air transport companies; it does not include journeys performed by private aeroplanes or air taxis.

(ii) Persons permitted to travel by air shall enclose the original or the Xerox copy of the air ticket.

(iii) In all cases, air-fare shall be sanctioned by the Vice-Chancellor.

(iv) In case of urgency, the Vice-Chancellor may permit an Officer or a member of an Authority or an employee who is not eligible to travel by Air or by particular class, to travel by Air or by higher class.

10. Whenever there is no provision for accommodation in the train for the class in which the member of the Authority is entitled to travel, he shall be paid fare for the class to which he is entitled, notwithstanding the fact that he has travelled in a lower class or taken another route.

11. Officers of the University shall be paid Travelling and other Allowances as given in Statement-I at the end of the Chapter for the journeys undertaken by them in connection with the University work.

12. Members of the Authorities of the University shall be paid travelling allowance, daily allowance, and sitting allowance at the rates given in Statements-II(a), II(b) and II(c) at the end of the Chapter for attending the meetings of the Authorities or to any work connected with the University outside their headquarters.

13. Members of the Planning and Monitoring Board and Selection Committees constituted under Sections 43 and 43-A of the Act shall be paid Travelling, Daily and Sitting Allowances at the same rates at which the members of the Executive Council are paid.

14. Members of any other Committee or Commission appointed by the University shall be paid Travelling, Daily and Sitting Allowances at the rates indicated in Statement II(d) at the end of the Chapter.

15. The following Dignitaries visiting the University shall be paid Travelling, Daily and Other Allowances at the rates indicated against each category.

*(1) Convocation Orator and recipients of Honorary degrees or other distinctions at the Convocation of the University : -*

They shall be paid at the same rates admissible to the members of the Executive Council.

*(2) Persons invited for delivering University Extension LECTURES : -*

They shall be paid at the same rates admissible to the members of the Academic Senate.

Payment of Travelling, Daily and Other allowances to the employees of the University (other than Officers of the University) :

16. The employees (other than Officers) of the University shall be paid Travelling, Daily and Other Allowances as given in Statement III at the end of the Chapter for the journeys undertaken by them in connection with the University work subject to the Laws 3, 4, 5 and 9 above in so far as they relate to the employees of the University.

17. (a) For purpose of regulating the Travelling Allowance, Daily Allowance and Other Allowances, the employees of the University, are classified in to three grades on the basis of the pay scales being drawn by them as shown in columns 1 and 2 of the Statement III given at the end of this Chapter.

(b) The pay scales assigned to the non-teaching employees of the University under Automatic Advancement Scheme and to the Teachers of the University under the Career Advancement Scheme, shall not be taken into account for determination of the Grades indicated above. Only the pay scales attached to the posts shall be taken into consideration for determination of the Grades of such employees who perform the tours.

#### Payment of Travelling Allowance

18. (1) In case of journey between places connected by rail, the employees of the University are eligible to travel by train in first or second class as indicated in Column 3 of Statement III. They may travel either in passenger or express train and claim the actual fares including reservation charges.

(2) When an employee of the University performs a journey by a regular public motor service between places connected by train, he is entitled for either the actual bus fare paid or the railway fare of the entitled class, whichever is less.

(3) When an employee of the University performs a journey by a regular public motor service between places not connected by rail, but connected by regular public motor service, he is entitled for the actual bus fare paid.

*Note : The JOURNEY may be made by any BUS other than Air-Conditioned BUS.*

#### Mileage Allowance :

19. (1) A mileage allowance is an allowance calculated on distance travelled which is given to meet the cost of a particular journey. The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling.

(2) When an employee of the University performs a journey between the places not connected either by rail or by a regular public motor service, he is entitled for payment of mileage allowance at the rates specified in Column No. 7 of Statement III.

(3) When an employee of the University performs a journey by a regular public motor service directly, between the places partly connected by rail and partly by a regular public motor service, he is entitled for the actual bus fare paid subject to the condition that it shall not exceed the railway fare of the entitled class for the rail portion and to the bus fare for the road portion put together.

(4) When an employee of the University performs a journey between the places partly connected by rail or regular public motor service and partly not connected by any of the above two, he is entitled for the rail fare or bus fare, as the case may be for the portion connected by rail or regular public motor service, and mileage allowance for the journey not connected by either rail or regular public motor service.

(5) Where mileage allowance is admissible, it shall not exceed the amount of one full daily allowance, if the distance travelled exceeds eight kilometers, but does not exceed thirty two kilometers.

Journey by own conveyance while on tour :

20. (1) The following categories of employees of the University, who were drawing the scales of pay as noted against each, are entitled to own and use a motor car :-

(a) *1996 UGC Scales of Pay* : -

Grade-I : (i) Rs. 10,000 – 15,200 and above.

Grade-II : (ii) Below Rs. 10,000 –15,000.

(b) *2005 Revised State Government Scales of Pay*.

Grade- I : (i) Rs. 14,305 – 25,965 and above.

Grade-II : (ii) Between Rs. 10,845 – 22,955 and 13, 285 – 25,315. (There is no scale of pay between Rs. 13,285 – 25,315 and Rs 14,305 – 25, 965).

(2) The following categories of the employees of the University, who are drawing the scales of pay as noted against each, are entitled to own and use a motor cycle/scooter : -

*2005 Revised State Government Scales of pay : -*

Grade-II – Rs. 7,770–17,455 to 10,285–21,835. (There is no scale of pay in between Rs. 10,285–21,835 and 10,845–22,935.

*1999 State Government Scales of pay :-*

Grade-II – Rs. 5,000 –10,600.

(3) Those who are entitled to maintain and use motor car or motor cycle/scooter may perform journeys on University business, in their own motor car or motor cycle/scooter, as the case may be, between places connected by train/road provided that the distance travelled exceeds 8 kilometers.

(4) The rate of mileage allowance for the journey either by motor car or motor cycle/scooter is as laid down in columns 5 and 6 of the Statement III given at the end of this Chapter. No daily allowance is admissible in addition to the mileage allowance in such cases.

(5) If the distance travelled exceeds 8 kilometers but does not exceed 32 kilometers, the mileage allowance shall be limited to 1 full daily allowance.

(6) For journeys not involving a change of camp place performed by the employees in their own conveyances, the mileage allowance is admissible at full rates specified in clause (4) above for the first 80 kilometers, and at two-thirds of that rate thereafter, subject to the condition that the total distance travelled in a day does not exceed 125 kilometers.

(7) Employees entitled to use motor car, may also travel in motor cycle/scooter and claim mileage allowance admissible for motor cycle/scooter.

(8) The amount of tolls paid by the employees while travelling on duty shall be reimbursed to them. The amount of tolls shall be shown as a separate item in their travelling allowance bills.

## Reimbursement of Lodging charges :

### 21. (1) *Within the State* :

Employees of the University visiting the cities/towns in which other universities are located on University business shall be paid lodging charges limiting to the amounts specified in column No. 10 of Statement III of this Chapter.

### (2) *OUTSIDE the State* :

(a) University employees visiting the places outside the State on official duty shall be eligible for reimbursement of lodging charges limiting to the amounts indicated in column Nos. 11, 12 or 13 in Statement III of this Chapter, depending upon the classification of the cities.

(b) For this purpose, the classification of places shall be as laid down by the Government of India.

(c) In the case of Delhi, Mumbai, Kolkata, Chennai and Bangalore, the reimbursement of lodging charges shall be increased by 75% of normal rates.

*Note* : (i) The above reimbursement shall be subject to the following conditions:

(a) On certification by the concerned touring employee that Government accommodation, University accommodation or any other free accommodation was not available;

(b) Production of the original receipt from the Lodging House.

(ii) There shall be no reduction in payment of daily allowance consequent to reimbursement of lodging charges referred to in clauses (1) and (2) to above.

### Payment of conveyance charges outside the State

22. (1) The employees of the University on official tour to Delhi and other places outside the State shall be eligible to claim actual Taxi or Auto fare if they travel by Taxi or Auto from arrival point to place of stay and from place of stay to Departure point.

(2) The employees of the University shall also be eligible to claim actual Taxi or Auto fare subject to a maximum of Rs. 200/- per day for visiting the offices of the Government of India and Ministries or any other offices on official work. A certificate to the effect that the vehicle of the Government or any other University or Agency was not provided to them and they have engaged Taxi/ Auto on hire shall be appended to the bill claiming the amount.

(3) There shall be no reduction in daily allowance for claiming conveyance charges mentioned above.

### Payment of Travelling Allowance etc., to employees of the University for giving evidence before a Court of Law, or Commission of Enquiry constituted by the University

23. An employee summoned to give evidence of facts which have come to his knowledge in the discharge of his official duties, either—

- (i) in a criminal case, or
- (ii) in a civil case to which the University is a party, or
- (iii) in a departmental enquiry held by a properly constituted Authority,

may draw travelling allowance for a journey made on University business, attaching to his bill a certificate of attendance given by the Court or Authority which summoned him; provided that he must obtain from the Court any travelling and/or subsistence allowance to which he is entitled by the rules of the Court, and must deduct the amount so received, if any, from the travelling allowance claimed under this Law.



## Payment of Travelling Allowance when an employee is recalled from leave to duty

24. When an employee, who is on leave, if compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw travelling allowance as for a journey made on University business for the journey from the place at which the order of recall reaches him. If the period by which the leave is curtailed is less than one month, travelling allowance may be allowed at the discretion of the authority competent to sanction leave.

## Travelling Allowance payable to employees on transfer from one station to another

25. (1) If the transfer is not effected on account of request of the employee for transfer; and

If the transfer is effected in the interest of University administration –

the employee of the University may be paid travelling, daily and other allowances as given below, provided he performs the journey before the joining time allowed:

(a) All employees of the University other than those in the inferior services: two fares of the entitled class.

(b) All employees in the inferior service: one and half fares.

*Note* : The employees in the inferior service may draw daily allowance in addition to Railway fare.

(2) If a University employee travels by a class lower than that by which he is entitled to travel, he may draw one fare of the class by which he is entitled to travel, and one fare of the class by which he actually travels.

(3) He may draw one extra fare for each dependent adult member of his family who accompanies him and for whom full fare is actually paid and a half fare for each child for whom such fare is actually paid.

(4) (a) He may draw the actual cost of transporting at owners' risk personal effects by goods train, up to the following maxima :

Grade of the University Employee	Maximum weight that can be transported.
Grade I	5,000 Kilograms
Grade II	4,000 Kilograms
Grade III	3,000 Kilograms

*Note* : Claims will be admitted only on production of related vouchers and on a certificate that only goods belonging to the University employee and his family were carried.

(b) If a University employee carried his personal effects by passenger train instead of by goods train, he may draw the actual cost of carriage up to the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

(5) In addition to cost of transportation of personal effects, University employees may be allowed the actual charges towards packing/loading and unloading/unpacking of personal effects, subject to the maximum limits indicated below: -

Grade of the Employee	Maximum amount of charges allowed
Grade I	Rs. 250/- at each end
Grade II	Rs. 150/- at each end
Grade III	Rs. 100/- at each end

Travelling Allowance to employees as members of the Authorities :

26. Employees of the University, who are either ex-officio or elected or nominated members of the University Authorities, Committees and Commissions, shall, when attending the meetings of such bodies, be governed by the Laws relating to travelling and other allowances, framed by the University for the members of such Authorities, Committees or Commissions.

27. Teachers of the University who are permitted to attend the academic programmes, viz, Seminars, Conferences, Workshops, Study tours, Research Scheme works shall be paid travelling and other allowances at the rates applicable to them as given, in Statement III.

28. Research Scholars who are permitted to attend Seminars, Conferences, Workshops, Study tours etc. shall be paid travelling allowance and daily allowance at the rates permitted by the University Grants Commission or the respective funding agencies, as the case may be. If no rules are framed by them in this behalf, they shall be paid on par with Grade III employees as mentioned in Statement III.

General Laws applicable to all Categories

29. Travelling and other allowances to the following employees/Officers of the University shall be sanctioned by the Registrar or the Vice-Chancellor, as noted against each:

To all the employees except the Rector, the Principal and the Registrar	The Registrar
To the Rector, the Principal and the Registrar	The Vice-Chancellor

Countersignature

30. All Travelling Allowance bills for journeys undertaken by the employees of the University on the University business with proper sanction shall be countersigned by the Officers or heads of offices, as noted below :

Parties	Countersigning Officers
1. The Registrar, the Principal and the Rector	The Vice-Chancellor
2. All other Officers, Heads of the institutions and other employees working the University Office	The Registrar
3. Staff working in different institutions of the University.	The Head of the concerned institution (Salary Drawing Officer).

Before countersigning the Bills, the countersigning officers shall check the bills or cause them to be checked, whether the journey is performed with proper authority and whether it is in accordance with these Laws.

31. T.A. bills in the prescribed form duly filled shall be submitted to the Registrar or to any other Officer authorised by the Executive Council, within 3 months from the date of completion of the journey. Bills received after 3 months shall be paid after deducting 5% of the admissible amount. However, the Executive Council may waive the above penalty.

32. In respect of matters not covered by the foregoing Laws, the provisions of Andhra Pradesh Civil Services (Travelling Allowance) Rules 1996, including clarifications or explanations to those Rules given by the State Government, shall be made applicable to all categories listed in Law (1) of this Chapter with the approval of the Executive Council.

## STATEMENT I

Travelling and other allowances payable to the Officers of the University:-

(1) The Vice-Chancellor :

Mode of Travel	Travelling Allowance		* Daily Allowance	
	Fares	Incidentals	Inside the State except Hyderabad	Hyderabad and places outside the State
1	2	3	4	5
(a) Journey by Air	Single Air fare each way.	Equivalent to 1/5 <sup>th</sup> of the Air fare each way	Rs. 200/- per day	Rs. 250/- per day.
(b) Journey by Rail	1½ First class air conditioned or 1½ First class Railwayfare each way	NIL		
(c) Journey by Road				
(i) By own or hired conveyance	# Rupees 10/- per km.	NIL	NIL	NIL
(ii) By conveyance provided by the University free of cost	NIL	NIL	Rs. 200/- per day	Rs. 250/- per day

\* For conditions, vide Law 5 of this Chapter.

# This rate is applicable to all road journeys including places connected by rail.

*Note* : (i) During his stay outside the headquarters, actual expenditure incurred shall be paid to the Vice-Chancellor on production of original bills in case the prescribed daily allowance mentioned in column No. 4 or 5 above is not claimed.

(ii) When the Vice-Chancellor is appointed as a Member of a Committee constituted by the Government, or invited to any public function, whether on University business or not, in his capacity as Vice-Chancellor, he shall draw the travelling and halting allowances for journeys either from the Government or other bodies paid by them, if any, and when such allowance is less than that admissible under the above Laws for a journey or tour, he may claim the difference on a bill from the University.

(2)	The Rector	Travelling, daily and other allowances to these Officers shall be paid at the rates applicable to the members of the Executive Council.
(3)	The Principal	
(4)	The Registrar	
(5)	The Finance Officer	<p>(a) <i>If he is a Government Employee</i> : - He shall be paid travelling, daily and other allowances as per the Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 as amended from time to time.</p> <p>(b) <i>If an University Employee holds the office of the Finance Officer</i> : - He shall be paid travelling, daily and other allowances at the rates applicable to the University employees.</p>
(6)	The Controller of Examinations	These Officers shall be paid travelling, daily and other allowances at the rates applicable to the University employees.
(7)	The Co-ordinator of the College Development Council	
(8)	The Deans of Schools in the University College.	

## STATEMENT II (a)

Travelling and other allowances payable to the Members of the Executive Council (including Finance Committee and other sub- committees of the Executive Council) :

Mode of Travel	Travelling Allowance		*Daily Allowance		Sitting Allowance	
	Fares	Incidentals	Inside the State except Hyderabad	Hyderabad and places outside the State		
(a) Journey by Air	Single Air Fare each way.	An amount equivalent to 50% of first class Railway fare each way	Rs. 200/- per day	Rs. 250/- per day	Rs. 1,000/- per day (irrespective of the no. of meetings held on that day)	
(b) Journey by Rail	1½ First Class air conditioned or 1½ First class Railway Fare each way	NIL				
(c) Journey by Road						
(i) By own or hired conveyance	# Rupees 10/- per km.	NIL	NIL	NIL		
(ii) By conveyance provided by the University free of cost	NIL	NIL	Rs. 200/- per day	Rs. 250/- per day		

\* For conditions vide Law 5 of this Chapter.

# This rate is applicable to all journeys including those connected by Rail.

*Note* : Actual expenditure incurred during their stay outside the headquarters shall be paid on production of original bills, in case the prescribed Daily Allowance shown in columns (4) and (5) above is not claimed.

## STATEMENT II (b)

Travelling and other allowances payable to the members of the Academic Senate (including its Standing Committees), Faculties and College Development Council :

1	2	3	4	5	6
(a) Journey by Rail	Second class Air conditioned fare each way	NIL	* Rs. 200/- per day	NIL	Rs. 150/- per day (irrespective of the no. of meetings held on that day)
(b) Journey by Road	The actual bus fare, provided the amount does not exceed the railway fare for the class to which he is eligible				
(i) By a regular public motor service	Rs. 5/- per K.M. limiting the expenditure to the railway fare for the class to which he is eligible				
(ii) By own conveyance or hired conveyance					
(iii) By conveyance provided by the University free of cost	NIL				

\* For conditions vide Law 5 of this Chapter.



## STATEMENT II (c)

Travelling and other allowances payable to the members of the Boards of Studies :

1	2	3	4	5	6
(a) Journey by Rail	Single First Class Railway fare each way	Nil	* Rs. 100/-	Nil	Rs.100/- per day (irrespective of no. of meetings held on that day)
(b) Journey by Road – By a regular Public motor service	The actual bus fare, provided the amount does not exceed 1st class railway fare.				

\* For conditions, vide Law 5 of this Chapter.

## STATEMENT II (d)

Travelling and other allowances payable to the members of any other Committee or Commission appointed by the University :

1	2	3	4	5	6
(a) Journey by Rail	Single First Class Railway fare each way	Nil	* Rs. 100/- per day	Nil	Rs.100/- per day (irrespective of no. of meetings held on that day)
(b) Journey by Road – By a regular Public motor service	The actual bus fare, provided the amount does not exceed 1st class railway fare.				

\* For conditions, vide Law 5 of this Chapter.

## STATEMENT

## Classification of employees (other than Officers) of the Daily Allowance, Mileage Allowance, and Lodging Charges

G R A D E	Pay Scales	Travelling Allowance					Mileage allowance for journeys to places not connected by rail or public motor service
		By Rail	By public motor service	By own car	By own motor cycle/ scooter		
1	2	3	4	5	6	7	
1	(a) Those who are in the 1996 UGC scales of pay of Rs.10,000-15,200 and above  (b) Those who are in the 2005 Revised State Govt. scales of pay of Rs. 14,305-25,965 and above.	1 <sup>st</sup> class train fare each way	Actual bus fare	Rs. 10/- per km.	Rs. 3/- per km.	Rs. 5/- Per km.	

\* For conditions vide Law 5 of this Chapter.

- + 1. Classification of places shall be as laid down by the Government  
2. 75% of lodging charges over and above normal charges shall be

## III

University into Grades and the rates of Travelling Allowance, payable/reimbursable to them:

* Daily Allowance		+ Limitation of Lodging Charges			
		Within the State	Outside the State		
Within the State (except Hyderabad)	Outside the State (including Hyderabad)	Cities/Towns in which other Universities are located.	A-Class Cities/Towns	B-Class Cities/Towns	Other Class Cites/Towns
8	9	10	11	12	13
Rs. 200/- per day	Rs. 250/- per day	Rs. 250/- per day	Rs. 500/- per day	Rs. 350/- per day	Rs. 300/- per day

of India.

admitted in case of Delhi, Mumbai, Kolkata, Chennai and Bangalore.

1	2	3	4	5	6	7
II	<p>(A) (1) Those who are drawing 1996 UGC scales of pay below Rs. 10,000-15,200.</p> <p>(A) (2) Those who are in the 2005 Revised State Govt. Scales of Pay of Rs. 10,845-22,950 to Rs. 13,285-25,315</p>	FirstClass train fare each way	Actual bus fare	Rs. 10/- per km.	Rs. 3/-per km.	Rs. 3.50/ - per km.
	<p>(B) (1) Those who are in the 2005 Revised State Govt. Scales of Pay of Rs. 7,770-17,455 to 10,285-21,835</p> <p>(B) (2) In the State Govt. Scales of Pay (1999) Rs. 5,000-10,000</p>	First Class train fare each way	Actual bus fare	Not applicable	Rs. 3/- per km.	Rs. 3.50/ - per km.
III	Rest of the Employees	Second Class train fare or Second Class Sleeper fare each way	Actual bus fare	Not applicable	Not applicable	Rs. 3/- per km.

8	9	10	11	12	13
Rs. 125/- per day	Rs. 150/- per day	Rs. 200/- per day	Rs. 300/- per day	Rs. 250/- per day	Rs. 200/- per day
Rs. 125/- per day	Rs. 150/- per day	Rs. 200/- per day	Rs. 300/- per day	Rs. 250/- per day	Rs. 200/- per day
Rs. 100/- per day	Rs. 125/- per day	Rs. 100/- per day	Rs. 200/- per day	Rs. 150/- per day	Rs. 125/- per day



# APPENDICES

## APPENDIX-A

### Agreement of service by the Registrar (See Law 35 of Chapter III (v) of the Laws of the University)

ARTICLES OF AGREEMENT entered into this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between Sri/Smt. \_\_\_\_\_ hereinafter known as the party of the first part and the Yogi Vemana University (hereinafter called the University) hereinafter known as the party of the second part.

WHEREAS the Executive Council of the Yogi Vemana University (hereinafter called the Executive Council) in exercise of the powers conferred on it by the Andhra Pradesh Universities Act, 1991, has agreed to engage the party of the first part to serve as the Registrar in the Yogi Vemana University from \_\_\_\_\_ subject to the conditions and agreements hereinafter specified and contained.

Now these witnesses and the said parties respectively agree as follows : -

1. THAT the University shall appoint the said Sri/Smt. \_\_\_\_\_, and the said Sri/Smt. \_\_\_\_\_ shall serve it as the Registrar for a period of \_\_\_\_\_ from \_\_\_\_\_.

2. THAT the party of the first part will employ himself/herself in the performance of all such duties as are or may from time to time be assigned to his/her post by the Officers and Authorities empowered in this behalf by the Laws of the Yogi Vemana University, will be bound by the provisions of the said Laws for the time being in force, and will submit to all directions and orders made from time to time by the Officers and Authorities empowered under the said Laws.



3. THAT the party of the first part will not engage himself/herself directly or indirectly in any trade, business or occupation or in any work other than that of his/her office and he shall be a whole time-officer of Yogi Vemana University and that he/she will not, except in case of accident or sickness certified by competent medical authority, absent himself/herself from his/her said duties without the previous permission in writing of the Vice-Chancellor or the Executive Council as the case may be.

4. THAT from the \_\_\_\_\_ the party of the first part will be paid by the University, so long as he/she shall remain in the said service and actually perform his/her duties, a salary at the rate of Rupees \_\_\_\_\_ per mensem to Rupees \_\_\_\_\_ per mensem in the grade of Rupees \_\_\_\_\_.

5. THAT the Executive Council may, at any time before the completion of the period of appointment, transfer the party of the first part from the post of the Registrar to any other suitable position with the same emoluments.

6. THAT the Executive Council may, at any time, upon sufficient cause shown and after giving the party of the first part an opportunity to explain, suspend him/her from office and from the emoluments thereof in whole or in part for any period not exceeding one year or to require him/her to demit or to deprive of him/her office and during the period of suspension, to make provision for his/her work. If the party of the first part feels aggrieved by the above decision of the Executive Council, he may appeal to the Chancellor against the order of the Executive Council within one month after the date of service of the order. The order of the Chancellor or the appeal shall be final. No suit shall lie in any court of law in respect of the matter decided as above. Every such proceedings shall be deemed to be a submission to arbitration by the parties concerned within the meaning of the Arbitration and Conciliation Act, 1996 and all the provisions of that Act shall apply accordingly in so far as they may apply, if any, to such cases as these.

7. THAT it shall be lawful for the Executive Council at any time, prior to the expiration of the term of the party of the first part under this agreement, if satisfied on the report of a duly qualified Medical Board appointed by the Executive Council in this behalf that the party of the first part is incapacitated or has become insane and is likely to continue permanently incapable, by reason of his/her illness, of discharging his/her duties, to determine the service under this agreement (the decision of the Executive Council being conclusive) and thereupon his/her services shall be terminated.

8. That the party of the first part shall not be entitled to any damages or compensation whatever in the event of his/her removal under clause 6 or under clause 7 aforesaid.

9. THAT the party of the first part shall be bound by such leave rules as may be for the time being in force in the University.

10. THAT the party of the first part shall retire from service on his/her attaining the age of superannuation of fifty eight years even though the specified period of appointment did not expire. It shall be competent for the Executive Council to extend his/her appointment by two more years, such extension being given for not more than one year at a time and the total period of service of the party of the first part as Registrar not exceeding six years.

11. THAT the party of the first part will continue in the service of the University under the Laws of the University and the terms and conditions herein contained :

Provided always that the party of the first part may determine this agreement on any day by giving to the Executive Council a notice in writing of his/her intention to that effect at least two calendar months before such a day and if such notice is given, this agreement shall terminate on that day accordingly.

IN WITNESS WHEREOF the parties hereunto affix their hand and seal.

Sealed on behalf of the University.

\_\_\_\_\_  
Signature of the Registrar as the party of the first part.

Witnesses to the signature of the Registrar as the party of the first part :

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Yogi Vemana University

Signature of the Registrar

## APPENDIX-B

Agreement of service by the Controller of Examinations  
(See Law 59(iii) of Chapter III (vii) of the Laws of the University)

\* \* \*

ARTICLES OF AGREEMENT entered into this the \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_ between Sri/Smt. \_\_\_\_\_  
hereinafter known as the party of the first part and the Yogi Vemana  
University (hereinafter called the University) hereinafter known as  
the party of the second part.

WHEREAS the Executive Council of the Yogi Vemana  
University (hereinafter called the Executive Council) in exercise of  
the powers conferred on it by the Andhra Pradesh Universities Act,  
1991, has agreed to engage the party of the first part to serve as  
the Controller of Examinations in the Yogi Vemana University from  
\_\_\_\_\_ subject to the conditions and agreements  
hereinafter specified and contained.

Now these witnesses and the said parties respectively agree  
as follows : -

1. THAT the University shall appoint the said Sri/Smt.  
\_\_\_\_\_, and the said Sri/Smt. \_\_\_\_\_  
\_\_\_\_\_ shall serve it as the Controller of Examinations for a  
period of \_\_\_\_\_ from \_\_\_\_\_.

2. THAT the party of the first part will employ himself/herself  
in the performance of all such duties as are or may from time to  
time be assigned to his/her post by the Officers and Authorities  
empowered in this behalf by the Laws of the Yogi Vemana University,  
will be bound by the provisions of the said Laws for the time being  
in force, and will submit to all directions and orders made from  
time to time by the Officers and Authorities empowered under the  
said Laws.

3. THAT the party of the first part will not engage himself/herself directly or indirectly in any trade, business or occupation or in any work other than that of his/her office and he shall be a whole-time officer of Yogi Vemana University and that he/she will not, except in case of accident or sickness certified by competent medical authority, absent himself/herself from his/her said duties without the previous permission in writing of the Vice-Chancellor or the Executive Council as the case may be.

4. THAT from the \_\_\_\_\_ the party of the first part will be paid by the University, so long as he/she shall remain in the said service and actually perform his/her duties, a salary at the rate of Rupees \_\_\_\_\_ per mensem to Rupees \_\_\_\_\_ per mensem in the grade of Rupees \_\_\_\_\_.

5. THAT the Executive Council may, at any time before the completion of the period of appointment, transfer the party of the first part from the post of the Controller of Examinations to any other suitable position with the same emoluments.

6. THAT the Executive Council may, at any time, upon sufficient cause shown and after giving the party of the first part an opportunity to explain, suspend him/her from office and from the emoluments thereof in whole or in part for any period not exceeding one year or to require him/her to demit or to deprive of him/her office and during the period of suspension, to make provision for his/her work. If the party of the first part feels aggrieved by the above decision of the Executive Council, he may appeal to the Chancellor against the order of the Executive Council within one month after the date of service of the order. The order of the Chancellor on the appeal shall be final and no suit shall lie in any court of law in respect of the matter decided as above. Every such proceedings shall be deemed to be a submission to arbitration by the parties concerned within the meaning of the Arbitration and Conciliation Act of 1996 and all the provisions of that Act shall apply accordingly in so far as they may apply, if any, to such cases as these.

7. THAT it shall be lawful for the Executive Council at any time, prior to the expiration of the term of the party of the first part under this agreement, if satisfied on the report of a duly qualified Medical Board appointed by the Executive Council in this behalf that the party of the first part is incapacitated or has become insane and is likely to continue permanently incapable, by reason of his/her illness, of discharging his/her duties, to determine the service under this agreement (the decision of the Executive Council being conclusive) and thereupon his/her services shall be terminated.

8. That the party of the first part shall not be entitled to any damages or compensation whatever in the event of his/her removal under clause 6 or under clause 7 aforesaid.

9. THAT the party of the first part shall be bound by such leave rules as may be for the time being in force in the University.

10. THAT the party of the first part shall retire from service on his/her attaining the age of superannuation of fifty eight years even though the specified period of appointment did not expire. It shall be competent for the Executive Council to extend his/her appointment by two more years, such extension being given for not more than one year at a time and the total period of service of the party of the first part as Controller of Examinations not exceeding six years.

11. THAT the party of the first part will continue in the service of the University under the Laws of the University and the terms and conditions herein contained :

Provided always that the party of the first part may determine this agreement on any day by giving to the University a notice in writing of his/her intention to that effect at least two calendar months before such a day and if such notice is given, this agreement shall terminate on that day accordingly.

IN WITNESS WHEREOF the parties hereunto affix their hand and seal.

Sealed on behalf of the University.

---

Signature of the Controller Examinations  
as the party of the first part.

Witnesses to the signature of the  
Controller of Examinations  
as the party of the first part :

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Yogi Vemana University

Signature of the Registrar.

## APPENDIX-C

Agreement of service by the  
Co-ordinator of the College Development Council  
(See Law 70 of Chapter III (viii) of the Laws of the University)

\* \* \*

ARTICLES OF AGREEMENT entered into this the \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_ between Sri/Smt. \_\_\_\_\_  
hereinafter known as the party of the first part and the Yogi Vemana  
University (hereinafter called the University) hereinafter known as  
the party of the second part.

WHEREAS the Executive Council of the Yogi Vemana  
University (hereinafter called the Executive Council) in exercise of  
the powers conferred on it by the Andhra Pradesh Universities Act,  
1991, has agreed to engage the party of the first part to serve as  
the Co-ordinator of the College Development Council in the Yogi  
Vemana University from \_\_\_\_\_ subject to the conditions and  
agreements hereinafter specified and contained.

Now these witnesses and the said parties respectively agree  
as follows : -

1. THAT the University shall the said Sri/Smt.  
\_\_\_\_\_, and the said Sri/Smt. \_\_\_\_\_  
\_\_\_\_\_ shall serve it as the Co-ordinator of the College  
Development Council for a period of \_\_\_\_\_ from \_\_\_\_\_.

2. THAT the party of the first part will appoint himself/herself  
in the performance of all such duties as are or may from time to  
time be assigned to his/her post by the Officers and Authorities  
empowered in this behalf by the Laws of the Yogi Vemana University,  
will be bound by the provisions of the said Laws for the time being  
in force, and will submit to all directions and orders made from  
time to time by the Officers and Authorities empowered under the  
said Laws.



3. THAT the party of the first part will not engage himself/herself directly or indirectly in any trade, business or occupation or in any work other than that of his/her office and shall be a whole-time officer of Yogi Vemana University and that he/she will not, except in case of accident or sickness certified by competent medical authority, absent himself/herself from his/her said duties without the previous permission in writing of the Vice-Chancellor or the Executive Council as the case may be.

4. THAT from the \_\_\_\_\_ the party of the first part will be paid by the University, so long as he/she shall remain in the said service and actually perform his/her duties, a salary at the rate of Rupees\_\_per mensem to Rupees\_\_per mensem in the grade of Rupees\_\_.

5. THAT the Executive Council may, at any time before the completion of the period of appointment, transfer the party of the first part from the post of the Co-ordinator of the College Development Council to any other suitable position with the same emoluments.

6. THAT the Executive Council may, at any time, upon sufficient cause shown and after giving the party of the first part an opportunity to explain, suspend him/her from office and from emoluments thereof in whole or in part for any period not exceeding one year or to require him/her to demit or to deprive of him/her office and during the period of suspension, to make provision for his/her work. If the party of the first part feels aggrieved by the above decision of the Executive Council, he may appeal to the Chancellor against the order of the Executive Council within one month after the date of service of the order. The order of the Chancellor on the appeal shall be final and no suit shall lie in any court of law in respect of the matter decided as above. Every such proceedings shall be deemed to be a submission to arbitration by the parties concerned within the meaning of the Arbitration and Conciliation Act, 1996 and all the provisions of that Act shall apply accordingly in so far as they may apply, if any, to such cases as these.

7. THAT it shall be lawful for the Executive Council at any time, prior to the expiration of the term of the party of the first part under this agreement, if satisfied on the report of a duly qualified Medical Board appointed by the Executive Council in this behalf that the party of the first part is incapacitated or has become insane and is likely to continue permanently incapable, by reason of his/her illness, of discharging his/her duties, to determine the service under this agreement (the decision of the Executive Council being conclusive) and thereupon his/her services shall be terminated.

8. That the party of the first part shall not be entitled to any damages or compensation whatever in the event of his/her removal under clause 6 or under clause 7 aforesaid.

9. THAT the party of the first part shall be bound by such leave rules as may be for the time being in force in the University.

10. THAT the party of the first part shall retire from service on his/her attaining the age of superannuation of fifty eight years even though the specified period of appointment did not expire. It shall be competent for the Executive Council to extend his/her appointment by two more years such extension being given for not more than one year at a time and the total period of service of the party of the first part as Co-ordinator of the College Development Council not exceeding six years.

11. THAT the party of the first part will continue in the service of the University under the Laws of the University and the terms and conditions herein contained :

Provided always that the party of the first part may determine this agreement on any day by giving to the University a notice in writing of his/her intention to that effect at least two calendar months before such a day and if such notice is given, this agreement shall terminate on that day accordingly.

IN WITNESS WHEREOF the parties hereunto affix their hand and seal.

Sealed on behalf of the University.

\_\_\_\_\_  
Signature of the  
Co-ordinator of the College Development Council  
as the party of the first part.

Witnesses to the signature of the  
Co-ordinator of the College Development Council  
as the party of the first part :

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Yogi Vemana University

Signature of the Registrar.

## APPENDIX-D

\* \* \*

### CODE OF DISCIPLINE FOR STUDENTS

*(See Law 44 in Chapter XIII of the Laws of the University)*

\* \* \*

#### 1. Title

(a) This code may be called “Code of Discipline for Students, 2007”.

(b) In exercise of the powers conferred by Law 14 (9) (i) of Chapter V (The Executive Council) of the Laws of the University, the Executive Council framed this “Code of Discipline for Students, 2007”.

#### 2. Aims and Objectives of the Code

The sole aim and purpose of a University is the pursuit of truth, acquiring of new knowledge through scholarly research, teaching and overall development of students, and the dissemination of knowledge for the well being of the society at large. This objective of the University can be accomplished only through maintenance of order and discipline by the Student Community. Rules and Regulations are essential to make the contours of this needed order. It is necessary that the University should inculcate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students. Hence the student community should necessarily practise these values and see that the rules envisaged in this Code are strictly obeyed so that their conduct will be in consonance with, supportive of and conducive to the University’s objective and core values.

#### 3. Applicability of the Code

The Code shall be applicable to all the students admitted to any academic programme, activity or event conducted by Yogi Vemana University. It is the responsibility and duty of each and every student to become acquainted with all the provisions of this Code. Faithful observance of this Code is a condition of their admission to the University.

#### 4. Duties and Responsibility of the Students

It shall be the responsibility of the students :

(i) To study and become familiar with and adhere to this Code and any amendment brought to this Code.

(ii) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives and vision of the University.

(iii) To report any violation of the Code to the officers mentioned in this Code.

(iv) To access all educational opportunities and benefits available at the University and make good use of them to prosper academically.

(v) To respect the laws of the Country, human rights and to conduct in a responsible and dignified manner at all times and develop scientific temper.

#### 5. Prohibited Behaviour of the Students

The students shall abstain from the following :

(i) Any act that causes or intends to cause psychological, emotional or physical stress and harm to any person/persons.

(ii) Any conduct that causes unauthorised removal, destruction or littering or malicious damage of University property or property under University custody or control and also destroying, removing or maliciously damaging the property of others in University premises or at events/functions sponsored /organized by the University.

(iii) Disorderly, disruptive, lewd, indecent, obscene or offensive conduct in the premises of the University.

(iv) Obstructing or disrupting the educational process by entering into a class/programme when the class is in session without the permission of the teacher/programme in-charge of the class or interfering with University administration.

(v) Exhibiting behaviour which can be interpreted as abuse. This includes physical abuse; rape and sexual assault, and verbal abuse including defamation, threats, intimidation, coercion, extortion, blackmail, use of fighting words, profanity, harassment and bullying.

(vi) Engaging in any type of political activity inside the Campus causing damage to any property owned/managed by the University and organizing or attending meetings other than the official ones or other than those for which prior permission of University authorities have not been obtained.

(vii) Possessing any banners, flags, posters, pamphlets etc. other than the official ones or disfiguring the walls, doors, windows, furniture etc. with graffitis, bills, engravings, slogans, etc.,

(viii) Engaging in gherao, keeping under captivity or illegally confining any teacher or official of the University.

(ix) Possessing, using, distributing or being under the influence of alcohol, narcotics or other controlled substance in the University Campus or at any property owned/managed by the University.

(x) Smoking and possessing of tobacco based products on the campus.

(xi) Possessing or using in the name of self-defence any stick, weapon, explosive or any thing that can cause injury/danger to the life and limb and property.

(xii) Rash or negligent driving of vehicles in the University Campus.

(xiii) Behaving in a manner which is discriminatory towards any other student or staff member on the basis of religion, race, colour, ancestry, national origin, gender, marital status, sexual orientation, age or disability.

(xiv) pursuing more than one course of study and continuing in the same room of the hostel disrespecting the hostel rules and regulations.

(xv) Cheating or plagiarizing, providing false information or altering or misusing or destroying any University document, record or instrument of identification.

(xvi) Endangering or threatening to endanger the health and safety of oneself or others in University Community.

(xvii) Using mobile phone during class hours/office hours in department/school/administrative office.

(xviii) Disturbing the peace and tranquility of the Campus.

(xix) Any other conduct which leads to the lowering of esteem of the University in public.

## 6. Punishments

Any student/students exhibiting prohibited behaviour mentioned in Section (5) of the Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following punishments.

### I. MINOR PUNISHMENTS :

#### *(i) Warning or reprimand :*

The student engaged in any prohibited behaviour may be given a warning to begin with.

The Head of the Department or Warden or Librarian or Director of Physical Education is competent to issue warning letter.

#### *(ii) Tendering apology :*

The student engaged in any prohibited behaviour or reading proscribed books may be asked to tender an apology for his act, and also give an undertaking that he shall not indulge in such or any of the prohibited behaviour in future.

The Dean of the School is competent to impose this punishment.

## II. MAJOR PUNISHMENTS :

### *(i) Debarring from Examinations :*

A student/group of students may be debarred from writing any/some/all of the examination(s) which form(s) part of the academic programme for which he/she has joined.

The Vice-Chancellor is competent to impose this punishment after considering the report of a committee specially constituted for the purpose.

### *(ii) SUSPENSION :*

A student may be suspended from the University for violation of any of the provisions of 'Code of Discipline' for students. The period of suspension and conditions, if any, shall be clearly indicated in the order to the student and sent to the address given in the application at the time of admission. It is the responsibility of the student to communicate to the Dean through the concerned Head of Department the change of address whenever there is a change and the Dean shall send the order to that address. The student shall lose his attendance for the suspended period.

The Principal is competent to place the student concerned under suspension.

### *(iii) RESTITUTION :*

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or damage disfiguration to property of the University or any property kept in the premises of the University. The students/group of students or their parents may be asked to compensate in money terms for the loss that has been caused to any person or property of the



University due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form.

The Principal is competent to impose this punishment on the recommendations of a Committee constituted by the Principal for the purpose.

*(iv) ForFEITURE/Fine :*

Any student engaged in any prohibited behaviour shall forfeit his scholarship and/or be fined not more than rupees five hundred.

The Principal is competent to impose this punishment.

*(v) EXPULSION/RUSTICATION :*

Expulsion shall be resorted to only in cases where stringent action is warranted. It is the permanent dismissal of a student from the University. Such a student will not be eligible for readmission to any of the courses of the University or in any other University.

On the basis of resolution of College Council or Disciplinary Council endorsed by the Principal and after considering the recommendations of the Vice-Chancellor, the Executive Council may impose this punishment.

## 7. Functionaries under the Code

(i) Heads of Departments/Deans of Schools/Principals of Colleges/Wardens of Hostels/Librarian in-charge of Library/Director of Physical Education, in-charge of Games and Sports :

As the persons in charge, the above have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this Code. These functionaries cannot single handedly manage the entire issues. He can assign part of the work to the teachers and the teachers of all the departments have the responsibility to inform any incident of prohibited behaviour to Heads/Deans/Principals, so that any serious issue can be settled before the same goes out of control. In Law 6 above the persons who have the power to impose the punishment have been specified under each head. While imposing the punishment or recommending any specific punishment to the competent persons or authority they shall be impartial. They shall also see that the punishment imposed/proposed is commensurate to the gravity of the prohibited behaviour. Any lapse on the part of a teacher to report any instance of violence and misconduct on the part of the students shall be reported to the Vice-Chancellor by the respective Heads/Deans/Principals. The Warden/Deputy Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostels. He/She shall specifically see to it that the inmates of the hostels do not involve themselves in any prohibited behaviour mentioned under Law 5 of this Code.

(ii) Registrar :

The Registrar, on the direction of the Vice-Chancellor, shall visit/inspect any premises/buildings or any property of the University when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful action to curb such behaviour. Notwith-standing the fact that one of the functionaries is competent to inflict punishments, the Head/Dean/Principal shall report to the Registrar any instance of prohibited behaviour, who, in turn, shall bring it to the notice of the Vice-Chancellor. The Registrar may also *SUO MOTU* recommend action against any student/students indulging in prohibited behaviour which is brought to his notice. In cases where the prohibited behaviour of a student or group of students is so serious as to warrant rustication, the Registrar shall place the detailed report before the Vice-Chancellor.

(iii) Vice-Chancellor :

In cases warranting debarring a Student/Students from the University Examination, the Vice-Chancellor shall impartially examine the matter and if convinced about the findings of the Committee, pass appropriate orders. In cases warranting rustication, the Vice-Chancellor shall examine the case dispassionately and make recommendations to the Executive Council.

8. Opportunity to students to explain and also right to appeal

Before inflicting any major punishment listed in Law 6 above the student shall be given an opportunity to explain. The student/students aggrieved by the decision of the Vice-Chancellor/Principal/Dean, as the case may be, shall have a right to prefer an appeal to the Executive Council under Sections 41 and 42 of the Andhra Pradesh Universities Act, 1991 and the Executive Council may confirm, modify, or reverse the decision appealed against. The decision of the Executive Council shall be final and binding.

9. Action under separate State Act, Central Act or any other Law not precluded

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., \*ragging, untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

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\*According to Section (2) (e) of the Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) "ragging" means, doing an Act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student"

In the guidelines issued by the Supreme Court in *Vishwa Jagriti Mission vs. Central Government* (2001) (6) SCC 577 & 581, the Court viewed as follows : -

"Broadly speaking, ragging is;

Any disorderly conduct whether by words spoken or written or by an Act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or

(Contd. in the next page

## 10. Assistance from Law Enforcement Agencies

The Heads/Deans/Principals shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Heads/Deans/Principals shall in such a case give a detailed report to the Registrar. The Heads/Deans/Principals can also arrange videography of the entire situation.

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apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

Sections 3 to 6 of the Andhra Pradesh Prohibition of Ragging Act, 1997 read as follows :

**“3. Prohibition of Ragging :** - Ragging within or outside any educational institution is prohibited.

**4. Penalty for Ragging :** - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby -

(i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

(ii) assaults or uses criminal force to criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

(iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

(iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or

(v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

(Contd. in the next page)

## 11. Counselling

The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

## 12. Grievances Redressal Committee

The Executive Council shall also setup "Grievances Redressal Committee" where the students can air their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women's representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

## 13. Undertaking by the Students

The students joining any academic programme of the University will have to give an undertaking to the effect that he/she will fully comply with the provisions envisaged in this Code in letter and spirit.

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5. *Dismissal of STUDENT* : - (1) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

6. *SUSPENSION of STUDENT* : - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is *prima facie* found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final".

In addition to the above, all students shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an \*undertaking, in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997).

#### 14. Amendments to the Code

The Executive Council shall have power to amend any of the provisions in the 'Code of Discipline for Students' as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

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\* The form of undertaking to be given by every student is appended.

(Undertaking to be given by all students, as required under Rule 3(b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, notified as per Section 9(1) of the Andhra Pradesh Prohibition of Ragging Act, 1997, in G.O.Ms.No. 67, Higher Education (E.C.-2), dated 31.08.2002).

### UNDERTAKING

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, residing at \_\_\_\_\_, applicant for admission to/student of the first year/second year of the \_\_\_\_\_ Degree Course in the Yogi Vemana University College of \_\_\_\_\_, Kadapa, during the academic year 200 200 , hereby declare that --

I am aware of the facts that –

(i) ragging within the premises of the college, hostels and library or anywhere outside the educational institution, is a criminal offence;

(ii) if involved directly or indirectly in committing or abetting ragging, I am liable for one or more of the following punishments to be imposed therefor by the competent Officers/Authorities of the College/University: -

1. Cancellation of admission;
2. Suspension from the institution or classes for limited period;
3. Withholding/withdrawing scholarship/fellowship and other benefits;

(contd. )

4. Debarring from appearing for any test/examination or other evaluation process;
5. Withholding of results;
6. Debarring from representing the institution in any event at inter-university, national or international level;
7. Suspension/Expulsion from the Hostel;
8. Rustication for a period varying from 1 to 2 academic year(s);
9. Expulsion from the institution and consequential debarring from admission to any other institution;
10. Fine with public apology; and also

(iii) the Court of Law can award, punishment with imprisonment for a term which may extend from 6 months to life, or fine which may extend from Rs. 1,000/- to 50,000/- or with both.

As such, I undertake that I shall not indulge myself in any activity of ragging or abetting ragging other students.

Date :

\* Signature of the Student.

\* Singed before me.

Permanent Address:

HEAD OF THE DEPARTMENT

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## APPENDIX-E

Minimum qualifications required for appointment and Career Advancement of Teachers in the University.

*(See Law 4 in Chapter XIV of the Laws of the University)*

Minimum qualifications for DIRECT RECRUITMENT to the posts of Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education, as prescribed by the University Grants Commission.

Humanities, Social Sciences, Sciences and Commerce  
PROFESSOR :

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level Institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

ASSOCIATE PROFESSOR :

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the \* 7 point scale with latter grades O, A, B, C, D, E & F at Master's degree level.

\* SEVEN POINT SCALE

Grade	Grade Point	Percentage equivalent
'O' = Outstanding	5.50 - 6.00	75-100
'A' = Very Good	4.50 - 5.49	65-74
'B' = Good	3.50 - 4.49	55-64
'C' = Average	2.50 - 3.49	45-54
'D' = Below Average	1.50 - 2.49	35-44
'E' = Poor	0.50 - 1.49	25-34
'F' = Fail	0 - 0.49	0-24

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

#### ASSISTANT PROFESSOR :

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Assistant Professors conducted by the UGC, CSIR or similar test accredited by the UGC.

NET shall remain the compulsory requirement for appointment as Assistant Professor for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET for UG level teaching only.

#### > NOTES :

- a. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- b. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the physically handicapped and visually handicapped candidates.
- c. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.

- d. B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- e. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam., were 50%.

#### LIBRARIAN :

- i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the University Grants Commission seven point scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organisation of published work.

#### DESIRABLE :

M.Phil./Ph.D. degree in library science/information science/documentation/archives and manuscript-keeping.

#### DEPUTY LIBRARIAN :

- i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the University Grants Commission seven point scale and a consistently good academic record.

ii. Five year's experience as an Assistant University Librarian/ College Librarian.

iii. Evidence of innovative library services, published work and professional commitment, computerisation of library.

#### DESIRABLE :

M. Phil./Ph.D. degree in library science/information science/documentation /archives and manuscript-keeping, computerisation of library.

#### ASSISTANT LIBRARIAN :

i. Qualifying in the national-level test conducted for the purpose by the University Grants Commission or any other agency approved by the University Grants Commission.

*Note:* Candidates possessing M.Phil. and Ph.D. degree are exempted from qualifying in the National Eligibility Test (NET).

ii. Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the University Grants Commission seven point scale plus a consistently good academic record, computerisation of library.

*Note :* A relaxation of 5% of marks from 55% to 50% may be provided to the candidates holding Ph.D. degree who are already in the University system and have obtained Master's degree prior to 1991.

#### DIRECTOR OF PHYSICAL EDUCATION :

(i) Ph.D. in physical education.

(ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College DPEs (selection grade).

(iii) Participation in at least two national/international seminars/conferences.

(iv) Consistently good appraisal reports.

(v) Evidence of organising competitions and conducting coaching camps of at least two weeks' duration.

(vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

NORMS FOR MEN			
12 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 Mtrs.	1500 Mtrs.	1200 Mtrs.	800 Mtrs.

NORMS FOR MEN			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Mtrs.	800 Mtrs.	600 Mtrs.	400 Mtrs.

However, before taking the test, a candidate shall produce a medical certificate, certifying that he/she is medically fit.

#### DEPUTY DIRECTOR OF PHYSICAL EDUCATION :

(i) Ph.D. in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.

(ii) Five years' experience as University Assistant DPE/College DPE, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.

(iii) Evidence of organising competitions and conducting coaching camps of at least two weeks' duration.

(iv) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

(v) Passed the physical fitness test.

(vi) Consistently good appraisal reports.

#### ASSISTANT DIRECTOR OF PHYSICAL EDUCATION :

(i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the University Grants Commission 7 point scale plus a consistently good academic record.

*Note* : A relaxation of 5% may be provided from 55% to 50% of the marks to the candidates holding Ph.D degree who are already in the University system and have obtained Masters Degree prior to 1991.

(ii) Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championships.

(iii) Passed the physical fitness test.

(iv) Qualifying in the national test conducted for the purpose by the University Grants Commission or any other agency approved by the University Grants Commission.

*Note* : Candidates possessing M.Phil. and Ph.D. Degrees are exempted from qualifying in the National eligibility Test (NET).

Minimum qualifications and length of Service required for CAREER ADVANCEMENT of Teachers in the University.

Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Assistant Professor, and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Associate Professor, minimum length of service as Assistant Professor (Senior Scale) shall be uniformly five years.

Formovement into grades of Associate Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Assistant Professor (Selection Grade).

An Associate Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

Assistant Professor (Senior Scale)

An Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

(i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.

(ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).

(iii) Consistently satisfactory performance appraisal reports.

### Assistant Professor (Selection Grade) :

Assistant Professors in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for post of Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. They will be designated as Assistant Professors in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Associate Professor and, if found suitable, could be given the designation of Associate Professor.

### Associate Professor (Promotion) :

An Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if he/she has :

- (i) Completed 5 years of service in the Senior Scale;
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institute of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- (v) Possesses consistently good performance appraisal reports.



Promotion to the Post of Associate Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

\* Professor (Promotion ) :

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India Advertisement, promotions may be made from the post of Associate Professor to that of Professor after 8 years of service as Associate Professor.

The Selection Committee for Promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Associate Professor to Professor, the following method of promotion may be followed.

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\* The modified procedure for promotion of Associate Professor to Professor under Career Advancement Scheme, communicated in D.O. No. F-3-3/2000 (PS), dated 21<sup>st</sup> February, 2002 of the Joint Secretary, University Grants Commission, is given below : -

“The Commission resolved that the following criteria and terms must be adhered to in selecting a candidate for promotion from Associate Professor to Professor under Career Advancement Scheme in University departments : -

(i) that a minimum of 8 years experience as an Associate Professor be an eligibility.

(ii) that the professor already appointed under direct recruitment be not eligible.

(iii) that self-appraisal report for the period including five years before the date of eligibility be submitted.

(iv) that minimum of five research publications out of which two could be the books be submitted for evaluation/assessment before the interviews.

(v) that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interview to be conducted later on.

*(Contd. on the next page)*

The candidate should present himself before the Selection Committee with some of the following :

- (a) Self-appraisal reports (required).
- (b) Research contribution/books/articles published.
- (c) Any other academic contributions.

The best three written contributions of the teacher (as defined by him) may be sent in advance to the Experts to review before coming for the selection. The candidates should be asked to submit these 3 sets with the application.

- (d) Seminars/Conferences attended
- (e) Contribution to teaching/academic environment/institutional corporate life.
- (f) Extension and field outreach activities.

*(Contd. from the pre-page)*

(vi) that all the recommendations be positive from the three experts. In case the recommendation of one out of three is negative the research publications be sent to the fourth expert for evaluation and assessment in all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation.

(vii) that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended.

(viii) that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books;

(ix) that thereafter the interview be conducted inviting three experts of the concerned subject making sure that these experts be different than those who had assessed and evaluated the research publications.

(x) that repeat process of promotion/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected.

(xi) that the promotion from Associate Professor to Professor under CAS being a personal position and not against a sanctioned post, the teaching work-load of the Associate Professor be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor;

(xii) that the aforesaid communication be communicated to all the Universities for immediate compliance with effect from March 1, 2002".

The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal report, shall be the mandatory requirement for Career Advancement from Assistant Professor to Assistant Professor (Senior Scale) and from Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade). *Wherever the REQUIREMENT of orientation/refresher COURSES has remained incomplete, the promotions WOULD not be held UP BUT these MUST be completed by the year 2000.*

The requirements for completing these courses would be as follows :

(i) For Assistant Professor (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.

(ii) Two refresher courses for Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade).

(iii) The senior teachers like Associate Professors/ Assistant Professors (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

If the number of years required in a feeder cadre are less than those stipulated in this notification thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

Counting of Past Service (for placement of Assistant Professor in Senior Scale/Selection Grade) : -

Previous service, without any break as an Assistant Professor or equivalent, in a University, college, national laboratory, or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale/Selection Grade provided that:

(i) The post was in an equivalent grade/scale of pay as the post of an Assistant Professor;

(ii) The qualifications for the post were not lower than the qualifications prescribed by the University Grants Commission for the post of Assistant Professor;

(iii) The candidates who apply for direct recruitment should apply through proper channels;

(iv) The concerned Assistant Professors possessed the minimum qualifications prescribed by the University Grants Commission for appointment as Assistant Professors;

(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations.

(vi) The appointment was not ad hoc or in a leave vacancy of less than one year duration. Ad hoc service of more than one year duration can be counted provided –

(a) the ad hoc service was of more than one year duration;

(b) the incumbent was appointed on the recommendation of duly constituted Selection Committees; and

(c) the incumbent was selected to the permanent post in continuation to the ad hoc service without any break.

Career Advancement Scheme for Assistant Librarian and Assistant Director of Physical Education (effective from 27.07.1998).

\* \* \*

#### ASSISTANT LIBRARIAN :

(i) Every Assistant Librarian in a University, who is in the scale of pay of Rs. 8000-275-13500 will be eligible for placement in a Senior Scale of Rs. 10000-325-15200 if he/she has :

(a) completed 6 years of service as University Assistant Librarian/College Librarian after regular appointment;

(b) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the University Grants Commission, and consistently satisfactory performance appraisal reports.

(ii) Every Assistant Librarian in the Universities who has been placed in the Senior Scale will be eligible for promotion to the post of Deputy Librarian in the scale of pay of Rs. 12000-420-18300 if he/she has :

(a) completed 5 years of service in the Senior Scale provided that the requirement of 5 years will be relaxed if his/her total service is not less than 11 years;

(b) obtained a Ph.D. degree or has an equivalent published work; made significant contribution to the development of Library service in the University as evident from self-assessment, reports of referees, professional improvement in the Library services, etc., as the case may be;

(c) made significant contribution to the development of Library service in the University as evident from self-assessment, reports of referees, professional improvement in the Library services, etc., as the case may be;

(d) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the University Grants Commission after placement in the Senior Scale; and

(e) consistently satisfactory performance appraisal reports.

(iii) Promotion to the post of Deputy Librarian will be through a process of selection by a Selection Committee as in the case of promotion to the post of Associate Professors. Posts of Deputy Librarians will be created for this purpose by upgrading the post of Assistant Librarian (Senior Scale).

(iv) Those Assistant Librarians in the Universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in para (ii) above, will be placed in the grade of Rs. 12000-420-18300, subject to the recommendations of the Committee. They will be designated as Assistant Librarian in the Selection Grade.

(v) The College Librarians who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs. 12000-420-18300 if they fulfill the criteria prescribed for University Assistant Librarians (Senior Scale) as contained in paras (ii) & (iii) or (iv) above.

(vi) The Deputy Librarian/Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) with 5 years as on 01/01/1996 shall be eligible for placement at the minimum of Rs. 14,940/- as done in the case of Associate Professors.

## ASSISTANT DIRECTOR OF PHYSICAL EDUCATION:

(i) Every Assistant DPE/College DPE who is in the scale of pay of Rs. 8000-275-13500 will be eligible for placement in the Senior Scale of Rs. 10000-325-15200 if he/she has;

(a) Completed six years of service as University Assistant DPE/ College DPE after regular appointment;

(b) Passed the physical fitness test;

(c) Consistently good appraisal reports;

(d) Should have attended at least one orientation and one refresher course of not less than four weeks duration each with proper and well-defined evaluation procedure;

(ii) Every Assistant DPE in Universities who has been placed in the Senior Scale will be eligible for promotion to the post of Deputy DPE in the scale of pay of Rs. 12000-420-18300 if he/she has;

(a) Obtained a Ph.D. degree in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of 'B' in the University Grants Commission 7 point scale at the Master's degree level;

(b) Five years experience as University Assistant DPE Senior Scale) College DPE (Senior Scale) or in the equivalent post in the same pay scale (excluding three years of research experience for Ph.D.);

(c) Evidence of organizing competitions and conducting coaching camps;

(d) Evidence of having produced good performance teams/ athletes for inter-university/combined university and at higher level, etc;

(e) Passed the physical fitness test; and

(f) Consistently good appraisal reports.

(iii) Promotion to the post of Deputy DPEs., will be through a process of selection by a Selection Committee as in the case of promotion to the post of Associate Professors. Posts of Deputy DPE will be created for this purpose by upgrading the post of Assistant DPEs (Senior Scale).

(iv) Those Assistant DPEs., in the Universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in Para (ii) above, will be placed in the grade of Rs. 12000-420-18300 subject to the recommendations of the Committee. They will be designated as Assistant DPEs in the Selection Grade.

(v) The College DPEs who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs. 12000-420-18300 if they fulfill the criteria as prescribed for Assistant DPEs (Senior Scale) in Universities as contained in paras (ii) & (iii) or (iv) above. They will be designated as College DPEs in the Selection Grade.

(vi) The Deputy DPEs/Assistant DPEs (Selection Grade)/College DPEs (Selection Grade) with 5 years as on 01.01.1996 shall be eligible for placement at the minimum of Rs. 14,940/- as done in the case of Associate Professors.

\* \* \*



APPENDIX – F

Principles of Reservation and Roster System  
(See Law 8(1)(b) in Chapter XIV of the Laws of the University)

\* \* \*

Extracts from  
ANDHRA PRADESH STATE AND SUB-ORDINATE  
SERVICE RULES-1996

(G.O.Ms.No. 436, Genl. Admn. (Services-D) Department,  
dated 15<sup>th</sup> October, 1996)

\* \* \*

Rule 22 - Special Representation (Reservation)  
(as amended in G.O.Ms.No.65, Genl. Admn. (Services-D)  
Department, dated 15.02.1997).

\* \* \*

1. Reservations may be made for appointment to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Physically Handicapped, Meritorious Sportsman, Ex-Servicemen and such other categories as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or as the case may be, in the special rules. The principle of reservation as hereinafter provided shall apply to all appointments to a service, class or category.

(i) By direct recruitment, except where the Government by a General or special order made in this behalf, exempt such service, class or category;

... ..

2 (a) \*\* [The unit of appointment for the purpose of direct recruitment shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, twenty five shall be reserved for Backward classes and the remaining fifty four appointments shall be made on the basis of open competition and subject to rule 22-A of these rules.] \*\* This clause is inserted by G.O.Ms.No. 123, Genl. Admn (Ser.B) Dept. dt. 19.04.2003, w.e.f. 14.02.2003.

... ..

(b) Out of fifty four appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the physically handicapped persons.

.....

(e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies :

1. Open competition – Women
2. Scheduled Castes – Women
3. Open Competition
4. Backward Class – (Group-A)-Women
5. Open Competition
6. (Visually Handicapped) (Women)\*
7. Scheduled Castes
8. Scheduled Tribes – Women
9. Open Competition
10. Backward Class-(Group-B)-Women
11. Open Competition
12. Open Competition – Women
13. Open Competition
14. Backward Class-(Group-C)-Women
15. Open Competition
16. Scheduled Castes
17. Open Competition-Women
18. Backward Class-(Group-D) Women
19. Open Competition
20. Backward Class (Group-A)
21. Open Competition
22. Scheduled Castes-Women
23. Open Competition-Women
24. Backward Class-(Group-B)
25. Scheduled Tribes
26. Open Competition
27. Scheduled Cates
28. Open Competition
29. Backward Class-(Group-A)

30. Open Competition-Women
31. (Hearing Handicapped) (Open)\*
32. Open Competition
33. Scheduled Tribes
34. Open Competition-Women
35. Backward Class-(Group-D)
36. Open Competition
37. Open Competition (Ex-Servicemen)
38. Open Competition-Women
39. Backward Class-(Group-D)
40. Open Competition
41. Scheduled Castes
42. Open Competition
43. Backward Class (Group-D)
44. Open Competition-Women
45. Backward Class-(Group-A)-Women
46. Open Competition
47. Scheduled Castes-Women
48. Open Competition
49. Backward Class-(Group-D)-Women
50. Open Competition -Women
51. Open Competition
52. Scheduled Castes
53. Open Competition
54. Backward Class-(Group-A)
55. Open Competition-Women
56. (Orthopaedically Handicapped) (Open)\*
57. Open Competition
58. Scheduled Tribes-Women
59. Open Competition-Women
60. Backward Class-(Group-B)
61. Open Competition
62. Scheduled Castes
63. Open Competition
64. Backward Class-(Group-D)-Women
65. Open Competition-Women
66. Scheduled Castes-Women

67. Open Competition
68. Backward Class-(Group-D)
69. Open Competition
70. Backward Class-(Group-A)
71. Open Competition (Women)
72. Scheduled Castes
73. Open Competition
74. Backward Class-(Group-B)
75. Scheduled Tribes
76. Open Competition
77. Scheduled Castes
78. Open Competition-Women
79. Backward Class-(Group-A)
80. Open Competition
81. Backward Class-(Group-B)Women
82. Open Competition
83. Scheduled Tribes
84. Open Competition -Women
85. Backward Class-(Group-B)
86. Open Competition
87. Scheduled Castes-Women
88. Open Competition
89. Backward Class-(Group-D)
90. Open Competition-Women
91. Scheduled Castes
92. Open Competition
93. Backward Class-(Group-D)
94. Open Competition
95. Backward-(Group-B)
96. Open Competition-Women
97. Scheduled Castes
98. Open Competition
99. Backward Class-(Group-B) Women.
100. Open Competition

S.No. 6,31 and 56 are amended as above by G.O.Ms.No. 252, Genl. Admn (Ser.D) dept. Dt. 28.08/2004 with effect from 27.11.2003.

....      ....                                      ....                                      ....

(ii) \*[In the second cycle of 100 roster points the following points shall be reserved as follows :

106. (Visually Handicapped) (Open)

131. (Hearing Handicapped) (Women)

156. (Orthopaedically Handicapped) (Open)

In the third cycle of 100 roster points the following points shall be reserved as follows :

206. (Visually Handicapped) (Open)

231. (Hearing Handicapped) (Open)

232. (Orthopaedically Handicapped) (Women)

The 6<sup>th</sup>, 31<sup>st</sup>, 56<sup>th</sup> points in each cycle of 100 vacancies shall be allotted to the Visually Handicapped, Hearing Handicapped, and Orthopaedically Handicapped persons respectively as stated above and where qualified and suitable candidates are not available from among them, the turn allotted for them in the unit referred to above shall be carried forward for three succeeding recruitment years. In the third succeeding recruitment year, if Disabled candidates from any category are not available for appointment in the turn allotted, the vacancy shall be filled by next group of disabled in rotation by effecting interchange and the reservation shall cease thereafter]\*.

\* Clause (ii) was substituted as above vide G.O.Ms.No. 252 Genl.

Admn (Ser.D) dept. dt. 28/08/2004 giving effect from 27.11.2003.

[(f) The reservation in case of Backward classes (Group-A) (Group-B), (Group-C) and as the case may be (Group-D) and Physically Handicapped persons shall be in force for the period commencing from the 23<sup>rd</sup> September, 1990 to 31<sup>st</sup> May, 2011]\*\*

\*\* Clause (f) was substituted by G.O.Ms.No.147 Genl. Admn. (Ser.D) Dept. dt. 16.05.2003, wef 1.6.2001. The earlier clause is as follows :

(f) The reservation in the case of Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and Physically Handicapped persons shall be in force for the period commencing from the 23<sup>rd</sup> Sep. 1990 to 22<sup>nd</sup> Sep. 2000

(g) If in any recruitment, qualified candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and women are not available for appointment to any or all the vacancies reserved for them a limited recruitment confined to candidates belonging to them shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.

(h) (I) If in any recruitment, qualified candidates belonging to Scheduled Castes or Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or women are not available for appointment to all or any of the vacancies reserved for them even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the Open Competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of Open Competition.

(II) Where any vacancies reserved for the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Backward Class or Women in addition to the vacancies that may be available for that recruitment for them and if in the said succeeding recruitment year also, qualified candidates belonging to the Scheduled Castes, or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are not available for appointment all or any of the additional vacancies

which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or, Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women :

Provided that if in the said second succeeding recruitment also no qualified candidates belonging to the Scheduled Castes, or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in addition to the number of vacancies that be available from the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Backward Classes or Women :

Provided further that in the third succeeding recruitment if qualified candidates belonging to Scheduled Tribes or as the case may be Scheduled Castes are not available, a vacancy reserved to be filled by a candidate belonging to Scheduled Tribes may be filled by a candidate belonging to Scheduled Castes and a vacancy reserved to be filled by a candidate belonging to Scheduled Castes may be filled by a candidate belonging to Scheduled Tribes and if a qualified candidate belonging to a particular group of Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) is not available for appointment, the vacancy reserved to that group shall accrue to the next group;

*(Third proviso UNDER CLAUSE (ii) of SUB-RULE (h) of RULE 22 was omitted vide G.O.Ms.No. 237, GA (Ser.D) Dept. dt. 25.06.1998).*

(III) If any additional vacancy or vacancies reserved in favour of candidates belonging to the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in any recruitment in accordance with the provisions in clause (ii), appointments thereto shall be made before the appointments in the order of rotation for the relevant recruitments are made.

(i) At no selection for recruitment other than any limited recruitment made in accordance with the provision of sub-rule (g) the number of reserved vacancies including the additional vacancies reserved under sub-rule (h), shall exceed 52% of the total number of vacancies for the selection; and all vacancies in excess of 52% of the total number of vacancies for which recruitment is made on any particular occasion shall, notwithstanding any thing in this rule, be treated as unreserved:

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment year shall be available for utilisation even where the total number of such reserved vacancies exceeding 52% of the vacancies filled in that recruitment, in case the overall representation of the Scheduled Castes, Scheduled Tribes, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and Women in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes, 6% for the Scheduled Tribes, 7% for Backward Classes (Group-A), 10% for Backward Classes (Group-B), 1% for Backward Classes (Group-C), 7% for Backward Classes (Group-D) respectively.

(j) Where there is only a single, solitary post borne on the class, or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding



anything contained in the foregoing sub rules. Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre category or grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

... ..

2) The principle of carry forward of vacancies in respect of women shall be with effect from the 28<sup>th</sup> October, 1996.

3) The principle of roster points for women candidates shall be wef the 1<sup>st</sup> August, 1996.

## II. Rule 22 A - Women Reservation in appointments

Notwithstanding anything contained in these rules or special rules or Ad hoc Rules :-

(1) In the matter of direct recruitment to posts for which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category of Open Competition, Backward Classes (Group-A), Backward Classes (Group-B), Backward Classes, (Group-C) Backward Classes (Group-D), Scheduled Castes, Scheduled Tribes and Physically Handicapped and Ex-Servicemen quota.

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.

*Note* : (1) The principle of reservation for women candidates to the extent of 30% in the matter of direct recruitment shall be from 02.01.1984 to 27.05.1996 (G.O.Ms.No. 928, Genl. Admn. (Ser.D) Dept., dated 06.10.1995).

(2) The principle of reservation for women candidates to the extent of 33-1/3% in the matter of direct recruitment shall be with effect from the 28.05.1996 (G.O.Ms.No. 237, Genl. Admn. (Ser.D) Dept., dated 28.5.1996). (G.O.Ms. No. 65, G.A. (Ser.D), Dept., dated 15.02.1997).

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

UNIVERSITIES – Rule of Reservation for SC/ST/BCs in recruitment for back-log and future vacancies – Guidelines to be followed – Nodel Notification – Orders – Issued.

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EDUCATION (U.E.I-1) DEPARTMENT

G.O.Ms.No. 420

Dated : 18.11.1995.

Read the following : -

1. G.O.Ms.No. 995, Edn. dt. 16.12.1982.
2. Govt. D.O. Lr. No. 64/UE-I-1/95, dt. 06.06.1995.
3. From the Commissioner of Collegiate Education, D.O.Lr. No. 1427/GO.3-4/95, dt. 22-8-1995.

\* \* \*

ORDER :

In the light of the Judgement of Andhra Pradesh High Court in W.P. No. 13702/94, Dt. 23.12.1994 and Writ Petition No. 10953/94, dt. 23-12-1994, the Government have constituted a Committee vide G.O.Ms. No. 181, Education (UE.I-1) Department, dt. 20.05.1995 to suggest guidelines for the observance of Rule of Reservation to be followed in respect of back-log and future vacancies for SC/STs and for future vacancies of BCs by all Universities in the State subject-wise.

2. The issues arising out of the judgement have been discussed twice in a meeting of Vice-Chancellors convened by the Government of Andhra Pradesh on 20.04.1995 and 26.05.1995. Based on the deliberations in the meeting of the Vice-Chancellors, it was decided to constitute a committee to go into the question in detail.

3. The Committee headed by the Chairman, Andhra Pradesh State Council of Higher Education with Commissioner of Collegiate Education as Member-Convenor and Commissioner, Technical Education, Commissioner of Social Welfare and Director, Tribal Welfare, as members submitted their report to the Government on 26.09.1995.

4. Government after careful examination of the recommendations made by the Committee, issue the following instructions to be observed by all Universities :

(i) Orders issued in G.O.Ms.No. 995, Education, Dt. 16.12.1982 regarding the observance of rule of reservation group-wise shall be continued. But the vacancies shall be notified Department/Subject-wise as ordered by the Honourable High Court;

(ii) The Departments/Subjects within a group shall be arranged in alphabetical order for the purpose of roster points;

(iii) In filling up the back-log vacancies, the distribution of these vacancies shall be done based on the principle that the unrepresented and under-represented subjects/departments take precedence over the subjects/departments having representation from SC/ST communities. However, in some of the Universities, there has been no recruitment in certain departments/subjects since 1982. Therefore, the question of treating them as totally un-represented for the purpose of distributing the back-log vacancies does not arise;

Among equally un-represented departments/ subjects the distribution of back-log vacancies shall be on the basis of alphabetical arrangement of departments/subjects;

(iv) For filling up the future vacancies, or the vacancies other back-log vacancies, the procedure shown at (i) and (ii) shall only be adopted;

(v) The following departments/subjects have been identified as unique departments/subjects;

(1) Arabic; (2) Islamic; (3) Persian; and (4) Urdu.

These departments/subjects in view of the uniqueness may be deleted from the roster points. Recruitment to these departments/subjects may be known open to all qualified candidates.

5. The Registrars of all the Universities are requested that the arrangement of alphabetical order in each group shall be got approved by the Executive Council of the University. The draft notification for recruitment of any back-log vacancies or future vacancies shall also be placed before the Executive Council for approval. The number of back-log vacancies for SCs & STs may be shown to Commissioner, Social Welfare and Director, Tribal Welfare as a precautionary measure before issue of Notification. The Registrars of all the Universities in the State are further requested to implement the above instructions scrupulously without giving scope for any complaint from any quarter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF  
ANDHRA PRADESH)

A. VANAJAKSHI

SECRETARY TO GOVERNMENT.

To

The Chairman, A.P. State Council of Higher Education, Hyderabad.

The Registrars of all Universities in the State.

The Commissioner of Technical Education, A.P., Hyderabad.

The Commissioner of Collegiate Education, A.P., Hyderabad.

The Commissioner of Social Welfare, A.P., Hyderabad.

The Director of Tribal Welfare, A.P., Hyderabad.

Copy to Principal Secretary (Social Welfare Department),

Copy to the D.S. to C.M.

Copy to P.S. to M.(H.E)

S.F/S.C

//FORWARDED : : BY ORDER//

X X X X

SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

UNIVERSITIES – Rule of Reservation for SC/ST/BCs in recruitment of back-log and future vacancies - Guidelines to be followed - Nodel Notification – Orders – Issued – Amendment – Issued.

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EDUCATION (U.E.I-1) DEPARTMENT

G.O.Ms.No. 427

Dt. 25-11-1995.

Read the following :-

G.O.Ms.No. 420, Education (U.E.I-1) Dep., dt. 18.11.1995.

\* \* \*

ORDER :

The following amendment is issued to G.O.Ms.No. 420, Education (U.E.I-1) Department, dated 18.11.1995 :-

AMENDMENT

In G.O.Ms. No.420, Education (U.E.I-1) Department, dated 18.11.1995, for item (iv) of para (4), the following shall be substituted, namely : -

“(iv) for filling-up the future vacancies or the vacancies other than back-log vacancies, the procedure shown at (i) and (ii) shall only be adopted;”

(BY ORDER AND IN THE NAME OF THE GOVERNOR  
OF ANDHRA PRADESH)

A. VANANAJAKSHI  
SECRETARY TO GOVERNMENT

To

The Chairman, A.P. State Council of Higher Education, Hyderabad.

The Registrar, \_\_\_\_\_

The Commissioner of Collegiate Education, A.P., Hyderabad.

The Commissioner of Technical Education, A.P., Hyderabad,

The Commissioner of Social Welfare, A.P., Hyderabad.

The Director of Tribal Welfare, A.P., Hyderabad.

Copy to:

The Prl. Secretary to Government, Social Welfare Department,  
A.P. Secretariat, Hyderabad.

The Deputy Secretary to C.M.

The P.S. to Minister (Higher Education).

S.F./M.S.F.

// FORWARDED BY ORDER //

X X X X

SECTION OFFICER



## GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

UNIVERSITIES – Reservation to Women in Public Services – Extension of policy of Reservation to Universities – Orders – Issued.

EDUCATION (UE. I – I) DEPARTMENT

G.O.Ms.No. 456.

Dated 21-12-1995.

Read the following :

1. G.O.Ms.No. 927, Education, dt. 20.11.1982
2. G.O.Ms.No. 995, Education, dt. 16.12.1982
3. G.O.Ms.No. 920, General Admn. (Ser.D) Dept., dt. 06.10.1995.
4. G.O.Ms.No. 420, Education (UE.I-1), Dept., dt. 18.11.1995.

\* \* \*

ORDER :

The Government have issued orders in the G.O. first read above, extending the rule of reservation in recruitment to teaching staff in the universities. In the G.O. second read above, orders were issued clarifying that for the purpose of reservation in the teaching posts, the faculties shall be grouped as indicated below :-

Group-I	:	Arts, Commerce, Business Management, Law, Social Sciences and Education including all languages
Group-II	:	Sciences
Group-III	:	Engineering & Technology

It was further directed in the said G.O. that each group should be treated as a single unit and roster system prescribed in Rule 22 of general rules shall be followed. The Government have clarified, vide G.O. fourth read above, that the vacancies shall be notified within the group subject-wise after arranging the subjects in alphabetical order.

2. The Government vide reference third read above have amended the General Rule 22-A of Andhra Pradesh State and Sub-Ordinate Service Rules providing reservation to women in public services. As per the said amendment, "in the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 30% of the posts in each category of OC, BC-A, BC-B, BC-C, BC-D, SC, ST and Physically Handicapped and Ex-servicemen quota, provided that if sufficient number of women candidates are not available, the vacancies shall be filled in by men".

3. The Government after careful consideration, hereby order that sub-rule 2 of rule 22-A of the State and Sub-ordinate service rules shall be adopted by all the Universities for the purpose of recruitment to the teaching and non-teaching posts in the Universities, subject to the following guide-lines : -

(i) In each of the 3 groups, roster shall be maintained arranging the subjects in alphabetical order within that particular group. The vacancies computed in a particular group will be distributed among different categories i.e., OC., SC., ST., BC-A., BC-B., BC-C & BC-D., as per the 100 point roster.

(ii) The vacancies earmarked for each category i.e., SC., ST., BC-A., BC-B., BC-C., BC-D., & OC etc., will be extracted and arranged in the same alphabetical order of subjects in the group. Then the gender roster intended for women reservation shall be superimposed on the list so prepared. This gender roster shall consist of 100 points in each category; i.e., SC., ST., BC-A., BC-B., BC-C., BC-D and OC. The distributions of points to women candidates

shall be as follows : - 3, 7, 10, 13, 17, 20, 23, 27, 30, 33, 37, 40, 43, 47, 50, 53, 57, 60, 63, 67, 70, 73, 77, 80, 83, 87, 90, 93, 97, 100.

Example : If the number of vacancies in a group say Science Group are 40, the vacancies in the first place in 100 point general roster shall be distributed category-wise in the following manner :

OC-21, BC-10, SC-6, ST-3

Out of 21 OC vacancies, the vacancies at points 3,7,10, 13, 17 & 20<sup>th</sup> in the roster shall be reserved for women. Similarly, the third vacancy shall be reserved to women out of the 6 vacancies available for SCs. The same shall be applicable to the 3 vacancies available for STs where the 3<sup>rd</sup> vacancy shall be reserved for women. Out of the 10 vacancies available for BC., they have to be first earmarked group-wise i.e., BC-A., BC-B., BC-C, and BC-D and then similar procedure shall be adopted for distributing them among the women candidates.

(iii) If, for any reason, suitable women candidates are not available against their points, such posts shall be filled by male candidates subject to their availability. Sliding of vacancy points shall not be allowed under any circumstances. These orders are applicable to all cadres of teaching posts in the Universities where there is direct recruitment i.e., Lecturers, Readers and Professors.

(iv) These orders extending 30% reservation to women shall also be applicable to the direct recruitment of non-teaching staff in the Universities.

4. The Registrars of all the Universities are requested to follow these orders by adopting them immediately and no recruitment shall here after take place without following the rule relating to reservation to women.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF  
ANDHRA PRADESH)

A. VANAJAKSHI  
SECRETARY TO GOVERNMENT.

To

The Registrar, Andhra University, Visakhapatnam.

Copies to : \_\_\_\_\_

\* \* \*

## APPENDIX–G

### Composition of Selection Committees recommended by the University Grants Commission

*(See Law 12 in Chapter XIV of the Laws of the University)*

The University Grants Commission has separate guidelines on constitution of Selection Committees, which may be referred to by Universities.

A representative of the S.C/S.T., women, and physically handicapped persons should be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

It is optional for the University to utilise the Seminar or Colloquium as a method for the selection of Assistant Professor, Associate Professor or Professor.

For the post of University Assistant Professor : -

At the University level, all selections must be done within the system with the Vice-Chancellor as the head of the Selection Committee.

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.

2. Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council.

3. Dean of the concerned Faculty/Head/Chairperson of the Department.

4. An academician nominated by the Chancellor.

The quorum should be four out of which at least two outside subject-experts must be present.

For the post of Associate Professor : -

The process of selection should involve inviting the biodata and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition :

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council.
4. Dean of the Faculty.
5. Head/Chairperson of the Department.

At least four members, including two outside experts, must constitute the quorum.

For the post of Professor : -

The process of selection should involve inviting the biodata and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee.

The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of an Associate Professor.

It may be ensured that the process of selection in every case is transparent and credible.

... ..

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, ... .., Librarians, Deputy Librarians and Assistant Librarians, shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education ... .. or Library Science, as the case may be, shall be associated with the Selection Committee.

... ..

The process of Selection should involve the following : -

- (a) Assessment of aptitude for teaching and research.
- (b) Ability to communicate clearly and effectively.
- (c) Ability to analyse and discuss.

(d) Optional : Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

\* \* \*

## APPENDIX-H

Form of Agreement of service to be executed by a  
teacher of the University

*(See Law 14(b) in Chapter XIV of the Laws of the University)*

\* \* \*

ARTICLES OF AGREEMENT entered into this the \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_ between Sri/Smt. \_\_\_\_\_ hereinafter  
known as the party of the first part and the Yogi Vemana University  
(hereinafter called the University) hereinafter known as the party of  
the second part.

WHEREAS the Executive Council of the Yogi Vemana  
University (hereinafter called the Executive Council) in exercise of  
the powers conferred on it by the Andhra Pradesh Universities Act,  
1991, has agreed to engage the party of the first part to serve as  
\_\_\_\_\_ in the Yogi Vemana University from \_\_\_\_\_ subject  
to the conditions and agreements hereinafter specified and  
contained.

Now these witnesses and the said parties respectively agree  
as follows : -

1. THAT the party of the first part will employ himself/herself  
in the performance of all such duties as are or may from time to  
time be assigned to his/her post by the Officers and Authorities  
empowered in this behalf by the Laws of the Yogi Vemana University,  
will be bound by the provisions of the said Laws for the time being  
in force, and will submit to all Laws made from time to time by the  
Officers and Authorities empowered under the Laws of the University  
and by the employees of the University under whom he/she may  
be placed.

2. THAT the party of the first part will not engage himself/  
herself directly or indirectly in any trade, business or occupation  
whatsoever or in any private tuition or other work either honorary  
or remunerative or otherwise in any work other than that of his/her  
office, without the previous permission of the Executive Council  
whose orders on the matter shall be final and conclusive;



3. THAT the party of the first part, shall not, except in case of accident or sickness certified by competent medical authority, absent himself/herself from his/her said duties without the previous permission in writing of the University, or its Officers authorised in this behalf.

4. THAT the party of the first part shall not during the period of this agreement when he/she has not been given notice of termination of his/her services by the University or he/she has not given notice to the University for such termination of his/her services, apply for an appointment under any other authority except through the University and the penalty for any breach of this may, at the discretion of the Executive Council, be the termination of his/her service. The University shall not refuse to forward such application but may decline to relieve him when the need arises unless he/she gives six months notice or pays an amount equal to six times his/her monthly pay drawing at the time in lieu of such notice.

5. THAT from the \_\_\_\_\_ the party of the first part shall be deemed to have been engaged in the service of the University:-

(a) temporarily.

(b) in a permanent post on probation for a period of \_\_\_\_\_ years.

(c) for a fixed period of \_\_\_\_\_ years.

6. THAT from the \_\_\_\_\_ he/she will be paid by the University, so long as he/she shall remain in the said service and actually perform his/her duties, a salary at the rate of Rupees \_\_\_\_\_ per mensem, rising by annual increments of Rupees \_\_\_\_\_ up to the maximum salary of Rupees \_\_\_\_\_ per mensem; and will be entitled to all the privileges attached to his post under the Laws of the Yogi Vemana University in force for the time being.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply *MUTATIS MUTANDIS* to the new post and the terms and conditions attached to that post.

7. THAT the Executive Council may at any time during the period of temporary service or during the period of probation, dispense with the services of the party of the first part on a month's notice or on payment of a month's salary in lieu of such notice without assigning the reasons for such action and the party of the first part shall not have any right of appeal to any officer or Authority against this decision. The party of the first part may also on any day during that period determine this agreement by giving one calendar month before such day, a notice in writing of his/her intention to that effect; and if such notice shall be given, this agreement shall terminate on that day accordingly.

8. THAT the party of the first part, who is on probation, shall not ordinarily apply for an appointment elsewhere under any Authority. If he/she so desires to apply for an appointment elsewhere, he/she shall submit his/her application through proper channel and that penalty for any breach of the condition, may, at the discretion of the Executive Council, be the termination of his/her service.

9. THAT it shall be lawful for the Executive Council, at any time, prior to the expiration of the service of the party of the first part under this agreement, if satisfied on the report of a duly qualified medical board appointed by the Executive Council in this behalf that the party of the first part is incapacitated or has become insane and is likely to continue permanently incapable, by reason of his illness, of discharging his/her duties, to determine the service under this agreement (the decision of the Executive Council being conclusive) and thereupon his/her services shall be terminated.

10. THAT the Executive Council shall have power upon sufficient cause shown and after giving the party of the first part concerned an opportunity to explain, to suspend him/her from office and from emoluments thereof in whole or in part for any period not exceeding one year or to require him/her to retire or to deprive him/her of office and during the period of suspension, to make provision for his/her work.

11. THAT the party of the first part shall have right to prefer an appeal to the Chancellor against the decision of the Executive Council mentioned in clause 10 within one month after the date of service of the order of the Executive Council and the decision of the Chancellor thereon shall be final and binding on both the parties.

12. THAT no suit shall lie in any court of law in respect of the matter decided as above. Every such proceedings shall be deemed to be a submission to arbitration by the parties concerned within the meaning of the Arbitration and Conciliation Act, 1996 and all the provisions of that Act shall apply accordingly in so far as they may apply, if any, to such cases as these.

13. That the party of the first part shall not be entitled to any damages or compensation whatsoever in the event of his/her removal under clauses 7 or 8 or 9 aforesaid.

14. THAT the party of the first part shall be bound by such leave rules as may be in force in the University for the time being.

15. THAT the party of the first part agrees to observe the Code of Ethics formulated by the University for its teachers;

16. THAT the party of the first part will continue in the service of the University subject to Laws of the University and under the terms and conditions herein contained :

(a) Provided always that the party of the first part may determine this agreement on any day after confirmation by giving to the University a notice in writing of his/her intention to that effect at least six calendar months before such a day and if such notice is given, this agreement shall terminate on that day accordingly,

(b) Provided further that this agreement may be determined on any day after confirmation by the Executive Council by giving the party of the first part a notice in writing without assigning reasons of its intention to that effect, at least six calendar months before such a day or paying an amount equal to six times his/her monthly pay drawing at the time in lieu of such notice; and if, such notice is given or payment made, this agreement shall terminate on that day accordingly and the party of the first part shall not have the right of appeal to any other Officer or Authority against such termination,

(c) Provided further that this agreement may be determined on any day by the Executive Council if it resolves to abolish or suspend the post held by the party of the first part.

17. THAT after the abolition or suspension of the post held by the party of the first part by the Executive Council, it shall give either six month's notice of the determination of this agreement or in lieu of such notice an amount equal to six months salary to the party of the first part.

18. THAT the party of the first part shall submit himself/herself to such performance appraisal (including self performance appraisal and performance appraisal by the students) as the Executive Council may prescribe and if such appraisal reports reveal that the party of the first part failed to discharge his/her duties to the satisfaction of the Executive Council (the findings of the Executive Council being conclusive) it may take such punitive action as it considers necessary like postponing annual increments and termination from service of the University and the decision of the Executive Council is final and binding on the party of the first part and he/she shall not have any right of appeal to any authority or Officer against this decision.

19. THAT the party of the first part will, if required, by the Laws, be a member of the University Provident Fund and subscribe as provided thereunder and be bound by all the rules and laws relating thereto in force as contained in the said Laws of the University from time to time and shall on being required to do so, sign an acceptance thereof in the prescribed form.

20. THAT the party of the first part shall retire from service on his/her attaining the age of superannuation of fifty eight years. It shall be competent for the Executive Council to extend his/her, appointment by two more years such extension being given for not more than one year at a time.

21. THAT the party of the first part shall be governed by the provisions relating to recording and alteration of date of birth, as contained in the \* "Andhra Pradesh Public Employment (Recording and alteration of Date of Birth) Rules, 1984" as amended from time to time.

22. ON the termination of this agreement, for whatever cause, the party of the first part shall deliver upto or pay to the University, the assessed cost of all books, apparatus, records and such other articles and property, belonging to the University, as may be in his/her possession and shall not absent himself/herself from duties until relieved of his/her duties by the University in such manner as may be decided by the Executive Council in this behalf.

IN WITNESS WHEREOF the parties hereunto affix their hand and seal.

Sealed on behalf of the University.

---

Signature of the Teacher

\* Relevant extracts from "The Andhra Pradesh Public Employment (Recording and alteration of Date of Birth) Rules, 1984 are given in Appendix-HH

Witnesses to the signature of the Teacher

1. \_\_\_\_\_  
 \_\_\_\_\_
2. \_\_\_\_\_  
 \_\_\_\_\_

For Yogi Vemana University

Signature of the Registrar.

### SCHEDULE

Name of the Teacher in full : \_\_\_\_\_

Address : \_\_\_\_\_

Designation : \_\_\_\_\_

Salary Rs. : \_\_\_\_\_ in the grade of \_\_\_\_\_

Note : The changes in grade, salary or designation should be briefly described.

Change of designation	Date of approval of the Executive Council	Date from which the change takes effect	Signature of the teacher	Signature of the Registrar

APPENDIX – HH

The Andhra Pradesh Public Employment  
(Recording and alteration of Date of Birth) Rules, 1984  
(Issued in G.O.Ms.No. 165, Fin & Plg (FW.FR.I) Dept,  
dt. 21.04.1984.

(See *CLAUSE 21 of the “Form of Agreement of Service to be  
EXECUTED by a teacher of the University” given in Appendix - H*)

\* \* \*

RULES

1. (1) These Rules may be called the Andhra Pradesh Public Employment (Recording and alteration of Date of Birth) Rules, 1984.

(2) They shall apply to all persons appointed to public services and posts in connection with the affairs of the State of Andhra Pradesh.

(3) They shall come into force with immediate effect.

2. (1) Every Government employee shall, within one month from the date on which he joins duty, make a declaration as to his date of birth.

(2) ON receipt of the declaration made under sub-rule (1), the Head of Office or any other officer, who maintains the service records in respect of such Government employee shall, after making such enquiry as may be deemed fit, with regard to the declaration and after taking into consideration such evidence, if any, as may be adduced in respect of the said declaration, make an order within four months from the date on which the Government employee joins service, determining the date of his birth.

Provided that in cases where the date of birth as determined under this sub-rule is different from the one declared by the Government employee concerned under sub-rule (1), he shall be given an opportunity of making a representation, before a final order is made.

(3) Where a Government employee fails to make a declaration within the time specified in sub-rule (1), the Head of Office or the officer who maintains the service records shall, after taking into consideration such evidence as may be available and

after giving an opportunity of making a representation to the Government employee concerned, determine the date of birth of the employee within six months from the date on which the Government employee joins service.

(4) The date of birth determined under this rule shall be entered in the service record of the employee concerned duly attested by the Head of the Office or the officer who maintains the service records and the date of birth so entered shall be final and binding and the Government employee shall be stopped from disputing the correctness of such date of birth.

\* (5) The date of birth as determined on the basis of the school records or any proof produced at the time of entering into service and entered in the service record shall be final and no subsequent variation of date of birth in the school records for any reason, shall be relevant for the purpose of service and on that basis the date of birth entered in the service records shall not be altered except in the case of bonafide clerical error, under the orders of the Government.

*(\*SUB RULE (5) was inserted by G.O.Ms.No. 95, Fin. & Plg. (FW.FR.I) Dept, 15.03.1994).*

\*\*2A. In any proceedings before the Government or any court, Tribunal or other authority for the alteration of date of birth in the service records, the decree of a Civil Court in regard to alteration of the date of birth in the School or the University records or the contents in the judgement leading to such decree, or the effect of its implementation shall not be taken into consideration in derogation to these rules and it is hereby declared that these rules shall have effect notwithstanding anything contained in any judgement, decree or order of a Civil court in regard to the alteration of date of birth in the School or the University records whether or not Government is a party to such proceedings. *(\*\*2A was inserted by G.O.Ms.No. 383, Fin. & Plg. (FW.FR.I) Dept., dt. 16.11.1993).*



\* The amendment hereby made shall be deemed to have come into fore with effect from 21.04.1984. (\* *Inserted by G.O.Ms.No. 95, Fin. & Plg. (FW.FRI) Dept. 15.03.1994. (Please also see (Appendix D).*

3. The date of birth of a Government employee who has been appointed before the commencement of these rules and whose service register has not been opened shall be recorded in the manner laid down in Rule 2.

4 (1) No Government employee, in service before the commencement of these rules, -

(a) whose date of birth has been recorded in the service register in accordance with the rules applicable to him; or

(b) whose entry relating to date of birth became final and binding under the rules in force prior to the commencement of these rules:-

shall be entitled to claim alteration of his date of birth.

(2) No subsequent variation of the date of birth in the school records shall be relevant for the purpose of service nor shall such variation be a valid ground for ordering an alteration of the date of birth by any Court, Tribunal other authority. (*SUB RULE 4(2) was inserted by G.O.Ms.No. 94, Fin. & Plg. (FW.FR.I) Dept., dated 15.03.1994.*)

5. The cases in which Government employees have already applied for alteration of their date of birth and which are pending on the date of commencement of these rules, shall be dealt with on the basis of recorded age in school and college records at the time of entry into service.

6. No rule made or deemed to have been made under the proviso to Article 309 of the Constitution of India shall, in so far as it is inconsistent with any of the provisions of these rules, shall have any effect.

Note : -

Amendments issued to the Andhra Pradesh Public Employment (Recording and Alteration of Date or Birth) Rules 1984, in

- (1) G.O.Ms.No. 383, Fin. & Plg (F.W.FR-I) Dept dt. 16.11.1993.
- (2) G.O.Ms.No. 95, Fin. & Plg (FW: FR-I) Department, dated 15.03.1994, and
- (3) G.O.Ms.No. 94, Fin. & Plg. (FW: FR-I) Dept, dated 15.03.1994 were carried forward in the above rules.

## APPENDIX - I

### Code of Ethics for the Teachers of the University (See Law 22(c) in Chapter XIV of the Laws of the University)

#### I. Preamble :

Whereas a teacher, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realise that he can fulfil the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity, and purity in thought, word and deed, now, therefore, in keeping with the dignity in his calling, this code of ethics for the teachers of the Yogi Vemana University is laid down to be truly and faithfully observed both in private and public conduct.

#### II. Misconduct or Improper Conduct or Unacceptable Conduct :

The following lapses shall constitute improper conduct on the part of a teacher of the Yogi Vemana University : -

1. Failure to perform academic duties such as preparation, lectures, demonstration, assessment, guidance, invigilation and all other work connected with examinations.

2. Gross partiality or carelessness in assessment of students, deliberately over-marking/under-marking or attempts at victimization on any ground;

3. Undue and inexcusable delay in evaluation;

4. Inciting students against other students, colleagues, University administration, or the State;

5. Raising questions of nationality, caste, creed, religion, race, sex, political affiliation or region in his relationship with his colleagues, and trying to use the above considerations for improvement of his

prospects and depriving the prospects of others.

6. Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.

7. Violation of canons of intellectual honesty, such as intentional misappropriation of the writings, research, and findings of others, in short plagiarism.

8. Any other act which is not conducive to smooth and well functioning of the University.

### III. Maintenance of Integrity, Devotion to Duty and General Discipline :

1. Every teacher shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.

2. The teacher shall, at all times, be courteous in his dealings with other members of staff, students and members of public.

3. In his way of living and outlook, every teacher shall set an example to his colleagues and students.

4. Every teacher of the University, except part-time teachers, is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Sundays and vacation. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the University.

5. The teacher of the University shall be required to observe the Schedule hours of work, during which he must be present at the place of his duty.

6. Except for valid reasons and/or unforeseen contingencies, no teacher shall be absent from duty without prior permission.

7. No teacher shall leave station except with the previous permission of the proper authority even during leave or vacation.

8. Whenever leaving the station, the teacher shall inform the Head of the Department concerned or the Dean, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station for purpose of correspondence and communication from the University.

9. Every teacher at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the University.

10. No teacher shall discriminate on grounds of caste, creed, sect/religion, sex, nationality, language, political affiliation or any one of them. He shall also discourage such tendencies among his colleagues and students.

11. Every teacher shall devote himself diligently to his work and utilise his time to the service of the University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

12. The teacher shall not resort to arbitrary denial of access to instruction, or persistent intrusion of material unrelated to the course.

13. *Relationship between the teacher and the TAUGHT :*

The teacher -

(i) respects the dignity, beliefs and rights of students and the right to privacy and confidentiality;

- (ii) acknowledges the individuality and needs of each student, and guides and encourages them to reach their potential;
- (iii) does his best to infuse students with human values and the basic human rights enshrined in the Constitution;
- (iv) is authoritative but compassionate;
- (v) does neither humiliate students, nor have sexual relationships with them;
- (vi) does not harass students, sexually or physically;
- (vii) uses respectable language and behaviour, and acts in a way that will earn respect from students;
- (viii) takes reasonable steps to ensure the safety of students; and
- (ix) does not abuse his position for financial, political or personal gain.

*14. Relationship between the teacher and the COMMUNITY :*

The teacher recognises that his University or institution serves the community, and accepts different customs, codes and beliefs within the community.

*15. Relationship between the teacher and the profession :*

The teacher -

- (i) acknowledges that his duties require co-operation with and the support of colleagues;
- (ii) keeps abreast of educational trends and developments;
- (iii) promotes the ongoing development of teaching and research as a profession; and
- (iv) accepts that he has a professional obligation towards education and to strive for achieving excellence in his profession.

16. *Relationship between the teacher and COLLEAGUES :*

The teacher -

(i) does not undermine the status and authority of colleagues;

(ii) does not sexually harass colleagues;

(iii) respects the responsibilities and authority of colleagues; and

(iv) uses proper procedures in cases of professional incompetence or misbehaviour.

IV. Taking part in Politics and Elections :

1. No teacher shall take active part in politics so as to cause interference in the discharge of his duties, nor shall he in any manner associate himself with any movement or organisation which is or lends directly or indirectly to be subversive of law and order or the interest of the University education.

2. He shall not subscribe in aid or assist in any manner any political movement or organisation.

3. No teacher shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority :

Provided that a teacher of the University qualified to vote at such election may exercise his right to vote, but when he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

4. No teacher shall, without previous intimation to and permission of the Executive Council stand for election or accept nomination to any local body, legislature of the State or Parliament nor shall he in any manner force his subordinates or his students against their will for the canvassing of his election.

5. The teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the Executive Council that in the event of his being elected or nominated, he shall, if so required by the Executive Council, remain on leave with or without pay as may be admissible to him under the Laws for the period he remains a member of such local body, legislature or Parliament.

6. The Executive Council may direct a teacher who has been elected or nominated to any local body, legislature or Parliament, to apply for leave for the whole or part of the period referred to in Law 5 above and the teacher shall without fail comply accordingly;

Provided that the granting of any leave to a teacher nominated to any local body, legislature or Parliament shall not prejudice his right to promotion, increments or other benefits, if any, to which he would have been entitled, had he not proceeded on leave.

#### V. Demonstrations and Strikes :

1. No teacher shall engage himself or participate in any demonstration or strike or incite students to demonstrate, or strike, which is prejudicial to the interest of the University or to the interest of public order, decency or morality.

2. He shall not cause or incite students to cause, intentional disruption of functions or activities sponsored or authorised by the University or disrupt, interfere, or intimidate in a class room.

#### VI. Connection with Press or Radio :

1. No teacher of the University shall, except with the previous sanction of the Executive Council, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.



2. No teacher of the University shall, except with the previous sanction of the Executive Council, or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or contribution is of purely literary, artistic, academic or a scientific character.

*Note* : Subject to the restrictions noted below, members of the teaching staff are at liberty, without any sanction as contemplated in paragraph 2 above, to publish their original scientific works in journals of repute in India and abroad or to serve on the editorial board of any purely scientific and academic journal. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the Executive Council shall be necessary.

Such articles must be strictly confined to purely scientific subjects and shall not touch upon administrative matters. They shall be free from all political tinge.

Publication of articles relating to India's boundary areas and the tribal population in such areas without previous permission of the Executive Council is prohibited

#### VII. Joining of Association by teachers :

No teacher shall join or continue to be a member of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India or Public order or morality;

Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to Laws.

### VIII. Criticism of the University or Government :

No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press or any public utterance make any statement or express an opinion,

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or

(ii) which is in the nature of character assassination, reflection on the personal life of his superiors; or

(iii) which is in the nature of criticism of individual as distinct from policy decision; or

(iv) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organisation or members of the public:

Provided that nothing in this Law shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him.

### IX. Evidence before Committee or any other Authority :

1. Save as provided in sub-paragraph (3) below, no teacher shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.

2. Where any sanction has been accorded under sub-paragraph (1) above, no employee giving such evidence shall criticise the policy or any action of the University or the Central Government or any State Government.

3. Nothing in this paragraph shall apply to –

(a) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

(b) evidence given in any judicial inquiry; or

(c) evidence given at any departmental inquiry ordered by the University Authorities.

#### X. Unauthorised Communication of Information :

1. No teacher shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

2. No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific or implied provisions of any Law for the time being in force.

#### XI. Gifts :

No teacher shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his family to accept, from any person any gift of more than trifling value. The interpretation of the term "trifling value" shall be the same as laid down in the Laws.

#### XII. Private Trade or Employment or Tuition :

1. No teacher shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official Assignments :

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Executive Council which may be given subject to such conditions as regards the acceptance of remuneration as may be laid down by the Executive Council.

2. No teacher shall borrow money from his subordinates or students.

### XIII. Prohibition of canvassing in service matters :

No teacher shall bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

### XIV. Misuse or Improper use of Official amenities :

No teacher shall unauthorisedly or carelessly use, for personal, commercial, political or religious purposes, resources, facilities and amenities provided to him by the University for the discharge of his official duties.

### XV. Insolvency, Habitual Indebtedness and Criminal Proceedings :

1. The teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When the teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

2. The teacher who gets involved in some criminal proceedings shall immediately inform the Executive Council through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

3. The teacher who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours is liable for suspension and consequently shall not be permitted to join his duties in the University.

#### XVI. Movable, Immovable and Valuable Property :

Every member of the teaching staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the Executive Council, submit a return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

*Note* : “Members of the family” in relation to a teacher includes :

(i) the wife, child or step-child of such teacher residing with and dependent on him and in relation to a teacher who is a woman, the husband residing with and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the teacher or to such teacher’s wife or husband and wholly dependent on such University teacher, but does not include a wife or husband legally separated from the teacher, or child or step-child, who is no longer in any way dependent upon him, or whose custody the teacher has been deprived of by Law.

#### XVII. Vindication of Acts and Character of teachers:

No teacher shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character :

Provided nothing in this Law shall be deemed to prohibit a teacher from vindicating his private character or any act done by him in his private capacity.

#### XVIII. Marriages, etc. :

A teacher intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the Executive Council.

No teacher who has a legally wedded wife living, shall contract another marriage and any violation in this regard, the teacher is liable for immediate dismissal from the University service.

#### XIX. Representations :

(a) Whenever a teacher wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No teacher shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.

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## APPENDIX - J

### Laws relating to grant of Leave to Teachers of the University (See Law 35 in Chapter XIV of the Laws of the University)

\* \* \*

The following Laws relating to grant of Leave to Teachers, framed on the basis of the recommendations of the University Grants Commission and adopted by the State Government, shall be applicable to all Teachers of the University.

#### (A) LEAVE ADMISSIBLE TO PERMANENT TEACHERS

1. (a) The following kinds of leave shall be admissible to permanent teachers :-

- (i) Leave treated as duty, viz.,  
Casual leave;  
Special casual leave; and  
Duty leave.
- (ii) Leave earned by duty, viz.,  
Earned leave;  
Half Pay leave; and  
Commutated leave.
- (iii) Leave not earned by duty, viz.,  
Extraordinary leave; and  
Leave not due.
- (iv) Leave not debited to leave account :-
  - (a) Leave for academic pursuits, viz.,  
Study leave; and  
Sabbatical leave/Academic leave.
  - (b) Leave on grounds of health, viz.,  
Maternity leave;  
Paternity leave; and  
Quarantine leave.

(b) The Executive Council may, in exceptional cases, grant for the reasons to be recorded, any other kind of leave not listed above subject to such terms and conditions as it may deem fit to impose.

## Leave treated as duty

### 2. Casual Leave :

(i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed EIGHT days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### 3. Special Casual Leave :

(i) Special casual leave, not exceeding TEN days in an academic year, may be granted to a teacher :

(a) to conduct examination of a University/Public Service Commission/Board of examination or other similar bodies/institutions; and

(b) to inspect academic institutions attached to a statutory board, etc.

#### *Note :*

(i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, shall be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to SIX working days; and



(b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to FOURTEEN days.

(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

#### 4. Duty Leave :

(i) Duty leave may be granted for :

(a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;

(b) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor;

(c) working in another Indian or Foreign University, any other agency, institution or organization, when so deputed by the University;

(d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body;

(e) attending meetings in the University Grants Commission, Department of Science and Technology, etc., where a teacher is invited to share expertise with academic bodies, government or non-governmental organisations; and

(f) for performing any other duty for the University.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(iii) The total number of days of duty leave sanctioned to a teacher shall not exceed TWENTY days in an academic year; and

(iv) The leave may be granted on full pay :

Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expense, he may be sanctioned duty leave on reduced pay and allowances; and

(v) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### Leave earned by duty

#### 5. Earned Leave :

(i) Earned leave admissible to a teacher shall be :

(a)  $1/30^{\text{th}}$  of actual service including vacation; plus

(b)  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.

*Note* :For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

*Note :*

(1) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(2) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(3) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

## 6. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

*Note :*

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

## 7. Commuted Leave :

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions: -

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time:

Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

### Leave not earned by duty

#### 8. Extraordinary Leave :

(i) A permanent teacher may be granted extraordinary leave:-

- (a) when no other leave is admissible; or
- (b) when other leave is admissible, the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:-

- (a) Leave taken on the basis of medical certificates;
- (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
- (c) Leave taken for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except Casual Leave and Special Casual Leave, provided that

the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed THREE YEARS except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed FIVE YEARS in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### 9. Leave Not Due :

(i) 'Leave not due' may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him subsequently.

(ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council :

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned :

## Leave not debited to leave account

(a) Leave for academic pursuits :-

### 10. Study Leave

(i) Study leave may be granted to a teacher with not less than 3 years continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University organisation and methods of education.

The paid period of study leave shall be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department :

Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided –

(a) the person is a teacher on the date of the application; and

(b) there is no break in service.

(ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than THREE years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

(vi) Subject to the provision of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.

(vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation,

provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/contributory provident fund, if any, provided the teacher rejoins the University on the expiry of his study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction:

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, teacher shall, before availing himself of the leave, execute a \*bond in favour of the University, binding himself for the due fulfillment of the condition laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.

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\* For a copy of the form of bond to be executed by teachers proceeding on Study Leave, vide Appendix-K.

For a copy of the form of bond to be executed by teachers granted extension of Study Leave, vide Appendix-L.



(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### 11. Sabbatical Leave/Academic Leave

(i) Permanent teachers of the University who have completed seven years of service as Assistant Professor Selection Grade/ Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher;

(iii) A teacher who has availed himself of study leave, would not be entitled to the sabbatical leave;

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave;

(v) The teacher shall execute a \*bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf together with interest at the rate of 6% per annum to be calculated from the date of such payments;

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\* For a copy of the form of bond to be executed by teachers granted Sabbatical Leave, vide Appendix-M.

Provided that, the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Law.

(vi) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vii) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, if any, provided that the teacher rejoins the University on the expiry of his leave.

Note-(i) The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

(ii) On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

(b) Leave on grounds of health :

## 12. Maternity Leave :

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this, to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### 13. Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

### 14. Quarantine Leave :

(i) Quarantine Leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.

(ii) Quarantine Leave may be granted on medical certificate for a period not exceeding 21 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extra-ordinary leave.

(iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

### 15. Vacation :

(i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.

(ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond SIX MONTHS.

(iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

(iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher shall, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within one month from the last day thereof.

### (B) TEACHERS APPOINTED ON PROBATION

16. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed 'on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

### (C) TEMPORARY TEACHERS

17. Temporary teachers shall be governed by the provisions of Part (A) of these Laws subject to the following conditions and exceptions :

a) Earned leave –

(i) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows :

- (1)  $1/60^{\text{th}}$  of the period of actual service, plus
- (2)  $1/3^{\text{rd}}$  of the period, if any, during which he is required to perform duty during vacation.

(ii) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Law.

(b) Half pay leave –

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

c) Commuted leave –

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

d) Extraordinary leave –

In the case of a temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits –

(i) Three months at a time;

(ii) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;

(iii) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy;

(iv) (1) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the teacher has completed three years' continuous service on

the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (i) above, if the teacher completes three years continuous service on the date of expiry of such leave.

(2) When a temporary teacher fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under (1) above, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

(e) Leave not due, Study Leave and Sabbatical Leave –

Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

(f) Vacation –

(i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session.

(ii) In other cases, the vacation salary may be paid to the teacher if the temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

### (D) TEACHERS APPOINTED ON CONTRACT

18. Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.

### (E) GENERAL CONDITIONS

19. (i) Leave – how earned :

Leave is earned by duty only. The period spent in foreign service counts as duty if leave salary and pensionary contribution, if any, are paid for such period.

(ii) Right to leave :

(a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason(s), if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

(iii) Maximum period of absence from duty on leave :

(a) No teacher shall be granted leave of any kind for a continuous period exceeding FIVE YEARS.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period

which together with the period of leave granted to him exceeds five years, he shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(iv) Application for leave :

Leave shall always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

(v) Commencement and termination of leave :

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty.

(b) Sundays and other recognised holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the provisions of Laws 5, 8 and 15 above:

(vi) Rejoining of duty before the expiry of the leave :

(a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Executive Council.



(vii) Leave on medical grounds to be supported by medical certificate :

A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further Service.

(viii) Rejoining duty on return from leave on medical grounds:

No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(ix) Employment during leave :

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(x) Absence without leave or overstaying of leave :

A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Wilful absence from duty may be treated as misconduct. Wilful absence from duty for a period exceeding one year shall attract the punishment of removal from service, and such punishment shall be imposed after giving him an opportunity to explain.

(xi) Leave beyond the date of retirement :

(a) No leave shall be granted beyond the date on which a teacher must compulsorily retire:

Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement, the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended up to 180 days if the entire leave or any portion thereof is spent outside India:

Provided that when earned leave exceeding 120 days is granted under this Law, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement actually denied; the half pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement:

(b) Provided further that a teacher, -

i) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement;

ii) who attained the age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement, shall be allowed to avail of the leave to his credit, subject to a maximum of 120 or 180 days, as the case may be, after termination of proceedings as if it had been refused as aforesaid, if in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension was wholly unjustified.

(xii) Leave to a teacher whose services are no longer needed (terminal leave) :

(i) The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of the Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for and refused in the University interest. In cases where the teacher is relieved before the expiry of the notice period, such notice of the unexpired portion thereof should run concurrently with the leave granted.

(ii) If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice-Chancellor. In other cases of resignation, half the amount of earned leave at his credit but not exceeding 60 days may be allowed at the discretion of the Vice-Chancellor.

In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(xiii) Conversion of one kind of leave to another :

(a) At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

(xiv) Increment during leave :

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(xv) Leave Year :

For the purpose of these Laws, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

20. Authorities empowered to sanction leave :

The Officers/Authority specified in column (3) of the table below are empowered to sanction leave to the extent shown in column (4) thereof. Cases for sanction of leave in excess of these limits, or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.

Kind of leave	Category or designation of the teacher	Sanctioning authority	Extent of power
(1)	(2)	(3)	(4)
(i) Casual Leave (ii) Special Casual Leave	(a) Principal	Vice-Chancellor	Full
	(b) Deans of Schools	Principal	Full
	(c) Heads of Departments	Dean of the School	Full
	(d) Co-ordinator, CDC.	Registrar	Full
	(e) All teachers of and above the rank of Assistant Professors	Head of the Department	Full
	(f) All teachers below the rank of Assistant Professors	Head of the Department	
(iii) Duty Leave	(a) to (f) above	Vice-Chancellor	Full
(iv) Earned Leave	(a) to (e) above (f) above	Vice-Chancellor Vice-Chancellor	Six months
(v) Half pay Leave	(a) to (e) above	Vice-Chancellor	Six months
	(f) above	Vice-Chancellor	Full
(vi) Commuted Leave	(a) to (e) above	Vice-Chancellor	Six months
	(f) above	Vice-Chancellor	Full
(vii) Extra-ordinary Leave	(a) to (e) above	Vice-Chancellor	Six months
	(f) above	Vice-Chancellor	Full
(viii) Leave not due	(a) to (f) above	Vice-Chancellor	Full
(ix) Study leave	(a) to (f) above	Executive Council	Full
(x) Sabbatical Leave/ Academic Leave	(a) to (f) above	Vice-Chancellor	Full
(xi) Maternity Leave	(a) to (f) above	Vice-Chancellor	Full
(xii) Paternity Leave	(a) to (f) above	Vice-Chancellor	Full
(xiii) Quarantine Leave	(a) to (f) above	Vice-Chancellor	Full

## 21. Leave Salary :

A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher shall draw pay under the provisions of Laws 4 and 11 respectively. During other kinds of leave a teacher shall be paid leave salary as under :

### (A) Earned leave and Commuted leave : -

Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater:

Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he were the substantive holder of the post in which he was so officiating or in which he would have so officiated but for his officiating appointment in an equivalent or higher post.

Note : The three years limit shall include :

(i) all periods of leave during which a teacher would have officiated in the post but for his proceeding on such leave; and

(ii) all periods of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.

### (B) Half pay leave and Leave not due :

Leave salary equal to half of the amount specified against (A) above.

(C) Extraordinary leave :

Not entitled to any leave salary.

(D) Study leave :

As admissible under Law 10 and calculated as shown above.

(E) Maternity and Quarantine leave :

Pay drawn at the time of proceeding on leave.

Subject to the provisions of Laws 10 and 11 above, payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provisions of the Laws relating to the payment of those allowances.

\* \* \*

APPENDIX - K

Form of Bond to be executed by Teachers proceeding on  
Study Leave

*(See Law 10 (xiii) of the Laws relating to grant of Leave to  
Teachers of the University, given in Appendix-J)*

Know all men by these presents that we (i) \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_ in the district of  
\_\_\_\_\_ at present employed as \_\_\_\_\_ in the  
Yogi Vemana University at Kadapa (hereinafter called the obligor)  
and (ii) Shri \_\_\_\_\_ son of \_\_\_\_\_  
employed as \_\_\_\_\_ and (iii) Shri \_\_\_\_\_ son of  
\_\_\_\_\_ employed as \_\_\_\_\_ (hereinafter called  
the sureties do hereby jointly and severally bind ourselves and our  
respective heirs, executors and administrators to pay to the Yogi  
Vemana University at Kadapa (hereinafter called 'the University')  
on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
together with interest thereon from the date of demand at 6 percent  
per annum, or if payment is made in a country other than India,  
equivalent of the said amount in the currency of that country  
converted at the official rate of exchange between that country and  
India and together with all costs between attorney and the client  
and all charges and expenses that shall or may have been incurred  
by the University.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousand  
and \_\_\_\_\_.

Signature of the obligor.

Signatures of the sureties.

Witnesses :

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |



Whereas the obligor is granted Study Leave by the University,

And whereas for the better protection of the University, the obligor has agreed to execute this bond with such condition as hereunder is written,

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the above bounden.

Now the condition of the above written obligation is that in the event of the obligor Shri \_\_\_\_\_ (i) failing to complete his studies within the period of Study Leave granted to him; or (ii) failing to rejoin the service of the University on the expiry of his Study Leave; or (iii) resigning from the service of the University at any time within a period of three years after his return to duty; or (iv) being dismissed or removed from the service by the University within the said period of three years; the obligor and the sureties shall forthwith pay to the University or as may be directed by the said University on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at 6 percent per annum. If however the obligor Shri \_\_\_\_\_ has served the University for a period not less than 18 months from the date of joining the University on the expiry of his Study Leave the amount refundable shall be half of the said sum, viz., Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) which shall be paid on demand together with interest thereon from the date of demand at 6 percent per annum.

And upon the obligor Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ the sureties aforesaid making such payment, the above written obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue:

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the University or person authorised by it (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the University to sue the obligor before suing the sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due hereunder.

The University has agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor  
above-named Shri \_\_\_\_\_  
in the presence of –

Signed and delivered by the surety  
above-named Shri \_\_\_\_\_  
in the presence of –

Signed and delivered by the surety  
above-named Shri \_\_\_\_\_  
in the presence of –

Accepted.

For and on behalf of the University.

\* \* \*

APPENDIX-L

Form of Bond to be executed by Teachers granted extension of Study Leave.

(See Law 10 (xiii) of the Laws relating to grant of Leave to Teachers of the University, given in Appendix-J)

Know all men by these presents that we (i) \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Yogi Vemana University at Kadapa (hereinafter called 'the obligor') and (ii) Shri \_\_\_\_\_ son of \_\_\_\_\_ and (iii) Shri \_\_\_\_\_ son of \_\_\_\_\_ (hereinafter called 'the sureties') do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Yogi Vemana University at Kadapa (hereinafter called 'the University') on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at 6% per annum or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the University.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_.

Signature of the obligor.

Signatures of the sureties.

Witnesses

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

The said bond came into existence in the following circumstances : -

Whereas the obligor was granted Study Leave by the University for the period from \_\_\_\_\_ to \_\_\_\_\_ in consideration of which he executed a bond dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of the University.

And whereas an extension of Study Leave has been granted to the obligor at his request until 240 \_\_\_\_\_,

And whereas for the better protection of the University the obligor has agreed to execute this bond with such condition as hereunder is written.

And whereas the said sureties have agreed to execute the bond as sureties on behalf of the above bounden.

Now the condition of the above written obligation is that in the event of the obligor Shri \_\_\_\_\_ (i) failing to complete his studies within the period of Study Leave so extended, or (ii) failing to rejoin the services of the University on the expiry of his Study Leave so extended, or (iii) resigning from the service of the University at any time within a period of three years after his return to duty, or (iv) being dismissed or removed from the service of the University by the University within the said period of three years; the obligor and the sureties shall forthwith pay to the University or as may be directed by the said University on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at 6% per annum. If, however, the obligor Shri \_\_\_\_\_ has served the University for a period of not less than 18 months from the date of rejoining the University on the expiry of his extended Study Leave the amount refundable shall be half of the sum, viz., Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) which shall be paid on demand together with interest thereon from the date of demand at 6% per annum.

And upon the obligor Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ the sureties aforesaid making such payment, the above written obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue:

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance or omission of the University or any person authorised by it (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the University to sue the obligor before suing the sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due hereunder.

The University has agreed to bear the stamp duty payable on this bond.

In witness whereof \_\_\_\_\_ the University employee above named has signed these presents the day, month and year first above written.

Signed, sealed and delivered by

In the presence of :

1.

2.

Accepted.

For and on behalf of the University.

APPENDIX-M

Form of Bond to be executed by Teachers granted  
Sabbatical Leave

*(See Law 11 (v) of the Laws relating to grant of Leave to  
Teachers of the University, given in Appendix-J).*

Know all men by these presents that we (i) \_\_\_\_\_  
resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at  
present employed as \_\_\_\_\_ in the Yogi Vemana University  
at Kadapa (hereinafter called the obligor) and Shri (ii)  
\_\_\_\_\_ son of \_\_\_\_\_ and Shri (iii) \_\_\_\_\_ son  
of \_\_\_\_\_ (hereinafter called the 'sureties') do hereby jointly  
and severally bind ourselves and our respective heirs, executors and  
administrators to pay to the Yogi Vemana University at Kadapa  
(hereinafter called 'the University') on demand the sum of Rs.  
\_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from  
the date of demand at 6% per annum or, if payment is made in a  
country other than India, the equivalent of the said amount in the  
currency of that country converted at the official rate of exchange  
between that country and India and together with all costs between  
attorney and client and all charges and expenses that shall or may  
have been incurred by the University.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousand  
and \_\_\_\_\_.

Signature of the obligor.

Signatures of the sureties.

Witnesses

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

The said bond came into existence in the following  
circumstances : -

Whereas the obligor is granted Sabbatical Leave by the University,

And whereas for the better protection of the University the obligor has agreed to execute this bond with such condition as hereunder is written.

Now the condition of the above obligation is that in the event of the obligor Shri \_\_\_\_\_ (i) failing to rejoin the service of the University on the expiry of his Sabbatical Leave; or (ii) resigning from the service of the University at any time within a period of three years after his return to duty; or (iii) being dismissed or removed from the service by the University within the said period of three years, the obligor and the sureties shall forthwith pay to the University or as may be directed by the University on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at 6% per annum.

And upon the obligor Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ the sureties aforesaid making such payment, the above written obligation shall cease, if not, it shall be and remain in full force and virtue:

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the University or any person authorised by it (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the University to sue the obligor before suing the sureties, Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due hereunder:

The University has agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor  
above-named Shri \_\_\_\_\_  
in the presence of –

Signed and delivered by the surety  
above-named Shri \_\_\_\_\_  
in the presence of –

Signed and delivered by the surety  
above-named Shri \_\_\_\_\_  
in the presence of –

Witnesses

1.

2.

Accepted.

For and on behalf of the University.









