

# KRISHNA UNIVERSITY

RUDRAVARAM, MACHILIPATNAM



## ORDINANCES OF KRISHNA UNIVERSITY UNDER SECTION OF A.P. UNIVERSITIES ACT 29 OF 2008

(AN ACT FURTHER TO AMEND THE ANDHRA PRADESH  
UNIVERSITIES ACT, 1991)

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# KRISHNA UNIVERSITY, MACHILIPATNAM.

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**1. BOARD OF STUDIES:**

- (a) Each Department of Teaching in the University shall have a Board of Studies (here-in-after called the 'BoS').
- (b) Each Department of Teaching shall have two separate Boards – one for undergraduate (U G BoS) and one for postgraduate and research degree programs (P G BoS).
- (c) The Vice-Chancellor may appoint the Chairperson of the BoS, subject to ratification by the Executive Council.
- (d) The Chairperson of PG Board shall be a permanent teacher holding the rank of Professor / Associate Professor in the University department. If no such qualified teacher is available in the department concerned, a Professor / Associate Professor of an allied department in the University may be appointed as the Chairperson.
- (e) The Chairperson of the UG Board shall be a teacher not below the rank of an Associate Professor / Reader in a University College or an affiliated College which is accredited at a minimum A-Grade by NAAC.

**2. CONSTITUTION OF THE BOARD OF STUDIES (BoS)**

- (a) The constitution of the BoS in a subject shall be as follows:

**i. BoS (U G):**

- a) Chairperson,
- b) Three (3) subject experts from outside the University representing Academia, Industry, National Research Laboratories,
- c) Five(5) of the rank of Reader / Associate Professor / Assistant Professor - two (2) from the University Colleges and Three(3) from the affiliated Govt./ Aided / Unaided Degree colleges teaching UG courses,
- d) Two (2) U G students (one boy and one girl) studying the subject concerned as one of the optional.





ii. **BoS (P G):**

- a) Chairperson,
- b) Head of the PG Department in the University,
- c) Three (3) subject experts from outside the University representing Academia, Industry and National Research Laboratories,
- d) Four(4) P G teachers of the rank of Professor / Associate Professor / Assistant Professor, Two(2) from the University and two (2) from the affiliated colleges offering PG courses,
- e) Two (2) P G students (one boy and one girl) of the subject concerned.

(b) The Subject experts from outside the University shall be common to both the UG and PG BoS.

(c) The Members of the BoS may be appointed by the Vice-Chancellor from the panel of names recommended by the respective Departmental Committees in the University, prepared separately for UG and PG BoS giving due representation to cadre / social categories / gender. These panels shall be forwarded through the Dean / Chairperson of the Faculty / School concerned.

(d) The panels shall consist the names of a minimum of

- (i) Six (6) subject experts from outside the University representing academia / industry / national research laboratories in the specializations offered by the department;
- (ii) Twelve (12) UG and twelve (12) PG teachers, each representing different specializations of the subject / cadres / gender / social categories. The teachers to be included in the panel from the affiliated colleges shall be from those accredited at a minimum of B+ Grade by NAAC.
- (iii) Four (4) UG and Four (4) PG student representatives selected on the basis of their academic merit and good conduct.

(e) The term of the Chairperson and other BoS members shall be three (3) years from the date of their nomination, except for the student representatives whose term is co-terminus with the date of completion of their course of study. A teacher will cease to be a Member of the BoS on superannuation.

(f) Any person appointed against a vacancy occurring before the expiry of the original term of three years shall be a member of the Board only for



the residuary period of the BoS, subject to other provisions of this ordinance.

### 3. MEETINGS OF THE BOARD OF STUDIES (BoS):

- (a) The meetings of the BoS shall be convened ordinarily once in an academic year by the Registrar of the University. The date, time and venue for the meeting shall be fixed by the Registrar in consultation with the Chairperson of the BoS concerned and with the approval of the Vice-Chancellor.
- (b) The Chairpersons of the UG and PG Boards shall prepare the agenda notes in advance and circulate the same among the members of the respective Boards. A copy of the agenda notes shall be sent to the Registrar of the University for information.
- (c) The quorum for a BoS meeting shall be fifty per cent of the members of the Board of Studies concerned.
- (d) The Chairperson shall preside over the BoS meeting. If the Chairperson is unable to attend the meeting, the Head of the Department shall preside over the meeting in the case of the PG BoS; whereas in the case of the UG BoS, the Registrar shall nominate one of the members of the UG Board to chair the meeting.
- (e) The person presiding over the meeting shall record the minutes of the BoS meeting and circulate it among the members within seven (7) days from the meeting date, under intimation to the Registrar.
- (f) A member of the BoS who was present at the meeting may suggest, in writing to the Chairperson, any corrections in the minutes. The Chairperson shall correct the minutes accordingly, provided that he/she finds the suggestion valid. Otherwise, the member's suggestion shall be circulated to all the other members for information and opinion.
- (g) If no communication was received from a member within five (5) days from the date of circulation of the minutes, the minutes are deemed to have been approved.
- (h) The Vice-Chancellor may, in any exigency, obtain by circulation the opinion of the BoS members on any matter relating to the subject concerned.
- (i) The Registrar shall place the approved minutes of the BoS in the subsequent meeting of Academic Senate for consideration and approval.



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#### 4. FUNCTIONS OF BOARD OF STUDIES (BoS):

The Board of Studies shall

- (a) review the progress of the existing programs in the department, identify the deficiencies, if any, and recommend such remedial measures as may be necessary for improving the content and standard of the programs.
- (b) review and revise the syllabi of the courses offered in the department, ordinarily once in every two/three years, and include the latest advances in the subject(s).
- (c) consider and implement the suggestions / guidelines issued, if any, by the University Grants Commission and any other academic and regulatory bodies concerned for updating the syllabus.
- (d) shall frame guidelines for the development of learning outcomes, graduate attributes based curricular structures, introduction of liberal education, skill development, community engagement components, exit options, blended and on-line modules, add-on courses, and related teaching, research, and collaboration features.
- (e) prescribe standardized skill development courses / components consistent with NSQF or its international equivalent, with an objective to facilitate global mobility.
- (f) develop courses where feasible with embedded apprenticeship / internship to offer traineeship to the students.
- (g) prescribe academic performance indicators and assessment modes for the courses offered by department in line with the requirements as prescribed by professional accrediting agencies.
- (h) introduce a system of credit verification, credit accumulation, credit transfer or redemption, credit recognition and credit validation for the courses in order to maintain an Academic Bank of Credits.
- (i) identify the skill sets to be addressed in a local region / at the national level and make Regulations for introducing courses / modules / training programmes in them or incorporating them as course components in the curriculum of the UG / PG courses for promoting the employability.
- (j) recommend the starting of any new program / course in the subject concerned, its credit structure, admission criteria, scheme of examinations, etc., to the Academic Senate, through the Dean / Chairperson of the Faculty concerned,



- (k) review the question papers of the previous examination(s), reports of the evaluators on students' performance, and suggest remedial measures, if necessary, for improving the quality of question papers and student performance.
- (l) recommend a panel of moderators, translators, paper setters, examiners (both internal and external) in all the papers including practical and viva-voce examinations of the subject(s) concerned, and adjudicators for M. Phil/Ph.D theses.
- (m) recommend a panel of twenty (20) subject experts from outside the University, as and when required, for nomination on the selection committees meant for the appointment of university teachers in the subject concerned. The panel should consist a minimum of five (5) names of subject experts from outside the State, five (5) from Central Universities and National Laboratories / Institutes and five (5) from the UGC repository of experts. The specialization of subject experts should be mentioned against their names.
- (n) offer its opinion / recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate / The Faculty concerned.



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**ORDINANCE  
No. 2**

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

**1.0 EXAMINATION BRANCH / CELL AND  
THE CONTROLLER OF EXAMINATIONS (CoE):**

1.1 The University shall establish an Examination Branch / Cell for conducting all year / semester-end examinations in the university, and its affiliated colleges other than 'Autonomous Colleges'.

1.2 The Examination Branch / Cell will be headed by a Controller of Examinations, (CoE), who shall be a regular teacher not below the rank of a Professor / Associate Professor with a minimum of 10 years of service in the University.

1.3 The CoE shall be an officer of the University, and be appointed by the Executive Council on the recommendations of the Vice-Chancellor.

1.4 The CoE shall report to, and receive orders directly from, the Vice-Chancellor on all matters concerning the examination branch.

1.5 The Vice-Chancellor may appoint one or more Additional Controllers of Examinations (Addl.CoE) to assist the CoE in examination matters of the University. The Addl.CoE shall ordinarily be a teacher in regular service of the University.

1.6 The term of appointment of the CoE / Addl. CoE shall be initially for one year, which is extendable every year for a maximum of total three (3) years, subject to a satisfactory performance appraisal by the Vice-Chancellor?

1.7 The CoE and the Addl. CoE shall be paid a monthly honorarium as approved by the Executive Council.

1.8 The Examination Branch / Cell will have a team of Office Assistants, Computer Programmers, Data Entry Operators, and other helpers, appointed by the Executive Council, on regular / contract basis.

1.9 The Examination Branch / Cell will have the required and appropriate ICT infrastructure for computerizing / online transactions / automation of works related to examinations.



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1.10 The Branch / Cell will also have a printing unit for printing the question papers and other relevant confidential material.

1.11 The Examination Branch / Cell shall maintain a dedicated website with a chatbot for enquiries, and provide a link to the University website.

1.12 All part-time/full time staff of the Examination Branch / Cell shall be paid honorarium as approved by the Executive Council on the recommendation of the Finance Committee, if they work extra hours in exigencies apart from the usual work.

## **2.0 DUTIES OF THE CONTROLLER OF EXAMINATIONS:**

2.1 The CoE shall function and perform his/her duties as directed by the Vice-Chancellor and in accordance with the provisions of this Ordinance and consequent guidelines issued, if any, by the University.

2.2 The CoE shall exercise such other authority and powers as required for the proper and fair conduct of all university examinations, evaluation and announcement of results in a confidential manner. The duties include,

2.2.1 Issue of notifications for all the Year / Semester-End Examinations conducted by the University, as per the approved schedules,

2.2.2 Calling for, receiving and processing the applications (like scrutiny, preparation of nominal rolls, D-forms etc.) for the examinations conducted by the University, and issuing of hall-tickets to eligible candidates,

2.2.3 Conduct of the Year / Semester-End Examinations, regulating and monitoring the question paper setting, printing of question papers, valuation of answer scripts, tabulation of marks, announcement of results, etc.,

2.2.4 Signing the Provisional Certificates, Migration Certificates, Memoranda of Marks;

2.2.5 Issuing of 'Substitute Certificates' in respect of original Diploma and Degree Certificates lost by the candidates,



  
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2.2.6 Computerizing, to the extent possible and desirable, the pre and post-examination processes using appropriate ICT methods, softwares, hardware etc.,

2.2.7 Maintaining the confidential records of the examination branch in both physical and digital form with full security and restricted access,

2.2.8 Archiving the data and preserving the 'Marks and Results Tabulation Registers' of the present and past years / students in physical and digital form under strict security measures,

2.2.9 Maintaining "Academic Credit Bank' of those students who have acquired and accumulated credits in approved courses of the program and by online studies like MOOCS for considering in the declaration of results.

### 3.0 PRE-EXAMINATION MATTERS

#### 3.1 Question Paper Setting

3.1.1 Question paper setting for all Semester End Examinations shall be done by external examiners (from outside the colleges under the jurisdiction of the University concerned). In emergency situations, however, the Vice-Chancellor may permit internal examiners (from within the colleges under the jurisdiction of the University) for paper setting.

3.1.2 The paper setters/examiners shall be appointed for various examinations in accordance with the rules and regulations in vogue.

3.1.3 The CoE shall obtain from the Chairperson, Board of Studies, in the subject concerned a panel of approved names as paper setters / examiners, separately for each paper in the subject, medium-wise, at least three months before the start of the semester / annual examinations. The panel should contain a minimum of three (3) names for each paper.

3.1.4 No one shall ordinarily be appointed as an examiner for paper setting, either for theory or for practical examination, unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/Affiliated or recognized Institutions of the University. In case of examiners from institutions other than Universities/Colleges, he/she should be a full-time employee with a minimum of three (3) years experience.

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3.1.5 The CoE shall obtain from the examiners a minimum of two sets of question papers for each code, and maintain a register with details of code numbers of the question papers set, name of the examiner, date of sending the offer and receiving the question papers, etc.

3.1.6 The Vice-Chancellor may, on valid reason(s), cancel, withhold or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the Board of Studies concerned.

### 3.2 Printing of Questions Papers:

3.2.1 All question papers that are required in higher numbers shall ordinarily be printed in security press(es) situated outside the State. The press(es) is/are selected by the Vice-Chancellor from among the competitors after due consideration of their reputation in maintaining confidentiality, reliability, rates, etc. The CoE shall, on behalf of the University, execute a contract bond with the printing press before entrusting the work, with all clauses that safeguard the interests and reputation of the University.

3.2.2 Question papers required in lower numbers may be printed confidentially in a secluded room in the Examination Branch / Cell under the direct supervision of the CoE / Addl.CoE. If a question paper is hand-written by the examiner, it will be typed by a person authorized by the CoE and under the direct supervision of the CoE / Addl.CoE.

3.2.3 Proof reading of the typed manuscript, if any, shall be done by the CoE / Addl.CoE confidentially with competent professional help. However, the CoE may seek the help of senior teachers of the university for this purpose, provided such help is limited to the subjects of special nature.

3.2.4 Printed question papers and the original manuscripts are confidential documents, and should be kept in sealed cover(s), till the completion of the examinations concerned. The CoE should ascertain and indicate the number of printed question papers in each packet and sign on the cover.

3.2.5 If the question paper is sent by email, the document should be encrypted and the password is supplied by the CoE. It is sent to a dedicated mail of the CoE.



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3.2.6 The CoE shall maintain a register of the question papers printed along with details of code number, date of printing, copies printed, number of packets made and copies in each packet.

3.2.7 The CoE should arrange to preserve the manuscripts of the question paper, and the e-version(s), for a minimum of six months after the completion of the concerned examination or till the results are announced, whichever is later.

3.2.8 Any damaged copies/stencils/other material relating to the question papers should be destroyed by shredding/burning.

### 3.3 Conduct of Examinations:

All University examinations shall be conducted by the CoE as per the procedures and regulations approved by the Academic Senate / Executive Council from time to time.

#### 3.3.1 Theory Examinations:

(a) The CoE shall conduct all Year / Semester-End Examinations at designated centres selected as per approved criteria, and make necessary arrangements for their smooth conduct. The Principal of the constituent / affiliated college in which the examination is conducted is the Chief Superintendent, and in-charge for all the examinations conducted in the College. If, for some reason, the Principal is unable to function as the Chief Superintendent, he/she may, in consultation with the CoE, nominate a senior teacher of the College as the Chief Superintendent for some or all examinations in a session.

(b) The CoE shall arrange for hall-tickets, nominal rolls, D-forms and other examination stationery for the conduct of Year / Semester-End Examinations at least three (3) days in advance of the start of theory examinations. The question papers will be sent in a sealed cover on the day of the examination concerned and a few hours in advance.

(c) Use of ICT and automation is highly recommended for generating and issue of hall-tickets, preparation of nominal roles, D-forms, and on-line delivery of the question papers to the centres.

(d) The Head of the Department concerned shall coordinate the conduct of Internal Assessment. The award of marks in the Internal Assessment is based on an assessment of regularity in attendance, assignments, seminar presentations, mini projects, quiz, tests or any other verifiable criteria. The Internal Assessment marks shall be sent

to the CoE by the Head of the Department at least one week before the start of the Year / Semester-End Examinations.

(e) In case of visually challenged and the candidates with fractures or physical disability causing inability to write, the chief superintendent of examinations after satisfying himself/ herself about impairment and on production of appropriate medical certificate from medical officer not less than civil assistant surgeon, permit a scribe for the candidate. Such scribe should not belong to the subject of the examination the candidate is appearing for.

### 3.3.2 Practical / Laboratory Examinations:

(a) The Year / Semester-End Examinations in Practical/Laboratory work shall be conducted in the department / college concerned or in a designated centre, as per the approved schedule. The Principal is the competent authority to permit, for valid reason(s), any deviation from the approved schedule in the conduct of practical examinations.


(b) The CoE shall finalize the time table for practical examinations in consultation with all the Heads of the departments in the University. The Head of the Department is the coordinator for conducting the practical examinations in the department concerned. If, for some reason, the Head is unable to function as the Coordinator, he / she may, in consultation with the Principal, nominate a senior teacher of the department as the Coordinator.

(c) As Coordinator, the Head of the department is responsible for preparing the time-table, contacting the examiners, conducting the examinations in the lab, collecting the award lists and answer books from the examiners in sealed covers and delivering them to the CoE.

(d) The examinations of practical/laboratory work in odd-semesters (I, III and V etc.) shall be conducted, in each practical paper, by two internal examiners and external examiners– the teacher concerned who has been handling that class during the semester, and another teacher from the same department, appointed by CoE for the purpose from the approved panel.

(e) The examinations of practical/laboratory work in even-semesters (II, IV and VI etc.) shall be conducted by two examiners – one internal and one external – appointed by the CoE for the purpose from the approved panel.



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

(a) Wherever necessary, the CoE shall constitute flying squads / observers at the examination centers to ensure the conduct of the examinations without any malpractice, and strictly in accordance with the University rules.

(b) The necessary and required instructions and guidelines regarding the duties and powers of the flying squads/observers etc., shall be issued from time to time by the CoE with the prior approval of the Vice-Chancellor,

**3.3.3 Duties of the Chief Superintendent (CS):**

(a) The CS shall be present in the College during the Examination time. The CS shall constitute an Examinations Committee headed by a Coordinator for performing the following duties including making the required arrangements.

(b) Receiving, in person, the question papers sent by the CoE, and depositing them in safe custody,

(c) Procuring the required stationery like Main Answer Books, Additional Answer Books, Presence Statements, etc., well in advance from the Cell,

(d) Making proper seating arrangements for the candidates, and displaying the seating plan in a prominent place in the college before the start of the examinations,

(e) Appointing the required number of Invigilators and other supporting staff as per the norms prescribed by the University, and issuing proper instructions to them,

(f) Checking the hall-tickets of the candidates at the gate, removing any incriminating material found in their possession, and admitting them to the examination hall,

(g) Delivering the Answer Books collected from the examinees along with D-forms, unused question papers and other related examination material to the Cell, on the same day and immediately after the completion of the examination. The Answer Books should be packed in sealed covers.

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(h) Keeping an account of the used and unused question papers and answer books, and sending a statement to the examination cell after all the examinations are completed.

(i) The CS shall not permit a candidate to enter the examination hall without a valid Hall-Ticket, and/or after the notified time. Any deviation from this rule under exceptional circumstance shall be on the basis of an appropriate undertaking from the candidate.

(j) The CS shall not alter or modify the contents of a Question Paper under any circumstances. Complaints in writing, if any, by the examinees in this regard shall be forwarded to the CoE immediately after the examination.

(k) The CS shall have the power to expel a candidate from the Examination Hall, temporarily or permanently, if he/she is found to cause nuisance or disturbance in the examination hall / at the centre or indulge in examination related malpractice.

(l) The CS may seek the help of the local Revenue/Police authorities, if required, to maintain Law & Order in the College premises for the conduct of the examination in a strict manner.

(m) The CS shall, before the start of each Semester-End theory Examination, write to the Director, Academic Audit Cell / CoE for sending an observer.

(n) The CS shall record any instances of malpractice detected during the examinations, and send a report to the CoE in the prescribed pro-forma along with the explanations of the candidates concerned. The same will be sent in a separate cover super-scribed 'Malpractices Cases'. If any candidate refuses to give explanation, the same may be recorded in the report.

(o) The CS shall exercise such other powers and authority as required for the proper conduct of the examinations in the College.

#### 3.3.4 Duties of Invigilators:

(a) All members of the teaching staff are eligible for appointment as invigilators, and shall be available to supervise the examinations.

(b) Invigilators shall report for duty at least half-an-hour before the time specified for the commencement of an examination.



- (c) Invigilators who are assigned 'Gate Duty' shall permit the candidates into the premises only on production of valid Hall Tickets, and after removing any incriminating material from their possession.
- (d) Invigilators shall not allow any candidates to the examination hall after the specified time from the commencement of the examination.
- (e) The duties of the Invigilator(s) in the examination hall include,
- (i) Distributing the Answer Books and Question Papers after the candidates have taken the assigned seats at the ring of the bell signaling the commencement of the examination,
  - (ii) Verifying the identity of the candidate with the college copy of the Hall-Ticket,
  - (iii) Taking the attendance of the candidates along with their signatures 10 minutes sharp after the commencement of the examination,
  - (iv) Signing the Answer Book, along with date, after ensuring that the candidate has written correctly his/her hall-ticket number and at the right place,
  - (v) Delivering additional Answer Books, with signature and date, only after checking that the original Answer Book has been properly utilized.( in case of necessity)
  - (vi) Submitting the filled in Presence and Absentee Statements, paper-wise and subject-wise.
  - (vii) Receiving the Answer Books from the candidates who wish to hand over the same during examination hours, but after a specified duration of the conduct of the examination as prescribed.
  - (viii) Collecting the Answer Books from the candidates on expiry of the time allotted for an examination and arranging them in ascending order of Hall Ticket Numbers.
  - (ix) Not permitting any candidate to go out of the Examination Halls in the first 60 minutes from the commencement of the examination.
  - (x) Taking all the required measures to prevent the examinees from indulging in copying or any malpractices.



- (xi) Reporting to the CS the cases of any malpractice detected by him / her or reported by the Observers / Squads as per the procedure laid down in this regard and taking further action.
  - (xii) Rendering an account of Answer Books, additional Answer Books and unused Question Papers.
- (f) The invigilator should handover the unused Main Answer Books and the Question Papers to the CS after 30 minutes from the commencement of the examination.
- (g) The Invigilator shall be present in the Examination Hall all the time during the examination, and shall not leave the hall even for brief periods, without making alternate arrangements.
- (h) The Invigilator shall concentrate on invigilation duty only, and will not engage himself/herself in reading/conversation/any work other than supervision of the examination.
- (i) The Invigilator shall not use cell phones, walkman, laptop, palmtop, digital diaries / articles / wifi and other devices, etc., in the examination hall.
- (j) The Invigilator may permit a candidate to leave the examination hall for a brief period during the examination hours (for attending to nature calls), by providing an escort. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the examination hall.

#### 3.3.5 Duties of Observers:

- (a) The Observers should first contact the CS, disclose their identity, and then visit the Examination Halls.
- (b) The Observers will inspect the physical facilities like seating arrangements in the examination halls, provision of toilets, drinking water, etc. If the arrangements are not proper, the deficiencies may be brought to the notice of the CS for rectification.
- (c) If any staff member on examination duty is found to be casual in his/her functioning, the Observers will report the same immediately to the invigilator / CS.



  
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(d) If any examinee is found to be indulging in examination related malpractice in or outside the examination hall, the Observers will report the same immediately to the Invigilator / CS.

(e) At the end of the examinations, the Observers will submit a detailed report to the CoE stating whether the arrangements made for the conduct of examinations are satisfactory or not, and giving the details of any incidents / malpractice cases.

#### **4.0 POST-EXAMINATION MATTERS:**

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

#### **4.2 Coding of answer scripts:**

4.2.1 The answer scripts should be barcoded. The code number should appear at three places – on the detachable part and on the main part of the answer book. The first coded slip will be stored confidentially at central examination section. The second coded slip will be used for first valuation and the third coded slip will be used for second valuation.

4.2.2A code register should be maintained.

4.2.3 The code slip with roll number of the candidate shall be detached from the answer book and entered in the Code Register, and the coded answer books are kept ready for valuation.

#### **4.3 Valuation of Answer book/test booklets:**

4.3.1 It is single valuation for all under-graduate examinations. Each answer script is valued by an external examiner in the case of languages and optional subjects, and by an internal examiner for add-on, inter-disciplinary, value education, environmental sciences, Indian history and culture etc., and such other papers as approved by the BoS concerned, as per the scheme of valuation and instructions issued by the CoE.

4.3.2 For the purpose of this Ordinance, an “external examiner” for valuation of theory papers shall mean a teacher who is not employed in the University Colleges (campus or constituent) or any of its affiliated Colleges.

  
  
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4.3.3 For all post-graduate examinations, each answer script shall be valued independently by two examiners of whom one shall be an external examiner. If the difference in the marks awarded by the two examiners is 20 per cent or more of the maximum marks of that paper, the answer script will be valued by a third examiner who is ordinarily an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script. Practice in some universities.

4.3.4 If the difference in marks awarded by the first, second and third examiners is same, the average of the two higher valuations shall be considered as the final award. (for example: first examiner awarded 20, second 40 and third 60, the final award would be 50).

4.3.5 Wherever the aggregate is a fraction, it may be rounded off to the nearest integer. The fraction 0.5 should be treated as nearer to the next higher integer.

4.3.6 The valued answer books shall be scrutinized by scrutinizers appointed by the CoE. The scrutinizers shall work as per the guidelines and instructions issued by the CoE from time to time. Any mistake/discrepancy found either in the answer books or the award sheet shall be brought to the notice of the CoE for correction. The scrutinizers are not authorized to make any alternation in marks.

4.3.7 In case of any complaint received in writing from an examiner / scrutinizer about the valuation, the CoE shall refer the same to the following to a Committee appointed by the CoE.

Chairperson, BoS in the subject concerned ...	Chairperson
One senior teacher of the subject ...	Member
One teacher of an allied subject ...	Member
(if required)	

4.3.8 In the event of any proven irregularity in valuation, the Committee may recommend cancellation of the valuation proceedings of a specific answer script or all the answer scripts of an examination, and recommend causing fresh valuation proceedings.

4.3.9 Whenever two or more examiners are involved in the valuation of answer books/test booklets, the CoE will, if necessary, conduct a meeting of all the examiners in the paper concerned in order to prepare a common scheme of valuation. The CoE shall appoint a Chief Examiner, from among those who attend the meeting, who will supervise the entire valuation work. If needed, Additional Chief Examiner(s) may also be appointed.





4.3.10 The Chief Examiner(s)/Additional Chief Examiner(s) shall conduct the valuation work as per the guidelines and instructions issued by the CoE from time to time.

4.3.11 The valued answer books/test booklets shall be scrutinized by scrutinizers appointed by the CoEas per the guidelines and instructions issued by the CoE from time to time.

4.3.12 In the event of any proven irregularity in valuation, if reported by the Chief Examiner, the Vice-Chancellor shall appoint a Committee to probe the irregularity and suggest remedial action including the action to be taken against the errant examiner, cancellation of the valuation proceedings of a specific answer script or all the answer scripts of an examination, and causing of fresh valuation proceedings.

#### **4.4 Moderation and Award of Grace marks:**

4.4.1 The result may be moderated by addition of marks if the pass percentage in a paper is less than thirty (30), provided the moderation marks thus added shall not exceed three (3) if the maximum marks of the paper is 50 or less, four (4) if the paper maximum is between 50 and 70, and five (5) if the paper maximum is more than 70.

4.4.2 Moderation marks shall not be added to a script if the original award is zero.

4.4.3 Marks obtained after moderation shall not exceed the maximum marks in that paper.

4.4.4 In addition to and independent of the moderation, Grace marks up to a maximum of two (2) may be added in one / two papers if a candidate is likely to be promoted from 'F' to 'P' Grade.

4.4.5 Grace marks shall not be given for reduction of the number of backlogs.

#### **4.5 Tabulation of Marks and Results:**

4.5.1 Soon after receiving the entire award lists from the examiners, and duly moderated wherever required, the marks are tabulated as per the rules in vogue.

4.5.2 In case of manual tabulation, the tabulators shall be appointed by the Vice-Chancellor from among the teachers of the University

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and/or affiliated colleges. There shall be one group of tabulators to enter the marks in the original register, and another in the duplicate register.

4.5.3 Electronic and computerized tabulation of marks should be conducted in the premises of the CoE's office/Examination Branch, and under the direct supervision of an officer designated by the Vice-Chancellor for the purpose. In case the required facilities / skilled personnel / technology are not available in the University, the tabulation process may be outsourced to an agency which has experience in and good reputation of processing examination results with zero error. The CoE shall execute a Memorandum of Understanding (MoU) with the outsourced agency, wherein properly worded and appropriate clauses shall be included safeguarding the interests and reputation of the University.

4.5.4 The CoE should take all the care to back-up the computer data at the end of each day's work. A hard bound copy of the tabulated register and results copy of each semester should be preserved.

#### 4.6 Declaration of Results and Issue of Certificates:

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

- |  |                 |
|--|-----------------|
| (i) Rector   | ... Chairperson |
| (ii) Deans of all the Faculties in the University... | Members         |
| (iii) Chairpersons of all BoS in the University...   | Members         |
| (iv) Controller of Examinations                      | ... Convener    |

4.6.1 After the 'Results Committee' has approved the tabulated results, the CoE shall release them to the Press, and display them on the University website.

4.6.2 Memorandum of Marks shall be issued to all the examinees within 10 days from the date of publication of results.

4.6.3 Candidates who completed the degree program are eligible to apply for, and receive the consolidated Memo and Provisional Certificates as per the rules and procedure announced by the University.

  
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#### 4.7 Revaluation / Review of Answer Scripts:

4.7.1 After the announcement of the results, if a student feels aggrieved by his/her result in a paper (or papers), he/she may apply for recounting and/or revaluation in the prescribed pro-forma, along with the prescribed fee, on or before the date notified by the CoE. The candidate should submit the original marks sheet along with the application while applying for revaluation/recounting.

4.7.2 The provision for revaluation applies only to answer scripts valued by a single examiner (like in undergraduate courses). No such provision for revaluation shall exist for courses where the answer script is valued by two or more examiners (like in postgraduate courses).

4.7.3 Revaluations of each answer script shall be done independently by two external examiners selected by the CoE from the approved panel. The original marks shall be revised to the average of the total marks awarded by the two external examiners, provided that such an average is more than the original marks by fifteen (15) or as 15 percent (15%) of the maximum marks of that paper. Otherwise, the original marks remain unaltered.

4.7.4 A revised marks sheet would be issued to the candidates if there is a change in the result on account of revaluation. Otherwise, the candidates will be informed that there is no change in the revalued result. Further, the applications of the candidates for the issue of degree certificate would not be considered before the results of recounting /revaluation are declared.

4.7.5 The University shall make all efforts to announce the revaluation results within one month from the last date of submission of the applications for revaluation. However, the University is not responsible for any consequences from any delay in the process and proceedings of revaluation.

4.7.6 The Executive Council may, in exceptional circumstances and for valid reasons explained in writing, review the examination results of a program, and order fresh valuation of all the answer scripts in one or more papers of that course.

  
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**5.0 AWARD OF GRADE POINTS / SEMESTER GRADE POINT AVERAGE (SGPA) CUMULATIVE GRADE POINT AVERAGE (CGPA) / DIVISION**

**5.1** Wherever applicable, the student's performance in a paper / semester / program is measured and declared in the following manner:

5.1.1 The answer scripts of a paper are valued for the maximum marks prescribed. The student is deemed to have earned the credits allotted for that paper, provided that he/she obtained the minimum pass marks prescribed for it.

5.1.2 The minimum pass mark in the internal examina

5.1.3 The total marks (Internal + Semester End) obtained in the paper are converted to a Grade Letter (GL) as per the following conversion table. Each GL is given a pre-determined weight called Grade Point (GP) in the ascending order from F to O.

Marks Obtained	Grade (GL)	Achievement	Grade Point (GP)
≥90%	O	Outstanding	10
≥80%and<90%	A <sup>+</sup>	Excellent	9
≥70% and <80%	A	Very Good	8
≥60% and <70%	B <sup>+</sup>	Good	7
≥50% and < 60%	B	Above average	6
>40% and < 50%	C	Average	5
40%	P	Pass	4
< 40%	F	Fail	0
Ab	Ab	Absent	0

5.1.4 Credit Points (CP) are calculated for each paper by multiplying the credits earned in that paper with the GP determined for that paper.

5.1.5 SGPA indicates the level of performance of a student in a given Semester, and is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses in that Semester. SGPA is computed if the candidate passes (a minimum of 'P' Grade Letter / 4 Grade points) in all the papers in the semester. SGPA is calculated at the end of each semester by the formula:

$$SGPA = \frac{\sum^n c_i \times G_{pi}}{\sum^n c_i}$$

Where  $c_i$  = Credits for the paper

$G_{pi}$  = Grade Point obtained for the paper

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$\sum^n c_i =$  Total credits in that semester  
 $n =$  Number of papers prescribed in the Semester.

5.1.6 For UG courses, SGPA is calculated in each semester for Part I (Languages) and Part II (Optional) subjects, separately. For PG courses, SGPA is calculated each semester for subject papers.

5.1.7 CGPA indicates the performance of a student in the entire program, and is based on the total credit points earned by the student in all the semesters in the program. CGPA is computed if only the candidate passes (a minimum 'P' Grade Letter / 4 Grade Points) in all the prescribed papers in that program. CGPA is calculated at the end of the entire program by the formula:

$$\text{CGPA} = \frac{\text{Sum total of the credit points of all the semesters}}{\text{Total number of credits of all semesters}}$$

$$\text{CGPA} = \frac{\sum^m S_i \times C_i}{\sum^n C_i}$$

Where  $m =$  Total number of Semesters  
 $n =$  Total number of credits in all the semesters  
 $S_i =$  SGPA of the semester.  
 $C_i =$  Total number of credits in a semester

5.1.8 For UG courses, CGPA is calculated separately for Part I (Languages) subjects at the end of IV-semester, and for Part II (Optional) subjects at the end of VI-semester. For PG courses, it is calculated for subject papers at the end of the program.

5.1.9 In addition to the award of CGPA, the memorandum of marks shall also indicate the award of Division as indicated in the following table based on the total percentage of marks secured in all the papers (Theory and Practicals) in all the semesters prescribed for a given program,

Marks	Division
$\geq 70$	I with Distinction
$\geq 60$ and $< 70$	
$\geq 50$ and $< 60$	II
$\geq 40$ and $< 50$	III
$< 40$	Fail



5.1.10 Foundation, Add-on, Value Education (VE), Environmental Science (ES), Indian Heritage and Culture (IHC) courses will be evaluated, and the appropriate Grade Letter is awarded for each. A student must secure a minimum 'P' Grade Letter in these papers during the course of his/her study to become eligible for the award of degree. *No credits shall be awarded for these papers and, therefore, do not count for calculating SGPA and CGPA.*

5.1.11 NSS/NCC/Sports and Voluntary Certified Work (VCW) activities will be awarded the Grade Letters A<sup>+</sup> (Excellent), B<sup>+</sup> (Good), B (above average) in VI semester, based on the individual performance of the student during the previous semesters I-V, and as per approved guidelines. A student must secure a minimum 'B' Grade Letter in these activities during the course of his/her study to become eligible for the award of the degree. *No credits shall be awarded for these papers and, therefore, do not count for calculating SGPA and CGPA.*

#### **6.0 MEMORANDUM OF MARKS / GRADE REPORT:**

6.1 The Memorandum of Marks / Grade Report issued at the end of each semester to an undergraduate student shall reflect the marks, credits and the GL scored in each paper including Add-ons, IDE, Value Education, Environmental Science, Indian Heritage and Culture, and NSS/NCC/Sports/Any Voluntary Certified work, under the following Heads.

Part I ...	English, Second Language
Part II ...	Optional Subjects
Part III ...	Foundation, Add-on and IDE courses, NSS/NCC/Sports/Voluntary Certified work
Part IV...	Value Education, Environmental Sciences, Indian Heritage & Culture

6.2 Similarly, the Memorandum of Marks / Grade Report issued at the end of each semester to a postgraduate student shall reflect the marks, credits and the GL scored in each paper including Add-ons and IDE, under the following categories.

Part I	-	Subject Papers
Part II	-	Project Work
Part III	-	Foundation, Add-on and IDE courses

6.3 A student shall be deemed to have passed and completed the Semester, if he/she secures the minimum pass marks (40% in Theory and

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Practical courses), and/or a prescribed Grade Point Average in all the Theory and Practical courses of that semester.

## **7.0 GENERAL RULES AND REGULATIONS:**

### **7.1 Attendance Requirement:**

7.1.1 A student shall become eligible for appearing in the semester-end examination, if he/she has attended not less than 75% of the total number of classes, including tests, and practical etc, both in core and interdisciplinary courses, conducted during the semester. The above prescribed attendance requirement may be reduced to 65% on medical grounds and on production of a valid medical certificate from a doctor not less in rank than a civil surgeon, along with the prescribed fee.

7.1.2 If a student was selected to participate in Sports, NCC, NSS or Cultural or any other officially sponsored activities at the University / State /National level, he/she shall be eligible to claim the attendance for the actual number of days participated, subject to a maximum of 20 days in a Semester. Such an exemption will be granted only on the production of proof of participation in the event, and on the recommendations of the Head of the Department / Principal concerned.

### **7.2 Details of Examinations:**

7.2.1 Theory Examinations: There shall be internal assessment (for 30% of the maximum marks) and a semester-end examination (for 70% of the maximum marks) in each theory paper, including those of Add-on, Inter-disciplinary, Value Education, Environmental Sciences and Indian History and Culture. The pass marks in each theory paper (internal+ end-sem) is 40% of the maximum marks (GL 'P' and above). There is no paper minimum in internal, but the student should get a minimum of 40% of marks (GL 'P') in the semester-end examination.

7.2.2 Practical Examinations: There shall be no internal assessment for practical courses. A semester-end examination will be conducted in each practical paper. The pass marks in each practical paper is 40% of the maximum marks / GL 'P' and above.

7.2.3 Semester Examinations: The semester-end examinations for I, III and V- semesters shall ordinarily be conducted in the month of October/November, and those of II, IV and VI semesters in the month of March/April, each year.



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7.2.4 Supplementary Examinations: Supplementary examinations for students having backlogs in I, III and V-semester shall be conducted in the month of March/April, each year, for Core, Elective and Foundation, add-on courses. There shall similarly be supplementary examinations for II, IV and VI semesters in the month of October / November. Further advance supplementary examinations may be held for VI Semester students with backlogs.

### 7.3 Improvement of Grades and Completion of the Course

7.3.1 Candidates who have passed all theory papers in the first attempt but desirous of improving his/her grade are allowed to appear again for theory paper/ papers only, by paying the prescribed fee. It is a one-time option, and the candidate should appear for improvement in the next immediate semester examination. If the candidate improves his/her Grade, the improved Grade will be taken into consideration while awarding SGPA / CGPA.

### 7.4 Re-Admission / Re-Registration and Maximum Time for Completion of Course:

7.4.1. Re-registration may be sought by students in the following cases:

(a) A student who did not put in the required attendance in a Semester and thus detained,

(ii) A student who did not earn the required number of credits and thus detained,

(iii) A student, after completing a Semester, did not continue his/her studies in the next immediate Semester on personal /health grounds but desired to continue his/her studies after a short break.

7.4.2 Candidates who, after completing a Semester / Year, leave the program by taking the TC in order to join some other college and want to come back to continue the program, and also in those cases mentioned at 7.5.1 (a), (b) and (c), readmission is permissible provided it is within the period of double the duration of the program. All such admissions are considered as supernumerary.

7.4.3 All readmissions / re-registration of students including those who take TC and come back, shall be considered and granted by the Principal of the College concerned based on the merits of each case, and subject to the fulfillment of the following conditions.



- The students should join the course within 4 weeks from the date of commencement of classes.
- They should pay the readmission / re-registration fee as prescribed by the University.

7.4.4 In case of any non-CBCS student seeking admission to CBCS Course, marks obtained in the earlier scheme will be converted to Grade letters and credits, and the memo will be revised accordingly, as per approved guidelines.

7.5.5. Lateral Entry to courses of study may be permitted subject to the board of studies concerned examining the criteria required for fulfillment of Lateral Entry Admission

**7.5 Amendment to the Rules:** On the recommendations of the Academic Senate and with sufficient reason and justification, the Executive Council may add / delete / change / amend any rule / clause / condition contained in this Ordinance, and the implementation of such change(s) shall be prospective only.

## 8.0. PREVENTION OF MALPRACTICES IN THE EXAMINATIONS:

8.1 There shall be a "Committee for Prevention of Malpractices (CoPM)" to consider and award punishment to any proven case of malpractice committed, during or after the examination, either in the examination hall or outside, by examinees / invigilators / observers / evaluators / tabulators / data entry operators, and any other person participating in the examination process.

8.2 The CoPM shall be appointed by the Vice-Chancellor. The members of the Committee shall be:

- |   |                 |
|---|-----------------|
| i. Dean of a Faculty/Principal of Univ. College | ... Chairperson |
| ii. Dean, College Development Council           | ... Member      |
| iii. A Teacher from Univ. Dept of Law           | ... Member      |
| iv. Chairperson, BoS*                           | ... Member      |
| v. Controller of Examinations                   | ... Convener    |

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

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



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8.4 If an examiner detects and reports to the Chief Examiner/CoE any malpractice committed either by an examinee or group of examinees during the course of valuation, the report shall be referred to the Chairperson, Board of Studies, for comments. The case, along with the report of the Chairperson, shall then be referred to the CoPM. The Committee, after giving a reasonable opportunity to the candidate to defend himself/herself, shall recommend appropriate action to the Vice-Chancellor.

8.5 If the University comes to know at any stage after the examination that a candidate has indulged in malpractice, his/her case shall be referred to the CoPM by the CoE. The Committee, on the basis of such evidence as is available, and after giving a reasonable opportunity to the candidate to defend himself/herself, shall recommend appropriate action to the Vice-Chancellor.

8.6 If a candidate is found guilty of committing an examination related malpractice after the declaration of the result, that result will be cancelled besides awarding him/her the punishment that would have been awarded, had the facts come to the notice of the University before the declaration of the results.

8.7 If a candidate is appearing for an examination in backlog paper(s) along with the current year examination, the rules of malpractice (8.4, 8.5 and 8.6) above are limited to the examination for which the hall-ticket was issued and malpractice was committed. However, in case of grave misbehaviour, the result of all examinations taken by him/her during that session could be cancelled, apart from awarding the punishment as per the "Schedule of Punishments".

8.8 Any other act of unfair means or misconduct committed by an examinee during or after the examinations, but not contained in the 'Schedule of Punishments' included in this Ordinance would be examined by the 'Committee'. The Committee shall award suitable punishment, which is not lower than what is proposed in the schedule for a similar / nearer case of malpractice.

8.9 A candidate aggrieved by the decision of the CoPM may appeal to the Executive Council within thirty days from the date of notification of the punishment. If the punishment awarded by the CoPM is found to be not in conformity with the 'Schedule of Punishment', the Executive Council may take suitable decision as per the provisions of this Ordinance.

8.10 In addition to, and independent of, what has been said in this Ordinance, the clauses of the "The A P Public Examinations (Prevention of

Malpractices & Unfair Means) Act, 1997” and the rules issued in GO Ms 114 / Education (IE), 13<sup>th</sup> May 1997, shall apply, wherever necessary.

8.11 Schedule of Punishments for Examination related Malpractices / Misconduct:

Nature of Malpractice / Misconduct	Punishment
(i) Possession of papers, books, notes, etc., (written or printed), which are prohibited in the examination hall	(i) Cancel the result of that paper, and to be debarred from appearing at the subsequent papers of the Examination
(ii) Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings, etc.	(ii) Same as (i) above
(iii) Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to others regarding answer to any question or questions or the examination paper	(iii) Same as (i) above
(iv) Taking help from or consulting prohibited written or printed material or taking help from or helping other examinees during the examination period inside the examination hall or outside it; with or without their consent, or helping other candidate to receive help from anyone else.	(iv) Same as (i) above
(v) An examinee who attempts to disclose her/his identity to the paper valuer by writing his/her Roll Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book/test booklet.	(v) Cancelling the result of that paper
(vi) Writings such as invocation of God's name in any form.	(vi) To be ignored





(vii) Writing on the question paper the answer to questions, rough work etc., with no intention of passing it on to another examinee.	(vii) To be warned not to do so
(viii) Using abusive and obscene language in the answer book/test booklet	(viii) Cancelling the result of that paper.
(ix) Destroying prohibited material found in his/her possession or acting in any other manner with a view to destroying the evidence.	(ix) Cancelling the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course in the University for a period of one year.
(x) Refusing to obey instructions of the Chief Superintendent/Invigilator.	(x) Cancelling the result of that paper.
(xi) Smuggling an answer book/test booklet/ additional answer book/matter into or out of the examination hall.	(xii) Cancellation of the result of all examinations in that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.
(xii) Inserting in or removing from the answer book/additional answer book.	(xii) Same as (xi) above
(xiii) Substituting wholly or partly an answer book/additional answer book/test booklet.	(xiii). Same as (xi) above
(xiv) Impersonation even at a single examination.	(xiv) Same as (xi) above, and to file a criminal complaint with the Police against the original candidate and the imposter.
(xv) Conspiring to interchange the Roll Numbers	(xv) Cancelling the result of all examinations taken, prohibiting from

<p>(xvi) Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination</p> <p>(xvii) Guilty of assaulting/abusing/intimidating any person connected with the examination work at any time before, during or after the examination.</p>	<p>appearing in the subsequent examination during that session, and prohibiting their admission in any course of the University for a period of one year.</p> <p>(xvi) Same as in (xv) above, except that the period of prohibition of admission into or continuation in any course of study is TWO years</p> <p>(xvii) Same as in (xvi) above</p>
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#### 9.0 Submission of M.Phil. / Ph.D. Theses and Plagiarism Check:

9.1 The CoE/ Director of R & D shall accept a dissertation / thesis for the award of research degrees such as M Phil and PhD, if only the following documents are submitted along with the dissertation / thesis:

- (i) A softcopy of the dissertation / thesis either in a CD form / pen drive
- (ii) Undertaking from the candidate that the work included in the dissertation / thesis is original and carried by him, and has not been copied from any sources beyond the permissible limits,
- (iii) Certificate signed by the Supervisor / Guide of the candidate that the work is original and is free from any plagiarism, and was carried out by the candidate under his / her supervision,
- (iv) Certificate from the Head of the Department concerned stating that the candidate has worked / conducted research in the department, and showing the percentage of attendance, year-wise, during the total duration of the program,
- (v) Copy of the output report generated by a plagiarism detection tool approved by UGC / regulatory body concerned and



installed in the University Library or a designated office for the purpose,

- (vi) Certificate from the University Librarian / designated officer that the electronic version of the dissertation / thesis entitled “.....” and authored by “.....” has been checked by the plagiarism detection tool ....., and the extent of matching is ....%.

9.2 The CoE shall initiate the process of evaluating the thesis only after verifying the genuineness of the documents at 9.1 (iii – iv) submitted along with the dissertation / thesis.

9.3 The CoE shall take immediate action if any case of plagiarism is reported by the examiners or otherwise either during the evaluation of dissertation / thesis or after the award of degree, and report the matter to the Vice-Chancellor / University Academic Integrity Panel (UAIP) constituted as per the UGC Regulations, 2018, on ‘Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions’, for necessary action within a specified time-frame.

9.4 The CoE shall communicate at the earliest the verdict of the UAIP and the penalty imposed, if any, in accordance of the UGC Regulations, 2018 on ‘Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions’, to the student and the supervisor, concerned.



  
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1. Whenever a proposal to start a new degree program is preferred by a teaching department, and / or a proposal for the program(s) now being is (are) made, the Departmental Committee concerned will determine the number of teachers required, cadre-wise, as per the approved work-load norms of the University; and prescribe the qualifications, experience, and specializations, if any, for each post. This should be in agreement with the guidelines notified by the University Grants Commission (UGC) and / or any other regulatory agency concerned. The resolution of the Departmental Committee with all details shall be sent to the Registrar of the University for placing it before the Standing Committee of Academic Senate / Academic Senate at its immediate next meeting for consideration.
2. The Academic Senate shall consider the resolution of the Departmental Committee and make necessary recommendation for the number of posts, qualifications, experience and specialization by ensuring that the guidelines issued from time to time in this regard, and the minimum standards prescribed for the purpose by the UGC and any other regulatory body of the State / Centre concerned have been met.
3. Based on the recommendation of the Academic Senate, the Executive Council is the competent authority to determine and approve the number of posts, cadre-wise, qualifications and emoluments of Teachers in a University department.
4. The Executive Council is the competent authority to award additional increments, if any, in a particular band / grade and / or pay protection to a teacher on appointment, based on the recommendations of the Selection Committee and in accordance with the guidelines issued from time to time by UGC / State Government.



  
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<b>ORDINANCE No. 4</b>	<b>LEVY OF FEES FOR VARIOUS DEGREE PROGRAMS OF STUDY IN THE UNIVERSITY</b>
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(NOTE: The Universities are advised to add all the courses offered in the University along with the most recent fee particulars.)

**Fee Structure:**

Sl. No	Name of the degree program		Tuition Fee + Admn Fee	Special Fee	Addl. Fee*	Total Fee
1	M.A. English	R				
		SF				
2	M.A. Appl. Economics	R				
		SF				
3	M.SC. Maths	R				
		SF				
4	M Pharm	R				
		SF				
5	MBA - General	R				
6	MBA – Tourism & Travel Management	R				
		SF				
7	MCA	R				
		SF				
8	M.SC. Bio-Tech	R				
		SF				

R : Regular ; SF : Self Financed Course

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

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**ORDINANCE  
No. 5**

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

**Fee Schedule for each Examination:**

Course & Subject

Examination Fee for

All papers      One or more papers

B. A  
B Sc  
B Com  
B L/LLB  
B Tech  
B Pharm  
B Ed  
B.B.A. / B.B.M.  
  
M.A.  
M.Sc.  
M Com  
M.B.A  
M.C.A  
M Pharm  
M Tech  
M L / LLM  
M Phil  
Ph D  
D Sc



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**REGISTRAR  
KRISHNA UNIVERSITY  
MACHILIPATNAM - 521 003  
ANDHRA PRADESH**



**1. TITLE AND APPLICATION:**

1.1 These rules may be called "The Krishna University Employees Conduct Rules".

1.2 These rules shall apply to all University employees under the control of the University whether on duty, leave, foreign assignment in or outside India, and / or paid any salary or not. In case of those employees who are on contractual appointment, part-time basis, on payment of honorarium or allowances, the extent to which these rules shall apply will be determined by the Executive Council either for each category of appointment or in individual cases or otherwise.

**2. DEFINITIONS:**

2.1 'University Employee' means any person who holds a post in the University including the teachers of the University as defined in the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), and all the supporting staff appointed by the University.

2.2 'University' means Krishna University.

2.3 'Member of a University employee's family' includes the spouse, son, daughter, and such other relatives as defined and recognized for the purpose by the University, and are dependent on the employee,

**3. GENERAL:**

3.1 Every University employee shall be sincere, devoted to duty, and shall maintain integrity, discipline, impartiality and sense of propriety. Every employee shall always endeavour to maintain good relations with colleagues and students.

3.2 No University employee shall behave in a manner, which is unbecoming of such employee or which is derogatory to the image, prestige, decency and decorum of the University.

3.3 No University employee shall behave in a manner that places his / her position and / or the University in any kind of embarrassment.



**4. GIFTS:**

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

**5. SUBSCRIPTIONS:**

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

**6. TUITION:**

No University employee shall engage himself / herself in any private tuitions either at home or in any private colleges / institutes / coaching centres or any other place except Institutionalized coaching classes, as ordered by the University authorities at the places decided by the University.

**7. PRIVATE EMPLOYMENT OR WORK NOT CONNECTED WITH THE UNIVERSITY:**

7.1 No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University,

7.2 The University employee may accept membership of bodies like Academic Senate, Executive Council, professional academic bodies, Governing Body / Executive Committee of an educational institution or any organization connected with literary / scientific / profession-related activities, or may undertake honorary position / work of a cultural / charitable / artistic nature, by intimating the competent authority in the University provided that such membership does not affect his / her official duty. However, he / she shall not undertake or shall discontinue such work, if so directed by the Vice-Chancellor, and the decision of the Vice-Chancellor thereon shall be final.

**8. PRIVATE TRADE, BUSINESS OR INVESTMENT:**

8.1 No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade, business and money lending.



  
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8.2 A University employee may take part in the registration, promotion or management of a registered co-operative society or a literary / scientific / charitable society with the prior intimation to the University, provided that such activity does not affect the University work.

8.3 . Canvassing by a University employee in support of the business of Insurance agency, Commission agency and the like owned or managed by his wife or any other member of his family or relative or friend is prohibited.

#### **9. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:**

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

#### **10. CONNECTION WITH THE MEDIA:**

10.1 No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper / periodical / magazine / electronic media / non-government organizations etc, except those published by the University departments / associations.

10.2 An employee of the University may, with prior intimation to the competent authority in the University, brief the media about his / her academic achievements and scientific findings.

#### **11. DISCUSSION ON UNIVERSITY POLICIES:**

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

#### **12. TAKING PART IN POLITICS:**

No University employee shall, while being on duty, take active part in politics which includes holding elective or nominated positions in any political party, contest in an election to the State Legislature or Parliament or take part in any other election. Provided that a University teacher may contest elections from the Graduates or Teachers constituency by taking

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leave on loss of pay for the entire period of his / her election campaign and also, if he is elected, for the entire period for which he / she is elected.

**13. VINDICATION OF ACTS AND CHARACTER OF THE UNIVERSITY EMPLOYEES:**

A University employee shall not, without the previous sanction of the Executive Council, have recourse to any court or to the press for vindication of his / her public acts or character from defamatory attacks. Nothing in this rule will limit or otherwise affect the right of any University employee to vindicate his / her private acts or character.

**14. BIGAMOUS MARRIAGE:**

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

**15. INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:**

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

**16. ANY ACTION OF CRIMINAL NATURE:**

No University employee shall involve in corruption / misappropriation / embezzlement of University funds and other fraudulent actions and / or any action of criminal nature, which is punishable under general or special laws.

**17. DIRECTIONS TO ATTEND OFFICIAL DUTIES:**

No University Employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior, and shall where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing shall obtain written confirmation of the direction as soon thereafter as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by him, and in any event, he shall not refuse such written confirmation where a request is made by the University employee to whom such direction was given.





**Explanation:** Nothing shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from or approval of an official superior, where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**18. DEVOTION TO DUTY:**

Every University employee holding a supervisory post shall take all necessary and possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority.

A University employee who habitually fails to perform the task assigned to him within the time set for the purpose and fails to meet the quality of performance expected of him, shall be deemed to be lacking in devotion to duty and is liable for punishment.

**19. JOINING OF ASSOCIATIONS BY UNIVERSITY EMPLOYEES:**

No University employee shall join or continue to be a member of an association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or the University.

**20. PROMPTNESS AND COURTESY:**

No University employee shall, in the performance of his official duties, act in a discourteous manner in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delay in disposal of the work assigned to him.

**21. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE:**

No University employee shall, in the performance of his official duties, act in a discourteous and discriminatory manner with any working women or indulge in sexual harassment either directly or by implication.

For the purpose of this rule, Sexual Harassment includes such unwelcome activities either directly or by implication as,

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) making indecent gestures, showing indecent signals and symbols, etc.,



- f) any other unwelcome physical, verbal or non-verbal conduct of sexual nature, etc.

Such conduct amounts to a specific offence under the Indian Penal Code, 1860 or under any other Law for the time being in force.

## 22. STRIKES:

No University employee shall participate in any strike or similar activities or incitement thereto.

The expression "Similar activities" shall be deemed to include-

- (i) absence from duty or work without permission;
- (ii) neglect of duty with the object of compelling any superior officer or the University to take or omit to take any official action;
- (iii) any demonstrative fast, like Hunger Strike with the object mentioned in item (ii); or
- (iv) concerted or organized refusal on the part of University employees to receive their pay.

## 23. DEMONSTRATIONS:

No University employee shall participate in any demonstration which is against the interests of the sovereignty and integrity of India or Public order or the University.

## 24. FOREIGN CURRENCY AND GOODS:

Every University employee shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of the value of more than Rs.10,000/- from any person by him / her or by any person of his / her family or by any person on their behalf.

## 25. LENDING, BORROWING AND INSOLVENCY:

25.1 No University employee shall, save in ordinary course of business with a bank or a public limited company, himself or through any member of his family or any person acting on his behalf.

25.2 Lend or borrow or deposit money as a Principal or agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself, under pecuniary obligation to such person or firm; or





25.3 Lend money to any person at interest or in manner whereby return in money or kind is charged or paid;

Provided that a University employee may give to, or accept from a relative or a personal friend a purely temporary loan of small amount free of interest or operate a credit account with a *bona fide* tradesman or make an advance of pay to his private employee.

## 26. ACQUIRING OR DISPOSING OF IMMOVABLE PROPERTY:

No University employee shall, except after previous intimation to the University, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others.

Provided further that no University employee shall acquire or permit any member of his family to acquire any immovable property in any area in which land developmental schemes are under execution by or contemplation of the Department in which the employee is employed.

Provided further the University employee shall submit the particulars, giving prior intimation or seeking prior sanction.

## 27. POSSESSION OF CASH:

The University or any authority empowered by the University in this behalf may require a University employee to render a full and true account of the cash found in his / her possession at any time and such account shall include particulars of the means by which and the sources from which such cash was acquired.

## 28. TRANSACTION OF MOVABLE PROPERTY:

28.1 A University employee who enters into any transaction concerning any movable property exceeding rupees fifty thousand in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to University.

28.2 The University, or any authority empowered by it / them in this behalf may, at any time, by general or special order, require a University employee to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by University or by the authority so

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empowered, include particulars of the means by which or the sources from which such property was acquired.

**29. PROMOTIONS AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:**

No University employee shall in his private capacity, except with the previous sanction of University, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that a University employee may, in accordance with the provisions of any general or special order of the University, take part in the promotion, registration or management of a Co-operative Society registered under any law relating to Co-operative Societies Act for the time being in force in the State;

Provided further that no University employee shall, without the previous sanction of the University, except in the discharge of his official duties, take part in promotion, registration or management of any Co-operative Society for commercial purpose.

**30. PUBLICATIONS OF BOOKS:**

No University employee shall, without the previous permission of the University, publish any book, which is not purely of a literary, artistic, or scientific character. While applying for permission to publish a book, he shall submit to the University a manuscript copy thereof.

**31. PARTICIPATION IN RADIO / TV BROADCAST / CONTRIBUTION TO NEWS PAPERS AND PERIODICALS:**

No University employee shall, except with the previous sanction of the University or any authority empowered by the University in this behalf or in the course of discharge of his official duties, participate in a Radio broadcast or Drama or Tele-serial or Feature Film or contribute any article or write any letter in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical;

Provided that no such sanction is necessary if such broadcast or Drama or Tele-serial or Feature Film or article or letter is of a purely literary, artistic or scientific character, or if such broadcast relates to a talk arranged under the general or special order of the Government / University; and the University employee may accept the remuneration prescribed for such broadcasts, Dramas or Tele-serials or Feature Films or articles or letters.

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**32. EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:**

32.1 No University employee shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority:-

- (a) In India, except with the previous permission of the Government University;
- (b) Outside India, except with the previous sanction of the Central Government / University;

32.2 If any sanction is accorded under sub-rule (a), no University employee giving such evidence shall criticise the policy of the Central Government or of a State Government / University.

32.3 Nothing in sub-rule (a) shall apply to –

- (i) evidence given before a Statutory Committee, Commission or other Authority which has power to compel attendance and the giving of answers;
- (ii) evidence given in judicial inquiries;
- (iii) evidence given at any departmental inquiry ordered by the Government / University.

**33. NO MEMBERSHIP IN ANY POLITICAL PARTY:**

No University employee shall be a member of, or be otherwise associated with, any political party or any organisation in respect of which there is slightest reason to think that the organisation has a political aspect and takes part in politics; nor shall he participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

**34. WORKING WITH OR UNDER, NEAR RELATIVES IN UNIVERSITY SERVICE:**

Every member of a University Service shall inform his immediate official superior if a member of a University Service who is his near relative is to work under him.

**35. UNIVERSITY EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF, HIS RELATIVES OR DEPENDENTS:**

No University employee shall deal, in his official capacity, with any matter which directly or indirectly concerns himself or any of his relatives or dependents.



### 36. PROHIBITION OF SENDING REPRESENTATIONS DIRECTLY:

It will be improper for a University employee who makes any representation to the competent authority through the proper channel, to bother the higher authorities with advance copies thereof:

Provided that a University employee may send a copy of any representation made to the competent authority through the proper channel, direct to the higher authorities if the representation is made after exhausting such of the statutory remedies as were open to him and after receiving intimation that his representation has been withheld.

### 37. DOWRY:

No University employee shall—

- (a) give or take or abet in giving or taking of dowry; or
- (b) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom as the case may be; any dowry at or before or any time after the marriage in connection with the marriage of said parties, except in the cases where personal law applies

Explanation:- For the purpose of this rule, the word “dowry” has the same meaning as in the Dowry Prohibition Act, 1961.

### 38. DRINKING:

Notwithstanding anything contained in the provisions of any Law relating to intoxicating drinks or drugs for the time being in force in any area, no University employee shall

- (a) while on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- (b) appear in a public place in a state of intoxication; or
- (c) consume such drinks or drugs in excess.

39. In addition to the above, the following lapses shall constitute improper conduct on the part of University teachers and in a case where the Executive Council is satisfied that the continuance of a teacher in service jeopardizes the smooth and efficient functioning of the University, drastic measures shall be taken against such a teacher.

- (a) Failure to perform academic duties, such as preparation for lectures, demonstration, assessment, guidance, invigilation, etc.





- (b) Gross partiality in the assessment of students, deliberately over-marking / under-marking or attempting victimization on any ground.
  - (c) Inciting students against other students, colleagues or the administration.
  - (d) Raising questions of caste, creed, religion, race, sex or region in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects and for depriving the prospects of others.
  - (e) Refusal to carry out the legitimate decisions by appropriate administrative and academic bodies and /or functionaries of the University.
40. The Vice-Chancellor shall decide the cases of infringement of the above rules of this Ordinance after giving the employee concerned, a reasonable opportunity to explain his / her case.
41. In addition to, and independent of the rules mentioned above, and wherever necessary, the provisions of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, along with the Government Orders and Amendments issued thereon from time to time, shall apply to all the University employees.



  
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**1. SHORT TITLE AND COMMENCEMENT:**

The Rules may be called 'The ..... University Civil Services (Classification, Control and Appeal) Rules' and shall be effective from a date on which the Executive Council accords its approval.

**2. DEFINITIONS:**

- (a) "University" means Krishna University constituted under the A.P. Universities Act 4 of 1991 amended Act 29 of 2008.
- (b) "Government" means the State Government of Andhra Pradesh.
- (c) "Employees" means Teachers defined under section 2(a) (22) and other employees governed under section 19(7) and (8) of the University Act.

**3. APPLICATION:**

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

**4. PENALTIES:**

- (a) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon the employees of the University who are involved in any fraud / crime / mischief / bribe / illegal activities etc., during their service in the University:
  - i. Censure;
  - ii. Fine (only in case of employees below the grade of Junior Assistant of the University Service);
  - iii. Withholding of increments or promotion;
  - iv. Reduction to a lower rank in the seniority list or to a lower post of a lower stage in the time scale;
  - v. Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of rules;





- vi. Suspension, where a person has already been suspended, to review the suspension to the extent considered necessary by the authority who imposed the penalty;
- vii. Compulsory retirement;
- viii. Removal from University Service;
- ix. Dismissal from University Service.

(b) The Discharge of a person

- i. engaged under contract, in accordance with the terms of his / her contract; OR
- ii. appointed on probation, before the expiry or at the end of the prescribed or extended period of probation; OR
- iii. appointed on a temporary basis, in accordance with the Recruitment Rules; OR
- iv. appointed otherwise than under contract to hold a temporary appointment, on the expiry of the period of appointment; does not amount to removal or dismissal within the meaning of this Rule.

(c) Stoppage or postponement of increment on account of extension of probation or stoppage of 2<sup>nd</sup> increment of an employee in the time scale of his /her pay on the ground of his / her unfitness, does not amount to withholding of increments or promotion within the meaning of this Rule.

(d) A person, on whom the penalty of compulsory retirement is imposed, may be granted, if the Executive Council so desires, such pension as it may decide not exceeding that which would have been admissible to him / her if he / she had been invalidated on medical certificate.

(e) The removal of a person from the University service shall not disqualify him / her from future employment, but the dismissal of a person from the University service shall disqualify him / her from future employment;

**5. RECOVERY OF FINE:**

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

## 6. AUTHORITIES TO IMPOSE PENALTIES:

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

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

## 7. MINOR PENALTY:

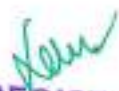
Where it is proposed to impose on an employee any of the penalties specified here under, he / she shall be given an opportunity of making any representation that he / she may desire to make, and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

- i. Censure;
- ii. Withholding of increments of pay without cumulative effect;
- iii. Withholding of promotions;
- iv. Reduction to a lower rank in the seniority list or to a lower post of a lower stage in the time scale;
- v. Suspension, where a person has already been suspended to review the suspension to the extent considered necessary by the authority who imposed the penalty;

## 8. MAJOR PENALTY:

- i. Withholding of increments of pay with cumulative effect;
- ii. Compulsory retirement;
- iii. Removal from University Service;
- iv. Dismissal from University Service.



  
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**9. PROCEDURE FOR IMPOSING MAJOR PENALTIES:**

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

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

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

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

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

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

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

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

**10. PENALTY TO BE IMPOSED BY THE EXECUTIVE COUNCIL:**

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

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## 11. SUSPENSION:

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

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

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

## 12. COMMUNICATION OF PUNISHMENTS:

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

## 13. APPEAL:

Every employee of the University shall be entitled to one appeal from an order imposing on him / her any of the penalties specified in rule 4, other than the penalty of fine, to the Executive Council if such order was passed by the Vice-Chancellor; and to the Vice-Chancellor if such order was passed by the Registrar or the Principal or Dean of the Faculty or the Head of an Institution, as the case may be.

## 14. ORDER ON APPEAL:

- (a) In the case of an appeal under Rule 12, the appellate authority shall consider.
- i. whether the facts on which the order was based have been established,
  - ii. whether the facts established afford sufficient ground for taking action; and
  - iii. whether the penalty is excessive, adequate, and after such consideration, passes such order it thinks proper.

  
  
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- (b) Any error or defect in procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

#### 15. PERIOD OF APPEAL:

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

#### 16. PROCEDURE OF AN APPEAL:

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

17. An appeal may be withheld by an authority not lower than the authority from whose order it may be preferred, if:
- (a) It is an appeal in a case in which under these Rules no appeal lies; OR
  - (b) It does not comply with the provisions of Rule (14); OR
  - (c) It is not preferred within thirty days from the date of service of the order appealed against and no reasonable cause is shown for the delay; OR
  - (d) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for re-consideration of the case; OR
  - (e) It contains material or documents which are confidential and which the appellant could have come to know only as a result of the breach of Rule (13) of the University Employees Conduct Rules;

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

Provided further that an appeal withheld on account of only failure to comply with the provisions of Rule (14) may be re-submitted at any time within one month from the date on which the appellant has been

informed of the withholding of the appeal, and if re-submitted in a form which complies with these provisions, shall not be withheld.

**18. FORWARDING OF APPEAL:**

- (a) Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
- (b) When an appeal is withheld under Rule (16) a copy of the order withholding the appeal shall invariably be forwarded to the Registrar for placing it before the appellate authority.

**19. CALLING FOR APPEAL WHICH HAS BEEN WITHHELD:**

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

**20. EXCEPTIONS:**

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

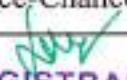
**21. SAVING:**

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

**APPENDIX  
(vide Rule ...)**

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

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## 22. INSTRUCTIONS UNDER RULE 7 (A) FOR THE GUIDANCE OF ENQUIRY OFFICER:

### (a) Oral enquiry or Personal hearing

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

### (b) Perusal of Records:

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

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

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

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

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

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**(c) Personal hearing:**

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

**(f) Report of enquiry:**

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

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

**(g) Further Written Statement:**

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

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

Any representation submitted by the person charged with reference to notice issued under clause 7 should be only on the basis of the evidence adduced during the oral enquiry or the points urged during the personal hearing; and such representation shall be taken into consideration before final orders are passed.

**23. DOMESTIC ENQUIRY AND INITIATING ACTION:**

- (a) Notwithstanding any employee under investigation in any court of law or agency, the domestic enquiry of any charge shall be conducted by the University.
- (b) Irrespective of an investigating agency or any court of law acquitting the employee under any charges, the findings of the domestic enquiry conducted by the University shall prevail or implemented.

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



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**1. Short title:**

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

**2. Definitions:**

In these rules, unless the context otherwise requires:

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

**3. Recognition of Service Association:**

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

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

**4. Withdrawal of Recognition:**

- (a) The Executive Council may withdraw the recognition accorded to any service association after giving an opportunity to that association of



making a representation against such withdrawal, if the service association:

- (i) affiliates with any union, association, federation, or confederation, not recognized by the Executive Council;
- (ii) takes up or supports the cause of any individual university employee in matters relating to the conditions of his / her service;
- (iii) seeks the assistance of any political party, organization or politician to represent the grievances of its members;
- (iv) deviates from the terms and conditions subject to which it is recognized by the University;
- (v) allows any person other than a University employee to address any of its meetings;
- (vi) holds, except with the prior permission of the Vice-Chancellor, a joint meeting with any other service association or union;
- (vii) allows its members or its office-bearers to take part in any capacity in the activities of any service association of which they are not members.
- (viii) engages or assists in engaging in any strike or demonstration of a type which would lead to disorder or other similar activity or incitement thereto;
- (ix) maintains any political fund or lends itself to the propagation of the views of any political party or politician;
- (x) starts or publishes any periodical, magazine or bulletin without the prior approval of the Executive Council;
- (xi) addresses any communication to a foreign authority except through the University which shall have the right to withhold it;
- (xii) does not confine its meetings only to its members or to any person other than a member;
- (xiii) does not furnish annually to the University a list of members and office-bearers and an up-to-date copy of the rules and an audited annual statement of its accounts after the annual General Body meetings so as to reach the Registrar before the 1st day of July each year;
- (xiv) does not seek the prior approval of the Executive Council for making any amendment of substantial character in the rules of

the services association, and does not communicate any other amendment of minor importance to the Registrar.

(xv) does not cease to publish any periodical Magazine, bulletin, if directed by the Executive Council to do so on the ground that the publication thereof is prejudicial to the interests of the University, any other University, or any University authority or to good relations between the University employees and the University or any other University or the Government.

(xvi) addresses any communication or authorizes a member or someone on its behalf to write to the University authority in a disrespectful and improper language;

(xvii) being a federation or confederation of service associations affiliates to itself any association, other than a recognized service association or if it does not disaffiliate a service association, the recognition of which is withdrawn by the University.

(xviii) does not comply with any other direction or condition which may be issued or imposed by the Executive Council for the purpose of giving effect to the provisions of these rules.

(b) Nothing in the aforesaid clauses shall apply to any meeting which is exclusively of a social, literary and cultural character.

**5. Relaxation:**

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

**6. Interpretation:**

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



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**1.0 The Committee:**

1.1 There shall be a 'University Academic Integrity Committee (UAIC)' for checking / preventing / punishing the act of plagiarism in books / monographs / journal publications / research papers / M.Phil., dissertations / PhD theses, / Project Reports, etc., authored by the faculty / research scholars / students of the university and its affiliated colleges.

1.2 The Vice-Chancellor is the competent authority to constitute the UAIC with the following members, and by nomination:

- |  |   |                 |
|--|---|-----------------|
| (i) The Rector   | - | Chairman        |
| (ii) A Dean / Head of a Faculty / School                       | - | Member          |
| (iii) A Professor from any IIT / IIM                           | - | Member          |
| (iv) An Expert in the use of anti-plagiarism tools / softwares | - | Member          |
| (v) Registrar  | - | Member-Convener |

In case the Rector / Pro-Vice-Chancellor has not been appointed as on the date of the constitution of the Committee, the senior-most Dean of the Faculty / Head of School / Principal of a University Colleges shall be appointed as Chairman of the Committee till such time as the Rector / Pro-Vice-Chancellor is appointed.

1.3 In the absence of the Chairman in a meeting, the Dean member shall preside and conduct the proceedings. He/she shall however forward the minutes of the meeting to the Chairman of the Committee before circulating them to the other members.

1.4 The term of a member is three (3) years from the date of his / her nomination, but shall cease to be a member on resignation / removal / superannuation. A serving member is eligible for re-nomination provided that he / she meets the prescribed criteria as in Clause 1.2 above at the time of re-nomination.

1.5 The Registrar shall convene the meeting of the Committee as and when a complaint of plagiarism is received by or referred to him / UAIC, and / or on the directions of the Vice-Chancellor. The quorum for a meeting shall be three (3) members.

## 2.0 Functions and Powers of UAIC:

2.1 The UAIC shall examine all complaints of plagiarism allegedly committed by a teacher / student of the university / affiliated colleges and received by the committee; and/or referred to it by the Controller of Examinations / Head of the Department, and any other academic Authority / Officer of the University.

2.2 The UAIC shall also examine such of those cases of plagiarism reported to the University by an aggrieved author / publishing house of Journals and Books involving the teachers / students of the university and its affiliated colleges.

2.3 The UAIC shall process the alleged complaint of plagiarism in accordance with the guidelines contained in the 'UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018', published in the Gazette of India dated July 31, 2018, and such other regulations on prevention of plagiarism as notified now or later by the UGC and / or other national regulatory bodies concerned.

2.4 The UAIC shall inform the teacher / student against whom the allegation of plagiarism is received, along with a copy of the complaint, and provide a reasonable opportunity to him / her for presenting his / her explanation / defence either in writing or orally or both.

2.5 The UAIC may seek additional information / records from any Authority / Officer of the University if such information is related to the alleged plagiarism under investigation and if in the opinion of the Committee helps in reaching judicious conclusions.

2.6 The UAIC may, with the prior approval of the Vice-Chancellor, seek the advice / help of a subject expert(s) for assessing the extent of similarity in an alleged case of plagiarism in an academic and research publication on a specialized topic.

2.7 The UAIC shall ensure that "Similarity checks for exclusion from Plagiarism" as mentioned by the UGC / relevant Regulatory authorities are followed accurately while conducting the enquiry.

2.8 The UAIC shall complete the investigation of any complaint of alleged plagiarism, and submit a detailed report to the Vice-Chancellor, within 30 days from the date of its receiving the complaint. The report shall contain the case history of the complaint; tools used in the investigation; brief analysis based on software results analysis, subject expert opinion, if any, conclusions drawn, and punishment recommended, if any.



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2.8 The punishment awarded to the teacher / student for proven plagiarism in thesis / dissertation / academic and research publication (book / paper / monograph / academic document), if any, should be in conformity with those recommended in the Regulations of the UGC or the relevant regulatory authority, in vogue.

2.9 The Vice-Chancellor shall place the Report submitted by the UAIC as tabled agenda in the next meeting of the Executive Council held subsequent to the submission of the Report.

2.10 The Executive Council may accept the Report of the UAIC on the complaint of alleged plagiarism and the Vice-Chancellor recommendations made thereof, and the Vice-Chancellor shall initiate action as recommended immediately. In case the Executive Council finds it prudent to modify the recommendations, the reasons / justification for such modification should be recorded.



  
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