

# ANNAMACHARYA UNIVERSITY

Newboyanapalli, Tallapaka (Panchayath), RAJAMPET, Annamayya District, Andhra Pradesh - 516126

## FIRST STATUTES OF THE ANNAMACHARYA UNIVERSITY, 2024



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### Abbreviations

A = Authorities  
O = Officers  
M= Miscellaneous



**STATUTE NO. A1****CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODY**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 21 of A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution, Powers and Functions of the Governing Body of Annamacharya University.*

**1.0 Constitution of the Governing Body:**

**1.1** The Governing Body shall consist of two categories of members - ex-officio and nominated. The Sponsoring Body shall nominate eminent persons in the fields of Science / Engineering & Technology / Social Sciences / Law / Management / Research Institutions / Finance / Humanities / Agricultural / Industry as members to the Governing Body.

**1.2** The composition of the Governing Body shall be as follows.

**(a) Category (A) – Ex-officio members**

1. Chancellor of the University
2. Vice-Chancellor of the University
3. Chairman, AP State Council of Higher Education
4. Secretary to Govt. of A P, Higher Education Department
5. Registrar of the University

**(b) Category (B): Nominated members**

1. An eminent academician from the fields of Science / Engineering & Technology / Social Sciences / Law / Management / Humanities / Agricultural.
2. The Director of a National Laboratory or his / her nominee not below the rank of Scientist G.
3. Nominee of the Confederation of Indian Industry (CII)
4. A reputed Chartered Accountant
5. A member from public life who has contributed significantly to societal / national development
6. A member of the Sponsoring Body

**1.3** There shall be a minimum of three (3) women members in Category-B nominated by the Sponsoring Body.

**1.4** The Chancellor is the Chairperson of the Governing Body, and the Registrar is the Member-Secretary without voting right.

**2.0 Term of office:**

**2.1** The term of office of an ex-officio member in the Governing Body shall be as long as he / she holds the post by virtue of which he / she has become a member of the Governing Body.

**2.2** The term of a nominated member in Category-B shall be a maximum of 5 years from the date of his / her nomination, provided that one-third (1/3rd) of the nominated members in category-B shall retire at the end of the third year from the date of constitution of the first Governing Body, another batch of one-third (1/3rd) of the members shall retire at the end of the fourth year from the date of constitution of the first Governing Body, and the third batch of one-third (1/3rd) of the members shall retire at the end of the prescribed term of five years as mandated in the Act.

- 2.3** The first Governing Body should, therefore, be formed in such manner as the members at serial numbers 1, 2 in Category-B shall be initially appointed for 3 years, serial numbers 3, 4 for 4 years, and 5, 6 for 5 years to ensure the cyclical order as prescribed in the Act. The new members appointed in these vacancies, however, shall be appointed for a full term of 5 years, and the retirements shall then follow a cyclical order as described in Clause 2.2 above.
- 2.4** The vacancies caused by the members exiting at the end of the third, fourth and fifth years of the first Governing Body shall be filled by persons from the same field of vacancy so as to retain the composition of Category B members from the various fields / areas of knowledge / specialization.
- 2.5** A member from Category-B is eligible for re-nomination for a further period of 5 years. No member of this Category is eligible for more than two terms, consecutive or otherwise.
- 2.6** The Sponsoring Body shall nominate a member to any vacancy in Category-B within two months from the date on which the vacancy was caused in the Governing Body.
- 2.7** A Governing Body member may resign his membership by informing the Chancellor in writing but shall continue as member till his / her resignation is accepted.

### **3.0 Meetings and the Quorum:**

- 3.1** The Governing Body shall meet at least four (4) times in an academic year with at least one meeting in a quarter.
- 3.2** The Chancellor and the Vice-Chancellor OR the Chancellor and one other member OR the Vice-Chancellor and one other member from Category A, and 50% of members from Category-B, altogether a total of five members, shall form the quorum for a meeting of the Governing Body.
- 3.3** In the absence of the Chancellor, the Vice-Chancellor shall preside the Governing Body meeting and shall immediately report the deliberations to the Chancellor in the form of minutes. The Chancellor alone is competent to issue instructions for executive orders on the decisions of the Governing Body.

### **4.0 Powers and Functions:**

The Governing Body shall have the following powers and functions in addition to those mentioned in Section 21 (4) of AP Private University Act:

- 4.1** Promote and pursue quality and transparency in the functioning of all the constituents of the University, and set developmental goals for various authorities of the University,
- 4.2** Direct the form, custody and use of the common seal of the University,
- 4.3** Hold, control and administer the properties and funds of the University,
- 4.4** Enter into, vary, carry out, and cancel contracts on behalf of the University in the exercise of performance of the powers and duties assigned to it by this Act and the Statutes,
- 4.5** Make, amend or repeal Statutes / Ordinances and regulate the administration of the University; accordingly, and exercise such other powers /authority as may be conferred or imposed by the Act,
- 4.6** Establish and maintain University Colleges / Institutions / Centres in the campus,
- 4.7** Encourage and provide the required support for conduct of research, advancement and dissemination of knowledge,
- 4.8** Create posts of Professors, Associate Professors, Assistant Professors, and other teaching posts required for teaching and research in the University and define the duties of the posts,
- 4.9** Establish, equip, and maintain the University laboratories and libraries,

- 4.10** Control, in general, all schools / centres in the University area in the manner prescribed by Statutes,
- 4.11** Enter into any agreement with the Government or with the private managements for assuming the management of any institution and taking over its properties and liabilities or for any other purpose not repugnant to the provisions of the Act,
- 4.12** Monitor the preparation of the Annual Financial Statements and Annual Report and such other reports as may be submitted by the Board of Management,
- 4.13** Uphold collective as well as individual responsibility and accountability in the pursuit of excellence in the University and in fostering its image,
- 4.14** Exercise all the powers of the University not otherwise provided for, and all powers requisite to giving effect to the provisions of the Act.

<b>STATUTE NO. A2</b>	<b>PROCEDURE TO CONDUCT THE MEETINGS OF GOVERNING BODY (GB)</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 21 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Procedure to conduct the meeting of the Governing Body of Annamacharya University,*

### **1.0 Meetings of the Governing Body (GB):**

- 1.1** The Governing Body (GB) of the University shall meet at least once every three (3) months. The Board may also meet more often on matters of urgency and as the situation demands. These urgent meetings could be under video-conference mode as well and considered as official, provided that the minutes have been circulated to all the members.
- 1.2** A minimum of 15 days' notice shall be given to the members for a GB meeting. The Chancellor may, however, summon a meeting at short notice in special circumstances and for valid reason.
- 1.3** The Chancellor is the ex-officio Chairperson of the GB and shall preside over the GB meetings. If the Chancellor is absent, the Vice-Chancellor of the University who is also a member of GB shall preside over the meeting.
- 1.4** All resolutions of the meeting(s) presided over by the Vice-Chancellor shall subsequently be reported to the Chancellor. No action on any of these resolutions will be initiated until the Chancellor has approved them and issued specific directions.

### **2.0 The Agenda for the Meetings:**

- 2.1** All matters of the University that come under the purview of the GB, and are meant for discussion in the meeting, shall be in the form of a written Agenda. However, the Chancellor may, in case of urgency, circulate an Agenda item to the members for their consideration and approval. The same shall be reported in the immediate next GB meeting.
- 2.2** The Registrar of the University, who is the Member-Secretary of the GB, shall prepare the agenda for the meeting in consultation with, and with the approval of the Chancellor. The Registrar shall arrange to send the agenda to all the members at least three days (3) days in advance of the meeting date.
- 2.3** The agenda items for a meeting shall be arranged and presented in two Parts – A & B
  - 2.3.1** Part-A deals with:
    - (i) Granting leave of absence to members who could not attend the previous meeting
    - (ii) Confirmation of minutes of the previous meeting
    - (iii) Action taken report on the resolutions of the previous meeting
  - 2.3.2** Part-B will include items for
    - (i) Reporting
    - (ii) Ratification
    - (iii) Consideration
    - (iv) Any other matter with the permission of the Chair
  - 2.3.3** 'Leave of Absence' for the previous meeting shall be granted to a member provided that he / she had intimated his / her inability to attend stating reason(s) there for to the Chancellor, either in writing or by message or by phone, before the commencement of that meeting.
  - 2.3.4** The Chairperson shall, before confirming the minutes of the previous meeting, place for discussion the opinion / comments received, if any, from the member(s) on any item in

the minutes. Normally the minutes of the previous meeting are circulated after the meeting with a request to communicate objections, if any, to the minutes within a stipulated date.

- 2.3.5** The Chairperson shall inform the members about the action initiated / taken on the resolutions of the previous meeting. If no action was initiated / taken, the reason(s) shall be informed and recorded.
- 2.3.6** The Reporting items in the agenda shall include (a) approvals obtained on any Agenda item by circulation.
- 2.3.7** The Ratification items include the action(s) taken or approved by the Chancellor in matters of urgency and using powers vested in him / her by the Act / Statutes concerned.
- 2.3.8** An agenda item for consideration shall be in the form of a detailed 'Note' stating the factual data required for an anticipated resolution along with supporting information, wherever required, and stating clearly at the end of the note, 'Matter for Consideration'.
- 2.4** A member of the GB may suggest a matter for inclusion in the agenda. Such a request, in writing, should reach the Registrar at least seven (7) days in advance of the meeting date. The Registrar shall include that item in the agenda, provided the Chancellor has approved it.
- 2.5** After receiving the agenda, a member may seek, at least one day before the meeting date, any additional information on an agenda item. The Registrar shall keep the information ready for the meeting, provided it is not confidential, and the Chancellor has approved the request of the member.
- 2.6** Ordinarily, no item outside the approved Agenda shall be considered at the GB meeting. However, the Chancellor may place an item of a confidential and / or urgent nature in the GB meeting as 'Tabled Agenda' for discussion even if it is not part of the circulated agenda.

### **3.0 Quorum for meeting and Voting:**

- 3.1** The Chancellor or in his absence the Vice-Chancellor, one member from the ex-officio category, and three (3) other members from the nomination category shall form the quorum for a meeting as defined in the Statute for the GB.
- 3.2** If there is no quorum for a meeting, the Chancellor / Vice-Chancellor, whoever is presiding the meeting, shall adjourn the meeting. The adjourned meeting shall be convened with quorum and same agenda on a date and time chosen by the Chancellor.
- 3.3** 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 Chancellor will exercise his / her casting vote as the Chairperson of the GB.
- 3.4** If voting is conducted for resolving an Agenda item, it is obligatory that the stipulated quorum as at (3.1) above is present in the meeting at the time of the voting.
- 3.5** If a member of the GB desires to record his / her dissent on any decision in the meeting, he / she may do so in a separate confidential register by mentioning the reasons for the dissent.
- 3.6** The Chancellor may invite any Officer of the University or an outside expert having special knowledge of or practical experience in a subject under consideration, to the GB meeting for the purpose of consultation. Such a person may participate in the meeting when the particular Agenda item is discussed but is not entitled to participate in the voting.
- 3.7** The decision taken once on any item of the agenda shall not be re-opened in the same meeting without the permission of the Chancellor / Vice-Chancellor, whoever has presided over the meeting.



#### **4.0 Minutes of the GB Meeting:**

- 4.1** The Registrar shall draft the minutes of the meeting in consultation with the Chancellor or the Vice-Chancellor whosoever has presided over the meeting. The minutes of the 'Items for Consideration' shall be drafted by stating sequentially the (i) Agenda Item No., (ii) Matter for Consideration, and (iii) Resolution of the GB on the Item. The minutes shall not include the discussions, opinions expressed by the members, and details of the voting if any.
- 4.2** The Registrar shall, with the approval of the Chancellor or the Vice Chancellor who presided over the meeting, send the minutes to all the members of GB within ten (10) days from the date of the meeting for confirmation. If no reply is received from a member within three (3) days from the dispatch date, the minutes are deemed to have been confirmed by the member concerned. If a member suggests any modification to the minutes, the same will be submitted to the Chancellor who will verify the veracity of the suggestion and initiate appropriate action. The decision of the Chancellor on the matter shall be in accordance with the spirit of the discussion on the agenda item and shall be final.
- 4.3** While approving the minutes of the meeting, the GB members should ensure that the minutes (a) conform to only those items included in the agenda, as were discussed in the GB meeting, (b) do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the University, and (c) do not contain decisions on items that were not within the purview of the GB.
- 4.4** The minutes of the GB meeting are confidential and privy to the GB members till they are confirmed / approved.
- 4.5** The approved minutes of the GB meetings, which are not confidential in nature, should be placed in the University website. The Chancellor is the competent authority to decide whether an item is confidential or not.
- 4.6** The Registrar shall collect the hard copies of the Agenda and the minutes of the GB meetings held in a calendar year, get them bound, and preserve them in the archives of the University. It shall be the Registrar's responsibility to archive the Agenda and Minutes Books of the GB in soft copy format also in a confidential encrypted format.

<b>STATUTE NO. A3</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT (BOM)</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 22 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and functions of the Board of Management of Annamacharya University,*

### **1.0 Constitution of the Board of Management (BoM):**

**1.1** The Board of Management (BoM) shall consist of the following members in accordance with the provisions of Section 22 (1) of AP Private University Act.

(a) Category (A): Ex-Officio members

1. Vice-Chancellor of the University
2. Deans / Directors /Heads of the Departments of the University  
(4 members from all the three categories to be nominated by the Sponsoring Body)
3. The Registrar of the University

(b) Category (B): Nominated members

1. Three (3) distinguished academicians, one shall be nominated by the Government of Andhra Pradesh and two others shall be nominated by the sponsoring body.
2. Four (4) eminent persons, one shall be nominated by the Government of Andhra Pradesh and three others shall be nominated by the sponsoring body.

**1.2** The BoM shall have a minimum of three (3) women members among those nominated by the Sponsoring Body.

**1.3** The Vice-Chancellor shall be the Chairperson of the BoM. In his / her absence, the Chancellor shall nominate a member of the Governing Body of the University to act temporarily as the Chairperson of the BoM. The Registrar is the Member Secretary of BoM without a right to vote.

### **2.0 Term of Office:**

**2.1** The term of office is three (3) years for any member of BoM under the nominated category and is extendable by another term of 3 years or less, provided that the (a) total number of years as a member does not exceed 6 years.

**2.2** *Ex-officio* members shall, however, continue in the BoM so long as they hold the office by virtue of which they have been nominated to the BoM.

**2.3** Notwithstanding the limitations put in Clause 2.1 above, a retiring BoM member may continue in office till a new member is nominated in his / her place by the Sponsoring Body, provided that the nomination to the vacancy was done within 3 months from the date the vacancy arose.

**2.4** A Member of the BoM may resign his / her office by informing the Chairperson in writing but shall continue in office until his / her resignation is accepted.

**2.5** Any vacancy in the BoM caused due to death, resignation, or any other reason other than retirement, shall be filled from the relevant category with immediate effect.

### **3.0 Meetings and the Quorum:**

**3.1** The BoM shall meet at least once in every 2 months.

**3.2** The BoM may conduct its meetings more often than prescribed through the video-conference mode for taking appropriate timely decisions on matters of urgency, and such meetings are considered official provided that the minutes have been circulated for approval.

**3.3** The Chairperson and one more member from the ex-officio category and four (4) other members shall form the quorum for a BoM meeting.

#### 4.0 Powers and Functions:

Subject to such Statutes / Ordinances / Regulations as may be prescribed in this behalf, the Board of Management shall have the power to

- 4.1 Accept on behalf of the University endowments, bequests, donations and other transfer of property made to it.
- 4.2 Administer all funds placed at the disposal of the University for specific purposes.
- 4.3 Manage and regulate the finances, accounts, investments, properties and other assets of the University in an appropriate manner.
- 4.4 Appoint the teachers below the rank of Assistant Professors; and those above the rank of Assistant Professors on the recommendations of the Selection Committee constituted for the purpose,
 

*Provided*, that the Board of Management may invite any person of high academic distinction and professional attainments to accept the post of Professor in the University and appoint him to that post,

*Provided further* that if the Board of Management rejects the recommendations of a Selection Committee, the matter shall be referred to the Governing Body whose decision thereon shall be final:
- 4.5 Appoint teachers and/or employees of the University to various administrative posts, and define their duties and conditions of service under the relevant rules
- 4.6 Promote the use of ICT and learning sciences, foster creativity, originality, spirit of innovation, entrepreneurship, and skill-based approaches to teaching, learning and research.
- 4.7 Suspend, remove or dismiss teachers of the University as per the rules of the University.
- 4.8 Appoint, dismiss, remove or suspend any member of the non-teaching staff as per the rules of the University.
- 4.9 Fix the emoluments of the employees of the University and define their duties and the conditions of service.
- 4.10 Award fellowships, travel grants, scholarships, bursaries, studentships, medals and prizes in accordance with such rules as may be made in this behalf.
- 4.11 Appoint examiners in consultation with the Board of Studies and fix their fees.
- 4.12 Conduct University Examinations and approve and publish the results thereof.
- 4.13 Prescribe the fees to be charged for admission to the examinations, degrees, diplomas and oriental titles, if any, the University.
- 4.14 Charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges / institutions / centres of the University.
- 4.15 Manage and control all schools, canters, hostels, libraries, laboratories, museums, and similar facilities instituted and maintained by the University.
- 4.16 Establish, manage and control a Department of Publications, a University Press, an Employment Bureau, University Extension Boards, University Athletic Clubs and other similar associations.
- 4.17 Supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well-being.
- 4.18 Recommend to the Chancellor on the motion of the Vice-Chancellor conferment of honorary degrees and other academic distinctions on distinguished personalities in the manner prescribed.

- 4.19** Confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University College / Centre / Institution, passed the prescribed examination of the University or have carried on research under conditions prescribed unless exempted therefrom in the manner prescribed by the Regulations.
- 4.20** Promote schemes that benefit the health and welfare of the students and staff of the University.
- 4.21** Exercise powers of enquiry on person or persons, and inspection / enquiry regarding buildings, laboratories, libraries, museums, workshops and equipment and any institutions / centres maintained by the University and in respect of any matter connected with the University.
- 4.22** Review the performance of every unit of the University in the pursuit of quality and excellence periodically, fix quality benchmarks, and where necessary constitute a Sub-Committee of the BoM to review periodically the performance of the academic and administrative departments of the University.
- 4.23** Use discretionary authority in exceptional cases to extend beyond the prescribed tenure the term of office of an Officer for a further period in public interest and the smooth functioning of the University.
- 4.24** Redress, adjudicate upon any grievances of the employees and students of the University.
- 4.25** Delegate any of its powers to the Vice-Chancellor or to a committee from among its own members or to any employee of university.
- 4.26** Invite Senior Officers of State Audit and AG's Audit for advice on the financial status of the University for taking appropriate fiscal decisions.

**STATUTE NO. A4****PROCEDURE TO CONDUCT THE MEETINGS OF BOARD OF MANAGEMENT**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 22 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Procedure to conduct the meeting of the Board of Management of Annamacharya University,*

**1.0 Meetings of the Board of Management (BoM):**

- 1.1** The Board of Management (BoM) shall meet at least once every two months. The Board may also meet more often on matters of urgency and as the situation demands. These urgent meetings could be under video-conference mode as well and considered as official, provided that the minutes have been circulated to all the members.
- 1.2** A minimum of 15 days' notice shall be given to the members for a BoG meeting. The Vice-Chancellor may, however, summon a meeting at short notice in special circumstances and for valid reason.
- 1.3** Notwithstanding the provisions at (1.1) and (1.2) above, the Vice Chancellor shall convene a special meeting if at least fifty percent (50%) of the existing BoM members requisition a meeting specifying the agenda and its urgency by a written and signed request. The special meeting shall be held on a date and time appointed by the Vice-Chancellor, but not later than seven (7) days from the date of receipt of the requisition aforesaid.
- 1.4** The Vice-Chancellor is the ex-officio Chairperson of the BoM and shall preside over the BoM meetings. If the Vice-Chancellor is absent for a meeting for a valid reason, the members present at the meeting shall nominate one among themselves to preside over the meeting. The member so chosen shall not permit discussion on any item outside the circulated Agenda of that meeting.
- 1.5** All decisions taken in the meetings presided over by a member other than the Vice-Chancellor shall subsequently be reported to the Vice-Chancellor, and further action, including re-consideration, of any item shall be initiated on the specific directions of the Vice-Chancellor.

**2.0 The Agenda for the Meetings:**

- 2.1** All academic, administrative, and financial matters of the University that come under the purview of the BoM and are scheduled for discussion in the meeting shall be in the form of a written agenda. However, the Vice-Chancellor may, in case of urgency and without waiting for a formal meeting, circulate an Agenda item to the members for their consideration and approval. The same shall be reported in the immediate / next meeting of the BoM.
- 2.2** The Registrar of the University, who is the Member-Secretary of the BoM, shall prepare the Agenda for a meeting in consultation with, and with the approval of the Vice-Chancellor. The Registrar shall arrange to send the agenda to all the members at least three days (3) days in advance of the meeting date.
- 2.3** The Agenda items for a meeting shall be arranged and presented in two Parts – A & B
  - 2.3.1** Part-A deals with:
    - (i) Granting leave of absence to members who could not attend the previous meeting
    - (ii) Confirmation of minutes of the previous meeting
    - (iii) Action taken report on the resolutions of the previous meeting
  - 2.3.2** Part-B will include items for
    - (i) Reporting,
    - (ii) Ratification,
    - (iii) Consideration,

(iv) Any other matter with the permission of the chair.

- 2.3.3** 'Leave of Absence' for the previous meeting shall be granted to a member provided that he / she had intimated his / her inability to attend stating reason(s) therefor to the Vice-Chancellor, either in writing or by message or by phone, before the commencement of that meeting.
- 2.3.4** The Chairperson shall, before confirming the minutes of the previous meeting, place for discussion the opinion / comments received, if any, from the member(s) on any item in the minutes. Normally the minutes of the meeting are circulated soon after the meeting with a request to communicate objections, if any, to the minutes within a stipulated date.
- 2.3.5** The Chairperson shall inform the members about the action initiated / taken on the resolutions of the previous meeting. If no action was initiated / taken, the reason(s) shall be informed and recorded.
- 2.3.6** In Part-B, the agenda matters of each of the items (i - iv) shall be classified and grouped as (a) Academic, (b) Administrative, (c) Financial, (d) Examination, and (e) Others, and listed in that sequence.
- 2.3.7** The Reporting items in the Agenda shall include (a) approvals obtained on any Agenda item by circulation, (b) major events which occurred in the University since the last meeting, (c) Government Orders relating to the higher education and received by the University, (d) reports / regulations / guidelines received from the APSCHE and / or other state and national regulatory authorities, and (e) media reports, if any, that have appeared on the functioning of the University since the last meeting.
- 2.3.8** The Ratification items include the action(s) taken or approved by the Vice- Chancellor in matters of urgency and using powers vested in him / her by the Act / Statutes concerned.
- 2.3.9** An agenda item for consideration shall be in the form of a detailed 'Note' stating the factual data required for an anticipated resolution along with supporting information, wherever required, and stating clearly at the end of the note, 'Matter for Consideration'.
- 2.4** A member of the BoM may suggest an item for inclusion in the Agenda or may seek additional information on an existing agenda item. Such a request, in writing, should reach the Registrar at least seven (7) days in advance of the meeting date. The Registrar shall include such items in the Agenda, provided the Vice-Chancellor has approved it.
- 2.5** After receiving the agenda, a member may seek, at least one day before the meeting date, any additional information on an agenda item. The Registrar shall keep the information ready for the meeting, provided it is not confidential, and the Vice-Chancellor has approved the request of the member.
- 2.6** Ordinarily, no item outside the approved Agenda shall be considered at the BoM meeting. However, the Vice-Chancellor may place an item of confidential and / or urgent nature in the BoM meeting as 'Tabled Agenda' for discussion even if it is not part of the circulated agenda.

### **3.0 Quorum for meeting and Voting:**

- 3.1** The Chairperson, one member from the ex-officio category and four (4) other members (a total of 6) shall form the quorum for a meeting as defined in the Statute for BoM.
- 3.2** If there is no quorum for a meeting, the Vice-Chancellor or the member presiding shall adjourn the meeting. The adjourned meeting shall be convened with quorum and the same agenda on a date and time chosen by the Vice Chancellor.
- 3.3** 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 will exercise the casting vote as the Chairperson of the BoM.

- 3.4 If voting is conducted for resolving an Agenda item, it is obligatory that the stipulated quorum as at (3.1) above is present in the meeting at the time of voting,
- 3.5 If a member of the BoM 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.
- 3.6 The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge of or practical experience in a subject under consideration, to the BoM meeting for the purpose of consultation. Such a person may participate in the meeting when the particular Agenda item is discussed, but is not entitled to participate in the voting, if any.
- 3.7 The decision taken once on any item of the agenda shall not be re-opened in the same meeting without the permission of the Vice-Chancellor / Member presiding.

#### **4.0 Minutes of the BoM meeting:**

- 4.1 The Registrar shall draft the minutes of the meeting in consultation with the Vice-Chancellor or the member who presided over the meeting. The minutes of the 'Items for Consideration' shall be drafted by stating sequentially the (i) Agenda Item No., (ii) Matter for Consideration, and (iii) Resolution of the BoM on the Item. The minutes shall not include the discussions, opinions expressed by the members, and details of voting if any.
- 4.2 The Registrar shall, with the approval of the Vice-Chancellor or the member who presided over the meeting, send the minutes to all the members of BoM within ten (10) days from the date of the meeting for confirmation. If no reply is received from a member within three (3) days from the dispatch date, the minutes are deemed to have been confirmed by the member concerned. If a member suggests any modification to the minutes, the same will be submitted to the Vice Chancellor who will verify the veracity of the suggestion and initiate appropriate action. The decision of the Vice-Chancellor on the matter shall be in accordance with the spirit of the discussion on the agenda item and shall be final.
- 4.3 While approving the minutes of the meeting, the BoM members should ensure that the minutes (a) conform to only those items included in the agenda, as were discussed in the BoM meeting, (b) do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the University, and (c) do not contain decisions on items that were not within the purview of the BoM.
- 4.4 The minutes of the BoM meeting are confidential and privy to the BoM members till they are confirmed / approved.
- 4.5 The approved minutes of the BoM meetings, which are not confidential in nature, should be placed in the University website. The Vice-Chancellor is the competent authority to decide whether an item is confidential or not.
- 4.6 The Registrar shall collect the hard copies of the Agenda and the minutes of the BoM meetings held in a calendar year, get them bound, and preserve them in the archives of the University. It shall be the Registrar's responsibility to archive the Agenda and Minutes Books of the BoM in soft copy format also in a confidential encrypted format.

<b>STATUTE NO. A5</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 23 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution, Powers and Functions of the Academic Council of Annamacharya University,*

### **1.0 Constitution of the Academic Council:**

**1.1** There shall be an Academic Council for the University, which is constituted by the Governing Body. The members of the Council are:

**A. Ex-Officio Category** (Serving Officers of the University):

- (i) The Vice-Chancellor
- (ii) The Registrar
- (iii) All the Deans / Deans of Schools
- (iv) Officer(s) who is / are the Head(s) of the school(s)

**B. Nomination Category** (to be nominated by the Chancellor of the University):

- (i) Two (2) members of the Board of Management
- (ii) Two (2) Members of the Governing Body
- (iii) Two (2) former Vice-Chancellors of the University
- (iv) Three (3) Professors representing different Faculties / Schools in the University  
(to be chosen from a panel of 6 names recommended by the Vice-Chancellor)
- (v) Three (3) academicians, from outside the University one shall be nominated by the Government of Andhra Pradesh and two others to be nominated by the Chancellor of the University from a panel of four names recommended by the Vice Chancellor. (to be chosen from a panel of 6 names recommended by the Vice-Chancellor)
- (vi) Three (3) eminent persons, one shall be nominated by the Govt., of Andhra Pradesh and two others shall be nominated by the Chancellor.
- (vii) Six (6) meritorious students (3 male and 3 female) - 2 each from UG, PG, and PhD programs in the University.  
(to be chosen from a panel of 12 names recommended by the Vice-Chancellor)

**1.2** The Vice-Chancellor may, for the purpose of consultation, invite any HoD Chairman, BoS / Officer of the University or any subject expert with the desired experience in the subject under consideration, to attend the whole or part of an Academic Council meeting. Such person(s) come under 'Special Invitee' category, and may participate in the discussions and offer advice, but they are not eligible to vote.

**1.3** The Vice-Chancellor is the Chairman of the Academic Council, and the Registrar is the Member-Secretary.

### **2.0 Term of Office:**

**2.1** All the ex-officio members mentioned in Section 1.1(A) (i-iv) above are members of the Academic Council only during their tenure in office.

**2.2** The term of a nominated member is three (3) years from the date of appointment, and he / she is eligible for re-nomination for a second term of three (3) years. A member under this category is eligible to serve in the Academic Council for a maximum of six (6) years (two terms) only.



**2.3** If a member of the Academic Council retires / resigns before the end of his / her term, any new appointment made in that vacancy shall be for the remaining period of the term only.

### **3.0 Meetings and Quorum:**

**3.1** There shall be two (2) meetings of the Academic Council in an academic year, one of which is called the Annual Meeting. The Council may also meet at such other times as it may determine or the Vice-Chancellor may decide.

**3.2** The Academic Council will meet in the University campus on the date and time chosen by the Vice-Chancellor, and the meeting shall be conducted starting from the issue of notice, preparation of agenda, conduct of business, voting, recording the proceedings and resolutions, circulation of minutes etc., as per the procedure / regulations approved by the Governing Body of the University.

**3.3** The Vice-Chancellor shall preside over all the Academic Council meetings. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall preside. In the absence of both, the senior-most Professor among the Deans present at the meeting shall preside over the meeting, and he / she shall be the Chairperson for that meeting.

**3.4** The quorum for a meeting of the Academic Council is fifty percent (50%) each of the existing ex-officio and nominated members.

### **4.0 Powers and Functions:**

**4.1** The Academic Council shall have the powers to grant permission for instruction and training in such branches of learning as it deems fit. It shall exercise general supervision over the academic policies of the University and provide leadership for raising the standards and quality of education and research in the University.

**4.2** The Academic Council shall have the functions and power to:

- (a) Consider the recommendations of the respective Boards of Studies with regard to academic regulations and the syllabi of different courses.
- (b) Discuss the draft Annual Report / Financial Accounts / Annual Budget prepared by the authority concerned; and suggest improvements, if any, to the BoM / Governing Body.
- (c) Advise the Governing Body on all academic matters, including the control and management of the libraries.
- (d) Constitute the Faculties / Schools as may be prescribed.
- (e) Formulate, modify, or revise schemes for the constitution or reconstitution of departments of teaching.
- (f) Recommend to the Governing Body the creation, of posts of Professors, Associate Professors, Assistant Professors and other teaching posts, and their duties, conditions of service, emoluments, requirements of performance and quality thereof.
- (g) Make regulations for a consortium to encourage co-operation, reciprocity, and knowledge transfer among universities and colleges with a view to promoting active academic life.
- (h) Recommend to the Governing Body a periodic review of the functioning and performance of any / all of the academic units of the University for promoting accountability in their functioning.
- (i) Make regulations regarding the admission of students to the University.
- (j) Make regulations compatible with norms prescribed by the regulatory authorities on courses, examinations, and the conditions on which students shall be admitted to examinations for the degrees of the University.

- (k) Make regulations / recommendations regarding curricular innovations, skill development initiatives / internships and collaborations / twinning programmes to be aligned with courses of study.
- (l) Make suitable regulations for the implementation of UGC guidelines on all matters of university education, including research, like choice-based credit system, on-line teaching, learning and evaluation, defining learning outcomes / graduate attributes, collaboration with industry, incubation centres, patenting procedures, entrepreneurial cells, etc.
- (m) Decide the conditions under which exemptions relating to the admission of students to examinations may be given.
- (n) Delegate any of its powers to the Standing Committee of the Academic Council and / or to the Vice-Chancellor to execute any of its functions assigned by the Act / Statutes.

**STATUTE NO. A6****PROCEDURE FOR CONDUCTING ACADEMIC COUNCIL MEETINGS**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 23 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Procedure to conduct the meeting of the Academic Council of Annamacharya University,*

**1.0 Meetings of the Academic Council (AC):**

- 1.1 There shall be at least two meetings of the Academic Council in a year, one of which shall be called the Annual Meeting. The Academic Council may also meet more often and these meetings, if necessary, may be in the video conference mode.
- 1.2 The date, time and venue for the meeting of the Academic Council shall be fixed by the Vice-Chancellor.
- 1.3 The Registrar, who is the Member-Secretary of Academic Council shall, under the direction of the Vice-Chancellor, give not less than two weeks' notice to an ordinary meeting. If it is not possible to conduct the notified meeting for any valid reason, the Vice-Chancellor is competent to postpone the date fixed for an ordinary meeting by a period not more than fourteen days.
- 1.4 The Vice-Chancellor is the Chairperson of the Academic Council and shall preside over all its meetings. In the absence of the Vice-Chancellor, the senior-most Professor among the Deans of Faculty present in the meeting will preside over the meeting as the Chairperson.
- 1.5 The Dean so chosen to preside over the meeting shall not permit discussion on any item outside the circulated Agenda of that meeting, and all resolutions passed / immediately necessitated decisions taken, if any, shall subsequently be reported to the Vice-Chancellor. Further action, including re-consideration of a resolution of any item or annulment of a decision already implemented on substantial grounds to be justified, shall be initiated by the Registrar on the specific directions of the Vice Chancellor.

**2.0 The Agenda for the Meetings:**

- 2.1 All academic matters of the University that come under the purview of the AC and meant for discussion in the meeting shall be in the form of a written Agenda. Ordinarily, no item outside the approved Agenda shall be considered at the AC meeting. However, the Board of Management, or the Vice-Chancellor may bring any business, which in its or his / her opinion is urgent, before any ordinary meeting at shorter notice or as 'Tabled Agenda' without placing the same on the agenda paper.
- 2.2 Not less than seven (7) 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 the place of the meeting and the business to be brought before the meeting.
- 2.3 B At every meeting of the Academic Council, the following shall be the order of business or as decided by the Chairperson.
  - (i) Confirmation of the minutes of the previous meeting, if required.
  - (ii) Approval for decisions / resolutions of the Standing Committee of the Academic Council.
  - (iii) Business brought forward, if any, by the Board of Management
  - (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, if any, by the members of the Academic Council.
- 2.4 A member who wishes to include any business to the agenda shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of

meeting. The Registrar shall, under the direction of the Vice Chancellor, include the request in the agenda.

### **3.0 Motions without Notice:**

- 3.1** At any meeting, the Chairperson may, without any formal motion made, permit the correction of clerical or typographical mistakes in the reports or statements or other business placed before the meeting.
- 3.2** At any meeting of the Academic Council, motions of a complimentary character may without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.
- 3.3** At any meeting of the Academic Council, the following motion may be moved without previous notice:
- (i) for the appointment of a committee to consider and report on any matter before the Academic Council at the time
  - (ii) referring any matter before the Academic Council to the Board of Management or to any other University Authority for its views or recommendations and report
  - (iii) for the adjournment of the meeting or debate on any agenda item to a specified time
  - (iv) for the adjournment of the debate on any agenda item to the next meeting of the Academic Council
  - (v) that the meeting be dissolved
  - (vi) that the meeting do now pass on to the next business on the agenda paper
  - (vii) a resolution relating to business not included in the agenda but brought forward either by the Board of Management or by the Vice Chancellor.
- 3.4** Save as otherwise provided in the above clauses, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

### **4.0 Quorum for meeting and Voting:**

- 4.1** The quorum for any meeting (Ordinary or Urgent) of the Academic Council shall be fifty percent (50%) of members from each of the ex-officio and nominated categories as prescribed in the Statute concerned. In case of a fraction, the higher integer will count.
- 4.2** If the quorum is not present within thirty minutes from the notified time of the commencement of the meeting, the meeting shall be adjourned to a later hour in the day. The Registrar shall make a record of this fact, which will be endorsed by the Chairperson.
- 4.3** If the quorum requirement is not met half an hour after the adjourned time, the Registrar shall record the fact with the approval of the Vice-Chancellor and adjourn the meeting to a later date to be notified.
- 4.4** During the progress of the meeting, if a member raises any doubt about lack of quorum, the Chairperson shall within a reasonable time take a head count and if it is found that the requisite quorum is not there, he / she shall declare the meeting as dissolved. This act of dissolution shall be recorded by the Registrar and endorsed by the Chairperson.
- 4.5** If a meeting is adjourned for want of quorum, it shall be convened with quorum and the same agenda on a date and time chosen by the Vice-Chancellor. When a meeting is adjourned for fifteen days or more, not less than ten days' notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid, it shall not be necessary to give any advance notice of an adjourned meeting or of the business to be transacted at it, if the adjournment is for less than ten days.

- 4.6 Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.
- 4.7 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 will exercise the casting vote as the Chairperson of the AC.
- 4.8 If a member of the AC 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.
- 4.9 The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge of or practical experience in a subject under consideration, to the AC meeting for the purpose of opinion. Such an invitee may participate in the meeting when the particular Agenda item is discussed, but he / she is not entitled to participate in the voting.
- 4.10 The decision taken once on any item of the agenda shall not be re-opened in the same meeting without the permission of the Vice-Chancellor / Member presiding.

#### **5.0 Minutes of AC meeting:**

- 5.1 The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairperson of the meeting. The Registrar shall, under the direction of the Vice-Chancellor, send by post / email ordinarily within four weeks after a meeting, a printed copy of the minutes of that meeting, signed by the Chairperson, to each member of the Academic Council. The minutes shall not include the discussions, opinions expressed by the members, and details of voting if any.
- 5.2 If no exception is taken by any member who was present at the meeting to the correctness of the minutes within three days of the sending of the minutes, they shall be deemed as correct and approved.
- 5.3 If exception is taken within the time aforesaid, by means of a letter / email addressed to the Registrar definitely specifying the points which require correction in the minutes, the same shall be addressed to the Registrar who shall submit it to the Vice-Chancellor who will verify the veracity of the suggestion and initiate appropriate action. The decision of the Vice-Chancellor on the matter shall be in accordance with the spirit of the discussion on the agenda item and shall be final. The Registrar shall report it at the next meeting of the Academic Council for confirmation of the Vice-Chancellor's action.
- 5.4 While approving the minutes of the meeting, the AC members should ensure that the minutes (a) conform to only those items included in the agenda, as were discussed in the AC meeting, (b) do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the University, and (c) do not contain decisions on items that were not within the purview of the AC.
- 5.5 The minutes of the AC meeting are confidential and privy to the AC members till they are confirmed / approved.
- 5.6 The approved minutes of the AC meetings, which are not confidential in nature, should be placed in the University website. The Vice-Chancellor is the competent authority to decide whether an item is confidential or not.
- 5.7 The Registrar shall collect the hard copies of the Agenda and the minutes of the AC meetings held in a calendar year, get them bound, and preserve them in the archives of the University. It shall be the Registrar's responsibility to archive the Agenda and Minutes Books of the AC in soft copy format also in a confidential encrypted format.

**STATUTE NO. A7****CONSTITUTION AND FUNCTIONS OF THE STANDING COMMITTEE OF THE ACADEMIC COUNCIL**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 23 of A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution, Powers and Functions of the Standing Committee of the Academic Council of Annamacharya University,*

**1.0 Constitution of the Committee:**

- 1.1** There shall be a Standing Committee of the Academic Council (here-in-after called the 'Standing Committee') for the University.
- 1.2** The 'Standing Committee' will be constituted by the Vice-Chancellor under the authority delegated by the Academic Council, and shall consist of the following members of the Academic Council:
- (i) The Vice-Chancellor
  - (ii) The Registrar
  - (iii) All the Deans of Schools
  - (iv) One Principal / Officer(s) who is/are the Head(s) of the University College(s)
  - (v) Five (5) members of the Academic Council choosing one each from the categories of Governing Body, Board of Management, Professors of the University, Academicians, and Students.
- 1.3** The Vice-Chancellor is the Chairperson of the Standing Committee and will preside over its meetings. In the absence of the Vice-Chancellor, the senior-most Professor among the Deans will act as the Chairperson. The Registrar is the Member-Secretary of the Standing Committee.
- 1.4** The Vice-Chancellor may invite any member(s) of the Academic Council / person(s) to the Standing Committee meeting(s) as special invitee(s) whose expertise, in his / her opinion will add value to the deliberations and help arrive at a judicious decision on any subject under consideration at the Standing Committee.

**2.0 Term of Office:**

- 2.1** All the ex-officio members mentioned in Section 1.2 (i-iv) above are members of the Standing Committee only during their tenure in office.
- 2.2** The term of the members mentioned in Section 1.2 (v) above shall be three (3) years from the date of nomination as members of the Standing Committee or until they cease to be members of the Academic Council, whichever is earlier.

**3.0 Meetings and Quorum:**

- 3.1** The meetings of the Standing Committee shall be convened by the Vice-Chancellor as and when necessary for discussing matters that cannot wait for the next meeting of the Academic Council.
- 3.2** The agenda for each meeting shall be prepared by the Registrar and sent to the members at least three (3) days in advance of the meeting date.
- 3.3** In case of any exigency, the Vice-Chancellor may convene a meeting of the Standing Committee at short notice or obtain the opinion of the members on any subject matter by circulation.
- 3.4** The quorum for a meeting of the Standing Committee is fifty per cent (50%) of the total members of the Committee as detailed in Section 1.2 above. If the quorum for a meeting is lacking, the Chairperson shall adjourn the meeting.

**3.5** In the event of a division of opinion among the members on an 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. Special invitees are not eligible to vote.

#### **4.0 Minutes of the Meeting:**

**4.1** The proceedings of the Standing Committee shall be governed by the same rules of debate as those of the Academic Council.

**4.2** The Registrar, who is the Member-Secretary of the Standing Committee, 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) 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 submitted along with the minutes to the Vice-Chancellor for his / her approval.

#### **5.0 Functions of the Standing Committee:**

**5.1** The Standing Committee is the competent body to offer its opinion and give its recommendation on any subject under the jurisdiction of the Academic Council and referred to it by the Vice-Chancellor or the Governing Body.

**5.2** The resolutions of the Standing Committee are statutory, and the Vice-Chancellor may initiate action / implement the resolutions, pending approval by the Academic Council and / or the Governing Body.

**5.3** The Vice-Chancellor shall report the proceedings of the Standing Committee meetings, together with the action taken on the resolutions, to the Academic Council and / or Governing Body at the earliest opportunity.

**5.4** The Standing Committee shall help the Vice-Chancellor in preparing the Agenda for the Academic Council meetings and prepare notes on any subject included in the Agenda of the Academic Council or any of its Committee meetings.

**5.5** The Standing Committee shall prepare a comprehensive Annual Report of the University covering the improvements made in Academic, Administrative, Financial, Infrastructure, Student Progression and Governance aspects, during the academic year, for the information and approval of the Academic Council / BoM / Governing Body.

**STATUTE NO. A8****CONSTITUTION AND FUNCTIONS OF THE FINANCE COMMITTEE**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 20 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Finance Committee of Annamacharya University,*

**1.0 The Finance Committee, Composition and Tenure:**

- 1.1** There shall be a Finance Committee for the University, which is constituted by the Governing Body as a Sub-Committee of the GB.
- 1.2** The members of the Finance Committee are:
- (i) The Vice-Chancellor (ex-officio)
  - (ii) Secretary to the Government of AP, Department of Higher Education, in his / her capacity as an ex-officio member of the GB, (or) his/her nominee who is an officer not below the rank of Joint Secretary in the Department of Higher Education. (*ex-officio*)
  - (iii) A representative of the sponsoring body who is a member of the GB.
  - (iv) Two (2) other GB members, of whom at least one is familiar with Finance Management / Banking /Accounting operations.
- 1.3** The Vice-Chancellor is the Chairperson of the Finance Committee. The Chief Finance and Accounts Officer / Finance Officer / Any other designated Officer, henceforth referred to as CF & AC in this Statute, is the Secretary.
- 1.4** The ex-officio members mentioned in Section 1.2 (i, ii) above are members of the Finance Committee only during their tenure in office.
- 1.5** The non-ex-officio members mentioned in Section 1.2 (iii, iv) will be nominated by the Chancellor of the University, and their term is three (3) years from the date of nomination, or till they continue to be members of the Governing Body, whichever is earlier. A member under this category is eligible for a second term of three (3) years provided that he / she continues to be a member of the Governing Body for another term of office. Members of this category are eligible to serve on the Finance Committee for a maximum of six (6) years (two terms) only.
- 1.6** If a member of the Finance Committee retires / resigns before the end of his / her term, any new appointment made against that vacancy shall be for the remaining period of the term only.

**2.0 Conduct of the meetings:**

- 2.1** The Finance Committee shall meet at least once in three (3) months, preferably in conjunction with the meeting of the Governing Body. The Committee may also meet more often, if required, to examine the finances and accounts and to scrutinize the proposals for expenditure received from the various constituents of the University.
- 2.2** The CF & AC shall, with the approval of the Vice-Chancellor, issue notice at least seven (7) days in advance for the meeting, and circulate the agenda to the members of the Finance Committee at least three (3) days in advance of the meeting date.
- 2.3** The quorum for the meeting shall be three (3) members including the Chairperson.
- 2.4** The CF & AC may participate in the deliberations of the meeting, but he / she is not entitled to vote.
- 2.5** The CF & AC 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 of the University.



**2.6** The confirmed minutes of a Finance Committee meeting along with the recommendations, if any, shall be submitted to the Governing Body at its next immediate meeting for consideration.

### **3.0 Duties & Functions:**

The Finance Committee shall perform the following duties and functions, in addition to and including those specified in the Act, and make suitable recommendations to the Governing Body of the University:

- 3.1** Evolve and adopt appropriate standard methods, procedures, forms and registers for the maintenance of the University accounts and maintain a record of receipts and expenditures under approved heads following standards of financial propriety.
- 3.2** Prepare the annual budget estimates for the University.
- 3.3** Fix the limits for recurring and non-recurring expenditure for the academic year.
- 3.4** Monitor the annual accounts of the University and inform the status with suitable advice to the authorities concerned.
- 3.5** Review the status of university finances periodically and make suitable recommendations.
- 3.6** Scrutinize all proposals for purchase of items in the University offices and departments involving expenditure that exceeds the limits prescribed by the Governing Body / Board of Management and make suitable recommendations.
- 3.7** Consider proposals involving expenditure for which no provision has been made in the budget, or which involve expenditure in excess of the amount provided for in the budget and make suitable recommendation to the authority concerned.
- 3.8** Define the procedures for administering the properties and funds placed at the disposal of the University for specific purposes.
- 3.9** Study the Audit Reports and the statement of action taken or proposed to be taken on the audit remarks prepared by the CF & AC and offer suitable advice.
- 3.10** Advise the adoption of and adherence to an approved Financial Management system in all matters relating to fund management, purchase, procurement and construction and evolve a credible procedure for delegation of authority.
- 3.11** Exercise such other powers assigned to it by the Governing Body on the financial matters of the University.

**STATUTE NO. A9****CONSTITUTION AND FUNCTIONS OF THE SCHOOLS IN THE UNIVERSITY**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 20 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the schools of Annamacharya University,*

**1.0 The faculty:**

- 1.1 The University shall have such school as are constituted by the Board of Management from time to time.
- 1.2 Each school shall consist of 'teaching departments' as specified by the Board of Management.
- 1.3 Each school shall be headed by a Dean who is appointed by the Board of Management. He / She is the Chairperson of the Faculty.
- 1.4 The members of a school shall be
  - (i) The Chairpersons of all the Boards of Studies of the Departments of Teaching that come under that Faculty (ex-officio members).
  - (ii) One senior teacher from each of the departments under the Faculty concerned, nominated by the respective Boards of Studies.
  - (iii) Two (2) external expert members nominated by the Vice-Chancellor to each faculty.
- 1.5 The term of an ex-officio member of the school in the category of 1.4 (i) is his / her duration as the Chairperson of the BoS. For the members under category 1.4 (ii) , the term is two (2) years from the date of nomination to the Faculty or till the date of his / her superannuation, whichever is earlier. For category 1.4 (iii), the term is two (2) years.
- 1.6 The quorum for a Faculty meeting shall be fifty per cent (50%) of the total members of the Faculty as per 1.4.
- 1.7 The Faculty shall meet at least twice in a year at such intervals, place, and time as decided by the Dean.

**2.0 Powers and Functions:**

Each school shall have the following powers and functions:

- 2.1 To specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects included in Faculty.
- 2.2 To forward the resolutions of the Departmental Committees / Boards of Studies of the departments under the Faculty concerned, to the Academic Council along with its opinion / recommendations.
- 2.3 To recommend to the Academic Council, the admission criteria, course structure, examination pattern, and regulations for the award of Degrees, Diplomas and other Distinctions for the existing and / or new courses offered in all those departments under the Faculty.
- 2.4 To recommend the introduction of the 'School System' in a given Faculty. Each School shall consist of a group of Departments of Teaching that are inter related, as decided by the Faculty.
- 2.5 To deal with any other matter relating to the Faculty concerned, and referred to it by the Vice-Chancellor / Board of Management / Academic Council.

<b>STATUTE NO. A10</b>	<b>CONSTITUTION AND FUNCTIONS OF THE PLANNING &amp; MONITORING BOARD</b>
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*In exercise of the powers conferred under Sub-Section (1) (a) of Section 27 read with Section 20 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Planning & Monitoring Board (PMB) of Annamacharya University,*

### **1.0 The Planning & Monitoring Board:**

- 1.1** There shall be a Planning and Monitoring Board (PMB) for the University, constituted by the Governing Body.
- 1.2** The PMB is an advisory body to the Academic Council / Board of Management / Governing Body on all matters relating to the academic planning and development in the University. The PMB is also responsible to devise short- and long-term plans for achieving excellence in teaching and research and monitors periodically the progress made in academic and administrative matters.
- 1.3** The members of the PMB shall be:
- (i) Vice-Chancellor (*ex-officio*)
  - (ii) A member of the Governing Body under Category-B  
(*to be nominated by the Chancellor of the University*)
  - (iii) A member of the Board of Management under Category-B  
(*to be nominated by the Vice-Chancellor of the University*)
  - (iv) All the Academic Deans of the University (*ex-officio*)
  - (v) (1) one Principal / Officer who is the Head of the University College(s) (*ex-officio*)  
(*to be nominated by the Chancellor of the University on the recommendation of the Vice-Chancellor*)
  - (vi) Two external experts in higher education matters, preferably from Universities accredited by NAAC with 'A' Grade and above.
  - (vii) One R & D Executive from the Industry and One Director (serving or retired) from a National Institute / Research Laboratory
- 1.4** The Vice-Chancellor is the Chairperson of the PMB, and Principal / Officer who is the Head of the University College(s) is the Member-Convener.
- 1.5** The *ex-officio* members mentioned in Section 1.3 (i, iii, iv) above are members of the PMB only during their tenure in office, whereas the term for other members is three (3) years from the date of nomination or till they continue to be members of the Governing Body / Board of Management, whichever is earlier.
- 1.6** If a member of the PMB retires / resigns before the end of his / her term, any new appointment made against that vacancy shall be for the remaining period of the term only.

### **2.0 The Meetings:**

- 2.1** The PMB shall meet at least once in every six months, and more often as required and determined by the Vice-Chancellor.
- 2.2** The Member-Convener shall circulate a notice, together with the agenda, for every meeting of the PMB at least two weeks in advance of the meeting date. The Vice Chancellor may convene a meeting to consider matters which in his / her opinion are urgent, giving notice shorter than two weeks. The Chairperson may at his/her discretion include any item in the agenda for which due notice could not be given.

- 2.3 The Vice-Chancellor shall preside over the meetings. In his / her absence, the senior most Professor among the Academic Deans will preside over the meeting.
- 2.4 The quorum for the meeting of the PMB shall be five (5) members including the Chairperson.
- 2.5 The proceedings of a PMB meeting shall be recorded by the Convener and submitted to the Chairperson for his / her approval. The approved minutes shall be communicated to all the members within ten days from the date of the meeting. Members who were present at the meeting may raise, within one week from the date of circulation, any objection or propose an amendment. If the objection or the amendment is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.
- 2.6 The Vice-Chancellor shall, as soon as possible, submit the minutes of the meeting to the PMB and the approved recommendations there on shall be implemented by the concerned authority of the university.

### **3.0 Duties and Functions:**

The PMB shall exercise and perform the following functions:

- 3.1 Prepare an academic road-map for the University and help prepare a five-year Perspective Plan for it and oversee its implementation.
- 3.2 Formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like the UGC, AICTE, NCTE, etc. for improving academic and administrative standards in the University.
- 3.3 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.
- 3.4 Identify the targets that would help improve the quality of teaching-learning, research, consultancy, collaboration with industry, twinning programmes, extension and community engagement, student progression, women empowerment, and social equity, innovation and incubation programmes in the University and develop suitable performance parameters for measuring quality and progress.
- 3.5 Suggest reforms in teaching-learning process in tune with the emerging education technologies and integrate e-learning with conventional methods of teaching.
- 3.6 Suggest examination reforms for comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process.
- 3.7 Identify bridge courses, inter-disciplinary and add-on diploma courses for introduction in under-graduate and post-graduate programmes.
- 3.8 Identify thrust areas of research in all faculties and facilitate conduct of high-quality and advanced research in the University departments.
- 3.9 Suggest University-Industry / global networking programmes that enhance the quality of education imparted and the employability of the graduates produced.
- 3.10 Monitor periodically the academic performance of the University statutory authorities like the Directorate of Academic Audit, Examination Branch, etc.
- 3.11 Suggest suitable content digitization modules, skill development and entrepreneurial ability promotion programmes to blend with the course modules, and such measures as would enhance quality pursuits of the faculty and students.
- 3.12 Recommend and monitor suitable professional and leadership development measures and monitoring programs for the non-teaching staff.

**3.13** Perform any other function that aims at improving the academic standards and student progression in the University, as decided and referred to the PMB from time to time by the Vice-Chancellor and / or Academic Council / Board of Management / Governing Body.

<b>STATUTE NO. A11</b>	<b>CONSTITUTION, POWERS AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE</b>
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*In exercise of the powers conferred under Sub-Section (1) (a) of Section 27 read with Section 20 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Research Advisory Committee (RAC) of Annamacharya University,*

### **1.0 The Research Advisory Committee (RAC):**

- 1.1** There shall be a Research Advisory Committee (RAC) constituted by the Governing Body to devise policies that promote and propagate high quality research in the University.
- 1.2** The Research Advisory Committee shall consist of the following members who are nominated by the Chancellor of the University:
- (i) The Vice-Chancellor
  - (ii) All the Deans of the Faculties / Schools in the University (*ex-officio*)
  - (iii) Four (4) experts from outside the University representing Science, Engineering & Technology, Commerce & Management, and Humanities.  
*(to be chosen from a panel of names recommended by the Vice Chancellor)*
  - (iv) Two Heads of teaching departments who are engaged in notable and contemporary research (*ex-officio*).  
*(to be chosen from a panel of names recommended by the Vice Chancellor)*
- 1.3** The Vice-Chancellor shall recommend as expert members only those academicians / scientists from highly accredited Universities / National Research Organizations who possess proven competence in high quality research in core and applied aspects of the areas mentioned at 1.2 (iii) above. The Vice-Chancellor may also invite any other expert as a Special Invitee to a meeting of RAC for seeking advice / help for the advancement of R & D activity in the University.
- 1.4** The Vice-Chancellor is the Chairperson of the Committee and one of the Heads of the teaching departments mentioned in 1.2 (iv) will be the Member-Convener of the RAC.
- 1.5** The term of office of the members of the RAC is three years. No *ex-officio* member shall hold membership when he ceases to hold appointment / position by which he has been made a member of the RAC.
- 1.6** If a nominated member ceases to be a member of the RAC for any reason before the expiry of his / her term, that vacancy shall be filled for the residual period of the term only.

### **2.0 Meetings of RAC:**

- 2.1** The RAC shall meet at least once in six months, or as often as it is deemed necessary by the Vice-Chancellor.
- 2.2** The Vice-Chancellor shall preside over the RAC meeting. In his absence, the senior-most Professor among the Deans shall preside.
- 2.3** The Convener, at the behest of the Vice-Chancellor, shall convene the RAC meeting by issuing a notice at least 2 weeks in advance. However, a meeting may also be convened at short notice in special circumstances.
- 2.4** The Convener shall draft the minutes of the meeting, obtain the approval of the Chairperson for the draft, and circulate it to all the RAC members within one week from the date of the meeting.
- 2.5** The Vice-Chancellor will submit the approved minutes of the RAC to the Board of Management / Governing Body at its next immediate meeting for information and further necessary action.

### **3.0 Duties and Functions of the RAC:**

The RAC is a recommendatory body in respect of policies relating to the promotion, monitoring and coordination of all the doctoral and postdoctoral research activity in the University. The RAC shall have the power to formulate and recommend the following:

- 3.1** Suggest measures to enhance the quality of research in the University. For this purpose, it may call for such reports and information as may be necessary from all the departments concerned; and recommends the training of the faculty and researchers in advanced areas of research in the country and abroad.
- 3.2** Facilitate the University's formulation of its research policy and perspective, direct its focus on research areas of current regional, national and global interest to lead the faculty seek funding for research from agencies of the State / Central Governments and the industry.
- 3.3** Nurture Research and Innovation Ecosystem in the University with the objective of translating the deliverables to society and to the economy. Towards this end initiate MoUs with Industries for funding and mentoring startups and for incubating ideas to turn into innovations.
- 3.4** Focus on collaborations and R & D activity in areas of skill development, entrepreneurship, and employability of the graduates of the University.
- 3.5** Develop admission criteria for research degrees programs like M Phil and PhD, their course structure and evaluation methods, in accordance with the guidelines / regulations issued by the regulatory agencies like UGC, AICTE, etc., from time to time.
- 3.6** Assess the strengths of each department in research; formulate the procedure for offering consultancy / testing services to industries, companies and other institutions and the details of sharing the income between the University, department, and the investigator.
- 3.7** Set goals and identify deliverables and encourage the faculty to apply for major research projects and monitor the progress of the research projects in progress in the departments.
- 3.8** Identify areas for inter-disciplinary and collaborative research with other departments / research institutions in the country and abroad.
- 3.9** Promote research publications by the faculty, and encourage publication in research journal with high impact factor.
- 3.10** Subject research publications to approved plagiarism check and submit a report with its recommendation to the Board of Management on any case of plagiarism reported in the University.
- 3.11** Assist the Planning and Monitoring Board in the preparation and implementation of a Perspective Plan for the University;
- 3.12** Lend its expertise on such other issues relating to research as may be referred to it by the Vice-Chancellor / Board of Management / Governing Body of the university.

<b>STATUTE NO. A12</b>	<b>CONSTITUTION AND FUNCTIONS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), &amp; APPOINTMENT, DUTIES AND POWERS OF DIRECTOR, IQAC</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Internal Quality Assurance Cell (IQAC) & Appointment, Duties and Powers of the Director, IQAC, Annamacharya University,*

### **1.0 The Internal Quality Assurance Cell (IQAC):**

**1.1** The Governing Body shall constitute an Internal Quality Assurance Cell (IQAC) for the University to (a) develop a continuous quality sustenance, enhancement, and monitoring processes and system for catalytic, programmed action to improve the academic and administrative performance of the University, and (b) channelize and systematize measures for the internalization of quality culture and institutionalization of best practices and benchmarking of identified best practices. Marginal changes made

### **2.0 Composition of the IQAC:**

**2.1** The members of IQAC are:

- (i) The Vice-Chancellor (*ex-officio*)
- (ii) Eight (8) senior teachers of the University
- (iii) One (1) senior administrative official of the University
- (iv) Three (3) external experts from Management/Industry/Local Community
- (v) Director of IQAC (*ex-officio*)

**2.2** The members at 2.1 (ii), (iii) and (iv) above shall be nominated by the Vice Chancellor.

**2.3** The Vice-Chancellor shall be the Chairperson of the IQAC, and he / she will be assisted by a Director who shall be a senior Professor of the University.

**2.4** The term of the nominated members shall be two (2) years, and is extendable by another term.

**2.5** A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor for reasons to be recorded. 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.

### **3.0 Director, IQAC:**

**3.1** The Director of IQAC shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor from among the senior Professors of the University.

**3.2** The term of appointment for the Director shall be initially for a period of one year. It is extendable every year subject to a maximum of three years.

**3.3** The Director is the chief coordinator of all IQAC matters in the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise such powers and duties required for achieving the objectives of the IQAC.

**3.4** 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 a teacher member designated by the Vice-Chancellor for the purpose until permanent arrangements are made.

**3.5** In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowance as may be prescribed by the Board of Management / recommended by the UGC.



**4.0 Meetings:**

- 4.1 The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be two-third of the total members.
- 4.2 The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

**5.0 Functions of the IQAC:**

The IQAC shall

- 5.1 Encourage self-evaluation, accountability, autonomy and innovations in the institution and develop and apply quality parameters for the various academic and administrative activities of the University.
- 5.2 Institutionalize the culture of the development of learner outcomes based curricular structures in every Department with appropriate skill development components that meet the NSQF requirements and Add-on components as value additions.
- 5.3 Monitor the quality of initiatives like ICT based of teaching and learning / online curricular transactions and optimize the use of the digital interface in academic, administrative and financial functioning.
- 5.4 Keep track of all the R&D activities in research promotion, skill development, entrepreneurship development, collaborations, co-creation of programmes, internships, placements, innovation hubs, and start-ups mentored.
- 5.5 Disseminate information on the various quality parameters of higher education and develop quality culture in the institution and undertake quality-related research studies, consultancy, and training programs for the promotion of quality circles.
- 5.6 Document the various programs / activities of the University, leading to quality improvement.
- 5.7 Arrange feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- 5.8 Institutionalize best practices defining them in terms of the Approach Deployment-Results-Improvement (ADRI) cycle in every sphere of University activity by adhering to quality benchmarking criteria stipulated by the National and International Audit and Accreditation processes
- 5.9 Develop and maintain Institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
- 5.10 Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
- 5.11 Develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR.

<b>STATUTE NO. A13</b>	<b>THE BOARD OF STUDIES FOR DEPARTMENTS OF TEACHING</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Boards of Studies for Teaching Departments Annamacharya University,*

### **1.0 Board of Studies:**

- 1.1** There shall be a Board of Studies (BoS) for each subject or group of allied subjects in the University to (a) prescribe curricular structures and content for all the programs, including research degrees, offered in the department(s) concerned; (b) review and update the curriculum to meet contemporary challenges in the subject; (c) set academic standards and quality matrices for the teaching department concerned, and (d) formulate relevant academic Regulations and recommend them to the Academic Council / Board of Management.
- 1.2** The BoS shall be created by the Board of Management, and is common for all the undergraduate, postgraduate and research degree programs offered by a department concerned.
- 1.3** The Vice-Chancellor shall appoint any permanent teacher holding the rank of a Professor / Associate Professor in the department or an allied department as the Chairperson of BoS. Where no permanent teacher of the rank at least of an Associate Professor with sufficient seniority in the department / an allied discipline is available, the Vice-Chancellor may temporarily appoint a Professor from another University as the Chairman of the BoS.

### **2.0 Constitution of the BoS:**

- 2.1** The constitution of BoS in a subject is as follows:
  - (i) Chairperson / Head of the Department / Dean of the school
  - (ii) Three (3) subject experts from outside the University representing Academia, Industry and National Research Laboratories
  - (iii) Four (4) permanent teachers of the department(s)
- 2.2** The members of the BoS shall be appointed by the Vice-Chancellor in consultation with the Dean of the Faculty / School concerned and the Chairperson of the BoS, providing due representation for specializations in the subject, cadre and gender. Where the number of teachers in the department is less than four (4), all the teachers will be members of the BoS.
- 2.3** The term of the Chairperson and other BoS members shall be three (3) years from the date of their nomination, except for the student representative whose term ends with the formal completion of his / her course of study from which he / she was chosen for the membership of the BoS. A teacher will cease to be a BoS member on superannuation unless and otherwise permitted by the Vice Chancellor to complete his / her term.
- 2.4** Any person appointed in a vacancy occurring before the expiry of the original term of three years shall be a member of the Board, subject to other provisions, only for the residuary period for which the person whose place he / she has filled would have been a member.

### **3.0 Meetings of the BoS:**

- 3.1** The meeting of the BoS shall be convened ordinarily once in an academic year by the Registrar of the University. The date, time and venue for the meeting shall be fixed by the Registrar in consultation with the Chairperson of the BoS concerned, and with the approval of the Vice-Chancellor.

- 3.2 The Registrar, under the direction of the Vice-Chancellor, shall issue notice to the members of the BoS, prepare the agenda notes in consultation with the Chairpersons concerned, and circulate the same to the members at least fifteen (15) days in advance.
- 3.3 The quorum for a BoS meeting shall be fifty per cent of the members that constitute the BoS.
- 3.4 The Chairperson shall preside over the BoS meeting. If, for any valid reason, the Chairperson is not able to attend the meeting, the Head of the Department will preside over the meeting.
- 3.5 The person presiding over the meeting shall record the minutes of the BoS meeting, and send them to the Registrar within seven (7) days from the meeting date for circulation to BoS members.
- 3.6 Any member of the BoS who was present at the meeting may, within ten (10) days of the issue of the minutes, communicate to the Registrar in writing any correction(s) to the minutes. The Registrar shall forward the same to the Chairperson for remarks. If the Chairperson is convinced that the objection raised is genuine, he / she may correct the minutes accordingly. Otherwise, it shall be placed at the next meeting of the Standing Committee of Academic Council for information and decision.
- 3.7 The Chairperson may, in any exigency, obtain the opinion of the BoS members by circulation on any matter relating to the subject concerned.
- 3.8 The Registrar shall submit the approved minutes of the BoS to the next immediate meeting of the Standing Committee of Academic Council / Academic Council for consideration and approval.

#### **4.0 Functions of BoS:**

The BoS shall

- 4.1 Review and revise the syllabi of the programs being offered by the department concerned, ordinarily once in every two / three (2/3) years, and include the latest advancements in the subject(s) concerned.
- 4.2 Frame guidelines for the development of learning outcomes and graduate attributes based curricular structures, blended and on-line modules, add-on courses, teaching, research, community engagement, skill development components, exit options, collaborations, and quality of the courses / programs offered.
- 4.3 Prescribe academic performance indicators relating to academic standards and, assessment modes for the courses offered by the teaching department in line with requirements as prescribed by professional accrediting agencies.
- 4.4 Consider and implement the suggestions / guidelines issued by the University Grants Commission and any other Regulatory Authority from time to time on the modernization of the syllabi.
- 4.5 Review the progress of the existing programs in the department, identify the deficiencies, if any, and recommend to the authorities of the University concerned such remedial measures as may be found necessary for improving the quality and standard of the programs.
- 4.6 Recommend to the Academic Council, through the Dean of the Faculty concerned, the starting of any new program in the subject concerned, its structure, admission criteria, and scheme of Examinations, etc.
- 4.7 Review the question papers set in the previous year examination(s), the reports of the evaluators on students' performance, and suggest remedial measures, if necessary, for improving the quality of the question papers and the students' performance.

- 4.8** Recommend to the Board of Management every year a panel of paper setters and examiners (both internal and external) in all the papers including practical and viva-voce examinations of the subject(s) concerned, and adjudicators for M Phil / PhD theses.
- 4.9** Recommend to the Board of Management a panel of thirty (30) subject experts, chosen from highly accredited universities / research institutions, as and when required, for nomination to the Selection Committees meant for appointment of teachers in the subject concerned.
- 4.10** Consider and offer its opinion / recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor / Board of Management / Academic Council / The Faculty concerned.

<b>STATUTE NO. A14</b>	<b>ESTABLISHMENT OF TEACHING AND RESEARCH DEPARTMENTS</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of the Establishment of Teaching and Research Departments in Annamacharya University,*

### **1. Constitution and Functions**

- 1.0** There shall be 'Teaching and Research Departments', henceforth referred as 'Departments', in the University for the purpose of imparting knowledge and training to the students, and for conducting research in chosen subject(s).
- 2.0** The Governing Body is the competent authority to constitute a Department in the University, on the recommendation of the Academic Council / Board of Management.
- 3.0** A Department may be exclusive to one subject or for a group of allied subjects, and may offer programs leading to undergraduate / postgraduate / research degrees besides certificate and diploma programs.
- 4.0** A Department is part of a Faculty / School such as Arts, Humanities, Commerce, Management, Computer Science, Informatics, Engineering, Technology, Education, Law, Pharmaceutical Sciences Social Sciences, Science, etc., and / or such other Faculties / Schools as may be decided / created by the Academic Council; and shall operate within the academic domain of the Faculty / School concerned.
- 5.0** In case the College system exists in the University, the Department shall be a unit of the College and works under the purview of the College as per the guidelines / administrative decisions of the University.
- 6.0** A Department shall be headed by a teacher in the subject concerned appointed through a regular Selection Committee, and holding the post not below the rank of Associate Professor. In the absence of a teacher with these qualifications in the department, a teacher from an allied subject who meets the above criteria may be appointed as Head (in-charge).
- 7.0** If at any time the Vice-Chancellor opines that a department should be headed by a senior teacher / expert for its imminent growth, he / she may, notwithstanding Clause 6 above, appoint a Professor or a proven expert of equivalent cadre and above, either in service or retired, from outside the University for a specified period, provided that such appointment does not violate the age limit and other norms, if any, prescribed by the University / regulatory authority concerned.
- 8.0** There shall be a Departmental Committee (DC) in each of the Teaching Departments, which is a consultative and recommendatory body on administrative matters of the department. The HoD / HoD (In-charge) is the Chairperson of the DC.
  - 8.1** The DC would assist and advise the HoD in all the administrative and developmental activities of the department such as,
    - (i) departmental budget preparation
    - (ii) strengthening the existing programs / courses
    - (iii) starting of new programs / courses
    - (iv) workload details
    - (v) student attendance
    - (vi) class work & course completion
    - (vii) internal tests / mid-semester exams and result consolidation

- (viii) faculty requirement
- (ix) student progression
- (x) conduct of seminars / conferences / workshops. etc.
- (xi) applying for / monitoring the progress of projects like SAP / COSSIP / CAS, etc.
- (xii) upgrading of the website
- (xiii) modernizing the infrastructure and laboratories
- (xiv) endowments from philanthropists and alumni
- (xv) involving the alumni association in the department activities
- (xvi) collaborations with universities / institutions / industry
- (xvii) accreditation process
- (xviii) maintenance of data base
- (xix) healthy practices
- (xx) any other activity suggested by the HoD / HoD (i/c)

**8.2** The constitution of the DC shall be as under:

- (i) Head of the Department/ HoD (i/c) ... Chairperson
- (ii) Chairperson, BoS
- (iii) All permanent faculty of the department
- (iv) Two (2) student representatives, of whom one should be a girl.  
(to be recommended by the HoD on the basis of academic merit)

**8.3** The HoD and the Chairperson, BoS, are ex-officio members of the DC, and the term of the other members shall be so long as they are permanent teachers / regular students of the department.

**8.4** The HoD / Head (i/c) shall convene the meeting of the DC at least once in three (3) months, or more often as necessary, on the date and time fixed by him / her and with the agenda notified to the members by email at least three (3) days in advance. The HoD / HoD (i/c) shall preside over the meeting of the Departmental Committee.

**8.5** The HoD / HoD (i/c) and fifty percent (50%) of the remaining members shall constitute the quorum for a meeting. Any fraction will be adjusted to the next higher integer.

**8.6** The HoD / HoD (i/c) shall record the minutes of the DC meeting, obtain the signatures of all the members present, and send them to the Registrar within seven (7) days from the meeting date. The HoD / HoD (i/c) may, at his / her discretion, choose to notify the minutes of the meeting, in part or full, on the website of the Department.

**9.0** A Department shall have the required number of teachers, supporting staff and the other infrastructure keeping in view the number of programs / specializations offered, number of students in each program / specialization, thrust areas of research, and the guidelines issued, if any, in this regard by the University / Government / UGC / Regulatory Authorities.

**10.0** Whenever a new department is created, the name of the department and the program(s) to be offered in it, and the Faculty / School to which the department should belong, shall be in accordance with the guidelines issued on the nomenclature of degree programs issued by the UGC / Regulatory Authority. The Academic Council is the competent authority to verify and approve these before the matter is submitted for consideration to the Board of Management / Governing Body.

- 11.0** The Governing Body may, subject to the conditions of this Statute, declare the constitution of a new department by issuing an Ordinance.
- 12.0** The Governing Body is the competent authority to merge two or more departments and / or abolish an existing department on the recommendation of the Academic Council and the Board of Management, provided that necessary and sufficient laws have been made to safeguard the interests of the students admitted to the programs offered by the department, and to honour all the contractual obligations on the part of the University towards the teachers appointed in the department.

<b>STATUTE NO. A15</b>	<b>AUTHORITIES OF THE UNIVERSITY</b>
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*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Procedure to conduct the meeting of the Academic Council of Annamacharya University,*

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.

1. Standing Committee of the Academic Council
2. Finance Committee
3. Faculty
4. Planning and Monitoring Board
5. Research Advisory Committee
6. Internal Quality Assessment Cell
7. Board of Studies
8. Teaching and Research Departments



**STATUTE NO. 01****APPOINTMENT, POWERS AND FUNCTIONS OF THE CHANCELLOR**

*In exercise of the powers conferred under Sub-Section (4) (c) and Sub-Section 5 of Section 15 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Appointment, Powers and Functions of the Chancellor of Annamacharya University.*

**1.0 Appointment**

- (a) The Chancellor shall be a citizen of India and/or a Person of Indian Origin (PIO).
- (b) The Chancellor shall be an eminent academician with outstanding contribution to knowledge in the fields of Sciences / Humanities / Social Sciences / Engineering / Technology / Medicine / Education and similar disciplines, and/or a person of eminence with outstanding contribution to societal and national development.
- (c) The Chancellor shall be appointed initially for a term of 3 years, provided that the person so appointed does not exceed 70 years of age as on the date of his / her appointment. He / She is eligible for re-appointment for another term of 3 years, provided that the Chancellor shall cease to hold office on completing the term or 75 years of age, whichever is earlier.
- (d) When the Chancellor is unable to exercise his / her powers, perform his / her functions and discharge his/her duties owing to absence, illness, incapacity or any other cause or when the office of Chancellor is vacant, the Sponsoring Body is competent to appoint a person, who fulfils the conditions as prescribed above, to hold the Office of the Chancellor temporarily till such time as the Sponsoring Body decides or a new Chancellor is appointed, whichever is earlier. The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular Chancellor.
- (e) When the post of Chancellor falls vacant, the Sponsoring Body should initiate and complete the process of appointing a regular Chancellor within three (3) months from the date of the vacancy by following the procedure under Section 15 of the Act read with the Statutes.
- (f) The Sponsoring Body of the University is the competent authority to accept the resignation of the Chancellor.

**2.0 Search Committee:**

- (a) The Chancellor shall be appointed by the Sponsoring Body on the recommendations of the Search Committee duly constituted for the purpose as per Section 15 (1) of the Act, provided that
  - (i) The three members of the Board of Management on the Search Committee shall be distinguished academicians / eminent persons from professional fields, and they shall be chosen from the categories mentioned in Sub-Section (1) (b) and (c) of Section 22 of the Act.
  - (ii) The Sponsoring Body shall also include two more members in the Search Committee, from outside the BoM, who are eminent academicians / retired Judges of the Supreme Court / High Court / distinguished persons from professional fields. One of these two Members shall act as the Chairman of the Search Committee.
- (b) The University may notify the position of the post of the Chancellor inviting nominations / applications from persons of eminence. Persons considered for the Chancellorship should possess the highest academic / professional credentials in their disciplines / areas of knowledge and expertise, and should have the highest integrity, morals, competence and capabilities of providing leadership to the University.
- (c) The Search Committee shall formulate the modalities for shortlisting of names for the appointment of Chancellor based on the merit and suitability of the persons, and submit a panel of three to five names in alphabetical order to the Sponsoring Body.

- (d) The Sponsoring Body shall appoint one among the members from the panel recommended by the Search Committee as Chancellor on such terms and conditions as are prescribed in the Act and the Statutes.
- (e) The Sponsoring Body is competent to call for a fresh panel of names provided that it records its reasons for rejecting the earlier panel. The Search Committee shall then submit a fresh panel.

### **3.0 Powers and Functions:**

The Chancellor shall be the Head of the University having the following powers and functions. He / She shall

- (a) recommend to the Governing Body the enactment of such additional Statutes / Ordinances as may become necessary to pursue quality and excellence; and for the effective functioning of various constituents of the University.
- (b) be the appointing authority of the Vice-Chancellor.
- (c) preside over the meetings of the Governing Body of the University.
- (d) preside over the Convocation of the University for conferring degrees, diplomas and other academic distinctions.
- (e) call for any information or record relating to University and its functioning.
- (f) annul, by an order in writing, any proceeding of the University, which is not in conformity with the Act / Statutes / Ordinances, provided that before making any such order he shall issue a notice calling upon the University to show cause why such an order should not be made, and if any cause is shown within the time specified therefor in the said notice, he/she shall consider the same.
- (g) cause an inspection to be made, by such person or persons as he/she may direct, of the administration and finances of the University, its buildings, libraries and equipment and of any institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University, and cause a due inquiry to be made in respect of any matter connected therewith.
- (h) give notice to the University of his/her intention to cause an inspection or inquiry to be made and the University shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or inquiry.
- (i) offer such advice to the University as deemed fit with reference to the result of the inspection or inquiry, and the University shall communicate to the Chancellor the action taken or proposed to be taken on such advice. Where the University does not take action to the satisfaction of the Chancellor within the time limit fixed by him/her, the Chancellor may, after considering any explanation furnished or representation made by the University, issue such direction as he/she may think fit and the University shall comply with such direction.
- (j) initiate disciplinary action including removal of the Vice-Chancellor in accordance with the provisions of Sub-Section (6) of Section 16 of the Act.
- (k) perform such other functions and powers entrusted to him / her by the Governing Body for achieving the objectives of the University.

**STATUTE NO. 02****APPOINTMENT, POWERS AND FUNCTIONS OF THE VICE-CHANCELLOR**

*In exercise of the powers conferred under Sub-Section (1) (b) Section 27 read with Section 16 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Appointment, Powers and Functions of the Vice-Chancellor of Annamacharya University.*

**1.0 Appointment**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee constituted for the purpose.
- (b) The Governing Body of the University shall constitute a Search Committee consisting of the
  - (i) Nominee of the Governing Body
  - (ii) Nominee of the University Grants Commission
  - (iii) Nominee of the State Government
- (c) The University shall notify the post of Vice-Chancellor in national newspapers inviting applications from persons who have a minimum of 10 years' experience as Professor in the University system or been in an equivalent position in reputed research / academic organizations, and with a distinguished academic record and the highest level of competence, integrity, morals, and institutional commitment. The University may also call for nominations for the post of Vice-Chancellor of distinguished academicians satisfying the criteria mentioned above from heads of high academic bodies / persons of august eminence / rank.
- (d) The applicants or those nominated for the post of the Vice-Chancellor should not have completed 70 years of age as on the date of notification.
- (e) The Search Committee shall formulate the modalities for shortlisting the names for the post of the Vice-Chancellor based on the merit and suitability of the persons, and submit a panel of three names in alphabetical order to the Chancellor.
- (f) The Chancellor shall appoint one among the members in the panel recommended by the Search Committee as Vice-Chancellor on such terms and conditions as are prescribed in the Act and Statutes.
- (g) The Chancellor is competent to call for a fresh panel of names provided that he/she records the reasons for rejecting the earlier panel, and the Search Committee shall then submit a fresh panel to the Chancellor.
- (h) The Chancellor shall have the authority to appoint the first Vice-Chancellor of the University for a period of one year or until a regular Vice-Chancellor is appointed, whichever is earlier, as per the provisions of Section 16 of the Act.

**2.0 Term of the Office**

- (a) Subject to the provisions of Section 16 of the Act, the Vice-Chancellor shall hold office for a term of three (3) years from the date of his/her appointment or till he/she completes 70 years of age, whichever is earlier. He/she is eligible for re-appointment for another term of three (3) years subject to the age limit of 70 years prescribed.
- (b) The Vice-Chancellor may continue to hold office, subject to the age limit of 70 years prescribed, even after the expiry of his/her term of office till a new Vice Chancellor is appointed and takes charge of office, Provided that the period of continuation after the expiry of the term shall not exceed one year.
- (c) When the Vice-Chancellor is unable to exercise his / her powers, perform his/her functions and discharge his / her duties owing to absence, illness or any other cause or when the office of Vice-Chancellor is vacant, it shall be competent for the Chancellor to appoint a person with at

least 10 years of experience as a Professor in a University as In-charge Vice-Chancellor. The person so appointed as In-charge Vice-Chancellor shall exercise the powers, perform the functions, and discharge the duties of a regular Vice-Chancellor until the Vice-Chancellor resumes office, or as the case may be, a new Vice-Chancellor is appointed in accordance with the provisions of the Act.

- (d) When the post of the Vice-Chancellor falls vacant, either by resignation of the incumbent or otherwise, the vacancy shall be filled ordinarily within three months in accordance with the provisions of the Act and the Statutes.
- (e) If, at any time, upon a representation made or otherwise and after making such inquiry as may be deemed necessary and the situation so warrants, the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing, stating the reasons therein, ask the Vice-Chancellor to relinquish his / her office from such date as may be specified in the order,

Provided that the Vice-Chancellor shall be given an opportunity of being heard, in person, before taking any action under this Sub-Section,

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

Provided also that the report of the enquiry committee is placed before the Governing Body and the Chancellor shall take appropriate action including the removal of the Vice-Chancellor on specific recommendations of the Governing Body.

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

### **3.0 Powers and Functions:**

#### **3.1 General:**

- (a) The Vice-Chancellor shall be the principal executive officer of the university and shall exercise general supervision and control of all the university matters. He/she is responsible for executing the decisions of various statutory authorities in the University.
- (b) The Vice-Chancellor shall, by virtue of his/her office, be a member and Chairperson of the Board of Management and the Academic Council. He / She is entitled to be present at and address, at any stage, any meeting of any Authority of the University, but not vote thereat, unless he / she is a member of the Authority concerned.
- (c) The Vice-Chancellor shall have the power to convene the meetings of the Board of Management and the Academic Council by following the procedure prescribed in the Statute concerned.
- (d) The Vice-Chancellor shall preside at the Convocation of the University in the absence of the Chancellor.
- (e) The Vice-Chancellor shall ensure that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed by all the constituents of the University, and he/she may exercise all authority required for the purpose.
- (f) The Vice-Chancellor shall have power to interpret the provisions of this Act, the Statutes, the Ordinances, and the Regulations. Any person or authority aggrieved by such interpretation may appeal to (i) the Board of Management if the decision was taken by the Vice-Chancellor by himself / herself, or (ii) the Governing Body, if the decision was taken in a meeting of the Board of Management, within one month from the date of the receipt of the order, and whose decision is final.
- (g) The Vice-Chancellor shall give effect to the decisions of the University Authorities taken in accordance with the rules and regulations and by using the powers conferred on him/her

by or under the Act and Statutes.

- (h) Where, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under this Act, he/she may take such action as he deems necessary and shall at the earliest opportunity thereafter communicate / report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that, if in the opinion of the officer or authority concerned, such action should not have been taken by the Vice-Chancellor, then the officer or authority concerned shall refer the matter to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within one month from the date on which such action is communicated to him, an appeal to the Governing Body / BoM, and it may confirm or modify or reverse the action taken by the Vice-Chancellor.

- (i) Where in the opinion of the Vice-Chancellor, the decision of any officer or authority of the University is not within the powers conferred by the Act/Statutes/Ordinances/Regulations or is likely to be prejudicial to the interest of the University, he/she shall request the authority concerned within 15 days from the date of its decision to revise the decision. In case the authority refuses to revise such decision wholly or partly or fails to take any decision within 15 days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- (j) It shall be the responsibility of the Vice-Chancellor to monitor and evaluate the quality and performance of the teaching and non-teaching staff and academic and administrative units of the University on the basis of predetermined criteria evolved for the purpose.
- (k) The Vice-Chancellor shall take appropriate measures for a periodical review of the achievements of the University and shall place the same on the public domain at the end of academic year.
- (l) The Vice-Chancellor shall, with the permission of the Governing Body and after due consultation with appropriate bodies, evolve strategies for attainment of international standards in academics and research through technology enabled learning, consultancy, collaboration, university-industry consortia, innovation hubs, etc. in the University.

**3.2 Academic and Administrative:** In addition to the powers conferred by the Act, the Vice-Chancellor shall

- (a) 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, and is empowered to inspect or cause to inspect all institutions administered by the University.
- (c) exercise control over all University buildings / assets and shall be the final authority for allocating accommodation for administrative, teaching, and residential purposes based on the recommendations of the concerned.
- (d) be the final authority for admission of all the students into various programs of study including research in accordance with the regulations framed in this regard from time to time by the University.
- (e) represent the University on the Association of Indian Universities, Association of Commonwealth Universities, and other similar bodies or Associations in India or abroad.
- (f) have the powers to :

- (i) institute an enquiry in respect of any matter concerning the University or the conduct of an employee in university matters.
- (ii) retire an employee of the University on his / her attaining the age of superannuation and sanction retirement benefits as agreed to by the University.
- (iii) transfer teaching and non-teaching staff from one institution to another, from teaching departments to administration and vice versa.
- (iv) invite persons of eminence from within the country or outside to deliver extension lectures, and sanction them honorarium within the budgeted provision;
- (v) depute employees of the University to attend National or International Conferences or for any purpose connected with the University within the budgeted provision;
- (vi) engage or outsource temporary / contract / casual / daily-wage workers for meeting the demands of an urgent nature and sanction their remuneration from the budget allocations as per approved rates;
- (vii) acquire buildings on lease for use as Colleges, Hostels and any other departments of the University, with the prior approval of the Governing Body, and authorize execution of the rental deeds and payment of rents, subject to budgetary provisions and in accordance with the assessment of rent made by the University Engineer / appropriate authority;
- (viii) permit / refuse any request from university employees to accept any honorary work outside the University;
- (ix) allow university employees to accept the offer from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;
- (x) grant permission to the university teachers to accept membership of any committees of the State / Central Governments and other Institutions, and to attend their meetings without prejudice to their normal duties, and treat their absence for such purpose as on duty as per leave rules in vogue;
- (xi) appoint paper setters/examiners / adjudicators / experts from the panels recommended for the purpose by the respective Boards of Studies of the teaching departments;
- (xii) approve and declare the results of University examinations, and report the same to the Board of Management;
- (xiii) make in-charge arrangements in case of vacancies of Heads of Departments and Heads of Institutions till permanent appointments are made;
- (xiv) cause an annual review, and make a presentation at a meeting of the Board of Management, of the academic and administrative performance of the University during the previous academic year.

**3.3 Financial:** The Vice-Chancellor shall have the powers to

- (a) authorize to open new Heads of Accounts in connection with projects / schemes which are sanctioned by the funding agencies and permitted by the Governing Body.
- (b) authorize transfer of amount from one sub-head to another in the approved budget to meet any expenditure in exigencies.
- (c) allot funds from within the allocated grant to faculty members of the university towards assistance for publication of original work, compilation and revision of subject books, etc.
- (d) decide all matters relating to scholarships, free-ships, fellowships, etc., without any financial

- loss and commitment to the University.
- (e) sanction urgent non-recurring expenditure for a research project from the savings of the University, and report the matter to the Finance Committee / Governing Body.
  - (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 Governing Body from time to time.
  - (h) accord administrative and financial approval, with the prior approval of the Governing Body, to the plans and estimates prepared by the University Engineer for additions, alterations and repairs to the existing University buildings and roads 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 Governing Body from time to time.
  - (j) sanction tour / excursion charges to the students of the University subject to budgetary provisions.
  - (k) provide for student counseling in the University as prescribed by the UGC.
  - (l) sanction loans to all employees for social functions / purchase of movable and immovable assets subject to budgetary provision.
  - (m) accept tenders for works, and tenders or quotations for supplies of materials, up to an amount prescribed by the Governing Body.
  - (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.

**3.4 Sanction of Leave:** The Vice-Chancellor shall have the powers to

- (a) sanction leave of all kinds to the Registrar, Deans, Directors, Heads of Departments, and to make alternate arrangements.
- (b) grant extra-ordinary leave without pay and allowances to the teaching and non-teaching employees of the University as per the leave rules in vogue.
- (c) sanction 'leave reservation' for vacation staff, both teaching and non teaching, who work during vacation time, in accordance with the prescribed rules.
- (d) commute / convert the absence from service into leave or condone unauthorized absence from duty of university employees for sufficient reason.
- (e) sanction annual increments to the teaching staff of and above the rank of Assistant Professor, and non-teaching employees of and above the rank of Assistant Registrar on the basis of satisfactory service as certified by the competent authority.
- (f) sanction / withhold confirmation of teaching and non-teaching employees. 4.0

**Delegation of powers:**

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

<b>STATUTE NO. 03</b>	<b>APPOINTMENT, POWERS AND DUTIES OF THE REGISTRAR</b>
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*In exercise of the powers conferred under Sub-Section (1) (d) Section 27 read with Section 17 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Appointment, Powers and Duties of the Registrar of Annamacharya University.*

**1.0 Appointment:**

- 1.1 The Registrar shall be appointed by the Chancellor of the University on such terms and conditions as are prescribed by the Act and Statute, and from out of a panel of three (3) names recommended for the purpose by the Vice-Chancellor of the University.
- 1.2 Academicians holding or who held a post not below the rank of Professor in a College / University or in an equivalent position in a reputed research / academic institution, with proven administrative experience, are eligible for appointment as Registrar.
- 1.3 The person appointed as Registrar should not have completed 62 years of age on the date of his / her appointment.
- 1.4 The Chancellor is competent to reject the panel submitted by the Vice Chancellor for reasons to be recorded by him / her, and may call upon the Vice Chancellor to submit a fresh panel for his / her consideration.
- 1.5 The Chancellor shall have the authority to appoint the first Registrar of the University for a period of one year or until a regular Registrar is appointed, whichever is earlier.

**2.0 Term of the Office**

- 2.1 The Registrar shall hold office for a term of three (3) years from the date of his / her appointment and is eligible for re-appointment for another term of three (3) years or till he/she completes 65 years of age, whichever is earlier.
- 2.2 The Registrar may continue in office even after the expiry of his / her term of office until a new Registrar is appointed and joins duty, *provided* that he / she does not exceed the age limit of 65 years, and the period of such continuation shall not exceed six months.
- 2.3 When the Registrar is unable to exercise his / her powers, perform his / her functions and discharge his / her duties owing to absence, illness or any other reason or when the office of Registrar is vacant, it shall be competent for the Vice-Chancellor to appoint a Professor of the University as Registrar (In-charge). The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular Registrar till he / she resumes office, or as the case may be, a new Registrar is appointed in accordance with the provisions of the Act and Statute.
- 2.4 When the post of Registrar falls vacant, either by the resignation of the incumbent or otherwise, the vacancy shall be filled ordinarily within six months in accordance with the provisions of the Act and the Statute.
- 2.5 If at any time upon a recommendation made by the Vice-Chancellor, and after making such inquiry as may be deemed necessary and as the situation warrants, the continuance of the Registrar is found / seen not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Registrar to relinquish his / her office from such date as may be specified in the order,  
*Provided* that the Registrar shall be given an opportunity of being heard in person before taking any action under this Sub-Section, and  
*Provided* further that the Chancellor may, at any time before making such order, place the Registrar under suspension pending enquiry by a committee headed by a serving / retired academician / administrator not below the rank of a Professor, and  
*Provided* also that the said enquiry committee has found the allegations to be true and recommend the dismissal of the Registrar.
- 2.6 It shall be competent for the Chancellor to accept the resignation of the Registrar.



**3.0 Supervisory Powers:**

- 3.1 Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be the Executive Officer of the University.
- 3.2 The Registrar shall define the powers and functions that are not covered by the Statutes, for the officers and employees of the University working under him / her.
- 3.3 The Registrar shall take all actions including the preparation of rules and regulations that are required for efficient functioning of the University offices.
- 3.4 The Registrar is the Member-Secretary of the Governing Body, Board of Management, and Academic Senate, but he / she shall not have the right to vote in the meetings.

**4.0 Academic & Administrative Powers:**

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

- 4.1 Prepare the agenda notes, with the approval of the Chairperson concerned, for the meetings of the Governing Body, Board of Management, Academic Senate and the Standing Committee of the Academic Senate.
- 4.2 Permit non-teaching employees of the University to pursue higher study / training without prejudice to the normal duties in the office and subject to the rules in force.
- 4.3 Approve inter-sectional part-time arrangements, with or without remuneration, as per work-load requirements.
- 4.4 Forward the applications of teaching and non-teaching employees who are seeking outside employment, as per rules in vogue.
- 4.5 Forward research proposals submitted by the faculty to various funding agencies.
- 4.6 Authenticate the transcripts of degree certificates and memoranda of marks.
- 4.7 Certify the genuineness of the all certificates issued by the University at any point of time, and the syllabi of the programs offered in the University.
- 4.8 Make transfers of non-teaching staff up to the rank of Superintendent.
- 4.9 Issue 'No Objection Certificates' to employees (teaching and non-teaching) for obtaining passports, as per approved guidelines.
- 4.10 Approve the schedule of the meetings of the Board of Studies, Faculties, inspection committees etc., in accordance with the rules.
- 4.11 Permit teachers to attend Selection Committees / Governing Body meetings of recognized colleges / institutions, and those of statutory regulating bodies of the State and Central Government, however, without prejudice to their teaching work in the departments.
- 4.12 Process the requests from the employees, teachers and students of the University, for change of name as per the prescribed procedures.
- 4.13 Sanction leave of all kinds to the non-teaching employees, and make in-charge arrangements.
- 4.14 Sanction TA/DA to all the employees including teachers who perform journeys on official work of the University.
- 4.15 Sanction expenditure on bills in respect of notification / advertisement in newspapers subject to the provision made in the budget for the purpose.

**5.0 Duties of The Registrar**

It shall be the duty of the Registrar to

- 5.1 Conduct official correspondence of the University offices.
- 5.2 Properly maintain the records of the University and ensure their safe custody.

- 5.3 Maintain an updated website of the University with all information relating to the academic and administrative activities of the university.
- 5.4 Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions, etc., received from the State and Central Governments and their agencies to the Vice-Chancellor for appropriate action.
- 5.5 Be the custodian of the common seal and such other properties of the University (movable / immovable) committed to his / her charge by the Governing Body.
- 5.6 Issue notices and convene the meetings of the Governing Body, Board of Management, Academic Council, Standing Committee of the Academic Council, and other Committees of the University, under the instructions of the Vice-Chancellor.
- 5.7 Attend the meetings of the Governing Body, Board of Management, Academic Council, and Standing Committee of the Academic Council in his / her capacity as the Secretary of these bodies.
- 5.8 Prepare and maintain a record of proceedings of the meetings of the Governing Body, Board of Management, Academic Council, Standing Committee of the Academic Senate, in his / her capacity as the Secretary of these bodies.
- 5.9 Sign all the contracts, agreements and memoranda of understanding (MoUs) on behalf of the University under the directions of the Vice-Chancellor / Governing Body.
- 5.10 Maintain a register of all the Registered Graduates of the University in the prescribed form.
- 5.11 Prepare, in consultation with the Chief Finance & Accounts Officer of the university, the financial estimates and annual accounts, ensure the expenditure of the budgeted amounts for the purposes for which they are granted or allotted, and manage the property and investments of the University.
- 5.12 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.
- 5.13 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.
- 5.14 Act as the custodian of the Statutes, Ordinances, Regulations and Reports approved by the authorities / bodies / committees of the University and maintain a record of these and make them available to himself and to the respective authorities and officers of the University for action in consonance with them.
- 5.15 Pursue e-office, publish the citizen charter, manuals, rules and regulations, ordinances and statues, etc., and upload them to the University website as also maintain all these records in electronic form.
- 5.16 Represent the University in any suit or litigation and provide necessary assistance in the legal cases.
- 5.17 Perform such other functions as may be prescribed, from time to time, by the Governing Body / Board of Management / Vice-Chancellor.
- 5.18 The Registrar shall carry out all the legitimate orders of the Vice-Chancellor, and render such assistance as may be required to the Vice-Chancellor in the performance of his / her duties.
- 5.19 The Registrar shall supply a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings to the Chancellor with the permission of the Vice-Chancellor.

#### **6.0 Delegation of Authority:**

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

**STATUTE NO. 04****APPOINTMENT, POWERS AND DUTIES OF THE CHIEF FINANCE AND ACCOUNTS OFFICER**

*In exercise of the powers conferred under sub-section (1) (c) of Section 27 read with Section 18 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the Chief Finance and Accounts Officer (CFAO) of Annamacharya University.*

**1.0 Appointment:**

- 1.1** The Chief Finance and Accounts Officer (CFAO) shall be a whole-time officer of the University and shall be appointed by the Chancellor from out of a panel of three (3) persons recommended by a Sub-Committee of the Governing Body of the University constituted for the purpose. The members of the Sub Committee are:
- (i) The Vice-Chancellor
  - (ii) Chartered Accountant - from Category (B)
  - (iii) Representative of the Sponsoring Body - from Category (B)
- 1.2** The University shall notify the post of Chief Finance and Accounts Officer (CFAO) in newspapers inviting applications from persons with a minimum of 10 years experience in financial management and conversant with the university system and / or a research / academic organization. The person to be appointed CFAO should have a distinguished record of competence, integrity, and institutional commitment.
- 1.3** The applicants for the post of the CFAO should not have completed sixty (60) years of age as on the date of notification.
- 1.4** The Sub-Committee shall formulate the modalities for short-listing the applicants for the post of the Chief Finance and Accounts Officer (CFAO) based on the merit and suitability of the persons and submits a panel of three (3) names in alphabetical order to the Chancellor.
- 1.5** The Chancellor shall appoint one among the three members in the panel recommended by the Sub-Committee as Chief Finance and Accounts Officer (CFAO) on such terms and conditions as are prescribed in the Statute. The Governing Body is the competent authority to formulate rules and regulations on matters such as emoluments, service conditions, etc. of CFAO that are not included in this Statute.
- 1.6** The Chancellor is competent to call for a fresh panel of names, provided that he / she record the reasons for rejecting the earlier panel. The Sub-Committee shall then submit a fresh panel to the Chancellor.
- 1.7** The Sub-Committee may submit to the Chancellor a panel with less than three (3) names in circumstances where (a) the number of eligible applicants are less than three even after a re-notification, and (b) the Sub-Committee considers only one or two applicants suitable for appointments though the number of applications received is more than three (3). The University may also initiate a search process independent of the second notification to locate suitable persons and include their names in the panel for appointment as CFAO.

**2.0 Age of Superannuation, Probation, Confirmation & Removal:**

- 2.1** The Chief Finance and Accounts Officer (CFAO) is a regular post with appointment on a permanent basis.
- 2.2** The retirement age for CFAO is 65 years. However, he / she may continue in office even after retirement until a new CFAO is appointed and has joined duty, provided that the period of such continuation shall not exceed six months.
- 2.3** The CFAO appointed shall be on probation for a period of two (2) years. The Governing Body shall consider declaring the probation and regularizing the services of the CFAO after two (2) years from the date of his / her appointment, and within three (3) months from that date, provided that the Vice-Chancellor recommends it.

- 2.4** In the event of the Vice-Chancellor reporting, with sufficient evidence, to the Governing Body that the performance of the CFAO has been unsatisfactory during the probation period, the Governing Body may recommend to the Chancellor the termination of service of the CFAO during his / her probation without notice.
- 2.5** When the CFAO is unable to exercise his / her powers, perform his / her functions and discharge his / her duties owing to absence, illness or any other reason or when the office of CFAO is vacant, it shall be competent for the Vice-Chancellor to appoint an Officer of the University as CFAO (In-charge). The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular CFAO till he / she resumes office or as the case may be, a new CFAO is appointed in accordance with the provisions of the Act and Statute.
- 2.6** When the post of CFAO falls vacant, either by the resignation of the incumbent or otherwise, the vacancy: shall be filled within six (6) months in accordance with the provisions of the Act and the Statute.
- 2.7** If at any time and upon the recommendation of the Vice-Chancellor, and after making such inquiry as may be deemed necessary and as the situation warrants, the continuance of the CFAO is found / seen not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the CFAO to relinquish his / her office from such date as may be specified in the order, provided that the
- (i) CFAO shall be given an opportunity of being heard in person before taking any action under this Sub-Section,
  - (ii) the Chancellor may, at any time before making such an order, place the CFAO under suspension pending enquiry by a Committee headed by a member of the Governing Body, and
  - (iii) the Enquiry Committee has found the allegations to be true and has recommended the dismissal of the CFAO.
- 2.8** It shall be competent for the Chancellor to accept the resignation of the CFAO.

### **3.0 Duties of the CFAO:**

Under the general supervision of the Vice-Chancellor, and adhering strictly to the procedures laid down for the purpose by the competent authority of the University, the Chief Finance and Accounts Officer (CFAO) shall perform the following duties. He / She shall

- 3.1** Be the custodian of all the records / ledger books / documents / data / information relating to the deposits, securities, endowments, grants, cash reserves etc. of the University.
- 3.2** Implement the resolutions of the Board of Management / Governing Body in administering all the movable and immovable properties including investments of the University to achieve the objects of the University.
- 3.3** Submit quarterly reports to the Vice-Chancellor / Chancellor on the status of finances in the University.
- 3.4** Realize and receive all grants or other moneys due to the University from whichever source they may be, and arrange to give receipt of discharge to all payments to the University.
- 3.5** Obtain reconciliation statements every month from the bank(s) on all the operative accounts of the University, and keep a constant vigil on the income, expenditure, cash flow and balances.
- 3.6** Review periodically the status of investments vis-à-vis the requirements of the University.
- 3.7** Exercise general supervision over the funds of the University, maintain the accounts of the University, and advise the authorities concerned on the financial policy.
- 3.8** Watch the progress of collection of revenue and advise on the methods of collection employed.
- 3.9** Ensure that the limits fixed by the Governing Body and the Board of Management 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.

- 3.10** Be responsible for the preparation of the annual accounts and the budget of the University, and for their presentation to the Finance Committee / Board of Management and Academic Council / Governing Body.
- 3.11** Call from any office of the University and the institutions maintained by the University any information or reports that he / she may consider necessary in the interests of proper financial management, seek explanations for unauthorized expenditure and on financial irregularities, if any, with a view to initiating timely remedial measures and disciplinary action where necessary.
- 3.12** Adopt standard financial procedures, formats, registers for the maintenance of University accounts and adhere to standards of financial propriety.
- 3.13** Adopt an approved Financial Management system in all matters relating to fund management, purchase, procurement and lead towards e-finance management.
- 3.14** Be responsible for
- (i) the proper maintenance and reconciliation of accounts of the University.
  - (ii) investing reserve funds at the most competitive interest rates in any nationalized bank(s) in and around the University campus.
  - (iii) the preparation of the annual income and expenditure statement of the respective years.
  - (iv) observing financial prudence and following transparent accounting procedures, and
- 3.15** Monitor the progress of revenue collection and advice on the methods of collection employed.
- 3.16** Set up an internal audit cell in the University.
- 3.17** Prepare appropriate status reports and provide timely replies, with the approval of the Finance Committee, to the remarks made in the Audit Reports by the State Audit and Auditor-General.
- 3.18** Conduct training programs for officers / staff of the University to familiarize them with the finance code and rules.
- 3.19** Perform such other financial functions as may be assigned by the Board of Management / Governing Body, or as prescribed by the Statutes or the Ordinances of the University.

#### **4.0 Powers of the CFAO:**

Subject to the general control of the Governing Body / Board of Management and the procedures laid down by the competent authority of the University, the Chief Finance and Accounts Officer shall have the powers to:

- 4.1** Draw on the Banks in which the University maintains its accounts, and make all disbursements on behalf of the University.
- 4.2** Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision.
- 4.3** Submit notes relating to financial matters to the Finance Committee and the Board of Management / Governing Body with the approval of the Vice Chancellor.
- 4.4** Draw money on sanctioned abstract contingent bills for payment.
- 4.5** Sanction expenditure out of the budgeted provision in respect of the University office.
- 4.6** Make payment of sanctioned time-barred claims.
- 4.7** Issue a substitute cheque if the original is lost / missing / damaged, subject to the production of identity / indemnity bond.
- 4.8** Make payment of travel grants to Research Fellows from the budgeted provision.
- 4.9** Make payments for purchases according to rules subject to budget provision.
- 4.10** Call for explanation for any unauthorized expenditure and / or financial irregularities and suggest disciplinary action against person or persons at fault;

- 4.11** Seek information / returns, relating to University finances and necessary for performing his / her duties., from any University office, centre, laboratory, college or institution;
- 4.12** Perform such other duties, and exercise such other authority, as may be delegated by the Governing Body / Board of Management / Vice-Chancellor for fair and proper conduct of the University financial matters.

**STATUTE NO. 05****APPOINTMENT, POWERS AND DUTIES OF DEAN OF A FACULTY / SCHOOL**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 19 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the Dean of a Faculty / School of Annamacharya University,*

**1.0 Appointment of Dean:**

- 1.1 There shall be a Dean for each Faculty / School of teaching departments. He / She shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- 1.2 The Dean should be a senior teacher in the rank of Professor in a teaching department under the Faculty / School concerned.
- 1.3 In the absence of a Professor in the Faculty / School concerned, for whatever reason, a senior teacher of the rank of Associate Professor may be appointed as Dean (In-charge).
- 1.4 The Dean shall hold office ordinarily for a period of two (2) years from the date of his / her appointment, which is extendable by one (1) more year based on a satisfactory performance appraisal by the Vice-Chancellor, provided that he / she continues in service as Professor in the Faculty/School concerned. The term will end automatically if the incumbent attains the age of superannuation.
- 1.5 A person appointed Dean (In-charge) shall hold office for a term of two (2) years or till such time as a Professor is appointed as Dean of the Faculty / School concerned, whichever is earlier. The term of office of a Dean (In-charge) will end on his / her ceasing to be an Associate Professor in the faculty concerned, or on superannuation.
- 1.6 In the temporary absence of a Dean / Dean (In-charge) or pending the appointment of the Dean in a vacancy caused in any manner, the Vice-Chancellor may nominate a senior member of the Faculty / School to exercise the powers and perform the duties of the Dean until such time as the regular appointment of Dean is made, provided that such temporary arrangement(s) shall be limited to a maximum period three (3) months.
- 1.7 If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the Dean is found / seen not in the interests of the Faculty / School / University, the Vice-Chancellor may suspend him / her, pending enquiry, or remove him / her from the office of Dean with the prior approval of the Board of Management provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.
- 1.8 The Vice-Chancellor is the competent authority to accept the resignation of the Dean of the Faculty / School.

**2.0 Duties of the Dean:**

The Dean of a Faculty / School shall

- 2.1 Assist the Vice-Chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty / School subject to the provisions of the University Act and Statutes.
- 2.2 Preside over the meetings of the Faculty / School concerned or any committee constituted by the Faculty / School.
- 2.3 Participate, whenever necessary, in the deliberations of any meeting of any Board of Studies under the Faculty / School but without the right to participate in the voting there, if any.
- 2.4 Present the graduate candidates of the Faculty / School concerned for the conferment of Degrees in the Convocation.

- 2.5 Coordinate with other Faculties / Schools in matters relating to inter disciplinary courses and related academic programmes, and in matters of uniformity of regulations, etc.
- 2.6 Contribute to the planning and development of the courses and research activities of the Faculty/School.

### 3.0 Powers of the Dean:

The Dean shall have the power to:

- 3.1 Recommend to the University, in consultation with the Faculty concerned, the constitution, structure, academic and administrative responsibilities of the 'School' system wherever sought.
- 3.2 Ensure that for all programs of study under the Faculty / School, the curricula for various courses carry future-focused Learning Outcomes / Graduate Attributes based framework with clearly defined exit options / skill development / internship / digital learning / on-line teaching / on-line evaluation modalities with appropriate performance indicators in tune with the University's policy.
- 3.3 Recommend to the Registrar, in consultation with the Head of the Department concerned, the award of Research Fellowships of the University and the UGC to the research scholars of the Faculty / School concerned.
- 3.4 Recommend to the Registrar the Research proposals submitted by the teachers of the Faculty / School concerned to external funding agencies like the UGC, CSIR, ICAR, ICMR, etc.
- 3.5 Allocate research funds allotted by the University to individual departments under the Faculty / School.
- 3.6 Admit and register candidates to M.Phil. and Ph.D. courses on the recommendation of the Research Admission Committee / Directorate of Admissions concerned, with the approval of the Vice-Chancellor.
- 3.7 Obtain and maintain a database pertaining to admissions, registrations, reservation category, research guide, research topic, etc. of research scholars.
- 3.8 Obtain and maintain database on pre-PhD examination, field work / lab work, publications, pre-submission seminars, submission of thesis etc., related to the research students / scholars as prescribed by the UGC / University from time to time.
- 3.9 Grant leave to Research Scholars, cancel M.Phil. / Ph.D. registrations, recommend (i) modification of titles for Ph.D./M.Phil., (ii) allow change of Supervisor, (iii) early submission of thesis / dissertation and (iv) extension of time for submission of thesis / dissertation, all in accordance with University rules in vogue.
- 3.10 Recognize research supervisors on the recommendations of the Research Committee constituted for the purpose, as per University rules in vogue.
- 3.11 Permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and treat their absence as active period of research.
- 3.12 The Dean shall exercise such other powers and perform such other academic and administrative duties as may be suggested by the Vice-Chancellor.



**STATUTE NO. 06****APPOINTMENT, DUTIES AND POWERS OF PRINCIPAL OF A COLLEGE**

*In exercise of the powers conferred under Section 19 (1) read with sub-section (1) (d) of Section 27 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, duties and powers of the Principal of a College of Annamacharya University.*

**1.0** There shall be the post of 'Principal of a College' in the University. The Principal of a College (henceforth referred to as Principal in this Statute) is the administrative head of a University College, and considered as an Officer of the University.

**2.0 Appointment of Principal:**

- 2.1** The Principal of the College shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- 2.2** The Principal should be a senior teacher in the rank of Professor in a teaching department in the College concerned.
- 2.3** In the absence of a Professor in the College, for whatever reason, a senior teacher of the rank of Associate Professor may be appointed as Principal (In-charge).
- 2.4** The Principal shall hold office ordinarily for a period of two (2) years from the date of his / her appointment, extendable by one (1) more year based on a satisfactory performance appraisal by the Vice-Chancellor, provided that he / she continues in service as Professor in the Department concerned. The term will end automatically if the incumbent attains the age of superannuation.
- 2.5** The term of a Principal (In-charge) is two (2) years or till such time as a Professor is appointed, whichever is earlier. An Associate Professor appointed as Principal (In-charge) cannot continue in that position if he / she cease to be an Associate Professor or consequent on his / her superannuation.
- 2.6** In the temporary absence of a Principal / Principal (In-charge) or pending the appointment of the Principal in a vacancy caused in any manner, the Vice-Chancellor may nominate the Vice-Principal or a senior member of the Faculty in the College to exercise the powers and perform the duties of the Principal till such time as regular appointment is made, provided that such temporary arrangement(s) shall be limited to a maximum period three (3) months.
- 2.7** The Board of Management is the competent authority to prescribe any additional allowance to be paid to the Principal, besides the salary drawn by him / her.
- 2.8** The workload of a Principal in teaching and research shall be as per the guidelines issued by the UGC and / or any other regulating agency concerned.
- 2.9** If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the Principal is found / seen not in the interests of the Department / University, the Vice-Chancellor may suspend, pending enquiry, or remove him / her from the office of Principal with the prior approval of the Board of Management provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.
- 2.10** The Vice-Chancellor is the competent authority to accept the resignation of the Principal.

**3.0 Duties of the Principal:**

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

- 3.1** Admit students to the various programmes in the Depts. / Centers within the jurisdiction of the College.

- 3.2** Take all necessary steps to prevent ragging and take appropriate disciplinary action on complaints of ragging.
- 3.3** Maintain general supervision and control over the teaching and non-teaching staff of the College and be responsible for student counseling and the maintenance of discipline among the staff and students of the College.
- 3.4** Arrange for safe and proper maintenance of the buildings / laboratories / libraries / hostels / stores/ play grounds and other properties under the jurisdiction of the college.
- 3.5** 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.
- 3.6** Monitor the maintenance of
- (i) Attendance registers and progress reports of the students.
  - (ii) Systematic conduct of class work, coverage of the syllabus, timely conduct of tests and evaluation
  - (iii) Regular display of students' attendance particulars on the notice boards and the website of the College / Departments
  - (iv) Records of equipment's, books, stores and the like in the prescribed format.
- 3.7** 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.
- 3.8** Constitute internal Committees as specified below for various activities in the College, and preside over their meetings, record the minutes, circulate them among the members and implement the recommendations of the Committees.
- (i) Library Committee
  - (ii) Sports Committee
  - (iii) Purchase Committee
  - (iv) Committee of Student Counsellors
  - (v) Anti-Ragging Committee
  - (vi) Any other Committee concerning College matters
- 3.9** Administer the recurring and non-recurring funds of the College and properly maintain the accounts books.

#### **4.0 Powers of the Principal:**

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

- 4.1** Condone, on medical grounds, the attendance requirement of students to the extent permitted by the relevant rules of the University.
- 4.2** Impose fines / suspend a student of the College for any proven misconduct. The Principal may, with the prior approval of the Vice-Chancellor, rusticate any student for proven misconduct in the College or outside.
- 4.3** Sanction different types of leave, as prescribed by the University following the procedure laid down from time to time, to the teaching and non-teaching staff working in the College.

- 4.4 Recommend in-charge arrangements for non-teaching staff vacancies in the Principal's Office as per University rules.
- 4.5 Recommend proportionate reservation of leave to staff entitled to vacation who are assigned official duty without remuneration by the University during the period of vacation.
- 4.6 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.
- 4.7 Maintain an office with necessary sections as may be earmarked by the Registrar and maintain all accounts, stores, and records relevant to the College.
- 4.8 Announce the last date for payment of tuition fees and any other fees for various courses as per the regulations of the University.
- 4.9 Let out, with the prior approval of the Vice-Chancellor, the College premises to outside agencies for a brief and limited period of time, but without disturbance and / or detriment to the College assets and its normal functioning.
- 4.10 Approve quotations for purchase of materials for the College, provided the cost of the materials does not exceed an amount prescribed by the University.
- 4.11 Approve the recommendations of the College Purchase Committee on purchase of materials worth up to an amount prescribed by the University.
- 4.12 Utilize the unspent balance of non-University fund for improving facilities in the College, subject to rules framed in this regard.
- 4.13 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.

#### **5.0 Other Duties and Powers:**

- 5.1 The Principal shall perform such other duties as may be entrusted to him / her by the Vice-Chancellor and may exercise such other powers, which may be conferred on him / her by the Board of Management from time to time.
- 5.2 The Principal may, with the approval of the Vice-Chancellor, appoint a Vice Principal to assist him in the day-to-day administration of the College, and delegate to him / her such powers as are deemed necessary and relevant.
- 5.3 Wherever the hostel is under control of the Principal, the Warden(s) the hostel shall work under the direction of the Principal and report to him on the day-to-day functioning of the hostels.

**STATUTE NO. 07****APPOINTMENT, DUTIES AND POWERS OF HEAD OF THE DEPARTMENT**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, duties and powers of the Head of a Teaching Department of Annamacharya University.*

**1.0** There shall be the post of 'Head of the Teaching Department' in the University. The 'Head of the Teaching Department' is the administrative head of the Teaching Department concerned, and declared as an Officer of the University.

**2.0 Appointment:**

**2.1** Each Department of Teaching shall be headed by a permanent teacher of the University, who will be designated as Head of the Department (HoD).

**2.2** The Vice-Chancellor is the competent authority for appointing the HoD. All such appointments have to be reported to the Board of Management, and confirmed within three (3) months from the date of appointment.

**2.3** The HoD should be a senior teacher in the rank of Professor / Associate Professor in the department concerned, and is appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.

**2.4** In the absence of a Professor / Associate Professor in the Department, the Vice Chancellor may temporarily appoint the Principal of the College / Dean of the Faculty / School / Head of an allied Department as HoD (In-charge).

**2.5** The HoD shall hold office ordinarily for a period of two (2) years from the date of his / her appointment or until the date of superannuation, whichever is earlier. The term is extendable by one (1) more year based on a satisfactory performance appraisal by the Vice-Chancellor, provided that the incumbent continues to be in the University service.

**2.6** If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the HoD is found / seen not in the interests of the Department / University, the Vice-Chancellor may suspend him / her, pending enquiry, or remove him / her from the office of HoD with the prior approval of the Board of Management provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.

**2.7** The Vice-Chancellor is the competent authority to accept the resignation of the HoD.

**3.0 Duties of the HoD:**

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

**3.1** Create an atmosphere that is congenial to effective teaching-learning and research in the department.

**3.2** Define the objectives and perspective plan of the Department with the help of the Departmental Committee and the Board of Studies, identify thrust areas of teaching and research and pursue them in order to give the Department a quality direction.

**3.3** Prepare the faculty of the Department for an annual performance audit on parameters defined by the University.

**3.4** Supervise the teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently.

**3.5** Maintain order and discipline in the premises of the department.

- 3.6 Preside over the meetings of the Departmental Committee, maintain the register of Departmental Committee resolutions, and initiate action on the resolutions of the Committee.
- 3.7 Frame the time-table and allocate teaching work to the teachers as per norms and in consultation with the Departmental Committee.
- 3.8 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.
- 3.9 Maintain and display attendance records, monitor the progress of the students, display progress reports.
- 3.10 Maintain properly the furniture, books, departmental library, stores, and other properties of the department.
- 3.11 Maintain relevant stock registers in the prescribed formats of all items of equipment / apparatus, library books, periodicals, and order / arrange the annual physical verification of the stock.
- 3.12 Place orders for stores, books and other equipment's to the library / laboratory within the budget allotments made to the department after obtaining the approval of the Departmental Committee for these and by duly following the prescribed procedures.
- 3.13 Maintain the accounts of expenditure for all the amounts drawn under different Heads.
- 3.14 Allot the available space in the department for teaching, research and staff.
- 3.15 Forward proposals relating to teaching and research and submitted by the faculty of the department to the University with due recommendation.
- 3.16 Conduct or arrange seminars, symposia, conferences, workshops, educational tours, etc., in the Department or in alliance with related Departments.
- 3.17 Certify the attendance and progress of research work of the research scholars in the department, and forward their claim bills for fellowship and other expenditure incurred for research.
- 3.18 Implement any direction from the University and / or a judgment from a Court of Law wherein a student of the department is involved in ragging, women harassment, and such other anti-social activities.
- 3.19 Discharge such other duties as may be assigned by the Principal / Vice Chancellor from time to time.

#### **4.0 Powers of the HoD:**

The HOD shall have the following powers:

- 4.1 To send proposals to the Principal / Dean / Registrar for part-time teaching arrangements in the department whenever needed as per the workload requirement;
- 4.2 To grant casual leave to teachers and non-teaching staff in the department, and to recommend other categories of leave to the authorities concerned;
- 4.3 To recommend to the University / concerned funding agencies the names of candidates for award of research fellowships / scholarships or any other special awards pertaining to the Department;
- 4.4 To operate / duly utilize the grants provided by the University to the Department towards furniture, equipment, chemicals, glassware, stationery, postage, contingencies, etc.;
- 4.5 To exercise such other powers as may be assigned / delegated to him / her by the Principal / Dean / Vice-Chancellor / Board of Management from time to time for administering the Department in an efficient manner.

**STATUTE NO. 08****APPOINTMENT, DUTIES AND POWERS OF DIRECTOR OF ADMISSIONS**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read with Section 20 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the Director of Admissions of Annamacharya University.*

**1.0** There shall be a post of Director of Admission in the University, and he / she is the administrative head of the Directorate / Office of Admissions in the University. The 'Director of Admission' (henceforth called the Director in this Statute) shall be an Officer of the University.

**2.0 Appointment of the Director:**

**2.1** The Director shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

**2.2** The Director should be a senior teacher in the rank of Professor / Associate Professor working in the University.

**2.3** The term of appointment of a Director shall be initially for a period of one year, which is extendable every year to a maximum of three years, provided that the Vice-Chancellor is satisfied with his / her performance in office.

**2.4** When the post of Director is vacant or the Director is unable to perform the duties of his / her office, the duties of the Director shall be performed by such other official of the University as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

**2.5** If at any time the Director is found to have committed any irregularity in his / her duties, or his / her continuance in office is found demeaning the prestige of the Directorate of Admissions / the University in any manner, the Vice-Chancellor may suspend him / her pending enquiry, and remove him / her from the office of Director with the prior approval of the Board of Management provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommended his / her removal.

**2.6** The Director shall be paid such monthly allowance, in addition to his salary as Professor/Associate Professor, as may be prescribed by the Board of Management.

**3.0 Duties of the Director:**

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

**3.1** Conduct Common Entrance Tests, wherever applicable and mandatory, for admission to various programs offered by the University.

**3.2** Coordinate with the academic authorities concerned in the University like Heads of the Departments, Chairpersons of Boards of Studies, Deans, Principals, in preparing the norms for admission to various courses including research programs offered in the University.

**3.3** Frame guidelines for the conduct of the desired CETs, prepare the code of ethics related to confidentiality, adopt methods of standardizing the tests proposed to be conducted, and ascertain their equivalence with comparable CETs conducted by the Central / State agencies in such a manner as to ensure national level conformity in these matters.

**3.4** Seek the advice, to the extent required, from the past / present Conveners of Government CETs to achieve the object mentioned in 3.3 above, and on matters of confidentiality, data preservation methods, and appropriate software to be employed.

**3.5** Ensure the confidentiality of the CETs proposed for which the procedures and technology as are adopted by the Central / State agencies may be followed.

- 3.6** Formulate the Rules and Regulations, Fee structure, etc., for the Entrance Tests, and for admission to various programs in the University and submit them for approval of the Vice-Chancellor before implementation.
- 3.7** Arrange to —
- (i) prepare the schedule for Entrance Tests, prospectus and applications, (ii) issue notification,
  - (ii) receive and scrutinize the applications,
  - (iii) prepare nominal rolls and issue Hall-Tickets, etc.,
  - (iv) conduct Entrance Tests including on-line, evaluation of test book-lets / OMR sheets, take care of preparation and dispatch of merit lists, and the publication of results and upload results and merit lists to the University website,
  - (v) prepare time-lines for all the above-mentioned activities and adhere to them.
- 3.8** Constitute, with the approval of the Vice-Chancellor, a Committee for Prevention of Malpractices and Unfair Means to examine cases of malpractices in the entrance tests and to initiate appropriate action based on the recommendations of the Committee and the provisions of the A P Public Examinations (Prevention of malpractices and unfair means) Act, 1997 and the rules issued thereof.
- 3.9** Conduct counselling and select candidates for admission to various programs in the University following the rules of admission, and collect the prescribed fee from the candidates.
- 3.10** Assign duties to the staff working in the Directorate of Admissions and fix remuneration / salary / allowances in consultation with the Vice-Chancellor.
- 3.11** Be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of common entrance tests and admissions.
- 3.12** Convene the meetings of Heads of the Departments / Chairpersons of the Boards of Studies, whenever required for processing entrance test matters.
- 3.13** Pass the bills for payment relating to the Entrance Test, Admissions, etc.
- 3.14** Submit a statement of income and expenditure to the Vice-Chancellor through the CFAO at the end of the year.
- 3.15** Perform such other duties and functions relating to Entrance Tests and Admissions as may be entrusted to him by the Vice-Chancellor.

**STATUTE NO. 09****APPOINTMENT, DUTIES AND POWERS OF UNIVERSITY LIBRARIAN**

*In exercise of the powers conferred under sub-section (1) (d) of Section 27 read with Section 14 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the University Librarian of Annamacharya University.*

**1.0 Appointment of University Librarian:**

- 1.1 There shall be a University Librarian who is the head of the Central Library of the University, and is a whole time officer of the University.
- 1.2 The University shall appoint the University Librarian by notifying the post in national newspapers inviting applications from eligible candidates.
- 1.3 The minimum qualifications prescribed for the post of University Librarian and the selection procedure shall be the same as those prescribed by the University Grants Commission, and as adopted by the State Government, which are in vogue at the time of notification.
- 1.4 The salary and service conditions of the University Librarian are the same as those prescribed by the Board of Management for the corresponding cadre of teachers in the University.

**2.0 Duties of University Librarian:**

Subject to the general control and supervision of the Vice-Chancellor and the Registrar, the University Librarian shall exercise the following powers and discharge duties, namely:-

- 2.1 Exercise all the powers required for maintaining the units of the library office and assign work to the library staff for the efficient management of the University Library.
- 2.2 Supervise the maintenance of all the libraries in the University and organize their services in a manner that is most beneficial to the teaching, research and extension activities in the Departments.
- 2.3 Purchase catalogue cards, labels and other library requisites following the procedures prescribed for the purpose.
- 2.4 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.
- 2.5 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 the Termite Control / Prevention and Fire Protection Services.
- 2.6 Acquire and maintain all electronics gadgets, software, and materials and digital resources for the maintenance of an Integrated Library Management System and train the staff in the related mechanisms and systems.
- 2.7 Acquire encyclopaedias, e-journals, and general knowledge enhancement materials and digital tools for the benefit of the students and maintain sections for competitive examinations.
- 2.8 Acquire approved anti-plagiarism software and offer services to the faculty and research scholars.
- 2.9 Arrange for annual stock verification by the Committee constituted by the University during summer vacation and maintain and report the list of books lost, damaged, mutilated and torn, etc. The cost of the books so reported shall be placed before the Library Committee which shall initiate appropriate action in the matter;
- 2.10 Submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University during the academic year.



- 2.11** Prepare the annual budget for the libraries in the University and submit it to the Registrar.
  - 2.12** Seek the guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries.
  - 2.13** 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, countersign T A bills of the staff deputed on official work.
  - 2.14** Discharge such other duties as may be assigned to him by the Vice-Chancellor, Board of Management or Academic Council in matters relating to the library activity in the University;
- 3.0** When the Office of the University Librarian falls vacant, or he / she is unable to perform his / her 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.

**STATUTE NO. 010****APPOINTMENT, DUTIES AND POWERS OF CHIEF WARDEN OF HOSTELS**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 19 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the Chief Warden of Hostels of Annamacharya University.*

**1.0 Appointment and Term of the Chief Warden:**

- 1.1** The Chief Warden is the head of the Office of University Residential Hostels & Guest Houses in the campus, and is a part-time officer of the University.
- 1.2** The Chief Warden is appointed by the Board of Management on the recommendation of the Vice-Chancellor, and he / she should be a senior teacher in the rank of Professor / Associate Professor in a teaching department of the University.
- 1.3** The appointment of the Chief Warden shall be initially for a period of one year, which is extendable on yearly basis up to a maximum period of three (3) years, subject to satisfactory performance appraisals by the Vice-Chancellor, and so long he / she is in active service of the University.
- 1.4** The Chief Warden is the Chairperson of the Hostel Advisory Committee (HAC) constituted for the purpose of formulating policies / rules / regulations for administering the hostels. He / She shall preside over the meetings of the HAC.
- 1.5** In the temporary absence or pending the appointment of the Chief Warden, the Vice-Chancellor may nominate a Warden of the hostel to exercise the powers and perform the duties of the Chief Warden till such time as the regular appointment of Chief Warden is made, provided that such temporary arrangement shall not exceed three (3) months.
- 1.6** In addition to the pay and allowances as Professor / Associate Professor, the Chief Warden shall be paid such additional allowances as prescribed by the Board of Management.
- 1.7** If at any time, the functioning of the Chief Warden is found detrimental to the welfare of the hostel students and administration and / or he / she is found violating any rules and regulations, the Vice-Chancellor may suspend him / her pending enquiry, and / or remove from the office of the Chief Warden with the prior approval of the Board of Management provided that the enquiry committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.
- 1.8** The Vice-Chancellor is the competent authority to accept the resignation of the Chief Warden.

**2.0 Powers & Duties of the Chief Warden:**

Subject to the general control of the Registrar / Vice-Chancellor, the Chief Warden shall have the required authority to perform the following duties:

- 2.1** Constitute a Hostel Advisory Committee (HAC) and define its functions with the approval of the Registrar / Vice-Chancellor,
- 2.2** Formulate policies, in consultation with the HAC, for hostel administration including admissions, maintenance of messes, staffing pattern etc., in the hostels,
- 2.3** Prepare a manual containing all the information such as the room rent, mess expenses, menu, timings, disciplinary rules for the boarders,
- 2.4** Install the required infrastructure and encourage the conduct of all the financial transactions of the hostel electronically and in tune with the financial code of the University,
- 2.5** Assign and assess the duties of Wardens / Deputy Wardens / Assistant Wardens and all other supporting staff working in the University hostels,

- 2.6 Allot rooms to the hostel boarders through a procedure recommended by the HAC and approved by the University,
- 2.7 Educate the boarders about the consequences of ragging, and set up all the statutory mechanisms to prevent ragging in the hostels,
- 2.8 Correspond with the authorities concerned, both in the University and Government, for grant of various scholarships (SC/ST, BC, EPP, PH etc.) to eligible boarders in the University hostels, and initiate steps to receive the same,
- 2.9 Develop and maintain a data bank of the hostel boarders on their economic, social and biometric information, in consultation with the concerned authorities,
- 2.10 Monitor the discipline of the boarders, hygiene in the hostel premises, quality of food served in the mess, and initiate any corrective action required to mend the erring boarders / employees in the hostels,
- 2.11 Call for quotations, process them, place orders and make payments for the purchase bills, subject to the limits prescribed and the procedure approved by the CFAO / Finance Committee of the University,
- 2.12 Sign contracts, on behalf of and with the approval of the Registrar, which have been recommended by the HAC for out-sourcing any service in the hostel and messes,
- 2.13 Make payments for purchases and services meant for the hostels and messes, subject to rules as laid down by the University and the procedures as prescribed by the HAC,
- 2.14 Maintain proper accounts of receipts and expenditure of the hostels, and cause annual audit of the accounts,
- 2.15 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,
- 2.16 Ensure the collection of mess bills from the hostel boarders every month,
- 2.17 Review the status of receipts from the boarders every quarterly, identify the names of the defaulters, announce their names on the notice board and the hostel website, and initiate necessary action to recover the dues, and to evict the defaulters,
- 2.18 Initiate measures for repairs and annual maintenance of hostels, kitchens and dining halls during the vacation period(s) ,
- 2.19 Issue 'No Dues Certificate' to those boarders who have paid all the hostel dues,
- 2.20 Sanction leave to the staff working under him / her as per rules, countersign TA and other bills of the hostel staff;
- 2.21 Perform such other functions relating to the University hostels as may be prescribed by the Board of Management / Vice-Chancellor for good governance of the hostels.

<b>STATUTE NO. 011</b>	<b>APPOINTMENT, DUTIES AND POWERS OF CONTROLLER OF EXAMINATIONS</b>
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*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 19 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the appointment, powers and duties of the Controller of Examinations Annamacharya University.*

### **1.0 Appointment and Term of the Controller of Examinations:**

- 1.1** The Controller of Examinations is the Head of the Examination Branch of the University, and is a full-time Officer of the University reporting directly to the Vice- Chancellor.
- 1.2** The Controller of Examinations (CoE) is appointed by the Board of Management on the recommendation of the Vice-Chancellor, and he / she should be a senior teacher in the rank of Professor / Associate Professor in a teaching department of the University.
- 1.3** The appointment of the CoE shall be initially for a period of one year, which is extendable on yearly basis up to a maximum period of three (3) years, subject to his / her being in the active service of the University and satisfactory performance appraisals of his / her work by the Vice-Chancellor.
- 1.4** The CoE is the Chairperson of the Examination Reforms Committee (ERC) of the University, which is constituted to formulate policies / rules / regulations for administering the Examination branch.
- 1.5** The ERC consists of the Additional Controller(s) of Examinations, one Dean of Faculty / School, one Chairperson of the Board of Studies, One Head of the Teaching Department, the Chief Finance & Accounts Officer, the immediate predecessor of the serving CoE, and one faculty member from the Computer Science department of the University, as members. The CoE shall preside over the meetings of the ERC.
- 1.6** In the temporary absence or pending the appointment of the CoE, the senior- most Additional Controller of Examinations (ACoE) will exercise the powers and perform the duties of the CoE till such time a regular CoE is appointed, provided that such temporary arrangement shall not exceed three (3) months. In the absence of ACoE also, the Registrar shall act as In-charge CoE for a period not exceeding three (3) months.
- 1.7** In addition to the pay and allowances as Professor / Associate Professor, the CoE shall be paid such additional allowances as prescribed by the Board of Management.
- 1.8** If, at any time, the functioning of the Controller of Examinations is found controversial; against the values of the examination system, and / or violating any examination rules and regulations, damaging the reputation of the University, the Vice-Chancellor may suspend him /her pending enquiry, and/or remove him/her from the office of the Controller of Examinations with the prior approval of the Board of Management provided that the enquiry committee has, after giving him / her a reasonable opportunity to be heard, found the allegations true and recommends his / her removal.
- 1.9** The Vice-Chancellor is the competent authority to accept the resignation of the Controller of Examinations

### **2.0 Powers and Duties of CoE:**

Subject to the general control of the Vice-Chancellor, the Controller of Examinations (CoE) shall have the required authority to perform the following duties:

- 2.1** Maintain and operate an exclusive and dynamic website for the Examination branch with a link to the University website,
- 2.2** Recommend to the University the appointment of Additional Controllers of Examinations (ACoE)', whenever required, assign duties to them, and assess their performance,

- 2.3** Constitute an Examination Reforms Committee (ERC), and define its functions, with the prior approval of the Vice-Chancellor,
- 2.4** Formulate policies / procedures / rules / regulations, in consultation with ERC, for administering the Examination branch and for enabling it to perform the following functions:
- (i) Issue of notifications for all the semester examinations in the University,
  - (ii) Designing and processing of the applications and the issue of Hall-Tickets,
  - (iii) Preparation of question papers and printing,
  - (iv) Conduct of examinations, off-line and on-line,
  - (v) Preparing the list of paper setters / examiners, both for theory and practical examinations,
  - (vi) Evaluation of answer scripts, both physical and online,
  - (vii) Processing and declaration of results,
  - (viii) Issue of memorandum of marks, provisional certificates, migration certificates,
  - (ix) Issue of authenticated duplicate copies of original diploma and degree certificates lost by the candidates, etc.,
  - (x) Storing and preserving confidential data relating to examinations in print and electronic forms,
  - (xi) Fixing the fee for various services rendered by and at the Examination branch, and the rates of remuneration for examination related works,
- 2.5** Prepare an 'Examination Manual, for use by the officers and staff working in the branch, containing sequential and detailed procedures for pre and post examination matters like paper setting, printing of question papers, conduct of theory and practical examination, duties of the chief superintendent, invigilators, observers, coding of answer scripts, valuation, moderation and award of grace marks, tabulation of marks and declaration of results, and award of certificates.
- 2.6** Upload in its website for information of students of the University the rules relating to attendance requirement, internal and semester examinations, minimum pass marks, recounting and revaluation of answer scripts, award of Grade Points, Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA), promotion rules, supplementary examinations, re-admission and minimum period for completion of the course, punishment for malpractices in examinations, etc.,
- 2.7** Frame guidelines in consultation with the ERC for the conduct of internal assessment / mid-term examinations by the faculty in the teaching departments, and sending the marks / grades / credits to the examination branch in an approved format and before the timeline prescribed,
- 2.8** Formulate the policy for counting the credits earned by the students for courses from on-line platforms like MOOCS, etc.
- 2.9** Install a state-of-the-art Computer Centre with relevant software's exclusively for the Examination branch, and computerize, to the extent desirable and possible, the entire process of examination starting from application to the declaration of results and the issue of certificates,
- 2.10** Digitalize the consolidated tabulation registers showing the history of marks / grades of all the semesters and the division / cumulative grade point average of every student, and archive them in safe place and custody,
- 2.11** Arrange for restricted entry and such security arrangements including electronic surveillance to safeguard confidentiality in the working of examination branch,

- 2.12** Organize counseling sessions to the employees of the Examination branch to instill a sense of ethical and responsive behaviour among the employees of the examination branch,
  - 2.13** Correspond with the authorities concerned in the University like Dean, Principal, Chairmen, Boards of Studies, Heads of the Departments and others on any matter relating to examinations,
  - 2.14** Identify and allot Centers in the University for conducting theory examinations,
  - 2.15** Issue hall-tickets to all the eligible candidates who applied in response to the notification for the examination,
  - 2.16** Appoint the required number of Chief Superintendents, Invigilators, Observers, Scribes, Paper setters, Examiners, Tabulators, Data Entry operators, Programmers etc., to help in the smooth conduct of examinations,
  - 2.17** Open Bank Account(s) exclusively for the examination branch in Nationalized Banks only and operate the accounts,
  - 2.18** Digitalize, to the extent required and possible, all payments and receipts and other financial transactions relating to examination branch,
  - 2.19** Call for quotations, process them, place orders and make payments for the purchase bills pertaining to the examination branch, subject to the limits prescribed and the procedure approved by the Chief Finance &Accounts Officer / Finance Committee of the University,
  - 2.20** Sign contracts, with the prior approval of the Vice-Chancellor, and which have been recommended by the ERC, for outsourcing any service in the examination branch,
  - 2.21** Make payments for purchases and services meant for the examination branch, subject to the rules as laid down by the University and the procedures prescribed by the ERC,
  - 2.22** Maintain proper accounts of receipts and expenditure of the examination branch, and cause annual audit of the accounts,
  - 2.23** Reconcile the receipts and payments of the examination branch with the bank statements obtained every month, and settle any discrepancy with the bank immediately.
  - 2.24** Initiate measures for repairs and annual maintenance of computers and other equipment in the examination branch,
  - 2.25** Sanction leave to the staff working under him as per rules, countersign TA and other bills of the staff working in the examination branch,
  - 2.26** Perform such other functions relating to the University examinations as may be prescribed by the Board of Management / Vice-Chancellor for good governance of the examination branch.
- 3.0** The Controller of Examinations (CoE) may, with the prior approval of the Vice- Chancellor, delegate in writing any of his powers to Additional Controller of Examination and any other statutory authority / officer of the University.

<b>STATUTE NO. 012</b>	<b>OFFICERS OF THE UNIVERSITY</b>
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*In exercise of the powers conferred under sub-section (1) (d) of Section 27 read with Section 14 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Officers of the University in Annamacharya University.*

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

1. Dean of Faculty
2. Principal of a College
3. Head of Teaching Department
4. Director of Admissions
5. University Librarian
6. Chief Warden
7. Controller of Examinations
8. Placement Officer

<b>STATUTE – M1</b>	<b>PROCEDURE FOR THE CONDUCT OF CONVOCATION FOR CONFERRING DEGREES</b>
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*In exercise of the powers conferred under Section 34 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the procedure for the conduct of Convocation for conferring Degrees of Annamacharya University.*

### **1.0 The Convocation:**

- 1.1** A Convocation shall be held ordinarily every year in the month of December / January for the purpose of conferring Degrees and awarding Diplomas, Medals, and Prizes to qualified graduates. However, a Special Convocation may 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 Board of Management, subject to the Chancellor's approval.
- 1.2** The Chancellor shall preside over the Convocation. In the absence of the Chancellor, the Vice-Chancellor shall preside.
- 1.3** The Degrees conferred and Diplomas awarded by the University at the Convocation shall be those as approved by the Board of Management.
- 1.4** Not less than thirty (30) days notice shall ordinarily be given by the Registrar, under the direction of the Vice-Chancellor, for an ordinary meeting of the Convocation. However, a short notice of a period possible, as decided by the Vice-Chancellor, is sufficient for a special Convocation.

### **2.0 Award of Degrees & Diplomas:**

- 2.1** Candidates shall submit their application to the Controller of Examinations for admission to the Degree and / or Diploma in prescribed form with fee, at least 20 days before the date fixed for the Convocation.
- 2.2** Every candidate who has studied in the University and qualified for a Degree or Diploma shall receive the same at the Convocation either in person or in absentia. It shall, however, be competent for the Vice-Chancellor, for satisfactory reasons shown, to present candidates who are declared eligible for the award of their respective Degrees or Diplomas in advance. All such cases shall be reported to the succeeding Convocation.
- 2.3** 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.
- 2.4** No candidate who has already been awarded a degree or diploma shall be admitted a second time to the Convocation for the same degree or diploma, notwithstanding that he / she may have qualified in an additional group or branch or in an additional language or may have improved upon his / her earlier performance. An endorsement shall be made on the degree or diploma certificate setting forth further examinations passed by him / her, the dates of such examinations and the class in which he / she was placed, provided that in the case of candidates who have appeared for the same examination to improve their class, they shall receive the same at a Convocation as specified in law 2.2 and 2.3 supra, a second time to the same degree after they surrender their earlier degree or diploma certificate.
- 2.5** Degrees or Diplomas or Titles 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.
- 2.6** 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 the case of Honorary Degrees.



- 2.7** The Vice-Chancellor, with the approval of the Board of Management, may recommend a panel of eminent persons to the Chancellor to invite one of them as the Chief Guest to deliver the Convocation address.
- 2.8** The Vice-Chancellor may, at a meeting of the Board of Management, move the proposal for conferment of an honorary degree / title such as LLD, D Litt. D Sc., Kalaprapoorna, etc., upon a person who has immensely contributed to the welfare of the society at large by reason of eminence and attainment or by virtue of his / her contribution to knowledge, or for distinguished service to the cause of education, science and technology, health, fine arts, games and sports, and any other public services. Honorary Degrees shall be conferred with the approval of the Chancellor and only at the Convocation in person or in absentia.
- 3.0** The Procedure for the conducting the Convocation:
- 3.1** The Board of Management shall, from time to time, lay down the procedures to be followed at the Convocation and at special functions.
- 3.2** The Chancellor, The Vice-Chancellor, the Chief Guest, recipients of Honorary Degrees, Registrar, Deans of the Faculties, and members of the Governing Body / Board of Management / Academic Council shall wear the academic robes prescribed and assemble at the place allotted for supplication of Graces at the appointed hour. The arrangements shall be made on the dais in the Assembly of Graces for the seating of the Chancellor, the Vice-Chancellor, and the Registrar, with the Chancellor seated at the centre. The Chief Guest, the recipients of the Honorary Degrees, the Deans of the Faculties and other members of the Governing Body / Board of Management shall be seated opposite to the Chancellor.
- 3.3** The Graces of the Board of Management 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 Dean of any Faculty concerned, the Grace shall be supplicated by the Dean of any other Faculty authorized by the Vice-Chancellor.
- 3.4** Supplication of Grace shall mutatis mutandis be as follows:
- “Mr. Chancellor, I move that a Grace of the Board of Management be passed on those persons whom the Board of Management on the reports of the Examiners has certified to be qualified for the degree of and they be admitted to that degree”.
- Whereupon the Chancellor shall put the question “Doth it please you that this Grace be passed?” and the Board of Management assenting, the Chancellor shall say: “This Grace is passed”.
- When all the Graces have been passed, the Chancellor, the Vice- Chancellor, the Chief Guest, the recipients of the Honorary Degrees, Deans of the Faculties and members of the Board of Management and the Registrar shall proceed in procession in pairs to the hall in which the Degrees are to be conferred.
- 3.5** The Chancellor’s chair on the dais in the Convocation hall shall be arranged in such a way that it is slightly in advance, the Chancellor is at the Centre flanked on the left side by the Vice-Chancellor and on the right side by the Chief Guest. The recipients of Honorary Degrees shall be seated on either side next to the Vice- Chancellor and the Chief Guest. The Registrar shall be seated at the right side end. The Deans of the Faculties and the members of the Governing Body / Board of Management / Academic Council shall be seated in the second and third rows behind leaving full space for the presentation of the candidates.
- 3.6** The candidates shall wear the gowns, hoods and academic caps / turbans / fezs pertaining to the respective Degrees and shall be seated opposite to the Chancellor.

**3.7** 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 of the Faculties, members of the Governing Body / Board of Management and the Registrar have taken their seats.

**3.8** The Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Deans of the Faculties, members of the Governing Body / Board of Management and the Registrar having taken their places, the Chancellor shall say:

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

**3.9** Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient(s) of such degree shall be presented ordinarily by the Vice-Chancellor who shall make a recital of the recipient’s qualifications and achievements of excellence. The recipient of the Honorary Degree shall remain standing when the citation is recited.

**3.10** The Chancellor or the Vice-Chancellor, in presenting the Honorary degree, shall say to the recipient: -

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

**3.11** After the award of Honorary Degrees is completed, the Chancellor shall say: “Let the candidates for the various Degrees stand forward”

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

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

Answer: “I do promise”.

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

Answer: “I do promise”

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

Answer: “I do promise”

**3.12** The Chancellor (or the Vice-Chancellor) shall then say: “Let the candidates be presented”

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

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

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

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

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

- 3.14** When all the candidates have been presented, the Registrar shall lay the record of the Degrees and Diplomas to be given to all those candidates who qualified in the examinations for which the Convocation is being held. The Chancellor (or the Vice-Chancellor) shall affix his signature thereto.
- 3.15** The Registrar / Dean of the Faculty concerned will read out the names of the candidates who have been declared entitled to Gold Medals at the P.G. Examinations. As the Registrar / Dean of the Faculty concerned reads the names, the candidates shall come to the dais and receive the Gold Medals from the Chancellor (or the Vice-Chancellor).
- 3.16** The Vice-Chancellor will then present a brief report reviewing the activities of the University and request the Chief Guest to address.
- 3.17** The Chief Guest will then address the Convocation.
- 3.18** At the close of the Address, the Chancellor, the Vice-Chancellor and the members of the Governing Body / Board of Management, the Dean of the Faculties shall rise, and the Chancellor (or the Vice-Chancellor) shall then say:

“I declare the Convocation dissolved.”
- 3.19** The Chancellor, the Vice-Chancellor, the Chief Guest and the members of the Governing Body / Board of Management, the Academic Senate shall then retire in procession to the place of supplication of Graces with the graduates and invitees standing.
- 3.20** In the case of Convocations specifically arranged for conferring Honorary Degrees only the procedure as laid down in Sections above shall be followed.

<b>STATUTE – M2</b>	<b>CREATION, CATEGORIES OF TEACHING POSTS &amp; METHOD OF APPOINTMENT AND DUTIES OF TEACHERS</b>
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*In exercise of the powers conferred under Sub-Section (1) (i) of Section 28 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Institution and Classification of the Teaching Posts & Method of Appointment and Duties of Teachers in Annamacharya University.*

### **1.0 Creation of Teaching Posts:**

- 1.1** The Board of Management is the authority concerned to create teaching posts, in consultation with and on the recommendation of the Academic Council for the subjects / teaching and / or research departments in the University.
- 1.2** The number and category of teaching posts for a subject / teaching and / or research department shall be determined by considering the approved student-teacher ratio, the workload of the department, and the guidelines of UGC / Regulatory Authority concerned on the workload for different categories of teachers.
- 1.3** Teaching posts should be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department, and in a manner prescribed by the UGC for fulfilling the 12(B) requirement.

### **2.0 Categories of Posts:**

- 2.1** The teachers of the University shall be of the following four categories, and/or any other category that is approved by UGC / State Government / Board of Management:
  - (a) Senior Professor
  - (b) Professor
  - (c) Associate Professor
  - (d) Assistant Professor
- 2.2** Adjunct Professor, Visiting Professor, Professor Emeritus, Guest Professors are some designations in the category of Professor / Senior Professor.

### **3.0 Appointment:**

- 3.1** The posts of teachers and their equivalent category shall be appointed on all India basis by advertising widely in newspapers and in the University website.
- 3.2** Teachers of the University, viz. Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Board of Management, should be appointed on the recommendations of a Selection Committee constituted for the purpose as per Section 5 of the 'UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018', as amended, if any, in G O Ms. No 14 / Higher Education (UE) Department dated 13.02.2019 issued by the Government of A P, and any other Guidelines / Orders issued in this regard by the University Grants Commission / State Government / Regulatory Authority concerned, from time to time.

*Provided that in respect of the appointment of academic staff for a Research Institution / Centre in the University, the Director of the Research institution / Centre concerned shall be considered as the Head of the Department for the purpose of constituting the Selection Committee, if in that category he / she is a member of the Selection Committee.*

- 3.3** The qualifications for appointment of teachers in the University departments, and other category of posts declared equivalent to teachers by the Board of Management, shall be equivalent to or higher than those specified in 'UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the

Maintenance of Standards in Higher Education) Regulations, 2018', as amended, if any, in G O Ms. No 14 / Higher Education (UE) Department dated 13.02.2019 issued by the Government of A P, and any other Guidelines / Orders issued in this regard by the University Grants Commission / State Government / Regulatory Authority concerned from time to time.

- 3.4** The emoluments of teachers in the University departments and other category of posts declared equivalent to teachers by the Board of Management, shall not be less than the 'Entry Pay' recommended for various Academic Levels in the UGC Regulations, 2018, and accepted by the Govt. of A P in G O Ms. No 14 / Higher Education (UE) Department dated 13.02.2019.
- 3.5** The appointment of teachers in the University shall be in accordance with the statutory reservation policy of the Govt. of A P in existence at the time of notifying the posts.

#### **4.0 Duties of Teachers:**

- 4.1** The principal duty of a teacher in the University is to (a) teach, train and guide the students and research scholars in their subjects of study, and support them academically in their progression, (b) engage in research and publish in accredited and refereed journals, and (c) carry out such other academic, examination and / or University administrative work as may be assigned by the Head of the Department / Chairperson, Board of Studies / Principal / Dean / Registrar / Vice-Chancellor without detriment to his principal duty.
- 4.2** In addition, teachers shall observe the 'Code of Professional Ethics' defined in the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and assume full responsibility for and unequivocal commitment to conducting themselves in accordance with the ideals of the profession and responsibilities as defined in the Regulations, which are quoted under:

##### **4.2.1 Teachers should:**

- (i) Ensure in the profession high level of competence, integrity and morals;
- (ii) Adhere to a responsible pattern of conduct and demeanour expected of them by the community and show due regard to constituted authority.
- (iii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iv) Seek to make professional growth continuous through study and research;
- (v) Express free and frank opinion by participation in professional meetings, seminars, conferences etc., in the pursuit of the objective of making contribution of knowledge;
- (vi) Maintain active membership of professional organizations and strive to improve the content and quality of education and commitment to the profession through them;
- (vii) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with diligence and dedication.
- (viii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (ix) Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices and tradition;
- (x) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the Institution and the University, such as assisting in verifying the applications for admission, advising and counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation; and

- (xi) Participate in extension, co-curricular and extra-curricular activities, including the community service.

**4.2.2 Teachers and Students: Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his / her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental awareness and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

**4.2.3 Teachers and Colleagues: Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional improvement;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**4.2.4 Teachers and Authorities: Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest of the profession and in conformity with the dignity of the profession;

- (vi) Adhere to the terms of contract of appointment or any other contract entered into with the University in relation to the profession;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for the completion of their academic schedule.

**4.2.5 Teachers and Non-Teaching Staff: Teachers should**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking,
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

**4.2.6 Teachers and Guardians: Teachers should**

Try to maintain contact the guardians of students, send reports of the performance of the students to the guardians whenever necessary, and meet the guardians in meetings convened for the purpose by the College / Institution / the University for exchange of ideas and for the benefit of the institution.

**4.2.7 Teachers and Society: Teachers should**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Cultivate a concern for community values and aspirations and an awareness of social problems and work to improve and strengthen the community's moral and intellectual life and the country's social development;
- (iii) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (iv) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to disturb peace and promote a feeling of hatred or enmity among different communities, religions or linguistic groups and actively strive for national integration.

<b>STATUTE – M3</b>	<b>GRIEVANCE REDRESSAL COMMITTEES FOR STUDENTS</b>
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In exercise of the powers conferred under Clause (f) of Sub-Section (1) of Section 27 of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Constitution and Functions of Grievance Redressal Committees for Students in *Annamacharya University*.

### **1.0 Student Grievance Committees (SGC):**

**1.1** The University shall have three levels of Student Grievance Redressal Committees – (i) Department Student Grievance Redressal Committee (DSGRC), (ii) Institutional Student Grievance Redressal Committee (ISGRC), and (iii) University Student Grievance Redressal Committee (USGRC) in accordance with University Grants Commission (Redress of Grievances of Students) Regulations, 2019, to provide opportunities for redress of certain grievances of students already enrolled in the University, as well as those seeking admission to the University.

### **1.2 Departmental Student Grievance Redressal Committee (DSGRC):**

**1.2.1** A complaint by an aggrieved student on any matter relating to a Department / School / Centre, whatever may be the nomenclature, in the University shall be addressed to the Departmental Student Grievance Redressal Committee (DSGRC) concerned.

**1.2.2** There shall be one DSGRC for each Department / School / Centre, which is constituted by the Head of the Department / School / Centre concerned:

- (i) The Head of the Department/School/Centre Chairperson
- (ii) Two Professors from outside the Department/School/Centre Members (to be nominated by the Vice-Chancellor)
- (iii) A teacher from a Department/School/Centre Member (to be nominated by the Chairperson)
- (iv) A representative from among students of the Department/School/Centre...Special Invitee (to be nominated by the Vice-Chancellor based on academic merit / excellence in sports / performance in co-curricular activities)

**1.2.3** The term of the nominated members of the Committee shall be of two (2) years. The student nominee, however, will be a Special Invitee so long as he / she is a regular student in the Department / School / Centre concerned, subject to a maximum of 2 years.

**1.2.4** The quorum for the meetings of DSGRC, including the Chairperson, but excluding the Special Invitee, shall be three (3).

**1.2.5** The DSGRC shall consider the merit of the grievances with reference to the relevant rules and regulations of the University and following the principle of natural justice. The Committee shall prepare a report indicating clearly the reasons to declare whether the grievance is genuine and deserves redress, or to reject it. The report should also include the recommendations of the Committee for the redress of the grievance.

**1.2.6** The Chairperson of DSGRC shall initiate action to upload the report of the Committee on the 'Student Grievance Redressal Portal' and provide a copy to the aggrieved student, within 15 days from the date of receipt of the complaint.

**1.2.7** Based on the report of the DSGRC, and provided it recommends the redressal of the grievance, the Head of the Department / School / Centre from which the grievance has arisen shall initiate action as recommended by the DSGRC.

**1.2.8** If the DSRGC is unable to resolve the grievance of the complainant for reasons beyond its jurisdiction, the grievance shall be referred to the USGRC along with the reasons for referring it to the USGRC.



### 1.3 Institutional Student Grievance Redressal Committee (ISGRC):

- 1.3.1** Where a complaint does not relate to any academic Department / School / Centre, as the case may be, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC).
- 1.3.2** There shall be one ISGRC for the University, which shall be constituted by the Vice-Chancellor with the following composition:
- 1.0 Dean of a Faculty - Chairperson
  - 2.0 Dean, Students Welfare or equivalent – Member
  - 3.0 One Head of the Department – Member
  - 4.0 One senior teacher of the University - Member (to be nominated by the Chairperson)
  - 5.0 A representative from among students of the University (to be nominated by the Vice Chancellor based on academic merit / excellence in sports / performance in co-curricular activities) - Special Invitee
- 1.3.3** The term of the nominated members of the Committee shall be of two (2) years. The student nominee, however, will be a Special Invitee so long as he/she is a regular student in the Department / School / Centre concerned, subject to a maximum of 2 years.
- 1.3.4** The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the Special Invitee, shall be three (3).
- 1.3.5** The ISGRC shall consider the merit of the grievances with reference to the relevant rules and regulations of the University, and following the principle of natural justice. The Committee shall prepare a report indicating clearly whether the grievance is genuine and whether it deserves redress or deserves to be rejected. The report should also include the recommendations of the Committee for the redress of the grievance / its rejection.
- 1.3.6** The Chairperson of ISGRC shall initiate action to upload the report of the Committee on the 'Student Grievance Redressal Portal', and provide a copy to the aggrieved student within 15 days from the date of receipt of the complaint.
- 1.3.7** Based on the report of the ISGRC, and provided it recommends the redressal of the grievance, the appropriate authority for acting on grievance shall initiate action.
- 1.3.8** If for some reason the ISGRC is unable to resolve the grievance of the complainant for reasons beyond its jurisdiction, the grievance shall be referred to the USGRC along with the reasons for referring it to the USGRC.

### 1.4 University Student Grievance Redressal Committee (USGRC)

- 1.4.1** The Board of Management shall constitute the University Student Grievance Redressal Committees (USGRC) to consider the representations received from those students who are aggrieved by the decisions of either the DSGRC or the ISGRC, and also the grievances which could not be resolved for some reason at the level of the DSGRC or the ISGRC, and referred to it.
- 1.4.2** The USGRC is constituted with the following members:
- |  |   |             |
|--|---|-------------|
| (i) Vice-Chancellor                      | - | Chairperson |
| (ii) A member of the Board of Management | - | Member      |
| (iii) The Controller of Examinations     | - | Member      |
| (iv) The Chief Warden                    | - | Member      |

- (v) Two Heads of the Departments /Schools / Institutes who are not connected with reports of DSGRC / CSGRC under review - Members (on the recommendation of the Vice-Chancellor)
- (vi) A representative from among students of the University (on the recommendation of the Vice-Chancellor based on academic merit / excellence in sports / performance in co-curricular activities) - Special Invitee

- 1.4.3** The term of the Heads of the Departments shall be two (2) years. The student nominee, however, will be a Special Invitee so long as he / she is a regular student in the Department / School / Centre concerned, subject to a maximum of 2 years.
- 1.4.4** The quorum for the meeting, including the Chairperson, but excluding the Special Invitee, shall be three (4).
- 1.4.5** The USGRC is an appellate authority at the University level to review, amend and overrule decisions of the DSGRC and the ISGRC provided that the decision of DSGRC / ISGRC contravenes any rule / regulation of the University or those Committees have misinterpreted the law / rules and regulations.
- 1.4.6** The USGRC also admits the appeals filed by students who are aggrieved by the decisions of DSGRC / ISGRC provided that such an appeal is filed within seven (7) days from the date the decision appears on the 'Student Grievance Redressal Portal'.
- 1.4.7** The Chairperson of USGRC shall initiate action to upload the decision of the Committee on 'Student Grievance Redressal Portal' and inform the aggrieved student within 15 days from the receipt of the grievance.
- 1.4.8** Any student aggrieved by the decision of the USGRC may prefer an appeal to the Ombudsperson, appointed for the purpose by the Government of Andhra Pradesh, within a period of fifteen (15) days from the date of receipt of such decision by him / her.

## **2.0 Mandatory Publication of Prospectus and its Contents:**

- 2.1** The University shall, as per the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, publish and / or upload on its website, before the expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a Prospectus containing the following for the information of persons intending to seek admission to the institution and the general public, namely:
- (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the University, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
  - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
  - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
  - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of the test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
  - (e) each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or program of study, and the other terms and conditions of such payment;

- (f) rules / regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fine as may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in the University in case such student withdraws from such institution before or after the completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the faculty, including their educational qualifications, along with their type of appointment (Regular / visiting / guest) and teaching experience of every member thereof.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry / collaborating institution in the country or abroad wherein the practical training is to be imparted to the students and in particular the amenities accessible to students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) Any other information as may be specified by the University Grants Commission / Govt. of A P:

Provided that the University shall publish / upload information referred to in clauses (a) to (k) above on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media:

- 2.2** The University shall fix the price of each printed copy of the Prospectus, its cost being not more than the reasonable cost of its publication and distribution with no profit be made out of the publication, distribution or sale of the Prospectus.
- 2.3** The University shall furnish prominently on its website and in its Prospectus all relevant information in respect of the Student Grievance Redressal Committee(s), and the details of the Ombudsperson, appointed for the purpose by the Government of A P for preferring an appeal.

### **3.0 Student Grievance Redressal Portal:**

- 3.1** The University shall have a 'Student Grievance Redressal Portal" to facilitate the students / complainants to lodge their grievance, send reminders, and view the status of action taken regarding their grievances.
- 3.2** Any aggrieved student may submit an application in the portal on-line seeking redressal of the grievance.
- 3.3** The Vice-Chancellor may nominate the Student Advisor or any Officer of the University to maintain, monitor, coordinate and update the portal in order to comply with the provisions of this Statute and also those in the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, and also to represent the University in the court of the Ombudsman.

### **4.0 Procedure for Redressal of Grievance and Ombudsperson:**

- 4.1** On receipt of an online complaint, the University shall refer the complaint to the appropriate Student Grievance Redressal Committee (DSGRC or ISGRC), along with its comments within 15 days of receipt of the complaint on the online portal.

- 4.2** The Student Grievance Redressal Committee concerned shall fix a date for hearing the complaint which shall be communicated to the University and the aggrieved student. The student may appear either in person or authorize a representative to present his / her case.
- 4.3** The DSGRC or the ISGRC shall process the complaint and send a report along with its recommendation to the University for uploading it to the 'Student Grievance Redressal Portal' and arrange to provide a copy marked to the complainant. Such of those complaints which could not be resolved by the DSRGC or the ISGRC for reasons of jurisdiction shall be referred to the USGRC citing the reasons.
- 4.4** The USGRC shall resolve the complaint received from the student who is aggrieved by the decisions of the DSGRC or the ISGRC, and those not resolved by them, within 15 days from the date of receipt, and arrange to upload it to the 'Student Grievance Redressal Portal' and inform the decision to the student concerned.
- 4.5** A student who is aggrieved by the decision of the USGRC may appeal to the Ombudsperson appointed by the Government of A P for the University to which the student belongs, within 15 days from the date of receiving the decision from the University.
- 4.6** The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefor, as may be deemed fit, to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- 4.7** The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the University shall place it for general information on its website.
- 4.8** The University shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the University Grants Commission / Government of A P any failure on the part of the University to comply with its recommendations.
- 4.9** The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**STATUTE – M4****APPOINTMENT, POWERS AND FUNCTIONS OF THE PLACEMENT OFFICER**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read with Section 19 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Appointment, Powers, and Functions of the Placement Officer in Annamacharya University.*

**1.0 Placement Officer**

- 1.1 There shall be a Placement Officer heading the Training, Placement & Entrepreneurship Development Cell in the University to oversee the training and placement activities of the students.
- 1.2 A faculty member not below the rank of Associate Professor and with relevant expertise in building relationships with Industry and arranging for campus interviews is eligible for appointment as Placement Officer.
- 1.3 The Placement Officer shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- 1.4 The term of the Placement Officer is two (2) years from the date of appointment, and is extendable by a period not exceeding two (2) more years.
- 1.5 The Placement Officer shall be paid a monthly honorarium as determined by the Board of Management.

**2.0 POWERS AND FUNCTIONS:**

The Placement Officer shall help the University in the planning and preparation of work placements / of the students of the University. He / She shall strive to

- 2.1 Develop awareness among the students in matters of placements and explore and identify placement avenues for different educational qualifications and aptitudes and provide training to the students through orientation programmes and short-term off-curriculum courses relevant to the industry;
- 2.2 Coordinate with the industry and address the skill development needs of the students in key areas by developing suitable training modules;
- 2.3 Provide periodic market readiness counseling to the students so as to bridge the gap between education and employment;
- 2.4 Negotiate with the industry for internships, short-term and long-term, and projects, and for mentoring startups;
- 2.5 Liaise with the industry for the placement of students and shall exchange with the industry information / inputs relevant to the Industry on the skills imparted and training provided in the relevant subject areas in the University;
- 2.6 Develop, in consultation with the Vice-Chancellor and Heads of the Departments concerned, Industry-Institute Interaction / interface modalities and organize lectures / workshops / seminars / short-term training programmes by associating the professionals from the industry for awareness promotion and for the harnessing of need-based skills;
- 2.7 Provide training in life skills to the students of the University;
- 2.8 Collect feedback from the industries / companies on the professional performance and the use of the skill sets of the graduates gained at the University, for utilizing this information for the benefit of the University;
- 2.9 Arrange, in consultation with the Vice-Chancellor, training programmes in communication skills and interview facing skills for the students utilizing institutional and external expertise;

- 2.10** Foster entrepreneurial culture in the students to lead toward product development and processing for commercialization and organize from time to time entrepreneurship development programmes / workshops in coordination with the Industry;
  - 2.11** Evaluate every programme / training module conducted at the University on a scale to be developed for the purpose with the help of experts from the industry and the IQAC of the University;
  - 2.12** Correspond with the Industry / organizations on on-campus and off-campus interview dates and other relevant schedules, and facilitate, with the consent of the Vice-Chancellor, written tests / campus interviews at the Institute;
  - 2.13** Maintain a record of all his correspondence in the formats prescribed and arrange proper communication to the students of communications / call letters / appointment offers received from the industry / organizations;
  - 2.14** Submit an Annual Report, through the Vice-Chancellor, to the Board of Management on the activities of the Placement Cell in the format prescribed. The format shall include, among others, items like i. deficit area identification, ii. number of students trained, iii. skill sets addressed, iv. training / modules provided, v. internships provided, vi. Industry feedback on training modules, their utility, and internship outcomes, vii. placements provided, viii. placements provided in correlation with the training imparted, ix. comparison with the previous year, x. perspective plan for the next year;
  - 2.15** Organize placement visits by coordinating with the Industry;
  - 2.16** Develop a database of appropriate employer / commercial / industrial units and links;
  - 2.17** Develop linkages and networking with the Alumni Association for feedback and for exploring the employment opportunities for the students of the Institute.
- 3.0** The Placement Officer shall perform such other duties as are related to student placements, and exercise the authority required for attaining the objectives set by the Vice-Chancellor / Board of Management of the University.

**STATUTE – M5****MAINTENANCE OF A REGISTER OF REGISTERED GRADUATES**

*In exercise of the powers conferred under Sub-Section (1) (i) of Section 28 of the A.P. Private University Act 3 of 2016, the Governing Body hereby makes the Statute on the Maintenance of a Register of Registered Graduates in Annamacharya University.*

- 1.0** The Registrar of the University shall maintain a 'Register of Registered Graduates'.
- 2.0** 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 this purpose, the day of the Convocation on which a person is admitted to his / her degree either in person or in absentia shall be considered the day on which he / she has graduated or taken his Degree.
- 3.0** (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 which will entitle him/her to have his / her name entered and retained in the Register for life.
- (b) The 'Register of Registered Graduates' shall be revised, corrected and brought up-to-date on 1st July of each year. For this purpose, the Register shall be closed from 1st June to 30th June each year and no entries shall be made during those days.
- (c) A Committee of five members from among the Academic Council of the University and appointed by the Board of Management will revise the list of Registered Graduates every year,
- (d) Every applicant, for registration as a Registered Graduates, shall furnish his / her permanent address and Aadhaar Card number. All communications shall be posted to the registered address. It shall be the duty of a Registered Graduate to inform any change in the address to the Registrar of the University.