

STATUTE NO. 1

THE SCHEDULE

[See Section 29 (1)]

THE STATUTES OF THE UNIVERSITY

THE VICE-CHANCELLOR

1. (1) **Subject to the provisions of Sub-section (1A) of section 10, the Vice-Chancellor shall hold office for a term of three years from the date of his/her appointment and shall be eligible for reappointment to that office for another term of three years in the manner provided in sub-section (1) of section 10.**
- (2) **The Vice-Chancellor shall be paid such pay and allowances as may, by order, be specified by the Government from time to time. He/She shall be provided with a furnished official accommodation for which he/she shall pay ten percent of his/her salary towards rent.**
- (3) **It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the statutes, ordinances and regulations are duly observed and he/she may exercise all powers necessary for this purpose.**
- (4) **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 the Vice-Chancellor is vacant, it shall be competent for the State Government to appoint a person to be incharge Vice-Chancellor. The person so appointed as incharge Vice-Chancellor shall exercise the powers, perform the functions and discharge the duties of the Vice-Chancellor until the Vice-Chancellor assumes the office, or as the case may be, a new Vice-Chancellor is appointed in accordance with sub-section (1) of Section 10.**
- (5) **It shall be competent for the Chancellor to accept the resignation of the Vice-Chancellor.**
- (6) **When the post of the Vice-Chancellor falls permanently vacant either by resignation or otherwise, the vacancy shall be filled by the Chancellor by appointing another person as Vice-Chancellor and the Vice-Chancellor so appointed shall hold office for a full term of three years.**

In exercise of the powers conferred by sub-section 2 of Section 29 of the Potti Sreeramulu Telugu University Act (Act No.27 of 1985) the Executive Council hereby makes the following additions to the Statute No.1.

After Statute No.1(6) - Add :

1. (7) He/She shall have power to interpret the provisions of the Act, the Statutes, the Ordinances and the Regulations.
- (8) He/She shall exercise general control over all the Campuses, Schools, Departments and Centres. He/She shall have the right to inspect all Schools, Departments, Centres and Institutions of the University and also the Colleges and Institutions affiliated to or recognised by or associated with the University.
- (9) He/She shall have power to institute an enquiry in respect of any matter concerning the University.
- (10) He/She shall also exercise such other powers that are delegated to him by the competent authorities of the University from time to time.
 - (a) He/She shall also have power to visit any research institution for the purpose of according recognition to it or for negotiating the terms and conditions for its take over by the University and obtain the concurrence of the Executive Council for the said purpose.
 - (b) He/She shall have power to constitute such adhoc committees as he/she may deem necessary to help him in the performance of his/her duties as the Principal Executive Officer of the University.
 - (c) Where an officer is absent from duty on leave or for any other reason or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that officer for such period as may be necessary;
 - (d) He/She shall exercise such financial powers as may be prescribed from time to time.
 - (e) The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, the Association of Commonwealth Universities and other similar bodies or Associations in India or abroad. In case he/she is unable to attend the meetings of such bodies, he/she may

depute a person to represent the University with the concurrence of the Executive Council.

- (f) If the Vice-Chancellor is deputed by the Executive Council on University business to countries outside India, such deputation shall be communicated in advance to the Government.
- (g) He/She shall be entitled to be present at, and address at any stage of any meeting of any authority of the University but not to vote there at unless he/she is a member of that Authority.

STATUTE NO. 2

THE REGISTRAR

2. (1) **The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the statutes: Provided that the Registrar shall retire on attaining the age of fifty-eight years:**
- Provided further that the Registrar shall, notwithstanding his/her attaining the age of fifty-eight years, continue in office until his/her successor is appointed and enters upon his/her office or until the expiry of a period of one year whichever is earlier.**
- (2) **When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or on any other cause and unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.**
- (3) (a) **The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them, to impose on them the penalty of censure or the withholding of increment ;**
- Provided that no such penalty shall be imposed unless the person concerned has been given an opportunity of showing cause against the action proposed to be taken in regard to him.**
- (b) **An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).**
- (c) **In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his/her recommendations ;**

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

- (4) The Registrar shall be the ex-officio Secretary of the Executive Council and the Academic Senate, but shall not be deemed to be a member of any of those authorities.**
- (5) It shall be the duty of the Registrar :-**
- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his/her charge ;**
 - (b) to issue all notices convening meetings of the Executive Council, the Academic Senate and the Boards of Studies or any Committees appointed by the authorities of the University.**
 - (c) to keep the minutes of all the meetings of the Executive Council, Academic Senate, and of any Committees appointed by the authorities of the University.**
 - (d) to conduct the official correspondence of the Executive Council and the Academic Senate ;**
 - (e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings ;**
 - (f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose ; and**
 - (g) to perform such other duties as may be specified in the statutes, the ordinances, or the regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.**

In exercise of powers conferred under clause ix of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No :2.

2. (6) (a) The Registrar in the execution of his/her office, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his/her official duties.
- (b) The Registrar shall be responsible for the maintenance of general discipline of the University office.
- (c) All Contracts shall be signed by the Registrar on behalf of the University.
- (d) He shall conduct all official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
- (e) He shall be responsible for arrangements connected with the conduct of all University Examinations and conferment of Degrees.
- (f) He shall maintain a Register of all Degrees and Diplomas conferred by the University.
- (g) He shall also maintain, if and when required, the Register of all Registered Graduates of the University in the prescribed form.
- (h) He shall on application previously made by any member of the Executive Council, or of the Academic Senate, or of a Faculty, for the perusal of the proceedings of the Executive Council, Academic Senate or Faculty, respectively, or to any documents connected with such proceedings, fix with the approval of the Vice-Chancellor a convenient date and hour, which shall ordinarily be within ten days of the receipt of application and arrange for the perusal of the said proceedings and any document connected with such proceedings at the said date and hour. If, however, there is any difficulty in furnishing any such proceedings asked for by any member, he/she should inform the Executive Council, Academic Senate or Faculty, as the case may be, accordingly at the meeting of the concerned authority following the member's requisition.

- (7) (a) **Emoluments** : The Salary of the Registrar shall be prescribed by the Executive Council.
- (b) **Qualifications** : The qualifications, for the post of the Registrar shall be as prescribed by the Executive Council.
- (c) **Leave** : The Registrar shall be eligible for casual leave, earned leave and other types of leave as applicable to the employees of the University in non-vacation departments. The Registrar shall not absent himself from his/her duty without the permission of the Vice-Chancellor. He shall be eligible for accumulation, availment, surrender and encashment of leave as per the Statutes or Ordinances of the University applicable to the employees of the University or as per the terms of deputation if he/she is appointed on deputation as the case may be.
- (d) **Travelling Allowance** : The Registrar shall be paid travelling and halting allowances for journeys made on University business as per the T.A. Rules prescribed by the Executive Council.
- (8) **Resignation** : The Registrar may, in writing, inform the Vice-Chancellor of his/her intention to resign. The Executive Council shall accept the resignation based on the recommendation of the Vice-Chancellor provided, that he/she shall ordinarily give three months prior notice of his/her intention to resign.

STATUTE NO. 3

FINANCE OFFICER

3. (1) **The Finance Officer shall be the Ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.**
- (2) **When the office of the Finance Officer is vacant or when the Finance Officer is absent by reason of illness, or any other cause and unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.**
- (3) **The Finance Officer, shall...**
- (a) **exercise general supervision over the funds of the University and shall maintain the accounts of the University and shall advise it as regards its financial policy; and**
 - (b) **perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by these statutes or the ordinances;**
- Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.**
- (4) **Subject to the control of the Executive Council, the Finance Officer shall.**
- (a) **hold and manage the property and investments of the University including trust and endowed property;**
 - (b) **ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purpose for which they are granted or allotted;**
 - (c) **be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council ;**

- (d) keep a constant watch on the state of the cash and bank balance and on the state of investments;**
 - (e) watch the progress of the collection of revenue and advise on the methods of collection employed;**
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock checking is conducted, of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges, and institutions maintained by the University;**
 - (g) call for explanation for unauthorised expenditure and for the other financial irregularities and suggest disciplinary action against persons at fault; and**
 - (h) call for from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he/she may consider necessary for the performance of his/her duties.**
- (5) Omitted**
- (6) The receipt of the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.**

In exercise of the powers conferred under clause (xxvii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No.3

- (4)**
- (i) prepare before 5th February each year, the financial estimates for the ensuing financial year along with the Annual Accounts of the preceding financial year whether audited or not, and the revised estimates of the financial year and submit such financial estimates to the Finance Committee for its consideration before 10th February and to the Executive Council for approval before 25th February.**
 - (j) pass bills and sign cheques for payments to be made out of the University funds.**

- (k) develop and operate an internal audit system so that the records relating to the receipts and expenditure of money and receipts and issues of articles are properly maintained for easy audit and verification.
- (l) prescribe financial forms to be used in the University.
- (m) attend the meetings of the Finance Committee and keep minutes of the proceedings.
- (n) make arrangements for the audit of the accounts of the University.
- (o) place the Audit Report within one month from the date of its receipt together with a statement of action taken or proposed to be taken and an explanation in regard thereto before Finance Committee ; and with its observations before the Executive Council within one month from the date of the meeting of the Finance Committee.
- (p) Place the Monthly Reconciliation statement before the Vice-Chancellor regularly and quarterly Reconciliation Statement before the Finance Committee together with an explanation for the delay, if any.
- (q) perform such other duties as may from time to time be entrusted by the Vice-Chancellor under whose direction and control he/she shall function.

THE EXECUTIVE COUNCIL

- 4. (1) The Executive Council shall consist of the following persons, namely:-**

Class I - Ex-Officio Members :

- (i) the Vice-Chancellor ;**
- (ii) the Rector;**
- (iii) the secretary to Government in the Education Department or an officer in the Education Department nominated by the Government.**
- (iv) the Secretary to Government in the Finance and Planning (Finance Wing) Department or an officer in the Finance and Planning (Finance Wing) Department nominated by the Government.**
- (v) The Director of Education / the Commissioner of Collegiate Education.**
- (vi) The Director of Cultural Affairs.**

Class II - other members :

- (i) one Senior Professor of the University / Colleges to be nominated by the Government ;**
 - (ii) one Principal / Dean of the University Colleges to be nominated by the Government ;**
 - (iii) one Principal of affiliated Colleges to be nominated by Government ;**
 - (iv) Four eminent persons connected with Telugu language, literature and culture as the Government may consider useful to the University, to be nominated by the Government;**
- (2) Every member of the Executive Council other than Ex-officio members shall hold office during the pleasure of the Governor;**
- (3) The Executive Council shall meet at least once in three months and may meet often if necessary.**

- (4) **Upon a requisition in writing signed by not less than one-third of the total number of members of the Executive Council, the Vice-Chancellor shall convene a meeting thereof on a date appointed by him which shall not be later than seven days from the date of receipt of requisition aforesaid.**
 - (5) **In the absence of the Vice-Chancellor from any meeting of the Executive Council, the Members present at the meeting shall choose one among themselves to preside over the meeting.**
 - (6) **The quorum for a meeting of the Executive Council shall be one-third of the total number of members or six persons, whichever is less".**
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In exercise of powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following to additions to Statute No. 4.

4. (7) Notice and address of the members :

Every member other than the Ex-officio Members of the Executive Council, shall, as soon as nominated, furnish to the Registrar an address to which all communications intended for him may be sent; and shall also intimate to him from time to time change of address, if any, and the posting of communications to the address last given by him shall be sufficient compliance with the requirements of the Laws of the University as to notice intended for him.

- (8) (i) **Term of office :** Upon the reconstitution of the new Executive Council, in accordance with provisions of the Act, the members of the Executive Council, other than ex-officio members, thereof, holding office immediately before such reconstitution, shall cease to hold office.
- (ii) No member of the Executive Council who is appointed or nominated in his/her capacity as the holder of a particular office or appointment, shall continue to be a member of the Executive Council on his/her ceasing to be the holder of that particular office or appointment.

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

STATUTE NO. 5

POWERS OF THE EXECUTIVE COUNCIL

5. **The Executive Council shall have the following powers, namely:**
- (1) to make statutes and amend or repeal the statutes ;**
 - (2) to co-operate with other Universities, academic authorities and colleges in such manner and for such purposes as it may determine;**
 - (3) to provide for research and advancement and dissemination of knowledge in Telugu language, literature, culture and allied fields and for this purpose to establish such schools, Departments and Centres of Study as may be considered necessary from time to time in addition to those specified in the schedule ;**
 - (4) to institute lecturership, readerships, professorships and any other teaching or research posts required by the University.**
 - (5) to institute degree, titles, diplomas and other academic distinctions;**
 - (6) to confer degrees, titles, diplomas and other academic distinctions on persons who shall have carried on research under conditions prescribed ;**
 - (7) to confer honorary degrees or other distinctions on the recommendations of not less than two thirds of the members present at the Executive Council ;**
 - (8) to establish and maintain halls and hostels ;**
 - (9) to institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals, incentives and prizes and to award the same in accordance with the statutes;**
 - (10) to consider and take such action as it is may deem fit on the annual report, the annual accounts and the financial estimates;**
 - (11) to institute a publication bureau with necessary equipment and to maintain it ;**
 - (12) to enter into any agreement with the Central or any State government or with a private management for assuming the management of any institution and for taking over its**

properties and liabilities or for any other purposes not repugnant to the provisions of this Act.

- (13) to make statutes regulating the method of election to the authorities of the University and the procedure at the meetings of the Executive Council and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University.**
- (14) to hold, control and administer the properties and funds of the University ;**
- (15) to direct the form, custody and use of the common seal of the University ;**
- (16) to regulate and determine all matters concerning the University in accordance with this Act and the statutes ;**
- (17) to administer all properties and all funds placed at the disposal of the University for specific purposes ;**
- (18) (a) to appoint Lecturers, Readers, Professors, Visiting Professors, Researchers, Senior Artists and Junior Artists, Directors, Deputy Directors, Asst. Directors, and fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies ;**
 - (b) to make statutes specifying the mode of appointment of administrative and other similar posts and fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies**
- (19) to suspend and dismiss or reinstate the University teachers and other employees of the University;**
- (20) to accept, on behalf of the University endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it ;**
- (21) (a) to raise, on behalf of the University loans from the Central or any State Government or the public or any corporation owned or controlled by the Central or any State Government ;**

- (b) to borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;**
- (22) to recognise hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not maintained in accordance with the statutes and the conditions imposed thereunder ;**
- (23) to arrange for, and direct, the inspection of hostels ;**
- (24) to prescribe the qualifications of teachers and other employees;**
- (25) to charge and collect such fees as may be prescribed ;**
- (26) to make statutes regarding the admission of students to the University ;**
- (27) to appoint members to the Boards of Studies ;**
- (28) to appoint examiners, after consideration of the recommendations of the Boards of Studies and to fix their remuneration ;**
- (29) to supervise and control the residence and discipline of the students of the University and make arrangements for securing their health and well being ;**
- (30) to institute and manage libraries, museums, institutes of research and other institutions established or maintained by the University.**
- (31) to manage hostels instituted by the University;**
- (32) to promote research within the University and to call for reports, from time to time of such research ;**
- (33) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act, or the statutes, and**
- (34) to delegate any of its powers to the Vice-Chancellor, or to a Committee appointed in accordance with the statutes.**

In exercise of powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No. 5.

5. (35) to control and manage the Gratuity, Pension, Insurance and Provident Fund instituted for the benefit of the employees of the University;
- (36) to make arrangements for examinations being conducted in accordance with the laws of the University and for the supervision of such examinations and fix the remuneration for the examinations ;
- (37) to approve and publish the results of the examinations conducted by the University;
- (38) to fix, determine and allow travelling expenses and other allowances to persons lawfully engaged or employed in the University work.
- (39) to affiliate colleges to the University and to suspend or withdraw such affiliation in accordance with the conditions prescribed by the Statutes;
- (40) to confer suo moto or on representation received in this behalf from a College or Regional Centre, autonomy on any College or Regional Centre and to like-wise withdraw such autonomy ;
- (41) to cause inspections of all Affiliated Colleges ;
- (42) to record the constitution of the governing bodies of affiliated colleges, recognised centres, laboratories and such other institutions ;
- (43) Subject to provisions in the Laws of the University to regulate the conduct of any student in a College or hostel connected with a college or colleges and to take cognizance of any misconduct by any student in a college or hostel or approved lodging, or by any student who seeks admissions to a University course of study, or by any candidate for any University examination, or for a Degree, Diploma or Certificate, brought to the notice of the University and to punish such student by exclusion from any University Examination, or from any convocation convened for the purpose of conferring degrees, either permanently or for a specified period or by cancelling any Degree / Diploma / Certificate of the University, or by deprivation of any scholarship held by such person or by awarding such penalty as it deems proper ;

(44) to refer any matters pertaining to planning to the Planning and Monitoring Board for its opinion.

(45) to refer any matter to a school, a centre, a Board of Studies, a Board of Examiners or any committee or person and to call for a report or opinion thereon.

(46) To convert an existing post, if any.

5. A. Period to be covered in the Annual Report and its submission to the Executive Council :

The annual report shall cover the academic year (1st July to 30th June) and shall invariably be submitted at the meeting of the Executive Council held immediately after the close of the academic year.

STATUTE NO. 6

MEETINGS OF THE EXECUTIVE COUNCIL

6. (1) **the Executive Council shall meet at such times and place and shall, subject to the provisions of clauses (2) and (3) observe such rules of procedure in regard to transaction of business at its meetings as may be prescribed ;**

Provided that the Executive Council shall meet at least once in three months and may meet more often if necessary.

- (2) **The Vice-Chancellor or in his/her absence any member chosen by the members present shall preside at a meeting of the Executive Council.**

- (3) **Upon a requisition in writing signed by not less than one-third of the total number of Members of the Executive Council, the Vice-Chancellor shall convene a meeting of the Executive Council on a date appointed by him which shall not be later than seven days from the date of receipt of requisition aforesaid.**

- (4) **All questions at any meeting of the Executive Council shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding over, as the case may be, shall have and exercise a second or casting vote.**

- (5) (a) **The Executive Council may, for the purpose of consultation, invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in the proceedings of the meetings but shall not be entitled to vote ;**

- (b) **the person so invited shall be entitled to such daily and travelling allowances as are admissible to a members of the Executive Council.**

In exercise of powers conferred under clause (vi) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No. 6.

(6) Date, Time and place of Meetings:

The Vice-Chancellor Shall fix the date, time and place of the meetings of the Executive Council. The meetings of the Executive Council shall be of three kinds, Viz., Ordinary, Urgent and Special.

(7) Ordinary meetings :

The Registrar shall, under the direction of the Vice-Chancellor, give a notice of an ordinary meeting of the Executive Council not less than 15 days expiring with the date of the meeting, intimating the time and place of the meeting.

Provided that if the date fixed for a meeting is changed a fresh prior notice of fifteen days shall not be necessary.

(8) Agenda :

- (a) The Registrar shall issue, at least ten days before the date of ordinary meeting, the agenda showing the business to be brought before the meeting. Supplementary agenda, if any, shall be issued three days before the date of meeting.
- (b) Any member who wishes to send an item or items of business to be considered at an ordinary meeting shall communicate the same to the Registrar so as to reach him seven days before the date fixed for the meeting.
- (c) The Registrar shall place all items received from the members of the Executive Council for inclusion in the agenda of a meeting before the Vice-Chancellor who shall direct the Registrar for inclusion in the supplementary agenda such items which are admissible.
- (d) No item which is given notice of by a member shall be admissible which does not comply with the following conditions namely :
 - (i) It shall relate to a matter within the cognizance and powers of the university and the Executive Council;
 - (ii) it shall be clearly and precisely expressed and shall rise substantially one definite issue ;
 - (iii) It shall not contain arguments, inferences, ironical expressions, and statements which refer to the conduct or character of persons except in their official or public capacity;

- (iv) It shall not refer to any matter which is under adjudication by a court of law; and
 - (v) It shall not raise substantially the same question was that decided in the Executive Council during the twelve months preceding the date of a meeting at which it is proposed to be considered unless the prior consent of the Vice-Chancellor has been obtained.
- (e) When any item given notice of by a member is not included in the Agenda under the direction of the Vice-Chancellor on any of the grounds mentioned above, the Registrar shall intimate the fact to the Member concerned before the date of the meeting, stating the grounds for non-inclusion.
- (9) Annual Meeting :** One of the ordinary meetings, of the Executive Council should be held in the month of March, every year, which shall be called the 'Annual Meeting'. At this meeting the Annual Report, the Annual Accounts, the Audit Report related to the previous year and the Financial Estimates of the university for the ensuing financial year, prescribed under Sections 32, 33 and 34 of the University Act shall be presented.
- (10) Urgent Meetings :** The Executive Council may also have urgent meetings at such time, dates and places as it or the Vice-Chancellor may determine, to transact such business within its powers, as it or the Vice-Chancellor may decide.
- (11) (a) Special Meetings :** The Vice-Chancellor may whenever he/she thinks fit may convene a special meeting of the Executive Council on the date and place at the time fixed by him.
- (b) The Vice-Chancellor shall also convene a special meeting of the Executive Council at the time, on the date and place fixed by him upon a requisition in writing signed by not less than one-third of the total number of members of the Executive Council. The date of the meeting fixed by him shall not be later than seven days from the date of receipt of such requisition. The requisition for a special meeting of the Executive Council must be forwarded to the Registrar with a copy of the item or items of business to be considered at the meeting. The items should conform to the conditions specified in clause 8 (d).

- (c) A notice of not less than ten days shall ordinarily be given for a special meeting convened by the Vice-Chancellor but in case of urgency he/she may at his/her discretion convene the special meeting at a shorter notice. The Registrar, shall, along with the notice of the special meeting send agenda to be transacted at the meeting.
- (d) A notice of not less than four days shall be given to the members for a Special meeting convened by the Vice-Chancellor upon a requisition. Along with the notice, the Registrar shall send to each Member the copy of the agenda to be discussed at the meeting.
- (e) No business other than consideration of the item or items mentioned in the Agenda shall be transacted at the Special Meeting; Provided that the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

(12) Manner of communication of notice and Agenda :

The notice and agenda shall be communicated to the Members to such addresses as are recorded in the register maintained by the Registrar's office for the purpose. Notices of all meetings of the Executive Council shall be sent under certificate of posting or delivered by hand. Non-receipt of notice, Agenda, and other papers connected with any meeting of the Executive Council by any member shall not invalidate the proceedings of the meetings.

(13) Quorum :

If the Quorum for the meeting as prescribed in Statute No.4, is not present within 30 minutes after the time appointed for the meeting, the meeting shall be adjourned. The Registrar shall make a record of the fact which shall be signed by the Chairman of the meeting.

(14) Notice, Agenda, Quorum, etc., for adjourned meeting :

At all adjourned meetings, no business other than the agenda of the original meeting shall be considered. No quorum shall be required for an adjourned meeting. However, when a meeting is adjourned for 15 days or more, not less than 7 days notice of the adjourned meeting and of the business to be transacted thereat shall be given. If a meeting is adjourned for more than 15 days the Vice-Chancellor may include in the Agenda any other items, which he/she may consider as urgent.

(15) Vice-Chancellor's powers to bring any item before the Meeting:

The Vice-Chancellor may bring before any meeting of the Executive Council any urgent business with or without placing it on the Agenda for the said meeting. The Vice-Chancellor at his/her discretion, accept any item proposed by a Member to be included in the Agenda for the Meeting at a shorter notice than prescribed.

(16) Ruling of Chairman:

The ruling of the Chairman in regard to all matters of procedure shall be final.

(17) Authentication of orders and decisions of the Executive Council :

All orders and decisions of the Executive Council shall be authenticated by the signature of the Registrar or any other person authorised by the Vice-Chancellor in this behalf.

(18) Proceedings of the Meeting :

- (i) The proceedings of the meetings of the Executive Council shall be drawn up by the Registrar in consultation with the Chairman and after his/her approval shall be circulated to all the members of the Executive Council, within ten days of the meeting.
- (ii) If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of sending of the proceedings they shall be deemed as approved.
- (iii) If an exception is taken within the time aforesaid by means of a letter addressed to the Registrar, definitely specifying the points which require correction in the proceedings, the proceedings shall be brought forward by the Vice-Chancellor at the next meeting of the Executive Council, for confirmation or correction of such points by such of the members as were present when the business was transacted to which the proceedings refer, as are also present at the next meeting when the proceedings are brought forward for confirmation or correction.

(19) All matters requiring decision of the Executive Council shall be disposed of at a meeting of the Executive Council provided however, in cases of urgency or formal and non-controversial subjects, the matters may be submitted to the Executive Council, in circulation, at the discretion of the Vice-Chancellor.

(20) Agenda - Preparation and Circulation :

- (i) Matters submitted to the Executive Council shall be in the form of mere subjects and not in the form of resolutions.
- (ii) The Registrar shall send to the members of the Executive Council for each meeting such items of Agenda as are ready.
- (iii) Ordinarily no fresh matter shall be included in the Agenda of which at least five days previous notice has not been given. But the Vice-Chancellor may place before the Executive Council at any meeting, any matter of strictly confidential nature or urgency without including it previously in the Agenda.
- (iv) Members of the Executive Council may give in writing to the Registrar any item of business which falls under the purview of the Executive Council for inclusion in the Agenda of the meetings of the Executive Council. The Registrar will take the orders of the Vice-Chancellor on those items and act accordingly.
- (v) The Agenda, enclosures thereto, proceedings and the decisions of the meeting of the Executive Council whether marked confidential or not shall be treated as confidential and shall not be made available to any other person unless otherwise provided.

(21) Procedure at the Meetings :

In arriving at decisions, the Executive Council shall, as far as possible, aim at achieving unanimity. Should it, however, become necessary to vote, the decision of the majority shall prevail. The Vice-Chancellor shall be entitled to take part in the voting and as chairman of the meeting to exercise a casting vote when there is a tie.

- (i) Matters submitted in circulation shall be decided by majority opinion except when at least six members ask for the matter to be placed before the Executive Council at its next meeting.
- (ii) Matters once decided upon, shall not ordinarily be reopened without the permission of the Vice-Chancellor. However, any matter can be reopened when 2/3^{rds} of the Members of the Executive Council so desire.

This however does not apply to cases of review petitions filed by the employees against the orders of punishment passed by the Executive Council in disciplinary cases.

(22) Recording of Minutes :

- (i) The Minutes of each meeting of the Executive Council shall contain the subject matter of each of the items discussed together with the decision of the Executive Council thereon. The Minutes of the items approved by circulation shall also be similarly drawn.
- (ii) The Executive Council being an executive body, the reasons and arguments will neither go on record ; nor will be included in the Minutes.

(23) Circulation of minutes :

Ordinarily within ten days of the meeting, a copy of the Minutes shall be sent to all the Members. The Members present at the meeting may send to the Registrar within ten days from the date of despatch, their suggestions to amend the Minutes in cases where, in their opinion, the Minutes do not reflect correctly the decision of the Executive Council. Other Members may also express their opinion on the Minutes. The Vice-Chancellor may make, in the light of the suggestions received, such changes as he/she may deem necessary in the Minutes. The Registrar shall send a copy of the Minutes thus approved to the Chancellor and the Pro-Chancellor. Separate bound volumes, containing copies of the minutes of the general nature and of confidential nature, shall be maintained for each academic year for reference and record purpose.

(24) Dissent from Majority Decision :

It shall be a matter of convention that in all matters where a decision has been arrived at, such a decision shall be binding on all the Members of the Executive Council whatever their personal opinion may be. However, when a Member disagrees with a decision taken at a meeting and insists that his/her dissent note shall be recorded, such dissent note shall be recorded in a separate confidential Register.

STATUTE NO. 7

THE ACADEMIC SENATE

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

CLASS-I EX-OFFICIO MEMBERS :

- (1) **All members of the Executive Council ;**
- (2) **All Deans of Faculties ;**
- (3) **All Ex-Vice-Chancellors**
- (4) **The Director of Technical Education;**
- (5) **The Director of Medical Education ;**
- (6) **The Director of School Education ;**
- (7) **The Director of Adult Education ;**
- (8) **The Director of Intermediate Education ;**
- (9) **The Chairman of the Andhra Pradesh State Council of Higher Education or in his/her absence the Vice-Chairman thereof;**
- (10) **The Director, Telugu Academy ;**
- (11) **All members of the University Planning and Monitoring Board ;**
- (12) **The Chairman of the Official Language Commission of the State.**

CLASS-II LIFE MEMBERS:

All persons who donate an amount of not less than rupees five lakhs to the University.

CLASS-III MEMBERS TO BE NOMINATED BY THE GOVERNMENT

- (1) **One Telugu Professor from each University in the State.**
- (2) **Two persons representing institutions doing research in Telugu language / linguistics anywhere in India.**
- (3) **One Librarian of any constituent college or a college affiliated to any University in the State.**

CLASS-IV ELECTED MEMBERS :

- (1) **Five teachers to be elected from among the teachers of the University Colleges from among themselves according to the system of proportional representation by means of single**

transferable vote and according to procedure prescribed by the Statutes ;

- (2) Five teachers to be elected from among the teachers of the affiliated colleges in the State from among themselves according to the procedure prescribed by the Statutes;**
- (3) Five members of the Legislative Assembly to be elected from among themselves by the members of the Legislative Assembly of whom one each shall belong to the Scheduled Castes, Scheduled Tribes and Backward Classes. The election shall be held according to the system of proportional representation by means of the single transferable vote and according to the procedure prescribed by the Statutes."**

In exercise of statute powers conferred under clause (ix) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No.7.

- 7A.** (1) The Vice-Chancellor shall, by virtue of his/her office, be the Chairman of the Academic Senate.
- (2) He shall have power to convene the meetings of the Academic Senate.

STATUTE NO. 8

POWERS AND FUNCTIONS OF THE ACADEMIC SENATE

8. (1) **The Academic Senate shall have power, subject to the provisions of this Act, the Statutes, and Regulations to prescribe all courses of study and determine the curricula and have general control of teaching within the University and be responsible for the maintenance of the standards thereof. It shall have power to make regulations consistent with this Act and the statutes relating to all academic matters which by this Act or the Statutes may be provided for by regulations and to amend or repeal such regulations;**
- (2) **In particular and without prejudice to the generality of the foregoing power, the Academic Senate shall have power :-**
- (a) **to advise the Executive Council on all academic matters including the control and the management of the libraries;**
 - (b) **to make recommendations to the Executive Council for the Institution of Academic posts and in regard to the duties and emoluments thereof;**
 - (c) **to make recommendations to the Executive Council for the recognition of teachers in affiliated and recognised colleges and institutions;**
 - (d) **to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching ;**
 - (e) **to make Regulations regarding the admission of students to the University ;**
 - (f) **to make Regulations regarding the examination of the University and the conditions on which students shall be admitted to such examinations;**
 - (g) **to make Regulations, prescribing equivalence of examinations, degrees and diplomas of other Universities and Boards;**
 - (h) **to make Regulations relating to courses of study leading to degrees, diplomas and titles in the Universities;**

- (i) to make Regulations prescribing the manner in which exemptions relating to the admission of students to examinations may be given;
 - (j) to make recommendations to the Executive Council regarding postgraduate teaching and research ; and
 - (k) to make Regulations for collaboration, co-ordination and reciprocity with other Universities and Institutions in India and abroad with a view to promote academic life.
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In exercise of statute powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No.8.

MEETINGS :

- (3) (a) **Meetings of the Academic Senate :** The meetings of the Academic Senate shall be of three kinds namely (i) ordinary (ii) urgent and (iii) special. The Vice-Chancellor shall have power to convene the meetings.
- (b) **Frequency of meetings :** The date, time and venue for the shall be fixed by the Vice-Chancellor.
- The ordinary meetings of the Academic Senate shall be held twice in a year and if necessary shall be held on more occasions.
- (c) **Quorum :** One-third of the total number of the Members of the Academic Senate or 15 whichever is less including the Chairman shall be the quorum for any meeting of the Academic Senate.
- (d) **No Quorum :** If a quorum is not present within thirty minutes after the time appointed for a meeting, the Registrar shall make a record of the fact in the Register and the record shall be signed by the Chairman, and the meeting gets adjourned. The adjourned meeting need not have any quorum.
- (e) **Presiding at the Meeting :** The Vice-Chancellor, if present, shall preside at all the meetings of the Academic Senate. If the Vice-Chancellor is not present, the Rector shall act as the Chairman. In the absence of both the Vice-Chancellor and Rector the members present shall elect one from among themselves to preside over the Meeting.

- (f) **Manner of communication of Notices and Agenda :** All notices of meetings shall be sent to the Members by post under certificate of posting or delivered by hand to such addresses as are recorded in the register maintained by the Registrar's office for the purpose. Non-receipt of notice, agenda, and other papers connected with any meeting of the Academic Senate by any member shall not invalidate the proceedings of the meetings.

(4) ORDINARY MEETINGS

- (a) **Notice of ordinary meetings :** The Registrar shall, under the direction of the Vice-Chancellor, give not less than four weeks' notice of the date of the ordinary meeting;
- (b) **Inclusion of items in the agenda at the request of a member :**
Any member who wishes that an item should be included in the agenda of an ordinary meeting, shall forward a copy of the same so as to reach the Registrar not less than ten days before the date of meeting.
- (c) **Despatch of Agenda papers :** Not less than fifteen days before the ordinary meeting, the Registrar shall send by post or arrange for delivery by hand to every member, preliminary agenda specifying the business to be brought before the meeting.
- (d) The Registrar shall on receipt of any item from members to be included in the Agenda, prepare under the direction of the Vice-Chancellor a final Agenda and shall send a copy of it by post or arrange for delivery by hand, to each member of the Academic Senate not less than five days before the date of the meeting.
- (e) The Executive Council or the Vice-Chancellor may bring any business which in its or his/her opinion is urgent before the meeting.

(5) URGENT MEETINGS

The Vice-Chancellor may, whenever he/she thinks fit, convene an urgent meeting of the Academic Senate for the transaction of any urgent business at a shorter notice not less than three days indicating the subjects for consideration.

(6) SPECIAL MEETINGS

- (a) A special meeting of the Academic Senate shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than one third of the total number of members of the Academic Senate. All such requisitions shall contain the terms of resolution or resolutions to be moved together with the name of the mover of each resolution and such resolutions shall be transacted at a special meeting. The Executive Council or the Vice-Chancellor may also bring any urgent business before such special meeting with or without notice.
- (b) Issue of notice and agenda and all other requisites for the conduct of a special meeting, so far as they are applicable shall be the same as those prescribed and applicable for ordinary meetings of the Academic Senate.

(7) BUSINESS OF MEETINGS

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

- (i) Elections, if any ;
- (ii) Any motion for a change in the order of business as stated in the agenda
- (iii) Business brought forward by the Vice-Chancellor including business remitted by the Executive Council.
- (iv) Business brought forward by the Schools, Boards of Studies and Centres ; and
- (v) Business brought forward by members of the Academic Senate.

(8) PROCEDURE

Procedural matters : Chairman's ruling :

- (a) A member must speak on the subject under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetitions either of his/her own arguments or arguments used by other members in debate, to discontinue his/her speech;
- (b) The Chairman shall be the sole judge on any point of order, and shall have all powers necessary to enforce his/her decisions on all points of order;

- (c) If the chairman raises, the member speaking or offering to speak must sit down at once;
 - (d) The Chairman may direct any member whose behaviour, in his/her opinion, is in gross disorder, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.
 - (e) The Chairman, may, in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by him.
- (9) Manner of Taking Vote :** On any motion being put to vote, the manner of taking vote shall be left to the discretion and direction of the Chairman.
- (10) Decisions and Casting Vote :** All subjects considered at, a meeting of the Academic Senate shall be decided by a majority of votes of the members present unless a particular majority is required by the laws of the University. The Chairman must be entitled to vote on any subject. In case of a tie the Chairman shall have a casting vote.
- (11) Recording of Proceedings of meeting :** The proceedings of the Academic Senate shall be recorded by the Registrar who shall be its Secretary. In the absence of the Registrar, the Chairman shall appoint a person to act as the Secretary.
- (12) Minutes :** The Minutes of all meetings of the Academic senate shall be signed by the Chairman. The Registrar, shall, send by post or arrange to deliver by hand within ten days after the meeting, a copy of the minutes of that meeting signed by the Chairman to each member of the Academic Senate.
- (13) Objections to Minutes :** If no objection is raised by any member who was present at the meeting as to the correctness of the minutes within 10 days of the despatch of the minutes they shall be deemed to be approved. If objections are raised in writing within the time aforesaid, by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the validity or otherwise of the objections shall be decided by the Vice-Chancellor, whose decision shall be final.

- (14) Decisions taken not to be reopened till twelve months :** Any matter once decided by the Academic Senate shall not be reopened within 12 months after the meeting at which the decision was taken except with the consent of two-thirds of the members present at a subsequent meeting.
- (15) Attendance at the Meetings :** Members of the Academic Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meetings.

STATUTE NO. 9

PLANNING AND MONITORING BOARD

9. (1) **There shall be a Planning and Monitoring Board consisting of -**
- (i) **the Vice-Chancellor (Chairman);**
 - (ii) **four from among the Principals of University and Professional Colleges, Deans/Chairmen of Faculties nominated by the Vice-Chancellor,**
 - (iii) **two nominees of the University Grants Commission.**
- (2) **The Board shall be the Principal Planning and Reviewing Body and it shall also arrange for periodical monitoring of the developmental programmes and of teaching and research in the University.**
-

In exercise of statute powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 20 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No. 9.

- (3) **Frequency of Meetings of the Planning and Monitoring Board :**
The meetings of the Board shall be held as often as necessary, but there shall be at least two meetings in each academic year. The Vice-Chancellor shall fix the time, date and venue of the meeting.
- (4) **Convening of Meetings :** The meetings of the Board shall be convened by the Registrar who shall be the Secretary with the approval of the Vice-Chancellor. The Vice-Chancellor shall preside over its meetings. In his/her absence, the members present shall elect one from among themselves as Chairman. The Meetings shall also be convened on a requisition signed by any three members of the Board.
- (5) **Quorum :** The quorum for the meeting of the Board shall be one-third of the total number of members, including the Chairman.
- (6) **Notice of Meetings and Agenda :** A notice of 15 days of every meeting of the Board, together with the Agenda shall be circulated to the Members of the Board by the Registrar. The Vice-Chancellor may convene a meeting to consider matters which in his/her

opinion are urgent, giving a notice shorter than 15 days. The Chairman may at his/her discretion include in the Agenda any item for which due notice could not be given.

- (7) Decisions of Meetings :** Decisions of the meetings of the Board shall be taken by a majority of votes of the members present at the meeting. The Chairman shall be entitled to exercise a casting vote in case votes are equally divided and no decision can be taken.
- (8) Recording and Communication of Minutes :** The Proceedings of the Board's meetings shall be recorded by the Registrar. The proceedings of the Board after approval of the Chairman shall be circulated by the Registrar to all members of the Board within 7 days of the meeting. Members present at the meeting may within 7 days of circulation of the minutes raise an objection or propose an amendment. If any objection or amendment is received from a member within the said period its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.
- (9) Placing of the Minutes of the Board before the Executive Council :** The Registrar shall, as soon as possible, place the minutes of the Board before the Executive Council for approval. The recommendations of the Board shall be implemented only after their approval of the Executive Council and that of the Academic Senate also, if necessary, as per the Regulations of the University.

STATUTE NO. 10

THE FINANCE COMMITTEE

10. (1) **There shall be constituted a Finance Committee which shall be a sub-committee of the Executive Council with the following as members, namely:-**
- (a) Vice-Chancellor (Chairman)**
 - (b) two members of the Executive Council nominated by it ;**
 - (c) one member of the Executive Council to represent Banking or Accounting;**
- (2) The Finance Officer shall be the Secretary of the Finance Committee.**
- (3) The Finance Committee shall meet atleast twice in every year to examine the accounts and to scrutinize proposals for expenditure.**
- (4) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.**
- (5) The Finance Committee shall recommend limits for total recurring expenditure and the total non recurring expenditure for the years based on the income and resources of the University which in the case of productive works may include the proceeds of loans.**
- (6) The Finance Committee shall :-**
- (a) review the financial position of the University from time to time;**
 - (b) make recommendation to the Executive Council on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates ;**
 - (c) prescribe the methods and procedure and forms for maintaining the accounts of the University;**
 - (d) make recommendation to the Executive Council on all matters relating to the finances of the University ; and**

(e) Perform such other functions as may be prescribed.

- (7) The Financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Executive Council for consideration. The Executive Council may accept the modifications made by the Finance Committee.**
-

In exercise of statute powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No. 10.

- (8)** Out of the "Two members nominated by the Executive Council from among its members under clause 1(b) one shall be the Secretary to Government in the Finance Department or his/her nominee and the other shall be a Dean or a Professor or a Director."
- (9) Quorum for the Meeting :** The Following sentence may be added as clause of Statute 10. "The quorum for the meeting shall be three."
- (10)** By virtue of his/her office, the Registrar can also attend the meeting of the Finance Committee. He shall not however deemed to be a member of the Finance Committee.
- (11) Time of Meeting:** The meeting of the Finance Committee, if held, shall precede the meeting of the Executive Council.
- (12) Additional Powers of the Finance Committee :** In addition to the powers conferred by the Act and the first Statutes set out in the Schedule thereto, the Finance Committee shall have power :-
- (i) To consider and recommend to the Executive Council the holding and controlling of the administration of the properties of the Univesity.
 - (ii) To consider and recommend to the Executive Council the mode of administration of all properties and all funds placed at the disposal of the University for specific purposes;
 - (iii) To advise the Executive Council to determine as to how the provident fund amount of the University may be invested ;

(iv) To consider the Audit Report with a statement of action taken or proposed to the taken and explanation thereto placed before it for its observations which shall be placed before the Executive Council.

(13) Procedure at Meetings : The procedure for conducting the meetings of Finance Committee shall be as prescribed for the Executive Council, wherever applicable.

STATUTE NO. 11

11. THE FOLLOWING SHALL BE INITIALLY THE SCHOOLS, DEPARTMENTS AND CENTRES IN THE UNIVERSITY, NAMELY :

(A) I. School of Language Development:

- (i) Department of Lexicography;**
- (ii) Department of Linguistics;**
- (iii) Department of Language Planning and Modernisation.**

II. School of Literature :

- (i) Department of classical literature;**
- (ii) Department of modern literature ;**
- (iii) Department of devotional and lyrical poetry;**
- (iv) Department of folk-songs and folklore.**

III. School of Fine Arts :

- (i) Department of Music;**
- (ii) Department of Dance;**
- (iii) Department of Theatre Arts ;**
- (iv) Department of Folk Arts ;**
- (v) Department of Painting and Sculpture;**
- (vi) Department of Instrumental Music.**

IV. School of History, Culture and Archaeology :

- (i) Department of History and Culture of Telugu Speaking people;**
- (ii) Department of Epigraphy and written records;**
- (iii) Department of Archaeology and Architecture;**
- (iv) Department of Local History.**

V. School of Sanskrit and Philosophy :

- (i) Department of Sanskrit language and literature;**
- (ii) Department of philosophy;**

VI. School of Social and other Sciences :

- (i) Department of Social Sciences;**
- (ii) Department of Humanities ;**
- (iii) Department of Journalism and Communications;**
- (iv) Department of Science ;**
- (v) Department of Medical and Engineering Education;**
- (vi) Department of Jyotisha ;**
- (vii) Department of Yoga.**

- B.**
- (i) International Telugu Centre :**
 - (ii) Centre for Translation**
 - (iii) Centre for Text Book preparation and Publication;**
 - (iv) Centre for Comparative Studies ;**
 - (v) Centre for Preparation of Telugu Encyclopaedia.**

In exercise of the powers conferred under clause (iii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following additions to Statute No.11.

SCHOOLS/DEPARTMENTS/CENTRES

C. CONSTITUTION OF SCHOOLS

- (1) Each School shall consist of --
 - (i) The Dean of the School, who shall be the Chairman for all meetings of the School;
 - (ii) The Chairmen of the Boards of Studies of the Departments under the School ;
 - (iii) Heads of the Departments under the School;
 - (iv) One member from among the members of each Board of Studies other than the Chairman and the Head of the Department, nominated by the Vice-Chancellor ;
- (2) The term of members of the School other than ex-officio members shall be two years subject to the laws of the University.

D. Each School shall have the following powers and functions :

- (i) to consider and report on any matter referred to it by the Executive Council, Academic Senate or the Vice-Chancellor :
- (ii) to organise and co-ordinate teaching and research in the Departments assigned to the School; subject to the control of the Academic Senate.
- (iii) to recommend to the Academic Senate the courses of studies for different examinations on of the Boards of Studies ;
- (iv) to recommend to the Academic Senate the conditions for the award of degrees, titles, diplomas and other academic distinctions ;

ADD THE FOLLOWING AS ADDITIONAL DEPARTMENTS

Under Statute No.11(A) III School of Fine Arts

Add vii Department of Extension Services

Under Statute No.11 B

Item No. iii may be redesignated as "Centre for Text Book Preparation and Publications."

Explanatory Note : After the first Statutes were issued, the above Departments/Centres were created. Hence they are incorporated in the Statutes.

- (v) to draft Regulations in regard to the courses of study and examinations prescribed by the University and to lay such Regulations before the Academic Senate for approval;
- (vi) to place any matter, including research proposals and studies before the Board of Studies concerned for consideration and necessary recommendations, and then before Academic Senate for its approval;
- (vii) to consider any report or recommendation of any Board of Studies and co-ordinate the resolutions of Board of Studies of the Departments under its purview;
- (viii) to make recommendations to the Academic Senate all matters concerned with the up-keep and improvement of standards in research and teaching ;

- (ix) to endorse, add and recommend names of experts for the evaluation of thesis, books, research work of teachers and research scholars whenever necessary.
- (x) to recommend names of suitable scholars who can be invited as Special Fellows from outside.
- (xi) to propose additions or alterations in the laws of the University pertaining to the improvement of research and studies in the University and to suggest new areas of research, and arrange for the programmes of work specially for interdisciplinary nature to the Academic Senate.
- (xii) to appoint a Committee of the School for any purpose within its purview;
- (xiii) to propose procedures to implement projects funded by outside agencies;
- (xiii) to recommend to the Vice-Chancellor, for the convening the joint meeting of the Schools to consider any matter of common interest related to more than one School.

E. MEETINGS :

- (i) The meeting of each School shall be held atleast twice in every Academic Year on such dates as fixed by the Vice-Chancellor;
- (ii) Notice of meeting of a School shall be sent by post or delivered by hand to each Member by the Dean, under the direction of the Vice-Chancellor, indicating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be 15 days, unless the Vice-Chancellor for reasons of urgency fixes a shorter period. No item of business which is not entered in the agenda of the meeting of a School shall be considered at the meeting. However, the Dean may bring any matter before any meeting without the same being included in the Agenda, with the prior approval of the Vice-Chancellor;
- (iii) **JOINT MEETINGS :** The Vice-Chancellor may direct two or more Schools to hold a joint meeting for the disposal of any question affecting more than one School. Notice for the joint

meeting of two or more Schools shall be issued by the Registrar and it shall be presided over either by the Vice-Chancellor or any one of the Deans of the Schools concerned nominated by the Vice-Chancellor for the purpose ;

- (iv) **QUORUM** : The quorum for a meeting of the School or a Joint Meeting of the Schools shall be one-third of the actual number of members of the School or Schools concerned.
- (v) **PROCEDURE** : Subject to the foregoing Statutes, Procedure at meetings of the School shall, in general, be in accordance with the procedure prescribed for meetings of the Academic Seante. With regard to any point of order or matter of procedure, the decision of the Chairman of the meeting shall be final.
- (vi) **MINUTES** : The minutes of each meeting of a School Committee shall be communicated by the Chairman to the Registrar within seven days of the meeting. The Registrar shall communicate the minutes to the members of the School within 10 days thereafter.

STATUTE NO. 12

DEANS OF SCHOOLS

- 12. (1) Every Dean shall be appointed by the Vice-Chancellor from among the Professors in the School or Directors of the Centres, for a period of three years and he/she shall be eligible for re-appointment:**

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such:

Provided further that if at any time there is no Professor in a School, the Vice-Chancellor, shall exercise the powers of the Dean of the School.

- (2) When the Office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of his/her office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.**
- (3) The Dean, shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of research in the School. The Dean shall also have such other functions as may be prescribed.**
- (4) The Dean shall have the right to be present and to speak at any meeting of the Boards of studies or Committee of the Schools, as the case may be, but shall not have the right to vote there at unless he/she is a member thereof.**

In exercise of the powers conferred by sub-section (2) of Section 29 read with Section 20 of the Potti Sreeramulu Telugu University Act No.27 of 1985, the Executive Council hereby makes the following additions to Statute No.12 regarding the functions of the Deans :

After Clause (4) add

Clause (5) Powers and Functions

Subject to the general control of the Vice-Chancellor, the Dean shall

- (a) preside over the meetings of the School;
- (b) co-ordinate and direct the work of the Departments under the School with the advice of the Heads of the Departments ;

- (c) be responsible for the planning and development of the courses and research activities of the School and shall review from time to time the work and progress of the projects implemented in every Department under the School;
- (d) review the budget estimates of each Department and propose necessary changes for the effective implementation of the research projects and studies ;
- (e) co-ordinate with other Schools the work relating to inter-disciplinary courses and other academic programmes;
- (f) allocate the work to the members of the academic and other staff of the School subject to the rules of the University;
- (g) present the candidates for the award of Degrees in respect of the School concerned and any other Schools at the convocation - as decided by the Vice-Chancellor ;
- (h) be responsible for admission of students to the different courses offered by the School and maintenance of relevant records ;
- (i) be responsible for collection of tuition and other fees, crediting the amount to the University Account, and furnishing the Demand, collection and balance (DCB) Statement to the University and getting the fee-income foregone re-imbursed by the Government ;
- (j) to supervise the progress of students and research scholars of the school;
- (k) be responsible for receipt and disbursement of Scholarships ;
- (l) take steps to give effect to the decisions taken by the school and such other committees of the school ;
- (m) to submit prescribed reports periodically to the Vice-Chancellor on the working of the school ;
- (n) to maintain over-all discipline in the School ;
- (o) arrange to prepare salary and other bills in respect of employees under his /her control, certify and forward them to the University.
- (p) grant Casual Leave to the Heads of Departments of the School ;
- (q) Counter-sign the T.A. Bills of the employees under his /her control;

- (r) fine or suspend a student of his/her school on the recommendations of the Head of the Department ;
 - (s) be responsible for proper maintenance of Accounts of the income and expenditure of the School and furnishing monthly receipts and payments statement to the University;
 - (t) discharge such other functions as may be assigned to him by the Executive Council or the Vice-Chancellor from time to time ;
- (6)** be eligible for an allowance as fixed by the Executive Council from time to time.

SELECTION COMMITTEE

13. (1) There shall be constituted a Selection Committee in regard to the appointment of Professors, Directors, Senior Artists, Readers, Deputy Directors and Associate Artists and Lecturers, Assistant Directors, Junior Artists and Librarians which shall consist of the following namely :

- (i) the Vice-Chancellor;**
- (ii) three experts from outside the University to be nominated by the Vice-Chancellor of whom at least two shall be present in the Selection Committee.**
- (iii) the Dean of the School concerned ;**
- (iv) the Head of the Department concerned ;**

Provided that no person shall participate in the meetings of the Selection Committee for any appointment, if he/she or his/her near relative is a candidate for that appointment ;

Provided further that no teacher holding a post lower in rank than the one to which appointment is to be made, shall be a member of Selection Committee.

- (2) The Registrar shall be the Secretary of the Selection Committee.**
- (3) Provisions shall be made in the Statutes in respect of such matters as may be considered necessary and not provided for in sub-sections (1) and (2) in order to ensure fair selections."**

STATUTE NO. 14

ORDINANCES HOW MADE

14. (1) **The first ordinances made under sub-section (1) of section 30 may be amended, repealed or added to at any time by the Executive Council in the manner specified below.**
- (2) **No ordinance in respect of the matters enumerated in section 30, other than those enumerated in clause (0) of sub-section (2) thereof, shall be made by the Executive Council unless a draft of such ordinance has been proposed by the Academic Senate.**
- (3) **The Executive Council shall not have power to amend and draft of any ordinance proposed by the Academic Senate under clause (2), but may reject the proposal or return the draft to the Academic Senate for reconsideration, either in whole or in part, together with any amendment which the Executive Council may suggest.**
- (4) **Where the Executive Council has rejected or returned the draft of an ordinance proposed by the Academic Senate, the Academic Senate may consider the question afresh and in case the Original draft is reaffirmed by a majority of not less than two thirds of the members present and voting and more than half the total number of members of the Academic Senate, the draft may sent back to the Executive Council which shall either adopt it or refer it to the Chancellor whose decision thereon shall be final.**
- (5) **Every ordinance made by the Executive Council shall come into effect immediately.**
- (6) **Every ordinance made by the Executive Council shall be submitted to the Chancellor within two weeks from the date of its adoption. The Chancellor shall have the power to direct the University within four weeks of the receipt of the ordinance to suspend the operation of any such ordinance and he/she shall, as soon as possible, inform the Executive Council about his / her objection to the proposed ordinance. The Chancellor may, after receiving the comments of the University, either withdraw the order suspending the ordinance or disallow the ordinance and his/her decision thereon shall be final.**

STATUTE NO. 15

REGULATIONS

- 15. (1) The Authorities of the University may make regulations consistant with this Act and these statutes and the ordinances:-**
- (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum ;**
 - (b) Providing for all matters which are required by this Act, these statutes or the ordinances to be prescribed by regulations;**
 - (c) Providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these statutes or the ordinances.**
- (2) Every authority of the University shall make regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.**
- (3) The Executive Council may direct the amendment in such manner as it may specify, of any regulation made under this statute or the amendment of any such regulation.**

STATUTE NO. 16

DELEGATION OF POWERS

- 16. Subject to the Provisions of this Act and these statutes any officer or authority of the University may delegate his/her or its powers to any other officer or authority or person under his/her or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.**

STATUTE NO. 17

**CONSTITUTION OF CENTRES, APPOINTMENT, POWERS
AND DUTIES OF THE DIRECTORS OF THE CENTRES**

In exercise of the powers conferred by sub-section 2 of Section 29 and Sub-Section 2 of Section 20 of Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute in respect of constitution of Centres, appointment, powers and duties of the Directors of the Centres.

(1) Centres shall be established at such places and for such purposes as may be decided by the Executive Council.

(2) APPOINTMENT OF DIRECTORS :

Each Centre shall be headed by a Director. He shall be appointed by the Executive Council by Advertisement and selection. The selection shall be made by a duly constituted selection committee. The post shall carry such scale of pay as sanctioned by the Government from time to time.

(3) SALARY

He shall be paid salary and other emoluments, if any, attached to the post.

(4) DUTIES AND POWERS :

Subject to the general supervision and control of the Vice-Chancellor, the Director of a Centre shall ;

- (a) recommend suitable names for undertaking the special work connected with the Centre ;
- (b) be responsible for maintenance of the records of the Centre;
- (c) take proper care for the safety and maintenance of the buildings, laboratories, equipment, books, stores and other properties of the Centre and arrange for their annual stock verification;
- (d) supervise the academic, research, ministerial and the Last Grade employees of the Centre and ensure that all the members of the staff are discharging their duties properly and efficiently;
- (e) be responsible for the maintenance of accounts of expenditure of funds allotted to the Centre;
- (f) place order for purchase of books, periodicals, stores and equipment, etc., within the budget provision subject to the approval of the competent authority following the prescribed rules;

- (g) to grant Casual Leave and recommend regular leave to the staff working in the Centre;
 - (h) The Director shall preside over all the meetings of the Centre and Committee of the Board of Studies, if any;
 - (i) be responsible for planning and development of the research and other activities of the Centre and shall review from time to time the work and progress of the Projects under implementation in the Centre;
 - (j) The Director shall review of Project estimates of the Centre and propose necessary changes for their effective implementation of the Research Projects and Studies;
 - (k) The Director shall allocate the work to the members of the academic and other staff of the Centre subject to the rules of the University;
 - (l) The Director shall be responsible for maintenance of discipline of the Centre ; and
 - (m) The Director shall be responsible for proper maintenance of the accounts of Receipts and expenditure in the Centre and for proper administration of the budget so far it relates to the Centre concerned.
- (5)** The Director shall also exercise such powers and perform such duties in regard to the matters which may be delegated or entrusted to him by the Executive Council or by the Vice-Chancellor from time to time, depending upon the administrative convenience and the exigencies of service.
- (6) ADVISORY BOARD :**
- (a) There shall be an Advisory Board for each Centre under the Chairmanship of the Vice-Chancellor consisting of nine members of whom atleast two shall be experts in the field from outside the University;
 - (b) The Advisory Board shall advise on policy matters and review the quality and progress of the work of the Centre; and
 - (c) The meetings of the Advisory Board shall be convened once or twice by the Registrar on such date, time and place as may be decided by the Vice-Chancellor. The Director of the Centre shall be the Member Secretary of the Board.

STATUTE NO. 18

DIRECTOR OF PUBLICATIONS

In exercise of the powers conferred under clause (ix) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

(1) Appointment

The Director of Publications shall be a whole-time salaried officer of the University appointed by the Executive Council, on the recommendations of the Selection Committee constituted for the purpose.

The mode of recruitment, qualifications, experience, age, salary, etc., shall be as prescribed for the post by the Executive Council.

(2) Powers and Duties

Subject to the general control of the Vice-Chancellor, the Director of Publications shall have the following powers and duties, namely :

- (a) He shall be incharge of the Department of Publications of the University ;
- (b) He shall fix the duties of the staff working under him, exercise control over them and assess their work and performance ;
- (c) He shall be responsible to bring out journals, books and other academic publications of the University unless otherwise specified;
- (d) He shall purchase paper and other materials needed for the publication of the books, journals etc., by calling quotations or tenders, as the case may be, with the approval of the Registrar and Vice-Chancellor ;
- (e) He shall arrange for the sale the publications of the University and credit the amounts to the University account, as per the prescribed procedure ;
- (f) He shall submit at the end of each academic year an annual report and statistics showing the progress of the work in the Department;
- (g) He shall prepare, in consultation with the staff in the Department, the annual budget relating to the Department and send it to the University for approval ;

- (h) He shall have power to countersign T.A. bills and sanction casual leave of employees working under him; and
- (i) He shall discharge such other duties and exercise such other powers as may be assigned to him by the Vice-Chancellor.

(3) Alternative arrangement during the vacancy of the post of Director of Publication

When the office of the Director of Publications is vacant or when the Director of Publications is absent by reason of illness or any other cause and unable to perform the duties of his/her office, the duties of the Director of Publications shall be performed by such suitable person as the Vice-Chancellor may appoint for the purpose.

STATUTE NO. 19

HEADS OF DEPARTMENTS

In exercise of the powers conferred under clause (ix) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following statute :

1. Appointment :

The Vice-Chancellor shall have the power to appoint Head of the Department ordinarily based on seniority, from amongst the Professors and such Associate Professors who have atleast three years of service as Associate Professors, on rotation basis. The appointment shall be for a maximum period of three years.

In case where there are no Professors and Associate Professors in any Department, an Assistant Professor may be appointed as Head of the Department, on rotation basis.

The Vice-Chancellor may relieve any Head of the Department of his/her duties, even before the expiry of the term, after giving an opportunity to explain.

2. Subject to the general supervision and control of the Dean of the School, the Head of the Department of the University shall have the following powers and functions namely:

- (a) to organise the teaching and research in the courses in the Department;
- (b) to preside over all the meetings of the Departmental Committee;
- (c) to allot teaching work, i.e., subjects, classes, time-table etc., in consultation with the Departmental Committee;
- (d) to allot class-room accommodation and to make all other necessary arrangements;
- (e) to supervise teaching, and non-teaching employees of the Department, ensuring that all the members of the staff are discharging their duties properly and efficiently;
- (f) to maintain overall discipline among the staff and the students in the Department;

- (g) to grant casual leave to teaching and non-teaching employees of the Department;
- (h) to forward applications for sanction of all other kinds of leave of the members of the teaching and non-teaching staff of the department and to recommend suitable acting arrangements if necessary, to the Registrar, for issue of suitable orders;
- (i) to forward representations and applications of the teaching and non-teaching staff of the Department, if necessary, to the Registrar;
- (j) to recommend to the Registrar all Projects and Schemes through Departmental Committee;
- (k) to recommend to the Vice-Chancellor the names of the candidates for the award of Research Fellowships in consultation with the Departmental Committee through the Dean;
- (l) to ensure that the academic progress of the students of the Department is maintained;
- (m) to take steps for overall academic development subject to the rules and regulations of the University;
- (n) to hold departmental conferences and seminars concerned with the Department with the prior permission of the Vice-Chancellor;
- (o) to place orders for purchase of books for the Seminar Library in the Department on the recommendations of the Departmental Committee;
- (p) to maintain the stock registers of all furniture equipment, apparatus, books and periodicals and arrange for their annual checking;
- (q) to ensure that the records of attendance of the students, teaching and non-teaching staff, are maintained as per the rules;
- (r) to maintain the accounts of Receipts and Expenditure of the Department;
- (s) to recommend to the Registrar for the purchase of the required equipment and other items;
- (t) to perform such other functions as may be entrusted by the Vice-Chancellor/ Registrar/ Dean.

STATUTE NO. 20

TEACHERS OF THE UNIVERSITY

In exercise of the powers conferred under clause (ix & xi) of section 28 read with sub section (2) of Section 20 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

(1) Attendance of Teachers

The members of the teaching staff are required to be present in the University campus throughout the working hours of the University on all days.

(2) Residence of Staff

It is obligatory for the members of the teaching staff to stay in the residences, if provided for them, and pay the rent fixed from time to time.

(3) Permission to leave Headquarters/Campus

No teacher shall leave the Head-quarters/Campus on holidays or during leave or vacation period without intimating the Dean of the School through the Head of the Department of his/her intention to do so and giving him his/her leave address.

(4) Deputation to conferences etc.

The teachers shall obtain prior permission of the University to attend Congresses, Conferences, Seminars etc.,

(5) Work connected with other Universities etc.

Teachers who attend meetings of Boards of Studies, Boards of paper-setters, Boards of Examiners, etc., of other Universities and Institutions shall obtain prior permission and shall apply for special casual leave.

(6) Part-time Teachers

Part-time teachers shall do the work as assigned to them.

(7) Duties of the Teachers :

Subject to the provisions contained in the Rules, Regulations, Statutes, Code of Conduct and the University Act, which are in force, and as amended from time to time, the duties of the Teaching staff of the University shall be as follows :

- (a) All teachers shall attend to research, teaching and other administrative work as assigned.
- (b) It shall be the duty of the teachers to attend to teaching and conduct all classes assigned to them as per the time-table and to teach methodically and conscientiously.
- (c) Every teacher shall commence the class at the scheduled time and continue till the end of the period specified in the time-table.
- (d) Every teacher shall train the students in the courses assigned to them in the best possible manner.
- (e) Every teacher shall be present in the Department as per the working hours of the University irrespective of whether he/she has teaching work or not.
- (f) Every teacher shall complete the syllabus of the course he/she is entrusted with, as per schedule.
- (g) Every teacher shall be available to the students during working hours for academic activities.
- (h) Every teacher shall train research fellows and scholars in research work and attend to his/her individual research work.
- (i) No teacher shall, except on medical grounds or under extraordinary circumstances avail any kind of leave without prior permission of the competent authority.
- (j) Teachers of the University shall avail summer vacation only after declaration by the competent authority. It shall be competent for such authority to order any teacher to stay in the University during the whole or part of the vacation for the University work.
- (k) Every teacher shall sign in the attendance register kept in the Department or office immediately after he/she attends the Department/Centre.
- (l) Every teacher shall invariably execute Departmental Research Projects in addition to their teaching and Research Programme.
- (m) Teachers of the University may take up academic work of other University / Government / UGC/CSIR and other Governmental Bodies / Agencies or attend the meetings of their committees only with the permission of the competent authority and without detriment to their normal work.

- (n) Every teacher shall undertake any work entrusted to him/her by the Head of the Department or Dean / Director in connection with the conduct of University Examinations.
- (o) Every teacher should be objective and just in the assessment of students. Deliberate over marking or under-marking or attempting to victimise any student on any ground whatsoever is prohibited.
- (p) Every teacher shall desist from inciting the students against other students, colleagues, or against the University or the UGC or the State or the Central Government.

A teacher is however free to express any difference of opinion on principles in any seminar or academic assemblage.

- (q) No teacher shall raise questions of caste, creed, religion or race in his/her relationship with his/her colleagues or try to use such considerations for any purpose whatsoever.
- (r) Every teacher shall try to set by his/her conduct and behaviour a worthy example for the students to emulate both in their individual capacity and as members of the academic community.

STATUTE NO. 21

CONTROLLER OF EXAMINATIONS

In exercise of the powers conferred under clause (xxx) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

(1) Appointment

The Controller of Examinations shall be a whole-time salaried officer of the University appointed by the Executive Council, on the recommendations of the Selection Committee constituted for the purpose.

The mode of recruitment, qualifications, experience, age, salary etc., shall be as prescribed for the post by the Executive Council.

(2) Powers and duties

Subject to the general control of the Registrar, the Controller of Examinations shall have the following powers and duties ;

- (a) He shall be in charge of the Examination Branch of the University;
- (b) He shall fix the duties of the staff working under him, exercise control over them and assess their work and performance;
- (c) He shall be responsible for the conduct of all University Examinations, and it shall be his/her duty to arrange for the preparation, scheduling, valuation and declaration of results of all University Examinations and all other incidental matters connected with the Examinations conducted by the University;
- (d) He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
- (e) He shall keep the Minutes of the meetings of the Boards of Examiners and all connected Committees;
- (f) He shall convene meetings and issue notices therefor to the members of the Malpractices Enquiry Committee, the Boards of Examiners, question paper setters, and Committees appointed by them and to conduct the official correspondence thereof;

- (g) He shall have the power to countersign the Travelling Allowance Bills and Remuneration Bills of Examiners and question paper-setters and all other bills relating to University examinations ;
- (h) He shall have power to countersign T.A. bills and sanction casual leave to the employees working under him ;
- (i) He shall, with the prior approval of the Vice-Chancellor issue appointment orders to the Examiners and paper-setters from the panel recommended by the respective Boards of Studies; and
- (j) He shall perform such other duties as may be entrusted to him by the Registrar and the Vice-Chancellor from time to time.

(3) Alternative arrangement during the vacancy of the post of Controller of Examinations :

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

STATUTE NO. 22

EXAMINATIONS

In exercise of the powers conferred under clause (xxvii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

(1) Examiners

Appointment of Examiners shall be made by the Vice-Chancellor. He may at any time cancel or withhold or suspend the appointment of any Examiner without assigning any reason.

- (2)** (i) The examiners appointed shall be of the following categories :-
- (a) Question Paper Setters
 - (b) Examiners
 - (c) Practical Examiners
- (ii) The duties of Question paper Setters shall be to set papers for the Examinations.
- (iii) The duties of Examiners shall be:-
- (a) To value Answer Papers and Dissertations
 - (b) To do such other work as may be assigned to them by the Vice-Chancellor or Controller of Examinations.
- (iv) The duties of practical examiners shall be to set the question papers wherever necessary and to conduct practical examinations.
- (3)** The Controller of Examinations shall, by the 1st July of each year, notify the Deans of Schools, Directors of Centres and Principals of Affiliated Colleges that they should send to him before the 16th August following, a consolidated statement in duplicate containing, the following details in respect of teaching staff working under them:
- (a) Name of the Teacher
 - (b) Age
 - (c) Qualifications
- (Degrees with class and percentage of marks, year of passing, and name of the University)

- (d) Present grade and pay and the date of appointment to the present cadre;
- (e) Class and subject which he/she teaches;
- (f) Number of years of teaching experience in the college and in other Institutions, if any (the period of service - years, months and days in each cadre and Institution to be separately indicated); and
- (g) Previous experience as Examiners, etc., showing year and cadre.

In addition to the consolidated statement sent by the Deans of the Schools, the Directors of the Centres and the Principals of the Affiliated Colleges, the above stated and any other relevant particulars shall be entered on a separate proforma, as given below, by each teacher signed by him; and forwarded to the Controller of Examinations with the Counter-Signature of the Deans/Directors/Principal.

Sl. No.	Name of the teacher	Qualifications Degrees with class, year of passing and name of the University	Designation	Present Cadre and date of appointment to the present cadre	Class and subject which he/she teaches	No. of years of teaching experience	Previous appointments as examiner etc., showing year and cadre	Remarks
1	2	3	4	5	6	7	8	9

Countersignature of the
Dean/Director/Principal

Signature of the Teacher

Copies of these statements together with recommendations of the Deans of Schools, the Directors of Centres and Principals of Affiliated Colleges shall be forwarded by the Controller of Examinations to the respective Boards of Studies for their consideration for appointment of Examiners. Canvassing for examiner-ship will be treated as a disqualification.

- (4) (a) The Vice-Chancellor shall invite the respective Boards of Studies to send a list of persons who can be considered for appointment as examiners.

- (b) The Boards of Studies shall, in making the recommendations, take into consideration the rules contained in these statutes and such other rules as may be laid down by the University from time to time.
 - (c) In making recommendations for appointments as Paper-setters, the Board of Studies shall indicate, wherever been possible, the subject or subject for which the several persons recommended by them may be considered to be specially suitable.
- (5)** (a) The Controller of Examinations shall maintain a consolidated list of recommendations of the Boards of Studies which shall be revised annually in accordance with the recommendations of these authorities.
- (b) A consolidated list shall be prepared annually by the Controller of Examinations showing the names of those who have been Question paper setters, Examiners and Practical Examiners during the preceding five years.
- (6)** No member of the teaching staff of the University, Affiliated Colleges shall ordinarily be appointed as paper setter except as otherwise provided for in this statute.
- (7)** No one shall ordinarily be appointed as Practical or Viva-voce Examiner, who is not on the teaching staff of any of the Schools, Centres of the University, or Affiliated Colleges.
- (8)** The Paper-setters and the Examiners shall ordinarily be appointed every year subject to a maximum period of three years continuously. In the case of examinations which are held twice a year the Examiners and the practical examiners appointed for one examination shall ordinarily be re-appointed for the subsequent examination.
- (9) Question-Paper-setters**
- (a) The Vice-Chancellor shall, as far as possible, appoint as Paper-setters who are teaching or have taught till recently the respective subjects upto the standard for which they will be required to set papers.
- Provided, however that, the qualification of being actually engaged in teaching be not regarded as indispensable for appointment of Paper-setters in the case of Post-Graduate and Professional Examinations.

- (b) It shall be open to the Vice-Chancellor to appoint persons who are on the staff of the University, the Affiliated Colleges as Paper-setters in cases where suitable external Paper-setters are not available.

(10) Examiners

The Vice-Chancellor shall as far as possible appoint as Examiners persons who are teaching or have taught till very recently the respective subjects up to the standard for which they will be required to value the papers;

Provided, however that the qualification of being actually engaged in teaching be not regarded as indispensable for appointment of Examiners in the case of post-graduate and Professional Examinations.

It shall be open to the Vice-Chancellor to appoint external examiners if the staff of the University and the affiliated colleges are not available for appointment as internal examiners.

GENERAL

(11) Candidates and Examiners

Candidates shall not either directly or indirectly contact examiners or those engaged in the conduct of examinations or the publication of results. If the functionaries mentioned above are approached directly or indirectly on behalf of any examinee in order to influence their valuation of his/her work, written or practical or oral or to know his/her marks or otherwise gain unauthorised knowledge of matters connected with any examinations, it shall be obligatory for them to inform the Controller of Examinations forthwith giving all details.

Examiners to carry out all instructions

- (12)** All Examiners shall carry out the instructions which the University may issue from time to time.

(13) Remuneration to Examiners

Remuneration and other allowances payable to Examiners shall be as fixed by the University from time to time.

II. CONDUCT OF EXAMINATIONS

(1) Place of Examinations

- (a) All examinations shall be held at such places as may be fixed by the Executive Council from time to time.

- (b) When there are more centres than one for a written examinations, question papers shall be distributed to candidates on the same day and the same hour at every centre.

(2) Public Holidays

University Examinations shall not be held ordinarily on public holidays, but the University for special reasons, decide to hold examinations on such holidays.

(3) Examinations held

- (a) All the University Examinations shall be held once in an academic year.
- (b) Examinations in subjects or groups of subjects shall not be conducted if these subjects are not offered in the University or the affiliated colleges.

(4) Conduct of Examinations

All examinations, except practical and Viva voce Examinations shall be conducted by means of printed / typed roneo or written questions papers, except in the case of Modern Indian Languages, and other languages the medium of examinations shall ordinarily be Telugu and English, unless otherwise stated.

(5) Moderation

Regulations may provide for condonation of shortage of marks for each examination.

(6) Publication of Results

The Results Committee as constituted by the Vice-Chancellor for each examination shall scrutinise and pass the results of the respective examinations and report to the Vice-Chancellor.

- (7)** The Vice-Chancellor shall approve the results for publication.

- (8)** The Memoranda of Marks and Rank Certificates shall be signed by the Controller of Examinations or an officer authorised therefor.

(9) Certificates

The Provisional and the pass certificates signed by the Registrar or an officer authorised by him therefor shall be given to each successful candidate in the University Examinations.

- (10) A Diploma under the seal of the University and signed by the Vice-Chancellor pertaining to the Post Graduate Degrees shall be presented at a Convocation to each successful candidate. Diplomas relating to Degrees shall be signed by the Registrar and shall be issued to the candidates concerned.
- (11) If the result of an examination is discovered to be vitiated by error, mal-practice, fraud, improper conduct, impersonation or any other reason, the Executive Council shall have the power to amend the result in such manner as to accord with the true position and to make such declaration as the Executive Council may deem necessary in that behalf, provided that no result shall be amended after the expiry of six months from the date of publication of the result by the University save in cases falling under Clause 12 of this statute.
- (12) If it is found that the result of an examination has been vitiated by mal-practice, fraud, or other improper conduct whereby an examinee has been benefited and that the examinee has, in the opinion of the Executive Council, been a party to, or connived at the malpractice, fraud, impersonation or improper conduct, the Executive Council shall have the power at any time, notwithstanding, the award of a diploma or a certificate or a prize or a scholarship, to amend the result of such examinee and to make such declaration as the Executive Council may deem necessary in that behalf, including the cancellation of the result of the examinee in such manner as the Executive Council may decide.

(13) Remuneration

- (a) Remuneration for the Examiners, for various examinations shall be as fixed by the University from time to time.
- (b) Rate of remuneration for conducting practical examinations includes charges for valuing the answer books, and dissertations.
- (c) If an examiner, for any reason whatsoever, is unable to value the answer -books after setting a question paper, he/she shall be paid only for setting the paper.
- (d) If a paper is set jointly by more than one examiner, the remuneration shall be equally divided among the joint paper-setters.
- (e) If a paper is set and / or valued by two persons, the remuneration shall be shared equally.

- (f) When the whole answer-book is examined by two independent examiners, each examiner shall be paid the full remuneration prescribed for examining that answer book.
- (g) All examiners shall be paid actual postal expenses incurred by them in connection with examinations on production of original postal vouchers.
- (h) Any examiner appointed as a 3rd valuer shall be paid as per the rates prescribed for that particular examination.
- (i) T.A. and D.A. for examiners shall be paid as fixed by the University from time to time.

(14) Norms relating to punishment for malpractices in the University Examinations

- | | |
|--|--|
| (a) Repeated mutual consultations inspite of warnings | The particular paper will be seized and not valued. |
| (b) (i) Writing names, initials or any marks of identification in Answer Books or Additional Books
(ii) Writing Register Number at a place other than the one specified for it. | If the violation is found to be intentional the paper will not be valued. |
| (c) Possession of relevant material | The result of that examination will be cancelled |
| (d) Actual use of books or other Material for copying | The result of that Examination will be cancelled and candidates will not be permitted to take next two examinations |
| (e) Inserting unauthorised answer/ additional answer books | Cancellation of that examination and debarring for the next four examinations. |
| (f) Impersonation | Cancellation of that examination debar for the next six examinations. If the candidates guilty of impresonation are students of any College in this University area, |

- they will not be permitted to continue their studies for a period of three years. If the persons who have impersonated are not the students, legal action shall be initiated against them.
- (g) Tampering the Register numbers of Main answer books Cancellation of that examination and debarring for the next four examinations.
- (h) Assaulting any Invigilator /Chief Superintendent in the University Campus or College Campus Cancellation of that examination and debarring for the next two Examinations. If the student assaults the Asst. Superintendent outside the college campus the Chief superintendent should immediately report to the Police for immediate action. The University should also request the police authorities to complete the investigation quickly. If the investigation reveals that the candidate is guilty of assault he/ she should be punished suitably.
- (i) Any cases not covered above Left to the discretion of the Committee / Executive Council
- (j) When a candidate refuses to give statement before the Chief Superintendent of University Examinations, and runs away from the chamber of the Chief Superintendent without giving facts about the malpractice or / and resists to give a statement and misbehaves with the Chief Superintendent. The punishment shall be more by one stage than the highest of the above punishments.

STATUTE NO. 23

FINANCE

In exercise of the powers conferred under clause (xxvii) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

- (1)** The Registrar shall be responsible for the proper collection of all examination and other fees due to the University at the prescribed rates and for taking the necessary steps in proper time for the realisation of Government and other grants and all other dues to the University.
- (2)** The Finance Officer shall prepare before the 10th January each year the annual accounts of the University of the preceding year.
- (3)** The Finance Officer shall prepare financial statements for the ensuing year and revised estimates for the year by 15th February of each year and submit the same to the Executive Council along with the Annual Accounts of the preceding year, whether audited or not for approval, after they are considered by the Finance Committee.
- (4)** Re-appropriation from one detailed head to another in the same account may be made by the Vice-Chancellor provided that no recurring liability is involved.
- (5)** Unspent balances of budget allotments at the close of the financial year shall lapse and shall not be available for expenditure in a succeeding year, except under the budget of that year.
- (6)** The Executive Council may invest any moneys belonging to the University including any unapplied income in such manner as it may determine from time to time.
- (7)** When the cash balances under the several accounts have become larger than necessary for the current expenditure, the surplus amounts should be withdrawn with the sanction of the Executive Council and deposited in such manner as it may determine. Such deposits may be renewed whenever necessary with the permission of the Vice-Chancellor. Similarly permanent investments of unspent balances, under any Account, may be made with the sanction of the Executive Council.
- (8)** A statement of such surplus amounts should be submitted by the Finance Officer to the Vice-Chancellor on or before 20th of the every

month. Even if no adequate surplus exists in any month for investments, a statement to that effect shall be submitted to the Vice-Chancellor.

- (9)** The Finance Officer shall be responsible for the correct calculation of interest on Fixed Deposits with the Bank and on Government and other securities and Investments and for their proper realisation on the due dates. He shall also watch the date or dates on which the deposits or securities mature and intimate the fact to the Executive Council sufficiently in advance so that the latter may decide on the best method of their disposal.
- (10)** (a) Save as otherwise provided in the Statutes of the University, the Executive Council shall bring every item of expenditure under its direct control and see that no expenditure or liability is incurred without its previous sanction.
- (b) The mere fact that a certain expenditure or class of expenditure has been provided for in the sanctioned budget estimates or can be met from the anticipated or actual savings under any head is no authority for any University official to incur the expenditure without obtaining the sanction of the competent authority or officer.
- (c) Notwithstanding anything contained in this or any other rule, it shall be competent for the Vice-Chancellor to sanction expenditure subject to the following conditions;
- (i) There shall be sufficient budget allotment to cover the expenditure sanctioned.
- (ii) All such expenditure shall relate only to schemes of a non-recurring nature approved in the budget.
- (iii) The total expenditure sanctioned under any head at any one time shall not exceed Rs. 1,00,000/-

It shall however, be competent for the Vice-Chancellor to sanction Expenditure upto a sum of Rs. 10,000/- at any one time on items of an unforeseen character for which no provision has been made in the budget. All such expenditure shall be reported to the Executed Council at its next meeting.

- (11)** The Registrar shall have authority to incur expenditure under the following heads subject to budget provision.

- (i) The Registrar shall make all authorised payments including salaries and allowances payable out of the University funds;
 - (ii) All charges, for service postage stamps, Gazette Notifications, Electricity Charges, Telephone Charges and other items of routine recurring nature up to Rs. 50,000/- in each case; and
 - (iii) Other items of contingent expenditure of a non-recurring nature not exceeding Rs. 10,000/- in each case.
- (12)** The Vice-Chancellor may write-off the irrecoverable value of shortages of stock or unserviceable articles or books or irrecoverable loss of money upto a total limit of Rs. 5000/- at anyone time and report it to the Executive Council. If the amount to be written-off exceeds the above limit the Executive Council may write-off the entire amount.
- Any loss due to reasons other than negligence, fraud or embezzlement on the part of any employee due to accidents, theft etc. of property and equipment belonging to the University, the loss may be written off by the Vice-Chancellor without any monetary limit, but report the fact to the Executive Council at its next meeting.
- These rules shall not apply to write off of recoveries of advances other than personal advances made to an employee when he/she dies while in service.
- (13)** The accounts of the University shall be kept by the Registrar under the directions of the Executive Council.
- (14)** The following shall be the heads of accounts and any change in their number or nomenclature shall be made by the Executive Council.

RECEIPTS

ANNUAL ACCOUNTS (GENERAL ACCOUNT)

(A) Ordinary

I. GENERAL (Administration)

Grants from Government

- a. Block Grant
- b. D.A. Arrears Grant
- c. Annual Grant for Siddhendra Kalakshetram
- d. Annual Grant for improvement of Museum

- e. Annual Grant for maintenance of Museum
- f. Grant for Employees Welfare
- g. Others (Specify)

2. OTHERS

- a. Interest
 - On Investments
 - On S.B. Accounts
 - On Loans & Advances to Staff
- b. Leave Salary Pension Contribution in respect of the University Employees on deputation to other institutions.
- c. Cost of the Tender Schedules
- d. Sale proceeds of Old News Papers
- e. Sale of Calenders
- f. Auditorium Rent

3. INVESTMENTS REALISED

4. DONATIONS FOR

- a. Garden Maintenance
- b. Auditorium
- c. Others if any (Specify)

5. MISCELLANEOUS RECEIPTS

- a. Recovery in respect of Audit objections (AG/LFA)
- b. Charges for issue of Duplicate Identity Cards
- c. Others if any

II. ACADEMIC

- 1. Fees
 - a. Admission Fee
 - b. Tuition Fee
 - c. Registration Fee
 - d. Fee for Migration Certificates
 - e. Dissertation Fee
 - f. Affiliation Fee
 - g. Convocation Fee
 - h. Other Fee

2. Sale of Applications
3. Grant towards Student Cultural Programmes
4. Others if any (specify)
5. Donations and Contributions
 - For Seminars and Workshops
 - Other if any (specify)
6. Scholarship and Fellowships
 - For SC and STs from Commissioner of Social Welfare
 - For BC from Commissioner of Social Welfare
 - For EPP from Commissioner of Social Welfare
 - ICHR Scholarship

B. CAPITAL

1. Grant from State Government
 - For purchase of
 - a. Furniture
 - b. Equipment - Electrical & Electronics
 - c. Computers
 - d. For Construction of Buildings
 - e. For Laying Internal Roads
 - f. For Purchase of Vehicles
 - g. Others if any
2. Sale Proceeds of Old Furniture
3. Sale Proceeds of Old Equipment
4. Sale Proceeds of Vehicles
5. Cost of Lost Books

Total

C. DEBT HEADS

- I. a. Caution Deposits
 - (i) Hostels
 - (ii) Laboratories
- b. Security Deposits
 - (i) From Employees
 - (ii) From Contractors

- c. Library Deposits
- d. IT recovered from
 - (i) Contractors
 - (ii) Printers
- e. P.F. recovered from Employees
 - (i) Subscription
 - (ii) Loan recovery

III. EXAMINATIONS

- 1. Fees
 - a. Examination Fee
 - b. Revaluation Fee
 - c. Fee for issue of Provisional Certificate
 - d. Issue of Marks Memos
 - e. Other Fees

IV. EXTENSION SERVICES DIVISION

- a. Donations and Contributions for exchange of Inter-State Cultural Troupes from Central Nataka Academy
- b. Others if any (specify)

V. INTERNATIONAL TELUGU CENTRE

Donations and Contributions for Conferences

VI. PUBLICATIONS

- 1. Donations and Contributions
 - a. For publication of any books
 - b. For Vanda Grandhaalu - Soujanya Prachuranalu
 - c. Others if any (specify)
- 2. Printers Registration Charges
- 3. Sale Proceeds of publications
- 4. Sale Proceeds of Ambedkar Works
- 5. Others if any (specify)

VII. LIBRARY

- 1. Donations & Contributions
- 2. Fine realised for late return of books
- 3. Others if any (specify)

VIII. MUSEUM

1. Graphic Workshop
2. Entry fee during Exhibitions

Total

6. RECOVERY FROM STAFF

- (a) Deputation Staff
- (b) Group Insurance Scheme
- (c) Quarter Rent
- (d) Professional Tax
- (e) Income Tax
- (f) LIC (Staff Premium)
- (g) VBL
- (h) A.B. Housing Finance (Tirupathi)
- (i) A.B. Homes
- (j) G.J.A.P.
- (k) GIC Housing Finance
- (l) Court Attachment
- (m) SBI Homes
- (n) HDFC
- (o) Vysya Bank Housing Finance
- (p) GSLIS
- (q) Co-operative Societies
- (r) SBI Hire Purchase
- (s) Andhra Bank Loan
- (t) Cyclone Relief Fund
- (u) Small Saving Schemes
- (v) FBF
- (w) Other if any

7. OTHERS IF ANY (SPECIFY)

II. ADVANCES

- a. Personal Advances
 - (i) HBR

- (ii) HBA
- (iii) Conveyance Advance
- (iv) Special Festival Advance
- (v) Education Advance
- (vi) Festival Advance
- (vii) Medical Advance
- (viii) APCO Advance
- (ix) Marriage Advance
- 2. Miscellaneous Advances
- 3. Hostel Advances recovered

III. ENDOWMENTS

IV. OTHERS IF ANY (SPECIFY)

Total
Add Opening Balance

PAYMENTS

(A) Ordinary

I. Administration

- 1. Pay & Allowance
- 2. Wages
- 3. Leave Salary & Pension Contribution
- 4. Pensionary Benefits
- 5. Staff Welfare
 - i. Bus Pass
 - ii. Medical Reimbursement
 - iii. Sports
 - iv. Special Assistance
 - v. Staff Training Programme
 - vi. Educational Fee Concession
- 6. Audit Fee
- 7. Legal Expenses including Retainer Fee
- 8. Travelling Allowance
 - i. Members
 - ii. Staff

9. Office Expnses
 - i. Printing & Stationery
 - ii. Rent Rates & Taxes
 - iii. Telephones
 - iv. Postage & Telegrams
 - v. Water & Electricity
 - vi. Advertisement Charges
 - vii. Subscription to Journals
 - viii. News Papers & Periodicals
 - ix. Hospitality
 - x. Miscellaneous Expenses
10. Maintenance of
 - i. Buildings
 - ii. Vehicles
 - iii. Type Writers
 - iv. Xerox / Roneo
 - v. Gardens
 - vi. Air Coolers/Air Conditioners
 - vii. Computers
 - viii. Musuem
 - ix. Godown

II. ACADEMIC

1. Seminars & Workshops
2. Extension & Guest Lecturers
3. Subscription and Membership Fee
4. Youth Festivals
5. Educational Tours
6. Purchase of Material (Teaching aids other than Capital)
7. Convocation Expenses
8. NSS
9. Purchase of Sports & Games Materials
10. Research & Field work

11. Schemes & Projects
12. Art Camps
13. Scholarships & Fellowships
14. Others if any (specify)

III. EXAMINATIONS

1. T.A., D.A. to Examiners, Remuneration to Invigilators etc.
2. Practicals and Production

IV. EXTENSION SERVICES DIVISION

1. Pension to Indigent Artists
2. FA to Publications
3. FA to Cultural Institutions
4. Awards
5. Visista Puraskaram
6. Pratibha Puraskaram
7. Inter State Exchange of Cultural Troupes
8. National Festivals
9. Others if any

V. INTERNATIONAL TELUGU CENTRE

1. Sending Cultural delegates to outside the State
2. FA to Cultural Associations outside the State
3. FA to Buildings
4. FA to Libraries
5. Teachers Training Course
6. Text book preparation
7. Preparation of Telugu Calenders
8. Conferences
 - i. AITC
 - ii. WTC

VI. PUBLICATIONS

1. Printing of Publications
2. Printing of Ambedkar Works
3. Book Exhibitions
4. Book Releasing Functions

VII. HOSTELS

1. Maintenance of Hostel
2. Medical Assistance to Students

VIII. MUSEUM

1. Awards
2. Grant
3. Scholarships
4. Exhibitions

IX. ENCYCLOPAEDIA

Preparation of Encyclopaedias

X. AUDIO VIDEO DEPARTMENT

Video Recording & Documentation

XI. OTHER ACTIVITIES

1. Aradhana Ustavas (Music Dept.)
2. Banda Kanakalingeshwar Rao Vardanthi (Kuchipudi)

Total

B. CAPITAL

1. Construction of Buildings
2. Furniture and Fixtures
3. Computer
4. Xerox Machines
5. Library Books
6. Reference Books
7. Other Equipment
8. Museum

Paintings & Monuments

C. DEBT. HEADS

I. DEPOSITS

1. Remittance of Income Tax
 - a. Contractors
 - b. Printers

2. Remittances of Recoveries
 - a. Deputation Staff
 - b. GIS
 - c. Quarter Rent
 - d. Professional Tax
 - e. Income Tax
 - f. LIC (Staff Premium)
 - g. VBL
 - h. A.B. Housing Finance (Tirupathi)
 - i. A.B. Homes
 - j. G.J.A.P.
 - k. GIC Housing Finance
 - l. Court Attachment
 - m. SBI Homes
 - n. HDFC
 - o. Vysya Bank Housing Finance
 - p. GSLIS
 - q. Co-operative Societies
 - r. SBI Hire Purchase
 - s. Andhra Bank Loan
 - t. Cyclone Relief Fund
 - u. Small Saving Schemes
 - v. Others if any

II. ADVANCES

1. Personal Advances
 - a. HBR
 - b. HBA
 - c. Conveyance Advance
 - d. Special Festival Advance
 - e. Education Advance
 - f. Festival Advance
 - g. Medical Advance

- h. APCO Advance
- i. Marriage Advance
- 2. Miscellaneous Advances
- 3. Hostel Advances

III. ENDOWMENTS

- 1. Gold Medals
- 2. Memorial Lectures
- 3. Dharmanidhi Puraskarams
- 4. Deposits Payment

Total
Add Closing
Balance

ANNUAL ACCOUNT FOR UGC

RECEIPTS

- I. Grants from UGC
 - 1. Plan Grant
 - i. Buildings
 - ii. Books
 - iii. Equipment
 - iv. Campus Development
 - v. Water Electricity
 - vi. Health Care Equipment
 - 2. Un-assigned grant
 - i. Refresher Courses
 - ii. Remedial Coaching
 - iii. Others
 - 3. Grant for Salaries
 - 4. Others if any (specify)
- II. Grant from State Government for Salaries
- III. Projects
 - i. Major Research Projects
 - ii. Minor Research Projects

- IV. Scholarships & Fellowships
 - i. SRF
 - ii. JRF
- V. Interest on Investments
- VI. Investment Realised
- VII. Advances

Total
Add Opening Balance

PAYMENTS (UGC)

- 1. Construction of Buildings
- 2. Purchase of Books
- 3. Equipment
- 4. Campus Development
- 5. Water & Electricity
- 6. Healthcare Equipment
- 7. Un-assigned grants
 - i. Refresher Courses
 - ii. Remedial Coaching
 - iii. Others
- 8. Projects
 - i. Major Research Projects
 - ii. Minor Research Projects
- 9. Scholarships & Fellowships
 - i. SRF
 - ii. JRF
- 10. Investments Made
- 11. Advances

Total
Add : Closing Balance

ANNUAL ACCOUNTS OF PROVIDENT FUND ACCOUNTS

RECEIPTS

1. Subscriptions

- i. Recovered from Pay Bills
- ii. Recovered from Deputation Staff
- iii. Interest accrued on the balance of the individuals
- iv. Arrears of D.A.

2. Temporary Advances

- i. Recovered from Pay Bills
- ii. Received from Deputation Staff
- iii. Direct Remittances

3. Interest on Investments

4. Investment Realised

5. Others

Total

Add : Opening Balance

PAYMENTS

1. Temporary Advances

2. Part final Withdrawals

3. Final Settlements

4. Investments made

5. Interest on the Balances of the Individuals

Total

Add : Closing Balance

(16) Maintenance of Accounts

- (i) The accounts and the financial records of the University shall be maintained in the forms and registers prescribed. It shall be the responsibility of the Head of the Branch concerned to ensure that these records are maintained properly and correctly and that they are up-to-date.
- (ii) The accounts of the University shall be maintained separately for each financial year.

- (iii) All books of accounts and registers shall be properly bound. No account shall be prepared on loose sheets or in loosely bound volumes.
- (iv) The pages of all account books shall be serially numbered and each page shall bear a stamp of the University. The pages of receipt books shall, before issue, be similarly stamped and the Superintendent of the section concerned shall record on each book before issue a certificate of the number of pages it contains.
- (v) Every correction or alteration in accounts shall be made neatly in red ink (a simple line being drawn through the original entry to be corrected) and attested by the dated initials of the Superintendent of section.
- (vi) All corrections and alterations in bills and vouchers shall similarly be attested by the Officer drawing the bill or person preferring the claim, while those in the pay orders shall similarly be attested by the Officer signing them.
- (vii) Erasures shall be absolutely forbidden and no document with an erasure shall be accepted.

(17) University Bankers

The following shall be the Bankers of the University. (i) S.B.H. (ii) Andhra Bank (iii) The District Co-operative Central Bank, Hyderabad. (iv) State Bank of India (v) State Bank of Mysore and such other banks as may be decided by the Executive Council in conformity with the guidelines laid down by the Government from time to time.

(18) Remittances to and payments by the University

(a) Remittances

All remittances to the University shall be made in favour of the Registrar. They shall be remitted into the Andhra Bank, Nampally, Hyderabad through Challans or sent through Demand Drafts payable at Andhra Bank, Nampally Branch, Hyderabad.

(b) Payments

- i) Amounts payable by the University shall ordinarily be disbursed in the following manner.

By cheques drawn on the Bankers of the University.

- ii) When payments are made, the amounts should be rounded off to the nearest rupee. Amounts of 50ps and above shall be rounded off to the next higher rupee and the amounts below 50ps shall be ignored.

(19) All receipts and charges in respect of the several accounts shall be entered in the posting register of receipts and charges maintained for the purpose.

(20) On the basis of the registers maintained, there shall be prepared in respect of each account, every month an abstract progressive total of Receipts and Expenditure along with the Budget figures.

These statements shall be submitted to the Vice-Chancellor before the end of the succeeding month or as early as possible thereafter.

(21) Scrutiny and payment of Bills

Every bill should be accompanied with the following particulars

Budget allotment for the year Rs.

Total Expenditure including this bill Rs.

Balance of budget allotment available Rs.

These particulars are not necessary in the case of salary bills to the employees borne on regular establishment.

Every bill presented for payment shall first be examined, before submission to the Finance Officer, by the Accounts Section. If the claim is found to be in order by the Finance Officer, he/she shall make an order of payment on the bill. The bill shall then be paid.

(22) Late receipt of Bills

A claim by an employee of the University or a member of the University authority or committee or member of any other body of the University or any other person for money due to him from the University made after six months of the date on which the payment fell due shall, with the sanction of the Vice-Chancellor, be paid after deducting 15% from the amount of the bill.

Note:(i) In the case of the employees of the University, travelling allowance should be claimed not later than three months from the date on which the claim has fallen due. The claim received after three months shall not be entertained.

- (ii) No claim for drawl of arrears of travelling allowance is admissible consequent on the fixation of pay in a revised scale when revision is made.

(23) All bills on payment shall be stamped "paid by cheque No. and date" and signed by the Finance Officer and shall there after be filed. All bills shall be numbered consecutively for the financial year in the order of payment.

(24) (i) Salaries for a month fall due on the first day of the succeeding month

- (ii) Income-Tax, LIC/Postal Insurance amounts, subscriptions to General Provident Fund and other amounts due to the University shall be deducted from the salaries of employees, before payment is made to them. The deductions made from salary bills in respect of amounts due to the University by adjustment will be posted into the concerned accounts and in respect of others they will be sent to the concerned authorities immediately and the acknowledgments obtained and filed with the concerned voucher.

- (iii) The acquittance roll for salaries of the employees of the University shall be in the form prescribed.

(25) Ex-Gratia Payment

The following amounts shall be paid to the family members nominated or wife or children of an employee who dies while in service or a pensioner to perform obsequies :

- (i) Employees who die while in service Rs. 2000/-
- (ii) Pensioners Rs. 2000/- or one month's pension including relief which ever is higher.

(26) Conveyance allowance

Blind and orthopaedically handicapped employees are eligible for conveyance allowance equal to 10% of pay subject to maximum of Rs. 175/- p.m. subject to the following conditions:

- (a) He should have a minimum of 40% permanent partial disability of either upper or lower limbs deformities.
- (b) The recommendation of an orthopedic surgeon or an ophthalmologist of a Government Hospital, not below the rank of

a Civil Surgeon, should be obtained. The allowance is payable from the date of medical certificate.

- (c) The allowance is not payable during leave other than casual leave, joining time or suspension.
- (d) Employees who are having blindness in only one eye are not eligible. Temporary employees working on Regular Scale of Pay are also eligible for the allowance.
- (e) The authority competent to appoint the employee shall be the authority competent to sanction the allowance.

(27) Pay, etc., to the deceased employee

- (a) Pay, leave salary and other emoluments, can be drawn for the day of an employee's death: the hour at which the death takes place does not affect the claim.

Note : Day for the purpose of this rule should mean a calendar day beginning and ending at mid night.

- (b) The pay and allowances of all kinds, including travelling allowance claims, claimed on behalf of deceased employee may be paid without the production of the usual legal authority.
 - (i) If the gross amount of the claim does not exceed Rs. 5000/- under the orders of the Registrar, provided that he/she is otherwise satisfied about the right and title of the claimant.
 - (ii) If the gross amount exceeds Rs 5000/- under the orders of the Vice-Chancellor on execution of an indemnity bond duly stamped for the gross amount due for payment with such surities as may be deemed necessary.

Provided that the authority mentioned in clause (i) above may subject to the condition prescribed in that sub-clause make anticipatory payment of an amount not exceeding Rs.5000/-

- (iii) In case of any doubt or dispute by different claimants, payment shall be made only to the person(s) producing legal authority.
- (iv) These provisions shall not apply to pension, gratuity, provident fund, insurance fund etc., where specific provisions are made for payment under those rules.

(28) Right to Recover Excess payments

In respect of payments of salaries and allowance to University employees and payments to members of the University authorities or Committees, excess payments, if any, shall be recovered from the persons concerned.

(29) Security shall be taken from the University employees dealing with cash for such amounts and of such character as may be determined by the Vice-Chancellor.

Security may also, at the discretion of the Executive Council, be taken from the University Employees dealing with stores and other valuables including books for such amounts and of such character as may be determined by the Vice-Chancellor.

(30) Advances

(a) An advance may be sanctioned to any officer of the University for meeting the expenses for specific purposes.

The Registrar may sanction an advance not exceeding Rs. 10,000/- in each case.

The Vice-Chancellor may sanction an advance of above Rs. 10,000/- but below Rs. 1,00,000/- in each case.

The Executive Council may sanction an advance of above Rs. 1,00,000/- in each case.

The advances sanctioned for specific purpose should be adjusted immediately after the purpose for which the advance is drawn is over at any rate not later than one month failing which the salary of the employee concerned shall be withheld.

An advance sanctioned for a specific purpose should not be diverted and utilised for other purposes.

No second advance should be sanctioned for the same purpose unless the previous advance is fully adjusted.

(b) The employees of the University may be paid advances towards travelling expenses for a journey on tour. The advance should be adjusted in full immediately after the employee returns to Headquarters on completion of the tour.

(c) The employees of the University are eligible for the following kinds of advances, subject to availability of funds.

(i) Marriage Advance

(ii) Festival Advance

(iii) Educational Advance

- (iv) Purchase of conveyance like motor cars, scooters, motor cycles, mopeds and cycles.
- (v) House Building Advance.

The monetary limit for sanction of advances, mode of recovery, rate of interest to be charged etc., shall be in accordance with the orders of the Executive Council from time to time.

(31) Deposits

The following kinds of deposits are maintained by the University.

- (a) Security deposit of employees
- (b) Deposits by contractors, suppliers of goods, etc.,
- (c) Other deposits

(32) Permanent Advance

A permanent advance shall be made to the Registrar of an amount fixed on the supposition that recoupment will be made at least twice a month.

The Registrar shall give an acknowledgment for the advance held by him on the first day of each financial year.

Permanent advance may also be made to the following officials from GENERAL FUNDS to the extent shown against each.

- | | |
|-----------------------------|-------------|
| (1) Registrar | Rs. 5,000/- |
| (2) P.A. to Vice-Chancellor | Rs. 3,000/- |
| (3) Finance Officer | Rs. 3,000/- |

The Executive Council may also grant similar permanent advances to such of the other employees of the University as it may determine from time to time.

Every official holding a permanent advance shall, on the 15th April of each year and on each time a transfer of charge is effected, send to the Registrar an acknowledgment of the advance held by him.

(33) Register of Permanent Advance

A register of permanent advance shall be maintained by every officer who holds such advance. As payments are made, necessary entries

shall be made in that Register in regard to the date, the number of sub-voucher, the amount and the nature of expenditure in the appropriate columns under the subheads of expenditure. At the end of each fortnight, and in any case at the end of each month contingent bill may be sent to the Registrar for payment of the amount, who shall accord sanction for reimbursement after satisfying himself as to the correctness and genuineness of the claim.

All sub-vouchers after check in the Accounts Branch, shall be cancelled and filed along with the main voucher after reimbursement of the amount to the concerned official.

(34) Tenders/Quotations

Tenders shall be called for in respect of all purchases and engineering works where the amount involved is Rs. One Lakh and above.

Provided that in the following cases of works and supplies, tenders need not be called for with the approval of the Vice-Chancellor,

- (i) Articles which are patented or manufactured or sold solely by a particular firm or through their authorised agents.
- (ii) Stores from factories run by the Government for the settlement of Ex-Service men or by quasi-Govt. Institutions.
- (iii) Articles purchased at D.G.S.D. rates.
- (iv) Articles purchased from any of the registered co-operative stores.
- (v) Controlled articles purchased through a permit issued by an order of the Government.

(35) Calling for Tenders/Quotations :

- (a) Quotations or Tenders shall be invited by the Registrar or by such person authorised by the Vice-Chancellor to do so.
- (b) All tenders shall be sent to the Registrar or any person inviting the tenders in sealed covers in the form and in accordance with the units of work that may be prescribed.
- (c) Tenderers shall agree for payment of earnest money deposit of 2.5% of the value of the tender. The tenderer should be required to give security for the due fulfilment of the contract to an amount equivalent to 10% of the total value of the contract. Security may be taken in the form of percentage deduction made from the

contractor's bills. The 10% security referred to is inclusive of the earnest money deposit taken at the time of tendering. It shall be competent for the University to recover all excess payments made to them.

- (d) No University Employee or a member of a University Authority shall have an interest in any contract made with the University, directly or indirectly in any manner. Employees violating the rule shall be subject to disciplinary and other proceedings. The members of any authority committee etc. of the University violating this rule shall be disqualified to continue in office.
- (e) Successful tenderers shall execute an agreement in a form approved by the Executive Council to carry out the work specified within the time prescribed, failing which, the Executive Council subject to the terms of agreement, shall be at liberty to withhold whole payment of any amount that may be due to the said tenderer for the work executed in part or in whole and to claim such other reliefs as the Executive Council may deem fit. Such tenderers shall forego the earnest money deposit also. Agreement in respect of works including Engineering works shall be executed by the tenderers at their own cost on a Non-judicial stamp paper of the value of Rs. 100/- or of the value required by the law for the time being in force.
- (f) All tender notices in respect of works estimated to cost Rs. 5 lakhs and above shall ordinarily be published in two standard daily news papers approved by the Vice-Chancellor for the purposes, ordinarily three weeks before the last date for the receipt of tenders.
- (g) Provided, that the Vice-Chancellor, may at his/her discretion and in view of the urgency of the work, send the tender notice to the local and other approved contractors without publishing it in the newspapers.
- (h) Other conditions being equal the lowest tender shall be accepted, but the acceptance or rejection of any tender is left to the absolute discretion of the authority competent to approve the tender whose decision shall be final and no tenderer shall be entitled to be informed of the reasons for the rejection of any tender. In all cases in which the lowest tender has not been accepted, there

shall be a specific record to that effect stating the reasons for its decision, which shall be kept confidential.

- (i) The Registrar or any other official of the University authorised to invite tenders for works of the University shall maintain lists of all persons and firms that usually execute such works for the University and shall issue to them such of the tender notices as related to them in addition to publishing them in the prescribed manner. Any additions to or deletions from the lists so maintained shall require the previous approval of the Vice-Chancellor.
- (j) The sealed covers containing the tenders received in response to the above notice shall be opened by the Registrar or any other person of the University authorised to do so at the place on the day and hour fixed for the purpose and notified to the tenderers in the tender notice itself, in the presence of the tenderers or their authorised agents if they choose to be present on the occasion.
- (k) Over-writings erasures and unauthorised alterations in the rates tendered should be scrupulously guarded against. Any alterations of the rates which were found at the time of opening of sealed covers to have been duly attested by the dated initials of the tenderer should be immediately re-attested by the dated initials of the Registrar or any other person authorised to open the sealed covers.
- (l) The officer opening the tenders should maintain a register showing total number of tenders received and opened by him.
- (m) In the case of supplies where tenders are not invited owing to the estimated cost falling below the prescribed limit of Rs. 1,00,000/- the course to be adopted shall be to call for sealed quotations under the orders of the Vice-Chancellor from well known firms and dealers as found in the list approved for the purpose by the Vice-Chancellor and the lowest rates offered shall, as far as possible, be accepted.
- (n) In the case of Engineering works estimates costing less than Rs. 5,00,000/- it shall be competent for the Vice-Chancellor to dispense with the above procedure and let out works on piece work agreement without calling for quotations from any contractor

actually engaged at the time in the execution of the University work in or nearby at the rates already quoted by him and agreed upon for the other University work, provided the rates paid to the contractor shall not exceed the rates allowed in the sanctioned estimates on obtaining supplementary agreement. A work may be executed by the Engineering department itself by engaging necessary labour and purchasing the required materials for the work.

(36) Plans and Estimates

Detailed plans and estimates shall be prepared by the engineering staff of the University for all kinds of engineering works following the standard specifications of the Public works department in the Government. Whenever special and expert consultancy is considered necessary in the preparation of plans and estimates, it may be obtained by the Head of the Engineering Department of the University with the prior approval of the Vice-Chancellor.

The rates contained in the standard schedule of rates of the Engineering departments of the Govt. applicable for the area shall be adopted in the preparation of plans and estimates.

(37) Administrative sanction

The following officers/authorities are competent to accord administrative sanction for the estimates for Engineering works and other supplies.

Registrar	Upto Rs. 1,00,000/-
Vice-Chancellor	Above Rs. 1,00,000/- but below Rs. 5,00,000/-
Executive Council	Rs. 5,00,000/- and above.

(38) Technical sanction

The Head of the Engineering Department of the University or any other higher technical authority authorised by the Executive Council shall be the authority competent to accord technical sanction for all estimates for Engineering works.

(39) Works and Buildings Committee

All estimates and tenders for engineering works whose value exceeds Rs. 1,00,000/- shall be placed before the works and buildings Committee for its sanction and recommendations before submitting to the authority competent to approve the same.

(40) Central Purchase Committee

In the case of purchases, all estimates whose value exceeds Rs. 1,00,000/- shall be placed before the Central Purchase Committee for its sanction and recommendations before submitting to the authority competent to approve the same.

(41) Acceptance of tenders

The following authorities are competent to accept the tenders for Engineering works and other supplies.

Registrar Upto Rs. 1,00,000/-

Vice-Chancellor Above Rs. 1,00,000/- but below Rs. 5,00,000/-

Executive Council Rs. 5,00,000/- and above

(42) Measurements

The Assistant Engineer of the University will record the measurements for all works and supplies of the nature of furniture etc., in the measurement books maintained for the purpose. The Deputy Executive Engineer will conduct check measurement and record check measurement certificate therein. The Executive Engineer will conduct random check measurement of such of the items/ works selected by him or specified by the Vice-Chancellor and record his/her observations therein.

(43) Completion Report

After a work is completed, the official incharge of the work, should prepare a completion report in the prescribed form and submit it to the Registrar. The completion report should show the name of the work, the number and date of order sanctioning it, the amount of expenditure sanctioned and the actual expenditure incurred. If the actual expenditure exceeds the amount of the sanctioned estimate, the completion report should be sent to the prescribed authority through the authority which sanctioned the estimate. The reasons for the exceeds expenditure should be stated in the completion report and the sanction of the authority competent to sanction the total expenditure shall be obtained.

A revised estimate should be submitted when the sanctioned estimate is likely to be exceeded by more than 5% duly explaining the reasons justifying the revision.

(44) Travelling Allowances

The Registrar shall have authority to pay travelling allowances to the members of the several University authorities viz., Executive Council, Finance Committee, and Academic Senate and Board of Studies and Commission approved by the Selection Committee, Committees and Commissions approved by the Executive Council who have to travel from their Headquarters on University business (including attendance of members of the Executive council at the Convocation) at the rates prescribed by the University.

(45) Printing charges for question papers

The Controller of Examinations shall be authorised to arrange for the printing of the university examination question papers, the bills for such printing and stationery shall be confidential and shall be passed for payment by the Vice-Chancellor.

All such bills containing full details of charges shall together with three separate lists of question papers required, set and used at each of the examinations approved by the Executive Council be presented by the printers, in Triplicate, which shall not contain either the name or the signature of the printer. The blank bills after having been duly verified and attested by the Vice-Chancellor shall be presented for audit as in the case of other bills for printing charges. The receipts and the approved rates of the printers in this case need not be produced for audit.

(46) Expenditure on Examinations

The remuneration and rates of T.A. to be paid to Examiners shall be fixed by the Executive Council. The Registrar will pass the bills of Examiners in accordance with the rates sanctioned by the Executive Council.

The Registrar shall be empowered to incur expenditure for the conduct of the University Examinations at rates approved by the Executive Council.

(47) Stock verification

The Stock verification of all University articles shall be done once in a year, with the stocks entered in the Registers after the close of the financial year, in such manner as the Executive Council may determine from time to time.

(48) Audit notes and Report

All audit notes which contain the objections of a formal nature shall be disposed of by the Finance Officer/Registrar.

All audit reports shall be submitted under the direction of the Vice-Chancellor by the Finance Officer/Registrar with his/her remarks and explanations to the Executive Council for action.

The audit notes and further correspondence received from the audit department should be considered each time by the Finance Officer/Registrar before final replies thereto are issued from the University Office. All suggestions of the audit department to improve the finances of the University and the system of accounts and any request to obtain the sanction of higher authority to any item of expenditure or to place before the proper authorities any irregularities, unauthorised or excess payments may be placed before Executive Council in such manner as the Vice-Chancellor may direct as early as possible and its orders taken before replies are issued.

STATUTE NO. 24

TRAVELLING ALLOWANCE

In exercise of powers conferred under clause (ix & xi) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

- (1)** The Andhra Pradesh Travelling Allowance Rules and the Andhra Pradesh Special Pay and Allowances Rules as amended from time to time and the executive instructions and clarifications issued by the Government as applicable to the State Government employees shall mutatis-mutandis apply to all the teachers, officers and the employees of the University.
- (2)** Provided that the Vice-Chancellor and the Registrar shall be paid Travelling Allowance, Dearness Allowance and other allowances as per the Andhra Pradesh Travelling Allowance Rules and the Andhra Pradesh Special Pay and Allowances or the actuals incurred on boarding & Lodging, local conveyance etc., whichever is higher.

STATUTE NO. 25

LEAVE

In exercise of powers conferred under clause (ix & xi) of Section 28 read with sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act 27 of 1985), the Executive Council hereby makes the following Statute :

- (1)** The teachers of the University shall be governed by the Leave Rules issued by the University Grants Commission from time to time as adopted by the Government of Andhra Pradesh.
- (2)** The Andhra Pradesh Leave Rules 1933 and the provisions of the Fundamental Rules in so far as leaves are concerned as amended from time to time and the executive instructions issued by the Government as applicable to the State Government employees shall mutatis-mutandis apply to all the officers and the employees of the University.

STATUTE NO. 26

THE RECTOR

In exercise of the powers conferred under sub section (2) of Section 29 of the Potti Sreeramulu Telugu University Act (Act No. 27 of 1985), the Executive Council hereby makes the following Statute :

(1) Term of Appointment

The Rector shall be appointed for a period of three years or less at a time, and shall be eligible to be reappointed; provided, that the same person shall not hold office of Rector for more than six years. However, the Executive Council shall have power, on the recommendation of the Vice-Chancellor to relieve him of the duties and to transfer him to his/her original position, before the completion of the term.

(2) Salary

The monthly salary of the Rector shall be an amount equal to the pay and other allowances drawn by him as Professor and Personal Pay at such rate as may be fixed by the Executive Council from time to time. He shall also be entitled to such perquisites as may be fixed by the Executive Council on the recommendation of the Vice-Chancellor.

(3) Alternative arrangement during the vacancy of the office of the Rector:

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

(4) Presiding over meetings

Where the Vice-Chancellor is the Chairman of any Body or Committee of the University and he/she is absent for any reason whatsoever from any meeting of such Body or Committee, the Rector shall preside over such meeting except in the case of the Selection Committee.

(5) Power to address at any meeting

The Rector shall on being authorised by the Vice-Chancellor in that behalf be entitled to be present at and to address any meeting of any Authority, Body or Committee of the University but shall not be entitled

to vote thereat unless he/she be a member of that Committee, Body or Authority.

(6) Powers and Duties entrusted to him by the Vice-Chancellor :

The Rector shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to him by the Vice-Chancellor, in addition to his/her academic duties. The Vice-Chancellor may, however, suo moto or otherwise, revise, amend, alter or annul any order of or action taken by the Rector, recording reasons thereof.

(7) Resignation

The Rector may resign his/her office by submitting a letter to that effect to the Vice-Chancellor.

STATUTE NO. 28

PENSION RULES FOR ACADEMIC STAFF

The Pension Rules applicable to Academic Staff of the University were approved by the Executive Council in resolution No. 7 at its meeting held on 19.5.1997 and sent to the Government for approval as required under section 55 of the Potti Sreeramulu Telugu University Act (Act No. 27 of 1985). The rules so approved by the Executive Council may be adopted as Statute No. 38 and sent to the Chancellor for assent.

STATUTE NO. 29

PENSION RULES FOR NON-TEACHING STAFF

The Pension Rules for Non-Teaching Staff of the University were approved by the Executive Council in resolution No. 6 at its meeting held on 10.5.1997 and sent to the Government for approval as required under section 55 of the Potti Sreeramulu Telugu University Act (Act No. 27 of 1985). The rules so approved by the Executive Council may be adopted as Statute No. 39 and sent to the Chancellor for assent.

STATUTE NO. 30

GENERAL PROVIDENT FUND RULES

The General Provident Fund Rules applicable to the employees of the University were approved by the Executive Council in its resolution No. 11 at its meeting held on 16.9.1988 and sent to the Government for approval as required under section 55 of the Potti Sreeramulu Telugu University Act (Act No. 27 of 1985). The rules so approved by the Executive Council may be adopted as Statute No. 40 and sent to the Chancellor for assent.