

# KRISHNA UNIVERSITY

RUDRAVARAM, MACHILIPATNAM- 521004



## STATUTES OF KRISHNA UNIVERSITY UNDER UNIVERSITY ACT 29 OF 2008

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



  
REGISTRAR  
KRISHNA UNIVERSITY  
RUDRAVARAM (V)  
MACHILIPATNAM - 521 004  
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# KRISHNA UNIVERSITY, MACHILIPATNAM

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In exercise of the powers conferred by clause (a) of Section 51 read with Section 19 of **Andhra Pradesh Universities Act, 1991**, the Executive Council makes the following Statute for Powers and Functions of the Executive Council, in addition to those included in the above Sections / Statutes.

1. promote quality and excellence in all spheres of university activity as outlined by the National Assessment and Accreditation Council / NBA / such other designated agencies for the purpose, and provide for exchange of expertise and best practices with institutions / organizations / universities, etc.;
2. foster creativity, originality, spirit of innovation, entrepreneurship, and skill development in curricular transaction and encourage outcome-based approaches to learning, teaching and research pursuits with the objective of providing trained man power in appropriate skills to meet the demand of public and private sectors;
3. authorize collaborations / memoranda of understandings / partnership agreements with national / international educational institutions / reputed industrial establishments, for the purpose of developing / creating new programs / exchange of expertise and best practices in domain and skill-based areas, in accordance with defined competency standards and frameworks for quality assurance;
4. establish Science & Technology Entrepreneurs' Parks (STEPs), and Technology Business Incubators (TBIs) in the university, and coordinate between the university and industry to promote excellence in specified areas of skill development;
5. prescribe norms for recognition of industry / training centres for practical training to the university students, and for the recognition of competence attained by a student in the training for the purpose of earning credits;
6. provide through industry partner(s) / collaborations / memoranda of understanding / agreements for internship, placements, and funding, where feasible, for students; encourage the mentoring of start-ups; and define the modalities such as duration, competency levels, etc., of training / internship to meet the requirements of national level proficiencies;
7. develop an action plan and policy for skill development, and digital platforms for creating a skill development chain for the adequate supply of manpower to the industry and service sectors;
8. promote the use of ICT and learning sciences for flexible / online / interactive learning, and develop / deploy appropriate testing modules;
9. provide for the appointment of persons with proven academic merit and eminence at national / international level, as Visiting Professors / Adjunct Professors in accordance with the terms and conditions approved by the Academic Senate;
10. ensure the establishment of Women Study Centres in the University, and set up Women Cells for sensitization and grievance redressal;



  
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11. promote the introduction of Indian Knowledge Systems in the curriculum of the programs offered in the University;
12. arrange a comprehensive annual academic and administrative audit of the various departments / centres / institutes of the university in terms of parameters devised, and define quality benchmarks for improvement;
13. exercise powers of enquiry on any employee of the university, and cause inspection of the buildings, laboratories, libraries, museums, workshops and equipment and any institutions maintained by or affiliated to the University, in respect of any matter concerned with the University;
14. advise the Vice-Chancellor to convene the Executive Council meetings through video-conference mode also, whenever necessary, for taking timely decisions in urgent matters;
15. provide for interim arrangements by extending the term of a serving officer of the university for a further period not exceeding 12 months beyond the expiry of his / her term, in the interests and smooth functioning of the University;
16. mandate the teachers with more than 5 years of experience in the university to accept any administrative post like Warden / UGC Coordinator / Director, IQAC / Dean, CDC / Dean, Student Affairs / Dean of Examinations / Controller of Examinations / Director of Admissions / Registrar etc., whenever offered, in order to develop a pool of senior persons knowledgeable in university administration;
17. arrange for the preparation of Annual Financial Statements and Annual Report;
18. ensure the display of information at periodic intervals on the university website about the academic progress and achievements of the University;
19. punish / suspend / dismiss any teaching and non-teaching employee of the University from service on grounds of proven misconduct, indiscipline, inefficiency, dereliction of duty, sabotage, and such other causes, in the manner prescribed by the Service Regulations;
20. suspend / debar / rusticate any student of the university or its centres / colleges / constituent units, in such circumstances and manner prescribed by the Ordinance, for indulging in acts of ragging, indiscipline, misconduct, violence, sabotage, criminal behaviour against any teacher / officer / authority / employee of the university, or offending his / her modesty, and for jeopardizing peace in the university / colleges / centres / constituent units / campuses in any manner;
21. constitute a sub-committee to meet more often to deliberate upon such items as the Executive Council may prescribe and to make suitable recommendations on issues in conformity with rules and regulations;
22. review the Court cases filed against the University every quarter and pass necessary directions on the legal action to be taken by the University;
23. function with a sense of responsibility, accountability and institutional commitment and contribute to the image, pursuits and excellence of the university;
24. exercise such other powers that are otherwise not provided in the Act but are required to give effect to the provisions of the Act for maintaining discipline, decorum, and excellence in the academic, administrative and financial management of the University.

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**1. THE STANDING COMMITTEE OF THE ACADEMIC SENATE:**

- a) The Academic Senate has the authority to form a Standing Committee of the Academic Senate (SC of AS) to discharge its functions in exigency.
- b) The Academic Senate shall authorize the Vice-Chancellor to constitute the Standing Committee of the Academic Senate.
- c) It shall consist of the following officials / members of the University:
  - i. The Vice-Chancellor (Chairperson)
  - ii. Rector
  - iii. The Executive Council member who was appointed in the category of Principal of a University College
  - iv. Deans of all the Teaching Faculties in the University, and
  - v. Five (5) other members of the Academic Senate
  - vi. The Registrar (Secretary)
- d) The Vice-Chancellor is the Chairperson of the Standing Committee, and will preside over all its meetings. In the absence of the Vice-Chancellor, the Rector will act as the Chairperson. If the Vice-Chancellor and the Rector are unable to attend the meeting of the Standing Committee for any reason, the Vice-Chancellor may nominate a senior Professor from amongst the Deans of Faculties to act as the Chairperson during his / her absence.
- e) The Vice-Chancellor may invite any person(s) as special invitee to the meetings of the Standing Committee whose expertise, in his / her opinion, may add value to the deliberations and help arrive at a judicious decision on any subject matter under consideration at the Standing Committee.

**2. TERM OF OFFICE:**

- a) All the ex-officio members mentioned in Section 1 Clause (a) (i-iv) above are members of the Standing Committee only during their tenure in office.
- b) The term of the members mentioned in Section 1 Clause (a) (v) above shall be three (3) years from the date of nomination as member of the Standing Committee or until he/she ceases to be a member of the Academic Senate, whichever is earlier.

**3. NUMBER OF MEETINGS:**

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


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

#### 4. QUORUM:

- a) The quorum for any meeting of the Standing Committee shall be fifty per cent (50%) of the total number of the Committee members as detailed in Section (1) Clause (c) above. If the quorum is lacking, the Vice-Chancellor or the member presiding the meeting shall adjourn the meeting.
- b) In the event of a divided opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of an equal division of votes, the Chairperson may exercise his / her casting vote.

#### 5. MINUTES OF THE MEETING:

- a) The proceedings of the Standing Committee shall be governed by the same rules of debate as those of the Academic Senate except that no notice of motion is required and that a member may speak on an item any number of times.
- b) The Registrar is the Secretary of the Standing Committee, and shall record the minutes of the Standing Committee meeting, and circulate them to the members within one week from the date of the meeting. If no reply is received in writing from the members within three (3) working days from the date of receipt of the minutes, the minutes are deemed to have been approved. Any amendments to the minutes received in writing from the members will be included in the minutes for approval by the Vice-Chancellor.

#### 6. FUNCTIONS:

- a) The Standing Committee shall offer its opinion and recommendations on any subject matter under the jurisdiction of the Academic Senate, as referred to it by the Vice-Chancellor or the Executive Council.
- b) The Standing Committee shall assist the Vice-Chancellor in preparing the Agenda for the Academic Senate meetings, and prepare notes on any subject included in the Agenda of the Academic Senate or any of its Committee meetings.
- c) The resolutions of the Standing Committee are statutory, and are subject to the approval / ratification by the Academic Senate. The Vice-Chancellor shall submit the proceedings of the Standing Committee meeting(s) held to the Academic Senate / Executive Council in its next immediate meeting, along with the action taken, if any, on any of the resolutions giving due justification for initiating immediate action.

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In exercise of the powers conferred by sub-sections (a) and (c) of Section 51 of the Andhra Pradesh Universities Act 4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee of Krishna University, Machilipatnam.

**1. THE FINANCE COMMITTEE:**

(a) The Finance Committee is a Sub-Committee of the Executive Council and shall consist of the members specified in the Act.

**2. CONDUCT OF THE MEETINGS:**

(a) The Finance Committee shall meet at least once in three (3) months preferably before the meeting of the Executive Council, and may meet more often, if necessary, to examine the accounts and to scrutinize the proposals for expenditure.

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

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

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

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

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

**3. DUTIES & FUNCTIONS:**

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

- a) examine the annual accounts of the university and advise the Executive Council thereon;
- (b) examine the annual budget estimates and advise the Executive Council thereon;
- (c) review the financial position of the University from time to time;
- (d) make recommendations to the Executive Council on all matters relating to the finances of the University;



- (e) make recommendations to the Executive Council on all proposals for purchase of items in the university offices and departments involving expenditure that exceeds the limit prescribed by the Executive Council;
- (f) make recommendations to the Executive Council on all proposals involving expenditure for which no provision has been made in the budget, or which involve expenditure in excess of the amount provided in the budget;
- (g) make recommendations to the Executive Council for holding and administering the properties and funds of the University;
- (h) recommend to the Executive Council the mode of administration of all properties and funds placed at the disposal of the University for specific purposes;
- (i) consider the Audit Reports with a statement of action taken or proposed to be taken and the explanation thereto as submitted by the Finance Officer for placing it before the Executive Council;
- (j) recommend limits for the total recurring and non-recurring expenditure for the year;
- (k) recommend the methods, procedure, forms and registers for maintaining the University accounts;
- (l) exercise such other powers assigned to it by the Executive Council on the financial matters of the university.

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**1. THE PLANNING & MONITORING BOARD:**

- (a) There shall be a Planning and Monitoring Board (PMB) for the University, and its constitution shall be as specified in Section 28 of the Act
- (b) The Vice-Chancellor is authorized to invite persons of national eminence as special invitees to the meetings of PMB to seek their advice.

**2. THE MEETINGS:**

- (a) Planning and Monitoring Board (PMB) shall meet at least once in every six months, and more often as required and decided by the Vice-Chancellor.
- (b) The Registrar shall circulate a notice along with the agenda to the members of the Board at least two weeks in advance of the meeting date. The Vice-Chancellor may convene a meeting at short notice to consider matters which in his / her opinion are urgent, and may table an item without prior notice.
- (c) The Vice-Chancellor shall preside over the meetings. In his / her absence, the Rector shall preside.
- (d) The quorum for the meeting of the Board shall be a minimum of five (5) members including the Chairperson.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within seven (7) days from the date of the meeting. Members who were present at the meeting may suggest a correction within one week from the date of circulation. If the correction is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.
- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic Senate / Executive Council for its approval, and the approved recommendations of the Board shall be implemented by the officer concerned of the university in a given time-frame.

**3. DUTIES AND FUNCTIONS:**

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

- a) Develop a 5-year perspective plan and road-map for the overall development in the university, and oversee its implementation;
- b) formulate short-term and long-term policies in conformity with the guidelines / regulations issued from time to time by regulatory bodies like the UGC, AICTE, NCTE, APSCHE, etc., for improving academic and administrative standards in the University;
- c) identify the targets that would help to improve the quality of teaching-learning, research, consultancy, collaboration with industry, twinning programmes, extension and community



engagement, student progression, women empowerment, and social equity in the University and develop suitable performance parameters for measuring quality and progress;

- d) suggest reforms in the teaching-learning process, in tune with the emerging educational technologies, and in integrating e-learning with conventional methods of teaching;
- e) suggest examination reforms for a comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process;
- f) identify bridge courses, inter-disciplinary and add-on and standalone diploma courses for introduction in undergraduate and postgraduate programmes;
- g) identify thrust areas of research in all faculties and facilitate the conduct of high-quality and advanced research in the University departments;
- h) suggest University-Industry / global networking programmes that enhance the quality of education imparted and the employability of the graduates produced;
- i) review the progress of teaching, extension, research and extra-curricular activities in the University and evaluate them against the standards set by accreditation agencies like NAAC, AICTE, NBA, ISO, etc., and make suggestions for bridging the gaps, if any;
- j) monitor periodically the academic performance of the University authorities like the Directorate of Academic Audit, Examination Branch, etc.
- k) monitor the academic performance of the affiliated colleges with the help of University authorities like the College Development Council, Directorate of Academic Audit, Examination Branch, etc.;
- l) issue guidelines to the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning and help them lead themselves towards an academic consortium;
- m) suggest suitable content digitization modules, skill development and entrepreneurial ability promotion programmes to blend with the course modules, and such measures as would enhance the quality pursuits of the faculty and students;
- n) recommend suitable capacity building measures and monitoring programs for non-teaching staff or;
- o) any other function that aims at improving academic standards and models & systems in the University, as decided and referred to the Board, from time to time, by the Vice-chancellor and / or the Executive Council / the Academic Senate.



  
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**1. THE COLLEGE DEVELOPMENT COUNCIL:**

- (a) The Executive Council is the competent authority to constitute the College Development Council (CDC) for the University.
- (b) The members of the Council shall be:
- (i) The Vice-Chancellor (Chairperson)
  - (ii) The Rector
  - (iii) The Registrar
  - (iv) All the Deans of Teaching Faculties
  - (v) Principal of an affiliated Autonomous College
  - (vi) Principal of a Professional College
  - (vii) Principal of an affiliated P G College
  - (viii) Principal of an affiliated UG College
  - (ix) The Dean, CDC (Member-Secretary)
- (c) The members at (b) (vi – ix) above (Principals) are nominated by the Executive Council from the colleges accredited by NAAC with a minimum A- Grade;
- (d) The term of the members of the Council shall be three (3) years. A member shall cease to be a member of the Council from the date on which he / she ceases to hold the Office by which he / she has been nominated as a member or consequent on his / her superannuation, whichever is earlier.

**2. MEETINGS OF COLLEGE DEVELOPMENT COUNCIL (CDC):**

- (a) The College Development Council (CDC) shall meet at least once in every six (6) months, preceding Academic Senate meeting, to review the implementation of various programmes and activities in the colleges affiliated to the University;
- (b) The Dean, CDC, shall convene the meeting of the College Development Council on a day, time and venue approved by the Vice-Chancellor;
- (c) The quorum for any meeting shall be fifty percent (50%) of the total CDC members;
- (d) The Vice-Chancellor shall preside over the meeting of the CDC. In his / her absence, the / Rector shall preside. In the absence of both, the senior-most Dean will preside and conduct the meeting;
- (e) The minutes of the meetings shall be prepared by the Dean, CDC, and submitted to the Vice-Chancellor for his / her approval. The approved minutes shall be communicated to all the members. If no amendments are received from the members within five (5) days from the date of communication, the minutes are deemed to have been approved. Amendments received, if any, may be considered by the Vice-Chancellor and decision taken thereon in consultation with the Dean, CDC.



- (f) The minutes shall be in the custody of the Dean, CDC, and he / she shall preserve them in both print and electronic forms till such time as the Executive Council directs.

### 3. FUNCTIONS OF THE COLLEGE DEVELOPMENT COUNCIL (CDC):

- (a) The Dean, CDC shall convene a meeting of the Principals of affiliated Colleges in the university area at least once in a year to:
- i. appraise them of the procedure for inclusion of Colleges under Section 2 (f), and 12 (B) of the UGC Act, 1956 for financial assistance;
  - ii. appraise and monitor the implementation of various schemes of the UGC and other funding agencies;
  - iii. finalize the academic schedule for the academic year;
  - iv. offer suggestions on assessment and accreditation procedures by NAAC, NBA, ISO, etc., and ensure that all affiliated colleges participate in AISHE etc;
  - v. conduct periodic capacity building programs for colleges in alliance with IQAC, and take up any other matter that contributes to the improvement of quality of education in the Colleges;
  - vi. cluster colleges in a local area, where feasible, for mutual coordination and for exchange of faculty and facilities;
  - vii. oversee the modalities and uniformity of implementation of multidisciplinary courses, embedded courses faculty development programmes, add-on courses, skill development courses, and credit transfer modalities;
  - viii. encourage colleges to establish Women Study Centres, and Women Cells for sensitization and grievance redressal;
  - ix. Promote the introduction of Indian Knowledge Systems in the Colleges;
  - x. conduct annual survey on the availability of seats in the UG and PG programs of the colleges affiliated to the university; map the availability-demand ratio district / area / city / town wise; and submit a report to the APSCHE for its use while processing applications for the starting of new degree colleges;
  - xi. conduct performance review of colleges from time to time for consideration by the Executive Council.
  - xii. maintain an exhaustive data base on colleges and place it in the public domain.
- (b) The CDC shall ensure that the grants received by the Colleges for the purchase of books and journals, equipment, construction of buildings, etc., from the UGC and other funding agencies are properly utilized and maintained, keeping the maintenance of the following in view:
- i. separate 'Assets Registers' for the items acquired from the grants sanctioned by the UGC;

- ii. display of a seal on the books and journals purchased from the UGC funds on the cover page showing the details of the Plan and Scheme like 'UGC-\_\_\_\_\_ Plan - UG Grant';
  - iii. labeling with paint the equipment purchased under different schemes during plan periods showing the details of the UGC Scheme, like 'UGC-Autonomous';
  - iv. display of a plaque on the buildings constructed partly or totally from the UGC funds acknowledging the details of the UGC Plan and Scheme, like 'UGC-\_\_\_\_\_ Plan - Women's Hostel Scheme'.
  - v. disposal of any item which purchased or constructed either partly or totally from the UGC fund with the prior approval of the UGC;
  - vi. ensuring that the UGC grants or assets are not utilized for the self-financing courses; and
  - vii. maintenance of all the accounts, records and registers separately Plan-wise, Scheme-wise for the funds received from the UGC ready to be produced when required.
- (c) The College Development Council shall take, in consultation with
- (d) the authorities of the University and the APSCHE, such steps as it deems fit for the promotion, coordination and raising of the standards of education, and improving the accreditation percentage of all colleges in the University area. For this purpose, it shall perform such functions as may, from time to time, be prescribed by the EC through Ordinances.



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**1. THE RESEARCH ADVISORY COMMITTEE (RAC):**

- a) There shall be a Research Advisory Committee (RAC), which is an authority of the University, to devise policies that promote and propagate high quality research in the University.
- b) The Research Advisory Committee shall consist of the following members: -
- i. The Vice-Chancellor ... Chairperson
  - ii. Rector
  - iii. Three (3) Deans of the Faculties, to be nominated by the Vice-Chancellor on rotation basis
  - iv. Four experts from outside the University representing Science, Technology, Management, Humanities and Social Sciences, to be nominated by the Vice-Chancellor
  - v. The Principal of a University College / Dean of a School, to be nominated by the Vice-Chancellor. (Convener)
- c) The Vice-Chancellor may invite, at his / her discretion, any expert(s) to the meetings of RAC to advise the University on matters relating to Research and Development plans and activities of the University.
- d) The Vice-Chancellor is the Chairperson of the Committee, and Principal is the Convener.
- e) The term of office of the members nominated by the Vice-Chancellor under Section 1 (b) (iii-v) above shall be three (3) years.
- f) A member nominated in his / her capacity as an official shall cease to be a member of the Committee from the date on which he / she ceases to hold that office.
- g) Any person nominated against a vacancy occurring before the expiry of the original term of three years (3) shall, subject to other provisions, be a member of the Committee only for the residual period for which the person whose place he / she has filled would have been a member.

**h) MEETINGS OF RAC:**

- a) The Research Advisory Committee shall meet at least once in six months, or as often as it may be necessary.
- b) The quorum for a meeting of the RAC is fifty percent of the total membership, or five persons.
- c) The Vice-Chancellor shall preside over the meeting of the Research Advisory Committee. In his absence, the / Rector shall preside.



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- d) Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened at shorter notice. Under orders of the Vice-Chancellor, the Convener shall issue the notice informing members of the day, date, time and venue of the meeting.
- e) The Convener shall also send the agenda to each member at least one week in advance of the date of the meeting. However, at shorter notice, the Vice-Chancellor may bring any item considered by him as urgent, for discussion at any meeting of the Committee or he / she may table an item at the meeting for discussion.
- f) Any item for inclusion in the agenda as proposed by a member may be included with the approval of the Vice-Chancellor.
- g) The Convener shall submit the minutes of the meeting to the Vice-Chancellor or through the member who presided over the meeting to the Vice-Chancellor. The minutes as approved shall be communicated to all the members of the Committee.
- h) The Convener shall, as early as possible, but not later than 15 days from the date of approval of the minutes, initiate action on the resolutions passed in the meeting of the Committee.
- i) The minutes shall be in the custody of the Convener and he / she shall preserve them till such time as the Executive Council directs.

**i) DUTIES AND FUNCTIONS OF RAC:**

- a) The RAC is a recommending body in respect of all policies relating to research, both fundamental and applied, and will suggest such action as may be necessary for encouraging, monitoring, and coordinating research activities in the University. In particular, the Committee shall have the following duties and functions;
- b) suggest various steps for promoting quality research in the University, and for this purpose call for such reports and other information as may be required from time to time from all those concerned with research in the University;
- c) suggest the areas of research which the University could undertake in time-bound and goal-oriented projects funded by the Central / State Governments or other funding agencies, national and international, and industries and companies;
- d) advise on research policies, industry linkages, innovation hubs, incubation centres, entrepreneurship development units, and Intellectual Property Rights (IPR);
- e) formulate the criteria for admission to research degrees like M Phil and PhD, structure of the course work and evaluation, in accordance with the guidelines issued by the national regulatory bodies like the UGC, AICTE, NCTE etc.;
- f) suggest (i) the nature and type of consultancy and testing services to be provided by the departments / centres for various types of users like industries, companies and other institutions in India or abroad; (ii) fees to be collected for such services; and determine the proportional distribution of consultancy fee between the university, department, and the investigator; and (iii) the purposes for which the fees so collected is to be utilized;
- g) monitor the research projects undertaken by the departments/faculty members,



  
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- h) encourage interdisciplinary and multidisciplinary research in the University, cotutelles, and collaborative research with other research institutions;
- i) take steps to promote the quality of research publications in the university and encourage research journal publication activity;
- j) develop an ICT-based Institutional Research Information System (IRIS) for sharing the status of ongoing / completed research projects / programmes, expertise & resources, etc.;
- k) serve as a nodal centre for conceptualization of research themes by organizing workshops and training programs;
- l) assist the Planning and Monitoring Board in the preparation and implementation of a perspective plan for research;
- m) consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

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REGISTRAR  
**KRISHNA UNIVERSITY**  
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MACHILIPATNAM - 521 004  
ANDHRA PRADESH, INDIA

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

**1. INTERNAL QUALITY ASSURANCE CELL (IQAC):**

- (a) The University shall constitute an Internal Quality Assurance Cell (IQAC) to
- i. develop quality systems for a conscious, consistent and catalytic action plan to improve the academic and administrative performance of the University, and
  - ii. promote measures for institutional functioning towards quality enhancement through the internalization of quality culture and institutionalization of best practices.
- (b) The Vice-Chancellor shall be the Chairperson of the IQAC and he / she will be assisted by the Director, IQAC.

**2. DIRECTOR, IQAC:**

- (a) The Director, IQAC shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors of the University;
- (b) The term of appointment of the Director shall be two years, extendable by one more year on a performance appraisal;
- (c) In addition to his / her pay and allowances as a teacher, the Director shall be paid such monthly additional allowance as may be prescribed by the Executive Council / recommended by the UGC;
- (d) The Director is the head of the IQAC of the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise such powers and duties as are required for achieving the objectives of the IQAC.
- (e) When the office of the Director falls vacant, or when he / she is unable to attend office due to any reason, the duties of the Director shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

**3. COMPOSITION OF THE IQAC:**

- (a) The members of IQAC are:
- i. The Vice-Chancellor (Chairperson)
  - ii. Four (4) senior teachers from major Faculties of the University
  - iii. One (1) senior administrative official of the University
  - iv. Three (3) external experts on Management / Industry / Local Community
  - v. Director, IQAC (Member-Secretary)

The composition may, however, be modified to comply with the guidelines issued from time to time by the UGC or any other statutory body concerned in this regard.



- (b) The members at (ii), (iii) and (iv) above shall be nominated by the Vice-Chancellor in consultation with the Academic Senate. The term of the nominated members shall be a period of two (2) years.
- (c) A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed against a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of the IQAC only for the residuary period for which the person whose place he / she has filled would have been a member.
- (d) The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be two-third of the total members.
- (e) The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

#### 4. FUNCTIONS OF THE IQAC:

- (a) The IQAC shall develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;
- (b) facilitate the creation of a learner-centric environment conducive to quality education and faculty readiness to adopt the required knowledge and technology for participatory teaching and learning process;
- (c) disseminate information on the various quality parameters of higher education;
- (d) institutionalize best practices and define them in terms of the Approach-Deployment-Results-Improvement (ADRI) cycle in every sphere of university activity by adhering to quality benchmarking criteria as stipulated by the national and international accreditation processes;
- (e) organize workshops that offer an exposition of Blooms Taxonomy of educational objectives that provides the level of expertise required to achieve each measurable course learning outcome;
- (f) organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (g) arrange for feedback from students, parents and other stakeholders on quality-related institutional processes and analyze the feedback on scientific lines;
- (h) document the various programmes / activities of the University, leading to quality improvement;
- (i) act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- (j) develop and maintain Institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- (k) prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB, NAAB) in the prescribed format;



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- (l) develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;
- (m) interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours;
- (n) suggest modalities of optimizing the use of the digital interface in academic, administrative and financial functioning;
- (o) monitor the quality of online / digital / hybrid curricular components of various courses and the MoUs arrived by the departments in this respect;
- (p) encourage alumni engagement as a regular feature of the activities of the various Departments, develop a format for maintaining the online profiles of alumni, collect alumni data from various Departments, analyze the data to showcase alumni achievements and contribution to the University, and prepare a charter of best practices in enriching the Departments / University through alumni engagement;
- (q) maintain department-wise digital records of R&D activities, skill development and entrepreneurship development initiatives, collaborations, co-creation of programmes, internships, placements, innovation hubs, and startups and facilitate mentoring wherever required.

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**REGISTRAR**  
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**1. THE FACULTY:**

- (a) The University shall have such Faculties as are constituted by the Executive Council and added to the list from time to time.
- (b) Each Faculty shall consist of those Departments of Teaching as specified by the Executive Council.
- (c) Each Faculty shall be headed by a Dean/Chairman who is appointed by the Executive Council on the recommendation of the Vice-Chancellor.

**2. DEFINITION OF FACULTY:**

- (a) A group of departments in the University / College which conducts teaching and research in a particular subject or group of subjects and its "Teachers" and "Teachers of the University" as defined in the Act.

**3. CONSTITUTION OF FACULTY:**

The Faculty shall consist of the following members:

- (i) The Chairpersons of all the Boards of Studies of the Departments of Teaching that come under that Faculty (ex-officio members),
  - (ii) One senior teacher from each of the departments concerned under the Faculty, nominated by the respective Boards of Studies,
  - (iii) Two (2) external expert members nominated by the Vice-Chancellor to each Faculty.
- (a) The term of an ex-officio member of the Faculty in the category 3 (i) above is his / her duration as the Chairperson of the BoS. For the members under category 3(ii), the term is two (2) years from the date of nomination to the Faculty or till the date of superannuation, whichever is earlier. For category 3 (iii), the term is two (2) years.
  - (b) The quorum for a Faculty meeting shall be fifty per cent (50%) of the total members of the Faculty.
  - (c) The Faculty shall meet at least twice in a year at such intervals, place, and time as decided by the Dean.

**2. POWERS AND FUNCTIONS:**

Each Faculty shall have the following powers and functions:

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

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- (b) to forward the resolutions of the Departmental Committees / Boards of Studies of the departments, which are included in the Faculty, to the Academic Senate along with its opinion / recommendations;
- (c) To recommend to the Academic Senate, admission criteria, course structure, examination pattern, and regulations for the award of Degrees, Diplomas and other Distinctions for the existing and / or new courses offered in all those departments under the Faculty,
- (d) To recommend the introduction of the 'School System' if necessary in a given Faculty or across the Faculties. Each School shall consist of a group of Departments of Teaching that are inter-related, as decided by the Faculty;



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**1. ACADEMIC AND ADMINISTRATIVE POWERS:**

- (a) In addition to the powers conferred by the Act, the Vice-Chancellor shall exercise all powers at his / her disposal to maintain discipline among the students, teaching, and non-teaching employees of the University;
- (b) exercise general control over all the institutions of teaching, research and extension under the purview of the University;
- (c) inspect, or cause to inspect, all the colleges and institutions affiliated to and associated with the University;
- (d) exercise control of all University buildings / assets and shall be the final authority for allocating accommodation for administrative, teaching, and residential purposes based on the recommendations of the concerned;
- (e) be the final authority for admission of all the students into various courses of study and research programmes, in accordance with the regulations framed in this regard from time to time by the University;
- (f) represent the University on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies / Associations in India or abroad.
- (g) The Vice-Chancellor shall have the powers to :
- (i) institute an enquiry in respect of any matter concerning the University or the conduct of an employee;
  - (ii) retire an employee of the University on his / her attaining the age of superannuation, and sanction his / her Pension, Provident Fund and all other retirement benefits as recommended by the appropriate authorities and in accordance with the regulations in force;
  - (iii) transfer teaching and non-teaching staff of the University;
  - (iv) invite persons of eminence to deliver extension lectures, and sanction honorarium within the budgeted provision;
  - (v) depute employees of the University to attend National or International conferences or for any purpose connected with the University within the budgeted provision;
  - (vi) constitute committee(s) with internal and external members to assess the workload in teaching and administrative departments of the university, and determine the nature and duration of contractual engagement of contingent staff to meet specific work needs;
  - (vii) acquire buildings on lease for use as colleges, hostels and any other departments of the University, and authorize execution of the rental deeds and payment of rents,

subject to budgetary provisions and in accordance with the assessment of rent made by the University Engineer / appropriate authority;

- (viii) permit any request from university employees to accept any honorary work outside the University without prejudice to their normal duties;
- (ix) permit University employees to accept offer(s) from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;
- (x) grant permission to university teachers to accept membership of any committees of the State / Central Governments and other Institutions, and to attend their meetings without prejudice to their normal duties, and treat their absence for such purpose as on duty as per leave rules in vogue;
- (xi) take appropriate disciplinary measures against those employees of the university who are found engaged in offering private tuition and are associated with private coaching centres;
- (xii) appoint paper setters / examiners / adjudicators / experts from the panels recommended for the purpose by the respective Boards of Studies of the teaching departments;
- (xiii) vice chancellor shall be the signing authority of all the research degrees awarded by university and honorary scholars.
- (xiv) approve and declare the results of University examinations, subject to the approval / ratification of the Academic Senate;
- (xv) make in-charge arrangements when any incumbent officer vacates his / her office due to absence / resignation / removal / retirement or otherwise, till permanent appointments are made;
- (xvi) appoint Inspection Committees to grant / suspend / withdraw affiliation or recognition status to the Colleges / Institutions;
- (xvii) cause an annual review of the academic and administrative performance of the University during the previous academic year based on performance indicators circulated to the departments at the commencement of the year;
- (xviii) Review the pursuits of quality and excellence of the various constituents of the University including the affiliated colleges and prescribe mandated / approved norms for these.

## 2. POWERS TO SANCTION LEAVE:

The Vice-Chancellor shall have the power to:

- (a) sanction leave of all kinds to the Registrar, Principals, Deans, Directors, Heads of Departments, Principal of the college(s) and to make alternate arrangements;
- (b) grant extra-ordinary leave without pay and allowances to the teaching and non-teaching employees of the University as per the leave rules in vogue;

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- (c) permit sanction and encashment of earned leave, if any, to vacation staff for performing duty during the vacation period for the duration of the vacation forgone;
- (d) commute / convert unauthorized absence from service up to a maximum of 15 days into leave the employee is eligible for, giving sufficient reason;
- (e) sanction annual increments to the teaching staff in the rank of Assistant Professor and above, and non-teaching employees of and above the rank of Assistant Registrar on the basis of satisfactory service as certified by the competent authority;
- (f) sanction confirmation of services of the teaching and non-teaching employees in deserving cases, and to withhold confirmation in proven undeserving cases;

### 3. FINANCIAL POWERS:

The Vice-Chancellor shall have powers to:

- (a) Authorize to open new Heads of Accounts in connection with projects / schemes which are sanctioned / permitted by the Executive Council;
- (b) authorize transfer of amount from one sub-head to another in the approved budget to meet any expenditure in exigencies;
- (c) allot funds from within the allocated grant to faculty members of the university towards assistance for publication of original work, compilation and revision of subject books, etc.;
- (d) decide all matters relating to scholarships, freeships, fellowships, etc., without any financial loss and commitment to the University,
- (e) sanction non-recurring expenditure for a research project of urgency from the savings of the University, and under intimation to the Finance Committee / Executive Council;
- (f) sanction purchase of furniture and office equipment subject to the provisions made in the budget;
- (g) sanction remission or write off of irrecoverable losses and damages of stocks of the University, as per the ceilings prescribed by the Executive Council from time to time;
- (h) accord administrative and financial approval to the plans and estimates prepared by the University Engineer for additions / alterations / repairs to the existing University roads and buildings subject to the provisions in the budget;
- (i) sanction expenditure for the purchase of any machinery, equipment, apparatus, subject to the recommendations of the Purchase Committee / Finance Committee, and as per the ceiling prescribed by the Executive Council from time to time;
- (j) sanction tour / excursion charges to the students of the University subject to budgetary provisions;
- (k) grant seed money to deserving research projects which do not receive funding from
- (l) sanction loans and advances as per Government orders issued from time to time;

- (m) accept tenders for works, and tenders or quotations for supplies of materials, up to an amount prescribed by the Executive Council,
- (n) authorize the officer concerned to dispose of unserviceable articles and materials where the book value in each case does not exceed by an amount that was fixed by the competent authority;
- (o) authorize the sale / lease of all standing / fallen trees, grass, and produce in the lands belonging to the University.



  
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**1. APPOINTMENT OF RECTOR**

- (a) The Executive Council is the competent authority to appoint the Rector on the recommendation of the Vice-Chancellor.
- (b) The Rector shall be from amongst the first ten Professors, in seniority of the university with a minimum of 15 years of permanent university service.
- (c) The Rector shall be appointed for a period of one year. He / She is eligible for re-appointment provided that the same person shall not hold the office of the Rector for more than three (3) years.

**2. DUTIES AND POWERS OF RECTOR**

- (a) The Rector is an Officer of the university, and shall discharge duties without prejudice to his / her responsibility towards teaching and research in the department concerned.
- (b) The Rector shall work in tandem with the Vice-Chancellor, and assist him / her in academic administration of the university, so far as the decisions are in accordance with the rules of the University.
- (c) The Rector shall perform such duties and functions as may be assigned / delegated to him / her by the Executive Council / Academic Senate / Vice-Chancellor.
- (d) An order passed / action taken by the Rector may be amended / altered / annulled by the Vice-Chancellor, either *suomotu* or otherwise, if such an order / action is found to be in violation of the provisions of the Act / Statutes / Ordinances / Regulations of the University or the interests of the University.
- (e) The Rector is an ex-officio member of the Executive Council, Academic Senate, and the Standing Committee of the Academic Senate.
- (f) The Rector shall preside over the meetings of those committees in the absence of the Vice-Chancellor.
- (g) The Rector may, on the advice of the Vice-Chancellor, attend any meeting of a Committee / body / authority of the university, address the members, but is not entitled to vote unless he / she is a member of that Committee / body / authority.
- (h) The Rector shall assist the Vice-Chancellor in the preparation of the Annual Report of the University by 31<sup>st</sup> December every year for submission to the Executive Council / Academic Senate.

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**3. GENERAL:**

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



  
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**1. DUTIES OF THE REGISTRAR:**

It shall be the duty of the Registrar to

- a) conduct the official correspondence of the university;
- b) maintain an updated website of the University with all information relating to the academic and administrative activities of the University;
- c) place all correspondence and circulars relating to regulations, reports, clarifications, suggestions, etc., received from the State and Central Governments and their agencies, before the Vice-Chancellor for appropriate action;
- d) be the custodian of the common seal, records and such other movable / immovable properties of the University that are committed to his / her charge by the Executive Council;
- e) issue notices and convene the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate, and other Committees of the University, under the instructions of the Vice-Chancellor;
- f) prepare and maintain a record of the proceedings of the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate in his / her capacity as Secretary of these bodies;
- g) sign all the contracts, agreements and memoranda of understandings (MoU) on behalf of the University under the directions of the Vice-Chancellor / Executive Council;
- h) maintain a register of the Registered Graduates of the University in the prescribed form;
- i) assist the Executive Council to prepare, in consultation with the Finance Officer, the financial estimates and annual accounts of the University; ensure the expenditure of the budgeted amounts for the purposes for which they have been granted or allotted; and manage the property and investments of the University;
- j) realize and receive all grants and other moneys due to the University from whichever source that may be, and arrange for the issue of receipts;
- k) record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees, Planning and Monitoring Board, in both electronic and print form;
- l) publish the citizen charter, all manuals, rules and regulations of various departments, ordinances, statutes and statutory regulations, etc., update them periodically and uplink these to the University website;
- m) represent the University in any suit or litigation and provide necessary assistance in the cases;





- n) ensure the preparation of seniority lists of teachers and non-teaching staff working in different cadres;
- o) carry out all the legitimate orders of the Vice-Chancellor, and render such assistance as may be required to the Vice-Chancellor in the performance of his / her duties as per the rules and regulations;
- p) perform such other functions as may be prescribed, from time to time, by the Executive Council / Vice-Chancellor;
- q) Registrar shall be signing authority for all post graduate degrees

## 2. SUPERVISORY POWERS:

- (a) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be the principal Administrative Officer of the University;
- (b) The Registrar is the signing authority to communicate the Vice-Chancellor's orders assigning any duties / functions that are not covered by the Statutes / Ordinance, to any officer / employees of the University;
- (c) The Registrar shall take all actions that are required for efficient functioning of the University offices.
- (d) The Registrar is the Secretary of the Executive Council, Academic Senate, and the Standing Committee of the Academic Senate, but is not entitled to participate in voting unless he / she is a member.

## 3. ACADEMIC & ADMINISTRATIVE POWERS:

### The Registrar shall have the power to

- a) maintain the general discipline of the offices of the University, and have disciplinary control over the employees of the University offices to the extent delegated by the Vice-Chancellor;
- b) prepare the agenda notes, with the approval of the Vice-Chancellor, for the meetings of the Executive Council, Academic Senate, and the Standing Committee of the Academic Senate;
- c) permit non-teaching employees of the University to pursue higher study / training without prejudice to the normal duties in the office and subject to the rules and regulations in vogue;
- d) approve inter-sectional part-time arrangements, with or without remuneration, as per work-load requirements;
- e) forward the applications of teaching and non-teaching employees seeking employment elsewhere, as per the rules and regulations in vogue;
- f) forward research proposals submitted by the faculty to various funding agencies;
- g) authenticate the transcripts of certificates, and statement / memorandum of marks of the University;

  
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- h) certify the genuineness of all certificates issued by the University, and the syllabi of programs / courses offered by the University, now or in the past;
- i) transfer non-teaching staff up to the rank of Superintendent;
- j) issue 'No Objection Certificates' to employees (teaching and non-teaching) for obtaining passports and visas as per approved guidelines;
- k) approve the schedule of the meetings of the Board of Studies, Faculties, Inspection Committees, etc., in accordance with the Regulations;
- l) permit teachers to attend meetings of Selection Committees / Governing Body meetings of affiliated colleges / institutions of the University, without prejudice to teaching work in the departments;
- m) approve the appointments of regular teachers in private affiliated colleges, based on the recommendations of the Dean / Director, College Development Council, and as per the university rules prepared in accordance with the guidelines of the UGC or other relevant regulatory bodies;
- n) process the requests from the employees, teachers and students of the University, for change of name as per prescribed procedures;
- o) sanction leave of all kinds to the non-teaching employees and make in-charge arrangements;
- p) sanction annual increments to the teaching and non-teaching staff of the categories not covered under the powers of the Vice-Chancellor;
- q) sanction TA / DA to all the employees including teachers who perform journeys on official work of the University;
- r) sanction expenditure on bills in respect of notification / advertisement in newspapers subject to the provision made in the budget for the purpose.
- s) exercise such other powers as may be prescribed, from time to time, by the Executive Council / Vice-Chancellor.

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**1. GENERAL:**

- a) The appointment of the Finance Officer of the university shall be done by a selection process, and not by automatic promotion from any feeder category.
- b) Persons with a postgraduate degree in Commerce with experience in fiscal management, digital accounting, who worked or have been in the cadres of Deputy Registrar / Deputy Director / Audit Officer, and above in State Universities / State Audit / Treasuries & Accounts / A G Office are eligible for appointment as Finance Officer.
- c) A panel of eligible candidates shall be prepared either through an advertisement in newspapers and / or by soliciting information from Heads of Departments concerned. A Screening Committee shall evaluate the candidate's knowledge of General Finance Rules (GFR), accounting softwares, digitalization of accounts, and proficiency in finance management, if necessary by conducting an interview, and submit its recommendation to the Executive Council.
- d) The members of the Screening Committee shall be
- (i) Former Vice-Chancellor of a University..... Chairperson,
  - (ii) Joint Secretary, Finance Department, Govt of AP, to be nominated by the Secretary, Finance.
  - (iii) Senior officer from the Principal AG's office, to be nominated by the Accountant General, and
  - (iv) A Senior Professor from the University
  - (v) Registrar of the University ..... Member-Convener.
- (vi) Based on the recommendations of the Screening Committee, the Executive Council shall appoint the Finance Officer on a tenure basis on such terms and conditions permissible as per the rules of the university.

**2. DUTIES OF FINANCE OFFICER:**

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

- a) subject to the control of the Executive Council, hold and manage the property and investments of the University including trust and endowed property, securities, grants, endowments, and other moneys due to the University from whichever source they may be and arrange to give receipt of discharge to all payments to the University;
- b) exercise general supervision over the funds of the University, maintain its accounts, and advise it on the financial policy;
- c) watch the progress of the collection of revenues and advise on the methods of collection employed;
- d) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted;

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- e) be responsible for the preparation of annual accounts and the budget of the University, and for their presentation to the Finance Committee / Executive Council / Academic Senate;
- f) be responsible for
  - (i) the proper maintenance and reconciliation of accounts of the University,
  - (ii) the submission of a half-yearly statement on the financial status, and receipts and expenditure of the University,
  - (iii) investing reserve funds at the most competitive interest rates from the bankers (banks under public sector only) in and around the University campus,
  - (iv) the preparation of the annual income and expenditure statement of the financial year,
  - (v) devising appropriate formats for the various categories of financial transactions, ensuring adoption of these formats by every unit of the administration and transparency in the transactions, and maintaining all the relevant information securely in digital form for ready retrieval,
  - (vi) following transparent accounting procedures, re-appropriation procedures wherever applicable, and sending timely replies on audit remarks with the approval of the Finance Committee;
- g) keep a constant watch on cash and bank balances and on the status of investments vis-à-vis the requirements of the University;
- h) set up an internal audit cell in the University;
- i) prepare the status reports on audit paras of the State and Accountant General's Audit, income and expenditure statements every year for their presentation to the Finance Committee / Executive Council.
- j) perform such other financial functions as may be assigned by the Executive Council, or as prescribed by the Statutes or the Ordinances of the University.

### 3. POWERS OF THE FINANCE OFFICER:

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

- a) draw cash and transfer funds electronically from the Banks in which the University maintains its accounts, and make all disbursements on behalf of the University;
- b) pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision;
- c) submit notes relating to financial matters to Finance Committee and the Executive Council, with the approval of the Vice-Chancellor;
- d) draw money on sanctioned abstract contingent bills for payment;
- e) sanction expenditure out of the budgeted provision in respect of the University office;



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- f) make payments of sanctioned time-barred claims;
  - g) issue a substitute cheque if the original is lost / missing / damaged, subject to the production of identity / indemnity bond;
  - h) make payment of travel grants to Research Fellows from the budgeted provision;
  - i) make payments for purchases according to rules subject to budget provision;
  - j) call for explanation for any unauthorized expenditure and / or financial irregularities and suggest disciplinary action against person or persons at fault;
  - k) seek information / returns, relating to University finances necessary for performing his / her duties., from any University office, centre, laboratory, college or institution;
  - l) perform such other duties, and exercise such other authority, as may be delegated by the Executive Council / Vice-Chancellor for a fair and proper conduct of the University's financial matters.
4. The Finance Officer may, with the approval of the Vice-Chancellor, may assign routine works to a permanent employee of the university working under his / her administrative control.
5. The Executive Council shall make appropriate interim arrangements when the office of the Finance Officer (FO) is vacant, or when the FO is unable to discharge his functions for any reason, provided such arrangements are limited to a maximum period of three (3) months.



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**1. APPOINTMENT OF PRINCIPAL:**

- a) The Vice-Chancellor is the competent authority to appoint the Principal of any of the University Colleges / Constituent Colleges.
- b) The Principal shall be appointed by rotation from among the permanent and senior Professors of the University.
- c) The term of appointment of the Principal shall be two (2) years.
- d) The Principal of the University College / Constituent College shall be paid an additional allowance, besides salary drawn by him / her as Professor, as may be fixed by the Executive Council.
- e) The workload of the Principal in his /her teaching and research shall be as per the guidelines prescribed by the UGC / University.

**2. DUTIES OF THE PRINCIPAL:**

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

- a) Conduct admission of students to the various programmes in the Departments / Centres within the jurisdiction of the college;
- b) take all necessary steps to prevent ragging in keeping with the guidelines issued by the Government and the regulatory bodies from time to time and take appropriate disciplinary action on complaints of ragging;
- c) assist the University authorities in matters of student counselling;
- d) maintain general supervision and control over the teaching and non-teaching staff of the College, and be responsible for maintaining discipline among the staff and students of the college;
- e) arrange safe and proper maintenance of the buildings / laboratories / libraries / hostels / stores/ play grounds and other properties of the college;
- f) prepare the academic schedule each year for the College in consultation with the Heads of the Department concerned, and co-ordinate the teaching programmes in all the teaching departments of the College.
- g) maintain an office with necessary sections as may be earmarked by the Registrar and maintain all accounts, stores, and records relevant to the College,
- h) maintain separate records of self-financed courses in the manner prescribed by the University;



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- i) maintain separate fee registers, expense accounts for teaching arrangements, lab work, purchase and maintenance of equipment and other particulars of self-financed courses as prescribed by the University;
- j) monitor the maintenance of –
  - (i) attendance registers and progress reports of the students;
  - (ii) regular display of students' attendance particulars on the notice boards and the website of the College / Departments;
  - (iii) records of equipments, books, stores and the like in the prescribed format;
- k) call for periodical reports from any Head of the Department in the College regarding:
  - (i) attendance and progress reports of the students;
  - (ii) equipment registers and all other stores particulars;
  - (iii) expenditure incurred on budgeted items;
- l) constitute internal Committees as specified below for various activities in the College, and preside over their meetings, record the minutes, circulate them among the members and implement the recommendations of the Committees:
  - (i) Sports Committee;
  - (ii) Anti-Ragging Committee
  - (iii) College Magazine Committee
  - (iv) Any other Committee concerning the College matters

### 3. POWERS OF THE PRINCIPAL:

- a) condone, on medical grounds, the attendance requirement of students to the extent permitted by the relevant rules;
- b) fine / suspend a student of the College for any proven misconduct, and rusticate any student, with prior approval of the Vice-Chancellor, for proven misconduct in the College or outside;
- c) sanction casual leave, as prescribed by the University and following the procedure laid down from time to time, to the teaching and non-teaching staff working in the College, subject to verification of their leave entitlement by the competent authority in the University;
- d) recommend in-charge arrangements for non-teaching staff vacancies in the Principal's Office as per University rules;
- e) recommend proportionate reservation of leave to the staff who are entitled for vacation and are assigned official duty by the university, and without remuneration, during the period of vacation;
- f) announce the last date for payment of tuition fees and any other fees for various courses as per the regulations of the University;
- g) let out, with the prior approval of the Vice-Chancellor, the College premises to outside agencies for a limited period of time, but without detriment to the College assets and its normal functioning;

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- h) approve quotations for purchase of materials for the College, provided the cost of the materials does not exceed an amount prescribed by the University;
- i) utilize the unspent balance of non-University fund for improving facilities in the College, subject to rules framed in this regard.
- j) based on the annual stock verification report, the Principal may
  - (i) write off unserviceable articles worth up to an amount prescribed by the University;
  - (ii) Auction unserviceable articles worth up to an amount prescribed by the University.
- k) perform such other duties as may be entrusted to him / her by the Vice-Chancellor and may exercise such other powers, which may be conferred on him / her by the Executive Council from time to time;
- l) delegate such powers as are deemed necessary and relevant to the Vice-Principal(s) of the College, with the approval of the Vice-Chancellor.

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**1. THE PLANNING & MONITORING BOARD:**

- i. There shall be a Planning and Monitoring Board (PMB) for the University, and its constitution shall be as specified in Section 26 of the Act
- ii. The Vice-Chancellor is authorized to invite persons of national eminence as special invitees to the meetings of PMB to seek their advice.

**2. THE MEETINGS:**

- (a) Planning and Monitoring Board (PMB) shall meet at least once in every six months, and more often as required and decided by the Vice-Chancellor.
- (b) The Registrar shall circulate a notice along with the agenda to the members of the Board at least two weeks in advance of the meeting date. The Vice-Chancellor may convene a meeting at short notice to consider matters which in his / her opinion are urgent, and may table an item without prior notice.
- (c) The Vice-Chancellor shall preside over the meetings. In his / her absence, the / Rector shall preside.
- (d) The quorum for the meeting of the Board shall be a minimum of five (5) members including the Chairperson.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within seven (7) days from the date of the meeting. Members who were present at the meeting may suggest a correction within one week from the date of circulation. If the correction is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.
- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic Senate / Executive Council for its approval, and the approved recommendations of the Board shall be implemented by the officer concerned of the university in a given time-frame.

**3. DUTIES AND FUNCTIONS:**

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

- (a) Develop a 5-year perspective plan and road-map for the overall development in the university, and oversee its implementation.



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- (b) formulate short-term and long-term policies in conformity with the guidelines issued from time to time by regulatory bodies like the UGC, AICTE, NCTE, APSCHE, etc., for improving academic and administrative standards in the University;
- (c) identify the targets that would help to improve the quality of teaching-learning, research, consultancy, collaboration with industry, twinning programmes, extension and community engagement, student progression, women empowerment, and social equity in the University and develop suitable performance parameters for measuring quality and progress;
- (d) suggest reforms in the teaching-learning process, in tune with the emerging educational technologies, and in integrating e-learning with conventional methods of teaching;
- (e) suggest examination reforms for a comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process;
- (f) identify bridge courses, inter-disciplinary and add-on diploma courses for introduction in undergraduate and postgraduate programmes;
- (g) identify thrust areas of research in all faculties and facilitate the conduct of high-quality and advanced research in the University departments;
- (h) suggest University-Industry / global networking programmes that enhance the quality of education imparted and the employability of the graduates produced;
- (i) review the progress of teaching, extension, research and extra-curricular activities in the University and evaluate them against the standards set by accreditation agencies like NAAC, AICTE, NBA, ISO, etc., and make suggestions for bridging the gaps, if any;
- (j) monitor periodically the academic performance of the University statutory authorities like the Directorate of Academic Audit, Examination Branch, etc.
- (k) monitor the academic performance of the affiliated colleges with the help of University statutory authorities like the College Development Council, Directorate of Academic Audit, Examination Branch, etc.;
- (l) issue guidelines to the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning and help them lead themselves towards an academic consortium;
- (m) suggest suitable content digitization modules, skill development and entrepreneurial ability promotion programmes to blend with the course modules, and such measures as would enhance the quality pursuits of the faculty and students;
- (n) recommend suitable capacity building measures and monitoring programs for non-teaching staff;
- (o) Any other function that aims at improving academic standards and models & systems in the University, as decided and referred to the Board, from time to time, by the Vice-chancellor and / or the Executive Council / the Academic Senate.



  
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**1. APPOINTMENT:**

- (a) The Head of a Teaching Department (HoD) in the university shall be appointed by the Vice-Chancellor under intimation to the Executive Council.
- (b) The HoD shall be from the cadre of Professor / Associate Professor, and is appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.
- (c) If a Professor / Associate Professor is not available in the department, the Vice-Chancellor may temporarily appoint the Principal of the College / Dean of the Faculty / School / Head or a senior faculty member from allied department of an allied Department as In-charge HoD.
- (d) The term of a HoD shall be two (2) years, and may be extended for one more term under exceptional circumstances.

**2. DUTIES OF THE HoD:**

The main responsibility of the HoD is to define and implement the objectives and perspective plan for teaching and research of the department with the help of the Departmental Committee and the Board of Studies, and lead the Department towards the pursuit of quality and excellence. In this endeavour, the HoD shall perform the following duties:

- (a) Create a congenial atmosphere for effective teaching and learning, and for conducting quality research in the department;
- (b) supervise the teaching and non-teaching staff of the department, and ensure that they discharge their duties properly and efficiently;
- (c) maintain order and discipline in the premises of the department;
- (d) preside over the meetings of the Departmental Committee, maintain the register of Departmental Committee resolutions, and initiate action on the resolutions of the Committee including transfer proposals;
- (e) frame the time table and allocate teaching work to the teachers as per norms and in consultation with the Departmental Committee;
- (f) assign duties to the teaching and non-teaching employees of the department for the smooth conduct of day-to-day affairs and examinations in the Department;
- (g) prepare the faculty for an annual academic performance audit on parameters defined by the University.
- (h) provide counselling and guidance to the students for opening, closure and validation of the Academic Bank Accounts for Credit accumulation / transfer / redemption.






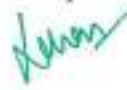


- (i) maintain and display attendance records, monitor the progress of the students, display progress reports, and certify the student identity cards for availing concessions;
- (j) maintain properly the furniture, books, departmental library, stores, and other properties of the department;
- (k) maintain relevant stock registers in the prescribed formats of all items of equipment / apparatus, library books, periodicals, and arrange the annual physical verification of the stock;
- (l) place orders for stores, books and other items of equipment to the library / laboratory within the budget allocation to the department after obtaining the approval of the Departmental Committee for these and duly following the prescribed procedures;
- (m) maintain the accounts of expenditure for all the amounts drawn under different Heads;
- (n) allot the available space in the department for teaching, research and staff, in consultation with the Departmental Committee;
- (o) forward proposals relating to teaching and research submitted by the faculty of the department to the University with due recommendation;
- (p) conduct or arrange seminars, symposia, conferences, workshops, etc.,
- (q) certify the attendance and progress of research of the research scholars in the department, and forward their claim bills for fellowship and other expenditure incurred for research;
- (r) maintain alumni profiles in the format prescribed by the IQAC, keep track of their progress and identify their areas of expertise for possible engagement with and contribution to the Department;
- (s) promote placement awareness among the students and coordinate with the Placement Cell of the University in providing appropriate placement training to the students and in the conduct of placement interviews by reputed organizations / companies / industries for the outgoing students of the department;
- (t) implement the directions of the University / courts pertaining to prevention of ragging, women harassment, and such other anti-social activities,
- (u) perform such other functions as may be assigned to him by the Principal / Dean / Vice-Chancellor / Executive Council for administering the department in an efficient manner.

### 3. POWERS OF THE HoD:

The HOD shall have the powers to:

- (a) Send proposals to the Principal / Dean / Registrar for part-time teaching arrangements in the department as per rules and on workload requirement;
- (b) grant casual leave to teachers and non-teaching staff in the department, and recommend other categories of leave to the authorities concerned;

- (c) recommend to the university / funding agencies the names of candidates for award of research fellowships / scholarships or any other special awards under the purview of the Department;
- (d) operate / utilize the grants provided by the University to the Department towards furniture, equipment, chemicals, glassware, stationery, postage, contingencies, etc.;



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**1. APPOINTMENT OF THE DIRECTOR (CDC):**

- (a) The Dean / Director, College Development Council (CDC), is an officer of the university appointed by the Executive Council from among the Professors of the University in accordance with the terms and conditions prescribed for the purpose by the UGC.
- (b) The Dean / Director, CDC, shall be appointed initially for a period of one year, and the term may be extended further every year for two (2) more years, subject to a satisfactory performance appraisal by the Vice-Chancellor.
- (c) In addition to the pay and allowances as Professor, the Dean / Director, CDC, shall be paid such additional allowance as prescribed by the Executive Council.

**2. DUTIES AND POWERS OF THE DIRECTOR, CDC:**

Subject to the general control of the Vice-Chancellor, the Director, CDC, shall perform the duties and exercise functions as follows:

- (a) Be the head of the CDC and its Office, and define the duties of the staff working under him / her and assess their work;
- (b) act as a liaison officer between University Grants Commission (UGC), the University, Constituent and Affiliated Colleges, Department of Higher Education of Govt. of Andhra Pradesh, Andhra Pradesh State Council of Higher Education, and such other bodies of the State and Central Governments dealing with higher education matters;
- (c) correspond with all concerned on matters relating to the functioning of the CDC;
- (d) communicate all the information received from the UGC to the affiliated colleges regarding the various schemes intended for the development of the Colleges;
- (e) obtain utilization certificates and completed documents from the Colleges in respect of UGC grants, and forward them to the UGC;
- (f) ensure that the UGC grants are properly and expeditiously disbursed to the Colleges, and monitor proper implementation of the UGC schemes by the affiliated colleges;
- (g) convene the meetings of the Principals of all affiliated colleges and apprise them of the role and functioning of the CDC;
- (h) prepare the Annual Report of the College Development Council listing its activities and those of affiliated colleges during that year under report and submit it through the Vice-Chancellor to the Executive Council and the UGC;
- (i) set performance targets for Colleges, encourage them to undergo the process of accreditation, and promote the cluster approach among them;
- (j) conduct capacity building programmes in identified subjects / areas / educational technology, and monitor the use of ICT in teaching- learning and administration in the colleges;



  
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- (k) encourage colleges to establish Women Study Centres, and Women Cells for sensitization and grievance redressal;
- (l) promote the introduction of Indian Knowledge Systems in the Colleges;
- (m) maintain a record of add-on courses, digital and hybrid courses, multidisciplinary courses, skill development courses, innovative programmes, and women entrepreneurship initiatives offered / introduced by them and ensure their validation by the University / appropriate regulatory authority;
- (n) prepare a charter of basic amenities required for a colleges and encourage them to provide these in their camps;
- (o) prepare a comprehensive database of affiliated colleges under his / her jurisdiction and upload the database on the University website;
- (p) convene the meetings, with the approval of the Vice-Chancellor, of the CDC at regular intervals, at least twice in an academic year, and review various programmes, activities and issues concerning the development of affiliated colleges;
- (q) visit or arrange to visit the Colleges at least once in an academic year, monitor the proposals for development of colleges and advise them suitably;
- (r) review the reports of Inspection Committees appointed by the University, suggest remedies for the defects, deficiencies, and irregularities noticed in consultation with management and staff of the Colleges, and ensure that the recommendations of the Inspection Committees are duly implemented;
- (s) send periodic reports to the UGC about the impact of its programmes on the Colleges;
- (t) sanction leave to the staff working in CDC, countersign TA and other bills of the CDC office;
- (u) perform such other functions relating to affiliated colleges such as starting of new colleges, grant of conditional affiliation, affiliation for new courses or subjects, sanction of extra seats, recognition of hostels etc., as may be prescribed by the Executive Council for advancing the cause of collegiate education in the University area.

### 3. GENERAL:

- (a) The Director, CDC, is eligible for leave on full pay as per the university leave rules applicable to non-vacation staff for each completed year of service, and other categories of leave applicable to officers of the University;
- (b) The Director, CDC, shall be paid travelling, daily and other allowances for inspection of colleges, at the rates approved by the Government / Executive Council;
- (c) In case of resignation of the Director, CDC, the Vice-Chancellor may accept his / her resignation and then report the matter to the Executive Council.
- (d) When the Office of the Director, CDC, falls vacant or the Director is unable to perform his / her duties, the Vice-Chancellor is authorized to make alternative arrangements temporarily till the new Director is appointed.

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**1. APPOINTMENT, DUTIES AND POWERS OF THE UNIVERSITY LIBRARIAN:**

- (a) The University Librarian shall be a whole time salaried officer of the University and is appointed by the Executive Council in accordance with the rules prescribed.
- (b) Subject to the general control and supervision of the Vice-Chancellor / Registrar, the University Librarian shall exercise the powers and perform duties as detailed below:
- (i) Exercise all powers required for maintaining the office routine, and assigning work to the library staff for efficient organization of the University Library;
  - (ii) supervise all the libraries in the University and organize their services in a manner that is most beneficial to the teaching, research and extension activities in the Colleges;
  - (iii) purchase catalogue cards, labels and other library requisites following the procedures prescribed for the purpose;
  - (iv) acquire books and journals for the Libraries in the University as recommended by the University Library Committee / Departmental Library Committees / Boards of Studies by following the prescribed procedures;
  - (v) be responsible for the proper care and upkeep of all books, manuscripts, current and back-numbers of periodicals, etc., in the library of the University and monitor termite control / prevention and Fire Protection Services;
  - (vi) acquire and maintain all electronics gadgets, software, and materials for the maintenance of a Library Information Management System (LIMS) and train the staff in the related mechanism and systems;
  - (vii) maintain a digital library in alliance with / as per the recommendations of with the UGC / national repository / AICTE / other regulatory bodies;
  - (viii) acquire an approved Anti-Plagiarism software and offer services to the faculty and research scholars;
  - (ix) arrange for annual stock verification by a Committee constituted by the University for the purpose during summer vacation;
  - (x) submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University during the academic year;
  - (xi) prepare the annual budget for the libraries in the University and submit to the Registrar;
  - (xii) seek the guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries;
  - (xiii) countersign T.A. bills and sanction casual leave of employees working in the library;

- (xiv) define the duties of staff working in the library, exercise administrative control over them, assess their work and performance and sanction leave to them as per rules;
- (xv) discharge such other duties as may be assigned to him / her by the Vice-Chancellor, Executive Council, or Academic Senate in matters relating to the library activities in the university;
- (c) When the Office of the University Librarian falls vacant, or he / she is unable to perform duties as Librarian, the duties of the University Librarian shall be performed by a person appointed by the Vice-Chancellor for the purpose until permanent arrangements are made.



  
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**1. APPOINTMENT OF THE CHIEF WARDEN:**

- (a) The Chief Warden of the Hostels is a whole time Officer of University appointed by the Executive Council from among the Professors / Associate Professors of the University, in accordance with the terms and conditions prescribed for the purpose.
- (b) The appointment of a Chief Warden shall be initially for a period of one year, extendable further every year for two (2) more years, subject to satisfactory performance appraisal by the Vice-Chancellor.
- (c) In addition to the pay and allowances as Professor / Associate Professor, the Chief Warden shall be paid such additional allowance as prescribed by the Executive Council.

**2. DUTIES OF THE CHIEF WARDEN:**

Hostel advisory committee consisting of following

- i. Principal.....chairman
- ii. Chief warden .....convenor
- iii. Student Representative

Subject to the general control of the Vice-Chancellor the Chief Warden shall exercise the following powers and discharge his / her duties in consultation with the Hostel Advisory Committee.. The Chief Warden shall:

- (a) Be the head of the Office of University Hostels,
- (b) function by coordinating with the Principal(s) of the University College(s) / Constituent College(s) to which the hostel(s) are attached;
- (c) be guided by the Principal in all administrative and academic matters relating to the hostels under his / her jurisdiction;
- (d) be the authority to assign and assess the duties of other Wardens and supporting staff working in the University hostels;
- (e) take all measures required for maintaining the discipline and good conduct of the boarders in the university hostels and ensure that hostel stay is restricted only to authorized residents of the hostel concerned;
- (f) ensure hygienic conditions in the hostels;
- (g) ensure the supply of good quality food in the messes as prescribed by the Hostel Advisory Committee from time to time;
- (h) recommend to the Executive Council the policies for hostel admissions, maintenance of messes and the staffing pattern in the hostels, in consultation with the Hostel Advisory Committee;
- (i) publish a manual containing the details of hostel rules and regulations and the discipline expected from the boarders;

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- (j) educate the boarders about the consequences of ragging, and set up all the statutory mechanisms to prevent ragging in the hostels;
- (k) allot rooms to the hostel boarders through a procedure recommended by the Hostel Advisory Committee' and approved by the University;
- (l) correspond with the authorities concerned, both in the University and Government, for the grant of various scholarships (SC/ST, BC, EPP, PH etc.) to eligible boarders in the university hostels, and initiate steps to receive the same;
- (m) maintain a data bank of the hostel boarders in an approved format;
- (n) monitor the entry and exist of the boarders through biometric identification in the messes and the Hostels;
- (o) Institute a transparent purchase policy in consultation with the Hostel Advisory Committee, and maintain registers of accounts, as prescribed by the University
- (p) maintain proper accounts of receipts and expenditure of the hostels, and cause annual audit of the accounts;
- (q) prepare the monthly mess bills of all the hostel boarders before the 15th day of the succeeding month and display the list on the notice board(s) and the hostel website;
- (r) ensure the collection of mess bills from the hostel boarders every month;
- (s) review the status of receipts from the boarders on a quarterly basis, identify the names of the defaulters, announce their names on the notice board and the hostel website, and initiate necessary action to recover the dues, and to evict the defaulters;
- (t) initiate measures for repairs and annual maintenance of hostels, kitchens and dining halls during the vacation period(s);
- (u) issue 'No Dues Certificate' to those boarders who have paid all the hostel dues;
- (v) sanction leave to the staff working under him / her as per rules, countersign TA and other bills of the hostel staff;
- (w) perform such other functions relating to the university hostels as may be prescribed by the Executive Council / Vice-Chancellor for advancing the cause of good governance of the hostels.

### 3. GENERAL:

- (a) In the event of the Chief Warden resigning his / her office for any reason, the Vice-Chancellor may accept his / her resignation and report the matter to the Executive Council.
- (b) When the Office of the Chief Warden falls vacant, or when he / she is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Chief Warden shall be performed by some other person whom the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

*(Signature)*

*(Signature)*  
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- (c) In case the post of a 'Chief Warden' is not created by the University and the hostels are maintained by Warden(s), the provisions of this Statutes are applicable to the Wardens.

STATUTE  
NO. 19

APPOINTMENT, DUTIES AND POWERS OF  
THE DIRECTOR OF ADMISSIONS

In exercise of the powers conferred by Clause (vii) of Section 9 read with Clause (b) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the 'Appointment, Duties and Powers of Director of Admissions' in the ..... University, .....

**1. APPOINTMENT OF THE DIRECTOR OF ADMISSIONS:**

- (a) The Director of Admissions shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors / Associate Professors working in the University;
- (b) The term of appointment shall be initially for a period of one year, and is extendable on performance appraisal by the Vice-Chancellor every year subject to a maximum of three (3) years;
- (c) In addition to the pay and allowances drawn as Professor /Associate Professor, the Director of Admissions shall be paid such monthly additional allowance as may be prescribed by the Executive Council;
- (d) When the Office of the Director falls vacant, or when the Director is unable to perform the duties of his/her office, the duties of the Director shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

**2. DUTIES / POWERS OF DIRECTOR (ADMISSIONS):**

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

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



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- (i) prepare the schedule for Entrance Tests, prospectus and applications,
  - (ii) issue notification,
  - (iii) receive and scrutinize the applications,
  - (iv) prepare nominal rolls and issue Hall-Tickets, etc;
- (f) make arrangements for paper setting, printing of question papers, and procuring other material required for conducting the Entrance Tests;
- (g) wherever required, maintain utmost confidentiality in the conduct of CETs;
- (h) constitute, with the approval of the Vice-Chancellor, a "Committee for prevention of malpractices and unfair means" to examine cases of malpractices in the entrance tests and initiate appropriate action based on the recommendations of the Committee and the provisions contained in the AP Public Examinations (Prevention of malpractices and unfair means) Act, 1997, and the rules issued thereof.
- (i) make all arrangements for the conduct of Entrance Tests, evaluation of test book-lets / OMR sheets, preparation and dispatch of merit list, and publication of results both in the newspapers and university website;
- (j) conduct counselling and select candidates for admission to various courses in the University and other colleges following the rules of admission ensuring the transparency, and collect the prescribed fee from the candidates,
- (k) assign duties of the staff working in the Directorate of Admissions,
- (l) be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of common entrance tests and admission;
- (m) convene the meetings of Heads of the Departments / Chairpersons of the Boards of Studies, whenever required for processing entrance test matters;
- (n) have the authority to pass the bills for payment relating to the Entrance Test, Admissions, etc;
- (o) scrutinize the admissions made by the Colleges under management quota, and obtain approvals from the Vice Chancellor for those admissions made as per rules;
- (p) finalize the following information and provide it to the colleges concerned within one month from the last date of admissions:
- (i) the list of candidates admitted, course-wise and college-wise,
  - (ii) admission number of each candidate admitted to the college,
  - (iii) particulars of all the students admitted along with their photo identity,
  - (iv) statement of fee collected from the students admitted to the college, and
  - (v) transfer proportionate fee amount collected from the students to the college concerned.
- (q) explore possibilities of increasing the component of online procedures year after year;
- (r) perform such other duties and functions relating to Entrance Tests and Admissions as may be entrusted to him by the Executive Council / Vice-Chancellor



  
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**1. MEETINGS OF THE EXECUTIVE COUNCIL:**

- (a) There shall be a minimum of four (4) meetings of the Executive Council (henceforth referred to as the EC) in a year, conducted once in three months, to consider the regular agenda.
- (b) In addition, there should be three special meetings each with an exclusive agenda for assessing (i) the performance appraisals and outcome of the university departments, both teaching and administration; (ii) receipts and expenditure, and pending audit objections, if any; and (iii) the functioning and performance of the affiliated colleges.
- (c) The members shall receive the notice for the EC meeting at least ten days in advance. However, the Vice-Chancellor may, in an exigency, convene a meeting of the EC at short notice.
- (d) In addition to, and independent of, the Clauses (a) and (b) above, the Vice-Chancellor shall convene a special meeting of the EC, if at least 1/3 of the total members of the EC request in writing for a meeting specifying the Agenda and outlining the urgency of the matter. The special meeting shall be held on a date and time appointed by the Vice-Chancellor, but not later than seven days from the date of receipt of the requisition aforesaid.
- (e) All matters pertaining to the University administration that require the consideration and decision of the EC shall be placed in the form of an Agenda before the meeting. However, in case of urgency, and at the discretion of the Vice-Chancellor, an agenda item may be tabled.
- (f) Where, any item of the Agenda is approved by circulation among the members of the EC, such item shall be reported at the immediate next EC meeting.

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

- (a) The Registrar of the University, who is the Secretary of the EC, shall prepare the Agenda in consultation with and the approval of the VC; and send it to all the members at least seven (7) working days in advance of the meeting date.
- (b) The Agenda for the EC meeting shall be presented in the following format:
  - 1. **Section -I: Confirmation of the Minutes and Action Taken Report:**
    - 1.1 To note the leave of absence of the Members
    - 1.2 To confirm the Minutes of the \_\_\_(previous) EC meeting after considering the amendments, if any, communicated by the members.
    - 1.3 Review of the 'Action Taken' on the minutes of \_\_ (Previous) EC meeting.
    - 1.4 Items for which approval was sought by circulation to the members subsequent to the \_\_\_ (previous) EC meeting.

**2. Section – II : Item for Consideration**

2.1 Academic matters

2.1.1

2.1.2

2.2 Service matters

2.2.1

2.2.2

2.3 Financial matters

2.3.1

2.3.2

2.4 Examination matters

2.4.1

2.4.2

2.5 Other matters

2.5.1

2.5.2

**3. Section - III: Item for Ratification**

3.1 Academic matters

3.1.1

3.1.2

3.2 Service matters

3.2.1

3.2.2

3.3 Financial matters

3.3.1

3.3.2

3.4 Examination matters

3.4.1

3.4.2

3.5 Other matters

3.5.1

3.5.2

**4. Section - IV : Item for Reporting**

4.1 Academic matters

4.1.1

4.1.2

4.2 Service matters

4.2.1

4.2.2



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- 4.3 Financial matters
  - 4.3.1
  - 4.3.2
- 4.4 Examination matters
  - 4.4.1
  - 4.4.2
- 4.5 Other matters including the response of the university to any allegations that appeared in public media on the functioning of the university.
  - 4.5.1
  - 4.5.2

- (c) An agenda item shall be a detailed 'Note' along with supporting information, wherever required, and stating clearly at the end of the note, 'Matter for Consideration / Ratification / Reporting'.
- (d) A member of the EC may suggest an item for inclusion in the Agenda. Such a request, in writing, should reach the Registrar at least ten (10) working days in advance of the meeting date. The Registrar shall include such items in the Agenda, with the approval of the Vice-Chancellor.
- (e) Ordinarily, no item outside the approved Agenda shall be considered at the EC meeting. However, the Vice-Chancellor may place an item of confidential and / or urgent nature in the EC meeting for discussion, even if it is not a part of the circulated agenda.

### 3. CHAIRPERSON OF THE EC MEETING:

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

### 4. DECISIONS IN MEETINGS OF THE EC:

- (a) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor may exercise his / her casting vote as the Chairman of the EC.
- (b) The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge or practical experience in a subject under consideration to attend the EC meeting for the purpose of consultation. Such a person may be present at the meeting for

the specific item for which he / she has been invited and tender his / her opinion on the subject as sought but is not entitled to participate in the voting.

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

#### 5. MINUTES OF THE MEETING OF THE EC:

- (a) The minutes of the EC meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor for approval. The approved minutes of the meeting shall be circulated to all the members of the EC for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been confirmed.
- (b) If a member of the EC records his dissent to any resolution adopted at the meeting of the EC before the confirmation of the Minutes, the Vice-Chancellor, at his discretion, may circulate the resolution dissented to for re-confirmation / approval / information among the members.
- (c) The minutes of EC meeting shall be prepared by stating the subject matter of the Agenda items discussed, and the resolutions of the EC thereon. The minutes shall not include discussions and individual opinions expressed by the members in the meeting.
- (c) The Agenda of an EC meeting and its minutes are confidential, and are not to be disclosed to anybody other than the EC members, until the minutes are confirmed / approved.
- (d) The agenda and minutes of the E C meetings, shall be published every financial year and preserved in the archives of the University by the Registrar in the form of a bound volume, and in digital form.
- (e) The minutes of the EC meetings, which are non-confidential in nature, should be placed in the University website. The Vice-Chancellor is the authority to decide on the confidential nature of the items in the Agenda.

#### 6. CODE OF CONDUCT FOR THE MEMBERS OF THE E C:

- (a) The members of the EC are collectively and individually responsible for the decisions / resolutions taken by them at the meetings with regard to academic and administrative functions of the University.
- (b) Utmost caution should be exercised in taking the decisions at the EC and these should be as per the rules and regulations. Improper decisions of the EC causing damage to the University shall make members of the EC liable for action by the Government.
- (c) If any member of the EC is found to be acting detrimental to the interests of the University, the Vice-Chancellor shall, on sufficient cause, recommend to the Government his / her removal from the membership of the EC.


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**1. MEETINGS OF ACADEMIC SENATE:**

- (a) There shall be at least two meetings of the Academic Senate in a year, one of which shall be called the Annual Meeting. The Academic Senate may also meet at such other times as it may determine or as the Vice-Chancellor may decide from time to time. The date, time, and venue for the meeting of the Academic Senate shall be fixed by the Vice-Chancellor.
- (b) **Chairperson:** The Vice-Chancellor is the Chairperson of the Academic Senate, and shall preside over all the meetings. In the absence of the Vice-Chancellor, the Rector / Pro Vice-Chancellor shall preside. In the absence of both, the senior-most Professor among the Deans of Faculty present in the meeting will preside over the meeting, and he / she shall be the Chairperson for that meeting.
- (c) **Quorum:**
- (i) The quorum for any meeting of the Academic Senate shall be fifty (50) percent of the total membership of the Academic Senate or twenty members whichever is less.
- (ii) In the absence of quorum, the Vice-Chancellor shall adjourn the meeting. The Registrar shall make a record of this fact and obtain the endorsement of the Vice-Chancellor.
- (iii) When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it shall be given.
- (iv) Non-receipt of notice, agenda, and other papers connected with any meeting of the Academic Senate by any member shall not invalidate the proceedings of the meeting.
- (d) **Notice of the Meeting:** The Registrar shall, under the direction of the Vice-Chancellor, give not less than **14 working days'** notice to meeting. If it is not possible to conduct the notified meeting for any valid reason, the Vice-Chancellor is competent to postpone the date fixed for a meeting by a period not longer than **fourteen working days**.
- (e) **Agenda Items:** The Agenda shall be prepared in the following order:
- (i) Resolutions of the Board of Studies on course of study, academic regulations, recommendations of the Boards of Studies on academic matters.
- (ii) Constitution of new departments and new faculties and re-constitution of departments of teaching, if any.
- (iii) Creation of post of Professor/Assoc. Professor/Asst. Prof./any other, fixation of duties and emoluments.
- (iv) Recognition of teachers qualified to give instructions in affiliated colleges.
- (v) Conferment/withdrawal of autonomy.
- (vi) Promotion of reciprocity among colleges.
- (vii) Admission (PG/Research) regulations.
- (viii) Examination regulations and regulations relating to the award of Degrees.
- (ix) Promotion of Telugu as the medium of the instruction and examination.

**(f) Forwarding and withdrawal of resolutions:**

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

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

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

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

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

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

**2. PREPARATION OF AGENDA:**

- a) The Registrar of the University shall prepare the Agenda, duly approved by the Vice-Chancellor, for the Academic Senate meeting, and arrange to send it to all the members at least **seven (7) working days** in advance of the meeting date.
- b) The Agenda for the Academic Senate meeting shall be presented in two parts:

Part-1 contains Action Taken Report (ATR) on the resolutions of the previous meeting; and

Part II will include items on topics detailed in Section (e) above and such other matters as may be necessary to be placed before the Academic Senate. The format for the presentation of items may be the same as that for the EC meetings with suitable modifications.

- c) An agenda item shall be in the form of a detailed 'Note' along with supporting information, wherever required, and stating clearly at the end of the note, 'Matter for Consideration'. It shall be placed before the Academic Senate in the following format:

1. Item for consideration,
2. Note on it containing justification,
3. Supporting evidence in Annexures

- (d) A member may suggest an item for inclusion in the Agenda, or may seek additional information on an existing agenda item, or may seek a clarification relating to the Agenda. Such a request, in writing, should reach the Registrar at least 14 days in advance



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of the meeting date. The Registrar shall include such items in the Agenda after the Vice-Chancellor has approved it.

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

### 3. VOTING:

- a) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor may exercise his / her casting vote as the Chairman of the Academic Senate.
- b) If an Academic Senate member desires to record a dissent note on any decision in the meeting, he / she may do so in a separate confidential register by mentioning the reasons for the dissent.
- c) The decision taken on any item of the agenda in an Academic Senate meeting shall not be reopened without the permission of the Vice-Chancellor.

### 4. MINUTES OF THE ACADEMIC SENATE MEETING:

a) The minutes of the Academic Senate meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor or the member who presided over the meeting for his / her approval. The approved minutes of the meeting shall be circulated to all the members of the Academic Senate for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been confirmed. Modification to the minutes suggested by members, if any, will be submitted to the Vice-Chancellor for a final decision.

(a) The minutes of the Academic Senate meeting shall be prepared by stating the subject matter of the Agenda items discussed, including those approved by circulation, and the resolutions of the Academic Senate thereon. The minutes shall not include the discussions and individual opinions expressed by the members at the meeting.

(b) While approving the minutes of the agenda, the members of the Academic Senate shall ensure that

- (i) The minutes conform to only those items included in the agenda, and were discussed in the Academic Senate meeting.
- (ii) The minutes do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the University,
- (iii) The Agenda of an Academic Senate meeting and its minutes are confidential, and not to be disclosed to anybody other than the Academic Senate members, until the minutes re confirmed / approved.



  
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- (iv) The Agenda and minutes of Academic Senate meetings shall be published every financial year, and preserved in the archives of the University by the Registrar in the form of a bound volume and also in electronic form.
- (v) The minutes of Academic Senate meetings should be displayed on the University website. The Vice-Chancellor is the authority to decide on the confidential nature of the items in the Agenda. Items declared confidential by the Vice-Chancellor shall not be displayed on the website.

#### **5. URGENT MEETING OF THE ACADEMIC SENATE:**

- (a) The Vice-Chancellor may, whenever he / she thinks fit, convene an urgent meeting of the Academic Senate for the transaction of any urgent business. The Registrar, under the direction of the Vice-Chancellor, shall ordinarily give not less than seven (7) working days' notice of such meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting at shorter notice.
- (b) No business other than that brought forward by the Academic Senate and the Vice-Chancellor shall be transacted at an urgent meeting of the Academic Senate. It shall be open to the Executive Council and the Vice-Chancellor to bring up before an urgent meeting any urgent business with or without placing it on the agenda paper.

#### **6. SPECIAL MEETING OF THE ACADEMIC SENATE**

- (a) A special meeting of the Academic Senate shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than fifteen members of the Academic Senate. All such requisitions shall be sent to the Registrar, and they should contain the text of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than the consideration of the resolution / resolutions for which notice has been given shall be transacted at a special meeting; provided that the Executive Council or the Vice-Chancellor may bring up any urgent business before such special meeting with or without notice.
- (b) The issue of notice and agenda papers and all other requisites for the conduct of the special meeting shall, so far as they are applicable, be the same as those prescribed and applicable for urgent meetings of the Academic Senate.

#### **7. ANNUAL MEETING OF THE ACADEMIC SENATE**

- (a) It shall be the responsibility of the Vice-Chancellor to present an Annual Report at the annual meeting of the Academic Senate.
- (b) The Vice-Chancellor shall table before the Academic Senate the Financial Estimates and Annual Budget of the University as approved by the EC, record its recommendations and forward it to the Government.

#### **8. BUSINESS OF MEETINGS**

##### **(a) Attendance Register at meetings**

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



  
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**(b) Seating of members**

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

**(c) Order of Business**

At every meeting of the Academic Senate, the following shall be the order of business:

- (i) Action taken report on the minutes of the previous meeting.
- (ii) Confirmation of the minutes of the previous meeting, if required;
- (iii) Business brought forward by the Executive Council;
- (iv) Business brought forward by the Vice-Chancellor;
- (v) Business brought forward by the Faculties and the Boards of Studies; and
- (vi) Business brought forward by the members of the Academic Senate.

**9. GENERAL**

**(a)** A member must speak to the relevant issue under consideration. The Chairperson may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate, to discontinue his speech.

**(b) Regulatory Powers of Chairperson**

The Chairperson shall regulate discussion on any matter and may call any member to order where necessary in the course of a discussion on any agenda item/resolution/issue.

**(c) Powers of the Chairperson to maintain order**

Where a member is found to be repeatedly obstructing the proceedings of the Academic Senate or his acting detrimental to the interests of the University, he may take the consensus of the members for the suspension of the member from the meeting for the rest of the day.

If any member of the Academic Senate is found to be acting detrimental to the interests of the University, the Vice-Chancellor shall, on sufficient cause, recommend to the Government his/her removal from the membership of the Academic Senate.

**(d) Minutes of the Meeting**

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

**(e) Confirmation of the Minutes**

The minutes of the Academic Senate meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor for approval. The approved minutes of the meeting shall be circulated to all the members of the AS for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been confirmed.

If a member of the AS records his dissent to any resolution adopted at the meeting of the AS before the confirmation of the Minutes, the Vice-Chancellor, at his discretion, may circulate the resolution dissented to for re-confirmation / approval / information among the members.

  
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**1. COMPETENT AUTHORITY TO GRANT / WITHDRAW AFFILIATION / RECOGNITION / PERMISSION:**

The Executive Council, in consultation with the Academic Senate, is the competent authority to:

- (a) Grant affiliation to a College, which was accorded approval / permission by the authority concerned, for providing program(s) of study to qualify students to university degrees / diplomas. Once the College is affiliated, permission may be considered separately for each program / subject / combination of subjects based on the recommendation of an inspection committee appointed for the purpose;
- (b) Accord recognition to Government or quasi Government Institutions for imparting instruction and guidance to students for a degree / diploma under a Memorandum of Understanding with the University and on the recommendation of an inspection committee appointed for the purpose;
- (c) Accord recognition to reputed and well established R&D institutions for preparing the students for a research degree (M Phil / PhD) as regulated by UGC under a Memorandum of Understanding, and on the recommendation of an inspection committee appointed for the purpose;
- (d) Withdraw affiliation / recognition / permission granted to a College / Institution / program / subject / combination of subjects, for violation of rules / conditions of affiliation / recognition / permission, and for such other actions / incidents that damage the reputation of the University / Government.

**2. PROCEDURE FOR GRANTING PROVISIONAL AFFILIATION & RECOGNITION TO INSTITUTIONS:**

- (a) The University shall notify every year in the month of November / December inviting applications from the management of colleges seeking affiliation for the ensuing academic year, along with the prescribed fees and schedule of dates for receiving / processing / finalization.
- (b) The University shall complete the entire process of affiliation and permissions within four (4) months from the last date of receiving the applications, and the result shall be communicated to the managements concerned by 31st May, so that the Colleges granted affiliation for courses / programs / combinations of subjects will be ready for admissions.
- (c) The Chairman / Secretary / Correspondent of the notified College (and in case of Government Colleges the appropriate authority representing the Government) alone can apply for affiliation in the prescribed proforma, provided that the Society / Trust / such other competent body is financially sound to fulfill the conditions stipulated from time to time by the Government / University / any other statutory bodies, with regard to Land, Corpus Fund, Accommodation, Furniture, Laboratory Equipment, Computer Facilities, Library Books, payment of salaries, etc. The Society / Trust / such other body shall have



to furnish the details of its funds and sources of income, along with supporting evidence, from which it proposes to meet the expenditure.

- (d) The University will accept the application for affiliation from a College, provided it is accompanied by an electronic version of the scanned copies of the application and all other supporting documents (in CD / pen drive).
- (e) The University may reject the applications for affiliation / permission summarily if the College does not meet the criteria notified for affiliation / permission. Once an application is rejected, the College shall not be considered again for the same academic year.
- (f) In case of those applicants who complied with the notified guidelines and requirements of affiliation / permission, the University will cause an inspection of the proposed College for verifying the information provided by the applicant and for assessing the feasibility of the request / proposal.
- (g) For the purpose of affiliation / permission, the Inspection Committee shall consist of the following members:
- |      |                                     |     |                 |
|------|-------------------------------------|-----|-----------------|
| i.   | Dean of the Faculty concerned       | ... | Chairman        |
| ii.  | Head of the Department concerned... |     | Member          |
| iii. | Subject Expert                      | ... | Member.         |
| iv.  | Dean, CDC                           | ... | Member-Convener |
- (h) If any of member(s) mentioned above is (are) unable to serve on the Committee for any reason, the Vice-Chancellor will make necessary and suitable substitute arrangements. Whenever some technical help is needed for the Committee, the Vice-Chancellor may nominate persons for the purpose. If the permission sought is for more than one Course / Combination, a combined Inspection Committee may be constituted by including the Deans and Heads of the Departments of relevant disciplines concerned. The Vice-Chancellor shall nominate one of the Deans, as the Chairman of such a Committee.
- (i) After visiting the proposed College, verifying the information provided in its application for affiliation, and assessing the feasibility of the applicant's request, the Inspection Committee shall submit, within one week from the date of inspection, a report in the prescribed pro-forma along with its recommendation, to the Registrar of the University who shall submit the Inspection Committee Report to the Academic Senate / Standing Committee of the Academic Senate / Executive Council, as soon as possible, for its consideration and decision.
- (j) The Report of the Inspection Committee for provisional affiliation / sanction of program / courses / combination shall be placed on the website of the University.
- (k) Affiliation to a College / permission to run a program / course / combination of subjects granted by the University shall be provisional and is valid for one academic year only. The College will have to apply for and seek extension of affiliation / permission for each academic year. The College shall fulfill the conditions, if any, stipulated by the University in the affiliation / permission orders issued to it, and submit the compliance report with documentary evidence within the prescribed time limit, failing which the College shall be disqualified for renewal of the provisional affiliation / permission for the next year. The University may appoint, if necessary, a Committee to verify the compliance report submitted by the College.

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- (l) When the applicant College is unable to start the college / programs / course / combination of subjects in the academic year for which provisional affiliation / permission has been granted, the provisional affiliation / permission stands cancelled automatically.
- (m) Every College with provisional affiliation / permission shall pay the prescribed annual affiliation fees, and such other fees as levied by the University, based on the number of programs / courses permitted and the ceiling strength thereon, before the prescribed date.
- (n) A provisionally affiliated College shall apply to the University, on or before 30th December of each year, for extension of affiliation / permission by submitting a renewal application along with relevant documents, prescribed fee, and academic progress made by it in the previous year. The University shall process the renewal applications in the prescribed proforma before 30<sup>th</sup> April.
- (o) An affiliated college shall not be eligible for provisional affiliation beyond five years from the year of initial affiliation if the college does not fulfill the pre-requisites prescribed by the University Grants Commission and the University, with regard to land ownership, permanent buildings, play grounds, etc.

### 3. PERMANENT AFFILIATION OF COLLEGES:

- (a) A College having provisional affiliation for five consecutive years is eligible to apply for permanent affiliation, provided the College has fulfilled the conditions stipulated, from time to time, by the Government, the University and any other statutory bodies, for this purpose.
- (b) The application for permanent affiliation shall be submitted in the prescribed proforma along with the relevant documents and fees, six months before the expiry of the existing provisional affiliation.
- (c) The University shall process the application for permanent affiliation as per the clause 2(f) above. The Inspection Committee constituted for the purpose of permanent affiliation shall submit a comprehensive and specific report in the prescribed proforma about the academic, administrative, financial aspects of the College, besides the extent of compliance with the recommendations made earlier by the University for the academic improvement of the College.
- (d) For the purpose of permanent affiliation, the Inspection Committee shall consist of the following and will be appointed by the Executive Council:
  - i. Dean of a Faculty ... Chairman
  - ii. A senior Professor of the University ... Member
  - iii. Subject Expert (s) ... Member
  - iv. Dean, CDC Member-Convener
- (e) If an application for permanent affiliation is not considered favorably, the same shall be deemed to be the application for renewal of provisional affiliation for that academic year.
- (f) The College, which has been granted permanent affiliation, shall pay the prescribed annual affiliation fees each year and such other fees as levied by the University based on the number of programs / courses permitted, and the ceiling strength thereon, before the prescribed date.



  
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- (g) The University shall inspect and review, once in five years or earlier, every affiliated College with permanent affiliation, to ensure maintenance of academic standards and the adoption of quality enhancement measures in the College with regard to infrastructure facilities, financial viability, classroom training, teaching staff, library, and other related matters. The University may direct any College so inspected to take remedial action within a stipulated period.
- (h) The University shall withdraw permanent affiliation to any College for proven violation of rules / conditions of permanent affiliation and also for non-compliance with any directions from the University. Such College will be treated as under provisional affiliation for that academic year.

**4. RECOGNITION OF COLLEGES/INSTITUTIONS AS RESEARCH CENTRES FOR OFFERING M Phil/Ph.D. PROGRAMMES:**

- (a) A reputed institution of the Government or a quasi-Government institution situated in the jurisdictional area of the University, as specified in Schedule-I, is eligible to apply for university recognition to conduct research programmes by entering into a Memorandum of Understanding (MoU) with university for the purpose.
- (b) Colleges with permanent affiliation / National Research Laboratories and / or Institutes / Reputed Industrial establishments with accredited R & D Laboratories, are eligible to apply for university recognition as a Centre for conducting Research Programmes leading to the M Phil / PhD degree in a subject / subjects, subject to the guidelines approved by the University;
- (c) National Research Laboratories and / or Institutes / Reputed Industrial establishments / Government and quasi-Government institutions with accredited R & D Laboratories, which are situated outside the jurisdictional area of a University are also eligible for university recognition as a Centre for conducting Research Programmes leading to the M Phil / PhD degree in a subject / subjects approved by the University, under an MoU following the guidelines of the Regulatory bodies concerned.
- (d) The guidelines for eligibility, method of applying, processing of the application and other general rules and regulations for recognition of Colleges / Institutes as Centers for conducting Research Programmes shall be in accordance with the guidelines for the Regulatory body concerned.
- (e) Recognition of a College / Institute as a Centre for conducting Research Programmes is provisional and is based on the recommendation of a Committee constituted for the purpose by the Vice-Chancellor. Provisional recognition is valid for three academic years and should be renewed after three years based on the progress.
- (f) Provisional recognition may be granted to a College provided it satisfies the requirement of availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per the 'UGC Regulations for Minimum Standards and Procedure for Award of M Phil and Ph D Degrees, 2016 and such amendments as may be made to the Regulations.
- (g) Post-graduate Departments of Colleges, Research laboratories of Government of India / State Government with at least two Ph.D. qualified teachers / scientists / other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations are eligible for provisional recognition.



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- (h) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment with provision for adequate space per research scholar, computer facilities, essential software, uninterrupted power and water supply are an important requirement.
- (i) In addition, library resources including latest books, Indian and International journals, e-journals, adequate space for research scholars in the Department / library for reading, writing and storing study and research materials are also essential.
- (j) Admission of students to M Phil / PhD programmes in Colleges / Institutions recognized as Centres for conducting Research Programs will be made by the University as per the regulations in vogue.

**GENERAL:**

- (a) All the Colleges / Institutions that are affiliated / recognized by the University shall comply with the Rules, Regulations, Ordinances, Statutes, standing orders or directions issued by the University, from time to time. Colleges / Institutions that are found to violate the rules, regulations, ordinances, statutes, standing orders or directions of the University are liable for derecognition.
- (b) Any distortion / tampering / misrepresentation of facts by Committees / Colleges / Institutions, during and / or after the inspection, will be treated as misconduct and invites punitive action by the competent authority of the University.

A handwritten signature in green ink, consisting of a stylized initial 'R' followed by a name that appears to be 'Raman'.



**STATUTE  
NO.23**

**ESTABLISHMENT OF TEACHING DEPARTMENTS AND  
RESEARCH CENTRES**

1. The proposal to establish a new Department / Research Centre in an emerging area of knowledge / Technology / Subject shall be referred to the Academic Senate by the Faculty concerned. After assessing the merits of the proposal in terms of the availability of adequate academic and physical infrastructure, the Academic Senate may recommend to the Executive Council the establishment of a new Department / Research Centre.
2. The Vice-Chancellor will submit the recommendation of the Academic Senate to the Executive Council for its consideration and approval. While considering the proposal for establishing a new Department / Research Centre, the Executive Council shall take into account the required teaching and non-teaching posts, infrastructure, financial feasibility, etc.;

After the proposal has been approved by the Executive Council, the university will start the new Department / Research Centre after ensuring all the required arrangements / facilities before students are admitted in the new Department.

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1. The Executive Council is the competent authority to determine, from time to time, the number of teaching posts and the subjects for which the teaching posts (Professor / Associate Professor / Assistant Professor) are required, and to institute them;
2. The University teachers shall be of the following three categories, and / or any other category approved by the UGC / State Government / Executive Council:
  - (a) Professor;
  - (b) Associate Professor; and
  - (c) Assistant Professor.
3. The vacant posts of teachers, and their equivalent categories, if any, in the University shall be filled on all India basis by advertisement in national and local newspapers and on the university website;
4. The qualifications and selection criteria prescribed by the UGC / other relevant regulatory authority Regulations from time to time shall be followed in the recruitment / promotion of University teachers.
5. As defined, University teachers, viz., Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Executive Council, should be appointed on the recommendations of a Selection Committee constituted as per the provisions of the Act and the Guidelines / Regulations issued by the University Grants Commission / State Government / other relevant regulatory bodies from time to time.
6. The duties of a teacher (Professor, Associate Professor and Assistant Professor and equivalent) shall be to:
  - (a) teach, train, and guide the students and research scholars in their subjects of study, and support them academically;
  - (b) engage in research and publish in accredited and refereed journals;
  - (c) involve in extension activities, approved by the University;
  - (d) carry out such other academic, examination and / or University administrative work as may be assigned by the Head of the Department / Chairperson, Board of Studies / Principal / Dean / Vice-Chancellor;
  - (e) disseminate the knowledge he / she has acquired in his / her subjects to all his / her students. He / She should keep abreast of the latest books, learned articles in journals, *etc.*, in his / her subject, digest the information therein, and use it in the class either for lecturing or tutorials or discussions or seminar sessions.
  - (f) prepare himself / herself for his daily work in the class and the laboratory and employ suitable techniques for teaching. He / She should provide an outline of his / her lecture along with suggested reading material to the students. It should be his / her constant

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endeavour to continuously acquire new knowledge which alone will make him / her through and through a specialist in her field, *i.e.*, he / she should be a life-long student.

- (g) discover new knowledge, for which he / she must constantly engage himself / herself in research. He / She should encourage his / her research students to do research and guide them to properly use new techniques and suitable methodology.
  - (h) acquaint himself / herself with and make use of the latest pedagogical and technology tools in his / her transactions in the classroom.
  - (i) maintain high professional standards. A teacher's research publications, his / her writings, his / her skills, and his / her behaviour should set the pattern for the students to emulate. It shall be his / her endeavour not to resort to plagiarism and discourage it in his / her students.
  - (j) constantly pursue academic excellence, and have human sympathy, interest in work and environment.
  - (k) perform such functions as may be assigned by the authorities, like the conduct of examinations, administration of the institution, running of the hostels, NSS, and other units of the university, and organization of extension, outreach, and consultancy activities, and contribute to the corporate life of the campus.
  - (l) strictly conform to the working hours of the university / departments prescribed, maintain punctuality and regularity, and be present sufficiently in advance to conduct his / her academic activities / class / laboratory work / assigned duty.
  - (m) attend his / her lecture classes and laboratory sessions as per the Time-Table prescribed and shall maintain a teacher's diary wherein to record his / her classroom transactions and the coverage of the syllabus items assigned to him / her.
  - (n) make himself / herself available for academic interaction with students through online modalities and upload his / her lectures in the format prescribed on the Department's / University's website, as and when required by the University.
7. The model code of conduct supplied by the UGC shall be applicable for all teachers of the University.



  
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**1. THE CONVOCATION:**

- (a) Convocation for the purpose of conferring Degrees and award of Diplomas, Medals, Prizes concerning such Degrees, shall ordinarily be held every year in the month of December / January. However, a Special Convocation may also be held at such other times as may be found necessary or convenient. The actual date and time of the Convocation in each case shall be fixed by the Executive Council, subject to the Chancellor's approval.
- (b) The Chancellor shall preside over the Convocation. In the absence of the Chancellor, the Vice-Chancellor shall preside.
- (c) The Degrees conferred and Diplomas awarded by the University at the Convocation shall be those as approved by the Executive Council.
- (d) Not less than thirty (30) days notice shall ordinarily be given by the Registrar, under the direction of the Vice-Chancellor, for an ordinary Convocation. However, a short notice of a period possible, as decided by the Vice-Chancellor, is sufficient for a special Convocation.

**2. AWARD OF DEGREES & DIPLOMAS:**

- (a) Candidates shall submit their application to the Controller of Examinations for admission to degree and / or diploma in the prescribed form along with fee, at least 30 days before the date fixed for the Convocation.
- (b) Every candidate who has studied in University Colleges and qualified for a Degree or Diploma shall receive the same at the Convocation either in person or in absentia. It shall, however, be competent for the Vice-Chancellor, to confer degrees on candidates who are declared eligible for the award of their respective Degrees or Diplomas in advance of the Convocation. All such cases shall be reported to the succeeding Convocation.
- (c) Any candidate who, having applied as a candidate for a degree in person at Convocation but failed to appear at that occasion, can obtain the Degree or Diploma or title on payment of penal fee as prescribed by the University.
- (d) Every candidate who has studied in a College / Institution affiliated to or recognized by the University and qualified for a degree or diploma or title shall receive the same either in person or in absentia at a special function held after the Convocation at the College concerned, which has prepared and presented him / her for the final / qualifying examination concerned.
- (e) Degrees or Diplomas may be awarded posthumously, on application, to such representative of the eligible and deceased candidates, as may be approved by the Vice-Chancellor. The Vice-Chancellor's choice of the representative of the deceased is final.
- (f) The Degrees and Diplomas of the University shall be valid only if they (a) bear security features and seal of the University, (b) are signed by the Controller of Examinations / Registrar in case of Degrees and Diplomas other than the Research Degrees, (c) are signed by the Vice-Chancellor in the case of Research Degrees, and (d) are signed by the Chancellor in case of Honorary Degrees.

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- (g) The Vice-Chancellor may, with the approval of the Executive Council, recommend a panel of eminent persons to the Chancellor to invite one of among them as the Chief Guest to deliver the Convocation Address.
- (h) The Vice-Chancellor may, at a meeting of the Executive Council, move the proposal for conferment of an honorary degree / title such as LLD, D Litt., DSc., Kalaprapoorna, Kreedaprapoorna, etc., upon a person who has rendered outstanding service to society at large by reason of his / her eminence and attainment or by virtue of his / her contribution to knowledge, or for his / her distinguished service to the cause of education, science and technology, health, fine arts, games and sports, or any other public services. Honorary Degrees shall be conferred with the approval of the Chancellor and only at the Convocation in person.

### 3. THE PROCEDURE:

- (a) The Executive Council shall, from time to time, lay down the procedures to be followed at the Convocation by an ordinance.
- (b) The Chancellor, the Vice-Chancellor, the Rector, the Chief Guest, recipients of Honorary Degrees, Registrar, Deans / Chairpersons of the Faculties, and members of the Executive Council / Academic Senate shall wear the academic robes prescribed and assemble at the place allotted for supplication of Graces at the appointed hour. Arrangements shall be made on the dais in the Assembly of Graces for the seating of the Chancellor, the Vice-Chancellor, the Rector, and the Registrar, with the Chancellor seated at the centre. The Chief Guest, the recipients of the Honorary Degrees, Deans / Chairpersons of the Faculties and other members of the Executive Council shall be seated opposite to the Chancellor.
- (c) The Graces of the Executive Council for admission of the candidates to the several Degrees shall be supplicated in the alphabetical order of the Faculties by the Dean of the Faculty concerned. In the absence of the Chairperson of any Faculty, the Grace shall be supplicated by the person authorized by the Vice-Chancellor.
- (d) The formula to be used for each Grace shall *mutatis mutandis* be as follows:
- “Mr. Chancellor, I move that a Grace of the Executive Council be passed on those persons whom the Executive Council on the reports of the Examiners has certified to be qualified for the degree and they will be admitted to that degree”.
- (e) Whereupon the Chancellor shall put the question, “Doth it please you that this Grace be passed?” and the Executive Council assenting, the Chancellor shall say: “This Grace is passed”.
- (f) When all the Graces have been passed, the Chancellor, the Vice-Chancellor, the Chief Guest, the recipients of the Honorary Degrees, Chairpersons of the Faculties and members of the Executive Council and the Registrar shall proceed in a procession in pairs to the hall in which the Degrees are to be conferred.
- (g) The Chancellor’s chair on the dais in the Convocation Hall shall be arranged in such a way that it is slightly in advance in the row of chairs where he is seated. The Chancellor shall be at the centre of the row and he is flanked on the left side by the Vice-Chancellor and on the right side by the Chief Guest. The Rector shall be seated next to the Chief Guest. The recipients of Honorary Degrees shall be seated next to the Vice-Chancellor. The Registrar shall be seated at the right-side end of the Chancellor. The Deans / Chairpersons of the

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Faculties and the members of the Executive Council shall be seated in the second and third rows behind leaving full space for the presentation of the candidates. However, the Vice-Chancellor may decide the seating arrangement based on the number of recipient of honorary degrees ensuring that the Chancellor is at the Center flanked by the Vice-Chancellor and Chief Guest.

- (h) The candidates shall wear the gowns, hoods, and academic caps / turbans / fezzes pertaining to the respective Degrees and shall be seated opposite to the Chancellor.
- (i) On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Deans / Chairpersons of the Faculties, members of the Executive Council, and the Registrar have taken their seats.
- (j) The Chancellor, the Vice-Chancellor, the Chief Guest, recipients of Honorary Degrees, Deans / Chairperson of the Faculties, members of the Executive Council and the Registrar having taken their places, the Chancellor shall say :

“The Convocation of Krishna University has been called to confer Honorary Degrees and other academic distinctions on persons upon whom the Executive Council has decided to confer them and Degrees upon the candidates who have been certified worthy of these Degrees. Let the candidates be **now presented.**”

- (k) Honorary Degrees, if any, shall be conferred first after the opening of the Convocation. The recipient(s) of such degree shall be presented ordinarily by the Vice-Chancellor who shall make a recital of the recipient’s qualifications and achievements of excellence. The recipient of the Honorary Degree shall remain standing when the citation is read.
- (l) The Chancellor or the Vice-Chancellor, in presenting the Honorary degree, shall say to the recipient:-

“By virtue of the authority vested in me as the Chancellor (or Vice-Chancellor) of the Krishna University, I admit you to the degree of ..... (HonorisCausa) of this University on account of your eminent position and attainments, and in token thereof you have been presented with this degree, and I authorize you to wear the Robes ordained as the insignia of your degree”.

Then he shall retire to his seat. Afterwards, the other Degrees will be conferred as per the procedure laid down for convocation.

  
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**1. ELIGIBILITY:**

- (a) Affiliated Colleges with not less than ten years of standing and recognized under Sections 2(f) and 12(B) of the University Grants Commission Act, 1956, and accredited by NAAC with a minimum of 'A' Grade are alone eligible to apply for the conferment of the status of autonomy.
- (b) The following criteria shall be followed for the identification of institutions for grant of autonomy:
- Academic reputation and previous performance in University examinations and the academic / co-curricular / extension activities in the past of the institution;
  - Academic achievements and distinctions in extension and outreach activities of the faculty;
  - merit criteria by which the selection of students has taken place in the past few years;
  - Adequacy of infrastructure, equipment, laboratories, library, accommodation for academic activities, etc.;
  - Quality of institutional management;
  - Financial resources provided by the management / State Government / UGC for the development of the institution;
  - Responsiveness of the administrative structure towards good governance;
  - Motivation and involvement of faculty in the promotion of innovative reforms;
- (c) The Executive Council may confer the status of autonomy upon a College with the concurrence of the University Grants Commission.

2. The application for autonomous status by the College and the screening of the application for autonomous status shall be as prescribed by the UGC and the ordinances of the University.

**3. CONFERMENT OF AUTONOMOUS STATUS:**

- (a) The recommendations of the Screening Commission shall be considered by the Executive Council. If it decides to pursue the matter further, it shall place the matter before the Academic Senate / the Standing Committee of the Academic Senate, for consideration and necessary recommendations to the Executive Council for the conferment of the status of autonomy on the Affiliated College.
- (b) On the recommendations of the Academic Senate or the Standing Committee of the Academic Senate as the case may be, the Executive Council shall, in consonance with the recommendations of the University Grants Commission (UGC) and subject to such conditions as may be laid down by it, confer the autonomous status on the Affiliated College.

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- (c) In the event of the conditions stipulated by the UGC and the Executive Council not being fulfilled within the time and manner specified, such autonomy shall lapse and a fresh application on the part of the management of the college for autonomous status shall be necessary.

#### 4. COMMITTEES IN AN AUTONOMOUS COLLEGE:

- (a) The Autonomous College shall have the following Committees to ensure proper management of academic, financial, and general administrative affairs.

The following are the statutory bodies in an autonomous college:

- i. Governing Body
- ii. Academic Council
- iii. Board of Studies
- iv. Finance Committee

The composition and functions of the above Committees shall be as per the provisions made by the University Grants Commission.

- (b) The College shall, in addition, have other Committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra Curricular Activities Committee, Anti-Ragging Committee, and Academic Audit Committee.
- (c) The College shall establish an Examination Branch with foolproof methods for the maintaining confidentiality in the conduct of examinations and declaration of results, and digitalize the examination process.
- (d) An autonomous college shall prepare a calendar for the meetings of the various bodies to ensure that the implementation of the recommendations made by it is not unduly delayed for reasons of non-convening of such meetings.
- (e) The management of the Autonomous College shall send to the Registrar at the beginning of each academic year the general programme of the meetings of the Governing Body, the Academic Council, the Boards of Studies, and the Finance Committee, to be held in the year, and the minutes thereof shall be sent to him within a fortnight of the meetings.
5. The extent, conditions of further extension and revocation of autonomy shall be in conformity with the UGC stipulation in this behalf and the ordinances of the University concerned.



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The following bodies are hereby declared as Authorities of the University in addition to those which are already included in the University Act. These authorities shall function as per the Statutes prescribed for each of them:

- |  |            |
|--|------------|
| (i) College Development Council                | (CDC)      |
| (ii) Internal Quality Assurance Cell           | (IQAC)     |
| (iii) Planning and Monitoring Board            | (PMB)      |
| (iv) Standing Committee of the Academic Senate | (SC of AS) |
| (v) Directorate of Admission                   | (DoA)      |

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

- (i) Rector
- (ii) Dean / Chairperson of the Faculties / Schools
- (iii) Controller of Examinations
- (iv) Head of the Teaching Department
- (v) Dean, College Development Council
- (vi) Director, IQAC
- (vii) Chief Warden of Hostels
- (viii) Director, Admissions
- (ix) Director .....



  
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In exercise of the powers conferred by Clause (g) of Section 51 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the 'Maintenance of a Register of Registered Graduates' in the Krishna University, Machilipatnam.

1. The Registrar shall maintain a Register of Registered Graduates.
2. The persons who are Graduates of the University shall be entitled to have their names entered in the Register of Graduates, and will continue to be Registered Graduates for life. For this purpose, the day of the Convocation on which a person is admitted to his / her degree either in person or in absentia shall be considered the day on which he / she has graduated or taken his / her Degree.
3. (a) Any Graduate who wishes to register himself / herself as a Registered Graduate of the University shall apply in the prescribed form to the Registrar and pay the fee prescribed by the University from time to time which will entitle him / her to have his / her name entered and retained in the Register for life. The application form for the purpose and also a separate application for updating the information relating to the graduate with details of the fees prescribed shall be made available on the University's website;
- (b) The Register of Registered Graduates shall be revised, corrected, and brought up-to-date on 1st July of each year. For this purpose, the Register shall be closed from 1st June to 30<sup>th</sup> June every year and no entries shall be made during those days.

A Committee of five members from among the Academic Senate of the University, and appointed by the Executive Council, will revise the list of Registered Graduates every year.

- (c) Every applicant, for registration as a Registered Graduate, shall furnish his / her permanent address, mobile number, and e-mail ID. Communications, if any, will be sent by e-mail.
- (d) It is the duty of the Registered Graduate to inform any change of address to the Registrar of the University where they have graduated.



  
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