



# SRM UNIVERSITY-AP STATUTES

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## CHAPTER I - PRELIMINARY

### 1. Short Title, Extent and Commencement

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- 1) The “Statutes” means the Statutes of SRM University, AP – Amaravati
- 2) These Statutes shall come into force with effect from date of the notifications in the Official Gazette.
- 3) The Statutes are in conjunction with the provisions of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016. In case of any discrepancy between the provisions of the Act or the Rules made under the Act and the Statutes, the provisions of the Act or the Rules made under the Act shall prevail.
- 4) The first statutes have been framed as per powers vested under Section 27 of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016 in the meeting of Governing Body of SRM University, AP – Amaravati dated \_\_\_\_\_ vide Item no. \_\_\_\_\_ and Resolution no. \_\_\_\_\_.
- 5) Nothing in these Statutes shall be deemed to bar the University from amending the Statute subsequently. According to the provision of Section 28 of the Act, the amended Statutes, if any, shall come into force from the date of publication in the Official Gazette.
- 6) The Governing Body however, shall not amend the Statutes affecting the powers of any Officer or Authority of the University until such Officer or Authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Governing Body.

## 2. Definitions

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In these Statutes: -

- 1) "Act" means the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016;
- 2) "Authority" means each of the Authorities mentioned in Section 17 of the Statutes;
- 3) "Officer" means each of the Officers mentioned in Section 8 of the Statutes;
- 4) "School" means a School of the University consisting of one or more Departments, and Institutes;
- 5) "Department" means a teaching or research department of the University (the name of which may include the word Department but which may describe the Department in some other appropriate way);
- 6) "Sponsoring Body" means the SRM Trust;
- 7) "University" means the SRM University, AP – Amaravati;
- 8) "Statutes", "Ordinances" and "Regulations" means respectively the Statutes, Ordinances and Regulations made under this Act and for the time being in force;
- 9) "Faculty Member" means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education or to guide research or render guidance in any other form to the students for pursuing a course of study of the University;
- 10) "Hostel" means a place of residence for the students of University, maintained or recognized to be as such by the University;
- 11) 'He' & 'His' where ever they figure in the ordinances shall imply 'he'/'she' and 'his'/'her' respectively;
- 12) Words and expression used in these Statutes and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

## CHAPTER II - UNIVERSITY

### 3. Establishment of University

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- 1) There shall be established a University in Andhra Pradesh to be known as the "SRM University, AP – Amaravati".
- 2) The Governing Body, the Board of Management, the Academic Council and the Chancellor, the Vice Chancellor, the Registrar, the Chief Finance and Accounts Officer and such other officers or authorities, so long as they continue to hold such office or membership of the University, hereby constitute a body corporate by the name of "SRM University, AP – Amaravati".
- 3) The University shall be a body corporate by the name "SRM University, AP – Amaravati" and shall have perpetual succession and common seal with power, subject to the provisions of the Act, to acquire and hold property, to contract and shall, by the said name, sue or be sued.
- 4) The University may decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

#### **4. Goals and Objects of the University**

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The Goals and Objects of the University shall be as set out in the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.

Apart from the Goals and Objects defined in Clause 4 of the Act, the University shall also have following additional Goals and Objects:

(To be added)

## 5. Powers and Functions of the University

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The Powers and functions of the University shall be as set out in the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.

**6. University open to all irrespective of sex, religion, class, creed or opinion**

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- 1) No person shall be excluded from any office of the University or from membership of any of its authorities or from admission to any degree, diploma or other academic distinction or course of study on the ground of sex, race, creed, class, caste, place of birth, religious belief or political or other opinion
- 2) It shall not be lawful for the University to impose on any person any test whatsoever relating to sex, race, creed, caste, class, place of birth, religious belief or political or other opinion in order to entitle him to be admitted as a student or to hold any office or post in the University or to qualify for any degree, diploma or other academic distinction or to enjoy or exercise any privileges of the University or any benefaction thereof.
- 3) Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, differently abled, foreign nationals or of persons belonging to the weaker sections of the society.



## CHAPTER III - OFFICERS OF UNIVERSITY

### 7. Officers of University

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The officers of the University would be: -

- a) Chancellor;
- b) Vice Chancellor;
- c) Registrar;
- d) Chief Finance and Accounts Officer;
- e) Deans;
- f) Directors;
- g) Librarian;
- h) Controller of Examination;
- i) Such other officers as may be declared by the subsequent statutes to be the officers of the University as per powers vested under Section 14 of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016;

## 8. Chancellor

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### *Selection and Appointment*

- 1) The Chancellor shall be appointed by the Sponsoring body from a panel of three names selected by a Search Committee.
- 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management.
- 3) The Sponsoring Body may appoint the first Chancellor of the University without calling for proposal by the Search Committee.

### *Powers and Functions*

- 4) The Chancellor shall be the head of the University.
- 5) The Chancellor shall preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions and in his absence by any other member of the Governing Body nominated by it.
- 6) The Chancellor shall have the following powers, namely,
  - a) to call for any information or record;
  - b) to remove the Vice Chancellor in accordance with the provisions of sub-section (6) of section 16 of the Act;
  - c) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body;

### *Tenure*

- 7) The Chancellor shall hold the office for the period of three years and shall be eligible for re-nomination at the discretion of the Sponsoring Body.
- 8) The Chancellor may, by writing under his hand addressed to the Chairman Sponsoring Body resign his office with a notice of three months. Further, the Sponsoring Body shall have power to remove the Chancellor by giving a notice of three months.
- 9) In case of an emergency like illness, absence or death of the Chancellor, the Vice Chancellor shall perform the duties of the Chancellor till the Chancellor reassumes his office or a new Chancellor is appointed as the case may be. However, such a period will normally not exceed six months.

## 9. Vice Chancellor

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### *Selection and Appointment*

- 1) The Vice Chancellor shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management.
- 3) The Chancellor may appoint the first Vice Chancellor for a period of one year or until a regular Vice Chancellor is appointed under this section.
- 4) The Vice Chancellor shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the Vice Chancellor shall be such as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 5) The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- 6) Where, in the opinion of the Vice Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under the Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

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

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

- 7) Where, in the opinion of the Vice Chancellor, decision of any officer or authority of the University is not within the powers conferred by the Act or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

- 8) The Vice Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.
- 9) The Vice Chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he so decides delegate such powers to any other officer or officers of the University.
- 10) The Vice Chancellor shall have the powers to employ all necessary staff, except casual labour, paid from contingencies and project funds or such other fund available at his disposal.
- 11) The Vice Chancellor shall prepare the First Ordinance of University which, after being approved by the Board of Management, shall be submitted to the Government for its approval.
- 12) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit;
- 13) The Vice Chancellor shall present the annual reports, annual budget proposals, annual accounts and annual audit reports to the Governing Body.
- 14) Subject to the budget provisions and further subject to the powers delegated by the Governing Body from time to time, the Vice Chancellor shall have powers to approve and sanction expenditures relating to purchases, services contracts such as housekeeping, security, outsourced manpower, and also advance payment to suppliers or other parties.
- 15) The Vice Chancellor may, with the prior approval of the Chancellor and subject to availability of the funds, discharge all or any of the functions of the University for the purpose of carrying out the provisions of the Act and the Statutes or perform any duties which by or under the Act and the Statutes are to be exercised or performed by any authority of the University until such authority comes into existence in accordance with the provisions of the Act and the Statutes. The Governing Body shall review and monitor such actions taken by the Vice Chancellor.
- 16) The Vice Chancellor shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management;

#### *Tenure*

- 17) The Vice Chancellor shall, subject to the provisions of sub-section (6) of section (16) of the Act, hold office for a term of three years or up to the age of 70 years whichever is earlier.

Provided that after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years' subject to the upper age limit of 70 years:

Provided further that a Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor takes charge of the office, but in any case this period shall not exceed one year:

- 18) When the office of the Vice Chancellor is vacant or when the Vice Chancellor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Vice Chancellor will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 19) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.
- 20) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the university, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard, in person.

## 10. Registrar

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### *Selection and Appointment*

- 1) The Registrar shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management.
- 3) The Sponsoring Body may appoint the first Registrar of the University without calling for proposal by the Search Committee.
- 4) The Registrar shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the Registrar shall be such as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 5) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 6) The Registrar shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Governing Body shall commit to his charge.
- 7) The Registrar shall place before the Governing Body and other authorities of the University, all such information and documents as may be necessary for transaction of its business.
- 8) The Registrar shall be responsible to the Vice Chancellor for the proper discharge of his functions.
- 9) The Registrar shall be responsible for the administration and services of the University.
- 10) The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose.
- 11) The Registrar shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Authorities or as approved by the Vice Chancellor.
- 12) The Registrar shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.

*Tenure*

- 13) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 14) The services of the Registrar can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 15) The Registrar may by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.

## **11. Chief Finance and Accounts Officer (CF&AO)**

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### *Selection and Appointment*

- 1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management.
- 3) The Sponsoring Body may appoint the first CF&AO of the University without calling for proposal by the Search Committee.
- 4) The CF&AO shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the CF&AO shall be such as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 5) The CF&AO shall exercise general supervision of the funds of the University and advise it a regards its financial policy.
- 6) The CF&AO shall see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a particular accounting year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.
- 7) The CF&AO shall be responsible for the preparation of the annual accounts and the budget of the University for the next year and for their presentation to the Finance Committee.
- 8) The CF&AO shall maintain files of financial records and any such other finance related records of the University as the Governing Body may decide.
- 9) The CF&AO shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.
- 10) The CF&AO shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter of the University.
- 11) The CF&AO shall be the member secretary of the Finance Committee and shall not have right to vote.
- 12) The CF&AO shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.



*Tenure*

- 13) When the office of the CF&AO is vacant or when the CF&AO is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of CF&AO will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 14) The services of the CF&AO can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 15) The CF&AO may by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.

## 12. Dean

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### *Selection and Appointment*

- 1) The Dean of each School or Centre of the University shall be appointed by the Vice Chancellor on such terms and conditions as may be prescribed in the service rules and as amended from time to time.
- 2) The Dean shall be from among the faculty members of the University. The Dean may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 3) The Dean shall be Chief Academic and Executive Officer of their School or Centre, shall be responsible for the academic performance of their School or Centre and shall be subject to activity audit.
- 4) The Deans shall assist the Vice Chancellor in managing the academic affairs of the University, Schools or Centres.
- 5) The Dean shall be responsible for the overall supervision and control of the School or Centre and the conduct of teaching and research work in the respective School or Centre.
- 6) The Dean shall discharge all such functions as assigned from time to time by the Vice Chancellor of the University.
- 7) The Dean shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.

### *Tenure*

- 8) The term of the office of the Dean shall be for three years. After expiry of the term, he may be considered for re-appointment for one more term by the Vice Chancellor.
- 9) When the office of the Dean is vacant or when the Dean is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Dean will be performed by such person as the Vice Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 10) The services of the Dean can be terminated by the Vice Chancellor without assigning any reason.
- 11) The Dean may by writing under his hand addressed to the Vice Chancellor, resign his office without assigning any reason. However, he shall continue in office until his resignation has been accepted.

### 13. Director

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#### *Selection and Appointment*

- 1) The Director(s) shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Vice Chancellor.
- 3) The Sponsoring Body may appoint the first Director(s) of the University without calling for proposal by the Search Committee.
- 4) The Director shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the Director shall be such as prescribed in the service rules and as amended from time to time.

OR

The Powers and Functions of Director(s) shall be assigned as additional charge among the faculty member(s) of the University. Such faculty member(s) may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.

#### *Powers and Functions*

- 5) The Director(s) shall assist the Vice Chancellor in managing the administrative functions of the University including but not limited to:
  - a) Admissions
  - b) Campus Life & Maintenance
  - c) Student Affairs
  - d) Human Recourses
  - e) Industry Relations & Placements
  - f) Information Technology
  - g) Public Relations, Media & Communication
  - h) Fundraising
  - i) Alumni Affairs
  - j) International Affairs
  - k) Sports
  - l) Internal Quality Assurance
  - m) Health and Safety

- 6) The Director shall be responsible for the preparation of the budget for carrying out the assigned administrative function for the next year and for their presentation to the CF&AO.
- 7) The Director shall see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure with respect to his assigned administrative function for a particular accounting year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.
- 8) The Director shall discharge all such functions as assigned from time to time by the Vice Chancellor of the University.
- 9) The Director shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or any other concerned Authority.

*Tenure*

- 10) When the office of the Director is vacant or when the Director is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of that Director will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 11) The services of the Director can be terminated by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 12) The Director may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.

## 14. Librarian

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### *Selection and Appointment*

- 1) The Librarian shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Vice Chancellor.
- 3) The Sponsoring Body may appoint the first Librarian of the University without calling for proposal by the Search Committee.
- 4) The Librarian shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the Librarian shall be such as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 5) The Librarian shall be responsible for the development, modernization, upkeep and management of the University library or libraries.
- 6) The Librarian shall be custodian of all the books, periodicals, manuscripts, journals and library equipment and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipment are not lost or damaged.
- 7) The Librarian shall advise the Vice Chancellor on all matter pertaining to the Library including those of mobilizing additional resources to meet the upkeep and development of the Library.
- 8) The Librarian shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.
- 9) The Librarian shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or Academic Council.

### *Tenure*

- 10) When the office of the Librarian is vacant or when the Librarian is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Librarian will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.

- 11) The services of the Librarian can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 12) The Librarian may by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.

## 15. Controller of Examination

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### *Selection and Appointment*

- 1) The Controller of Examination (COE) shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee.
- 2) The Search Committee shall be constituted by the Vice Chancellor.
- 3) The Sponsoring Body may appoint the first COE of the University without calling for proposal by the Search Committee.
- 4) The COE shall be a whole time salaried officer of the University; the salary, allowances and other conditions of services of the COE shall be such as prescribed in the service rules and as amended from time to time.

OR

The Powers and Functions of COE shall be assigned as additional charge among the faculty member of the University. Such faculty member may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.

### *Powers and Functions*

- 5) The COE shall be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results.
- 6) The Controller of Examinations shall be responsible for
  - a) to prepare and announce in advance the calendar of examinations;
  - b) to arrange for printing of question papers;
  - c) to arrange to get performance of the candidates at the examinations properly assessed and process the results;
  - d) to arrange for timely publication of results of examinations and other tests;
  - e) to postpone or cancel examinations, in part or in whole, in the event of malpractice or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractice;
  - f) to take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractice in relation to examinations;
  - g) to implement decisions taken by the various authorities of the University with respect to examination and evaluation process;
  - h) to ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;

- i) to organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation;
- 7) The COE shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.
- 8) The COE shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or Academic Council.

*Tenure*

- 9) When the office of the COE is vacant or when the COE is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of COE will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 10) The services of the COE can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 11) The COE may by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.



## CHAPTER IV - AUTHORITIES OF UNIVERSITY

### 16. Authorities of University

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The following shall be the Authorities of the University, namely

- a) Governing Body
- b) Board of Management
- c) Finance Committee
- d) Academic Council
- e) Such other authorities as may be declared by the subsequent statutes to be the Authorities of the University as per powers vested under Section 20 of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016;

## 17. Governing Body

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### *Constitution*

- 1) The Governing Body of the University shall consist of at least six members, including the following persons;
  - a) The Chancellor – Ex-officio
  - b) The Vice Chancellor – Ex-officio
  - c) Eminent persons from the fields of Management, Finance, Science & Technology, Social Sector, or Public Administration to be nominated by Sponsoring Body
- 2) The sponsoring body shall strive to maintain the gender parity, in nominating women members not less than one half of the total members in the composition of the Governing body.
- 3) The Registrar shall be the Member-Secretary of the Governing Body but shall not have a right to vote.
- 4) The Chancellor shall preside at the meetings of the Governing Body and in his absence by any other member of the Governing Body nominated by it.

### *Powers and Functions*

- 5) The Governing Body shall be the overarching supervisory and statutory authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.
- 6) The Governing Body shall have the following powers, namely,-
  - a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act, the Statutes and/or the Ordinances;
  - b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes and/or the Ordinances;
  - c) to approve the budget and annual report of the University;
  - d) to lay down the extensive processes and policies to be followed by the University;
  - e) to recommend to the Sponsoring Body about the voluntary liquidation of the University;
  - f) to invest monies and funds of the University;
  - g) to create or abolish post of teachers, officers and employees of the University;
  - h) to fix the emolument or pay band for teachers, officers and employees of the University;
  - i) to add or close Schools / Centres / Department / Programs of the University;
  - j) to vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with the appropriate governance mechanism;
  - k) to scrutinize and approve conferment of Honorary Degree or Academic Distinction;
  - l) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances, and all such other powers for achieving the Goals and Objects of the University.

- 7) All questions considered at the meetings of the Governing Body shall be decided by a majority of the votes of the members present. If the votes be equally divided, the Chairperson shall have a second or casting vote.

*Tenure*

- 8) The term of nominated members of the Governing Body shall be a minimum of three and a maximum of five years from the date of nomination:

Provided that each nominated member is eligible to hold the position for additional term not more than 10 years.

- 9) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- 10) As nearly as one third of the nominated members, except the ex-officio member shall retire by rotation each year. In the first two instances, the Governing Body may decide the procedure to identify the members who will retire.
- 11) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Governing Body.

*Meeting and Quorum*

- 12) The Governing Body shall meet at least four times in a financial year with one meeting in each quarter.
- 13) A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body.
- 1) Agenda shall be circulated by the Registrar to the members well in advance before the meeting unless Chancellor calls a meeting of the Governing Body at short notice to consider urgent matters.
- 14) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Governing Body.

## 18. Board of Management

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### *Constitution*

- 1) The Board of Management shall consist of a minimum of 8 and a maximum of 12 members, including the following persons:
  - a) the Vice Chancellor – Ex-officio
  - b) up to one-fourth members of the Board of Management to be nominated by the Sponsoring body;
  - c) eminent persons from the fields of Management, Finance, Science & Technology or Public Administration, who are not the members of the Governing Body, to be nominated by the Sponsoring Body;
  - d) persons from amongst the Deans of the University, to be nominated by the Sponsoring body;
- 2) The sponsoring body shall strive to maintain the gender parity, in nominating women members in any case not less than one fourth and not more than one half of total members in the composition of the Board of Management.
- 3) The Registrar shall be the Member-Secretary of the Board of Management but shall not have a right to vote.
- 4) The Vice Chancellor shall be the Chairperson of the Board of Management:

Provided that in the absence of the Vice Chancellor, the Chancellor may, at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.

### *Powers and Functions*

- 5) Powers and Functions of the Board of Management shall be:
  - a) to ratify the annual report, annual accounts and budget estimates of the University prepared by committees constituted for the purpose and place it before the Governing Body for its consideration and approval.
  - b) to adopt and follow the Budget for expenditure as approved by the Governing Body.
  - c) to scrutinize and place before the Governing Body for its consideration and approval regarding addition or closure of the Schools / Centres / Department / Programs of the University.
  - d) to scrutinize and place before the Governing Body for its consideration and approval regarding creation of teaching and other academic posts.
  - e) to scrutinize and place before the Governing Body for its consideration and approval regarding recruitment plan, emolument or pay band, performance appraisal plan and promotion plan.
  - f) to approve the appointments of the teaching/non-teaching staff as may be necessary, on the recommendations of the selection committees constituted for the purpose
  - g) to define duties, functions and conditions of service of members of teaching/non-teaching staff
  - h) To monitor, control and administer the general activity of the University.

- i) To frame the fee structure to be levied from the students based on recommendations from the Finance Committee
  - j) To perform any other function that may be assigned by the Governing Body
  - k) To obtain approval from the Governing Body before the implementation of such decisions of the Board of Management that may have a bearing on the finances of the University.
  - l) To scrutinize and place before the Governing Body for its consideration and approval regarding conferment of Honorary Degree or Academic Distinction;
  - m) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances or as may be delegated by the Governing Body.
- 6) All questions considered at the meetings of the Board of Management shall be decided by a majority of the votes of the members present. If the votes be equally divided, the Chairperson shall have a second or casting vote.

#### *Tenure*

- 7) The term of nominated members of the Board of Management shall be of three years from the date of nomination:

Provided that each nominated member is eligible to hold the position for additional term not more than 3 years.

- 8) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- 9) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Governing Body.

#### *Meetings and Quorum*

- 10) The Board of Management shall meet at least once in every two months.
- 11) A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management.
- 12) Agenda shall be circulated by the Registrar to the members well in advance before the meeting unless Vice Chancellor calls a meeting of the Board of Management at short notice to consider urgent matters.
- 13) The minutes of the proceedings of the Board of Management shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Board of Management. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board of Management. After the minutes are confirmed and signed by the

Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Governing Body and Board of Management.

- 14) The minutes of the meeting of the Board of Management shall be reported in meeting of the Governing Body.

## 19. Finance Committee

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### *Constitution*

- 1) The Finance Committee shall consist of the following persons, namely:
  - a) The Vice Chancellor - Ex-officio
  - b) Registrar - Ex-officio
  - c) One member nominated by the Sponsoring Body
  - d) One member nominated by the Governing Body
  - e) One member nominated by the Board of Management
- 2) The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee but shall not have a right to vote.
- 3) The Vice Chancellor shall preside at the meetings of the Finance Committee and in his absence by any other member of the Finance Committee nominated by it.
- 4) During the initial years of the University, the composition of Finance Committee shall be decided by the Board of Management.

### *Powers and Functions*

- 5) The functions and powers of the Finance Committee shall be:
  - a) To examine and scrutinize the annual accounts and budget estimates of the University prepared by the CF&AO and thereafter submit to the Board of Management for approval.
  - b) To recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Board of Management
  - c) To consider and make its recommendations to the Board of Management on all such matters connected with the University, which have financial implications.
  - d) To make recommendations to the Board of Management on fee structure to be levied from the students;
  - e) To make recommendations to the Board of Management on University's financial policy matters;
  - f) To make recommendations to the Board of Management on all proposals involving raising of funds, receipts and expenditures;
  - g) To make recommendations to the Board of Management regarding investments of surplus funds of the University;
  - h) To examine all proposals relating to the revision of pay scales, upgradation of the scales and those items which are not included in the budget prior to placing before the Board of Management;
  - i) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances or as may be delegated by the Governing Body and/or Board of Management.

- 6) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present. If the votes be equally divided, the Chairperson shall have a second or casting vote.

*Tenure*

- 7) The term of nominated members of the Finance Committee shall be of three years from the date of nomination:

Provided that each nominated member is eligible to hold the position for additional term not more than 3 years.

- 8) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- 9) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Board of Management.

*Meetings and Quorum*

- 10) The Finance Committee shall meet at least four times in a financial year with one meeting in each quarter.
- 11) A minimum of one-half of the members shall form a quorum for a meeting of the Finance Committee.
- 12) Agenda shall be circulated by the CF&AO to the members well in advance before the meeting unless Vice Chancellor calls a meeting of the Finance Committee at short notice to consider urgent matters.
- 13) The minutes of the proceedings of the Finance Committee shall be drawn up by the CF&AO with the approval of the Chairperson and circulated to all members of the Finance Committee. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Governing Body, Board of Management and Finance Committee.
- 14) The minutes of the meeting of the Finance Committee shall be reported in meeting of the Board of Management.



## 20. Academic Council

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### *Constitution*

- 1) The Academic Council shall consist of the following persons, namely:
  - a) The Vice Chancellor - Ex-officio
  - b) Controller of Examination - Ex-officio
  - c) Librarian - Ex-officio
  - d) Deans nominated by Board of Management;
  - e) Directors nominated by Board of Management;
  - f) Two representatives out of which one shall be academican and one shall be professional from industry - to be nominated by the Board of Management;
  - g) One undergraduate and one postgraduate student - to be nominated by Board of Management;
- 2) The Registrar shall be the Member-Secretary of the Academic Council but shall not have a right to vote.
- 3) The Vice Chancellor shall preside at the meetings of the Academic Council and in his absence by any other member of the Academic Council nominated by it.
- 4) During the initial years of the University, the composition of Academic Council shall be decided by the Board of Management.

### *Powers and Functions*

- 5) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes, the Ordinances and the rules made thereunder, coordinate and exercise general supervision over the academic policies of the University.
- 6) The functions and powers of the Academic Council shall be:
  - a) to exercise control over the academic policies of the University and be responsible for the maintenance and improvement of standards of instruction, education and evaluation in the University;
  - b) to make recommendations to the Board of Management regarding addition or closure of the Schools / Centres / Department / Programs of the University.
  - c) to make recommendations to the Board of Management regarding creation of teaching and other academic posts.
  - d) to make recommendation to the Board of Management regarding addition, modification and removal of academic program, research centres and extension programs.
  - e) to oversee the conduct of university examinations, tests and evaluation, and declaration of their results.
  - f) to oversee the management and functioning of University library.

- g) to consider matters of general academic interest either on its own initiative or on a reference from a School, Centre, Department or the Board of Management and to take appropriate action thereon;
  - h) to review the academic affairs of the University and to report thereon and make recommendations to the Board of Management;
  - i) to make Ordinances relating to courses of study, examinations and other academic matters and submit them to the Board of Management for approval and subsequently to the State Government;
  - j) to make Regulations necessary to give effect to Ordinances and submit them to the Board of Management for approval;
  - k) to recommend to the Board of Management regarding the award of degrees, diplomas and certificates;
  - l) to make recommendations to the Board of Management regarding the conferment of Honorary Degree or Academic Distinction;
  - m) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances or as may be delegated by the Governing Body and/or Board of Management.
- 7) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present. If the votes be equally divided, the Chairperson shall have a second or casting vote.

#### *Tenure*

- 8) The term of nominated members of the Academic council shall be of three years from the date of nomination:

Provided that each nominated member is eligible to hold the position for additional term not more than 3 years.

- 9) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- 10) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Board of Management.

#### *Meetings and Quorum*

- 11) The Academic Council shall meet at least four times in a financial year with one meeting in each quarter.
- 12) A minimum of one-half of the members shall form a quorum for a meeting of the Academic Council.

- 13) Agenda shall be circulated by the Registrar to the members well in advance before the meeting unless Vice Chancellor calls a meeting of the Academic Council at short notice to consider urgent matters.
- 14) The minutes of the proceedings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Academic Council. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Governing Body, Board of Management and Academic Committee.
- 15) The minutes of the meeting of the Academic Committee shall be reported in meeting of the Board of Management.

## CHAPTER V - OTHER PROVISIONS

### 21. Schools and Centers of the University

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- 1) The Governing Body shall make provision for the University to be organised into Schools and Centres and, where it considers it appropriate, for Schools and Centres to be organised further into Institutes and Departments.
- 2) The Governing Body shall have power from time to time to create, merge, abolish, organize and re-organize Schools, Centres, Institutes and Departments of the University as it deems appropriate. Where a Schools, Centres, Institutes or Departments is abolished, adequate provision shall be made for the Students in the Schools, Centres, Institutes or Departments to finish their courses of study before the closure takes effect.
- 3) Before exercising its powers under this Section, the Governing Body shall consult the Academic Council. The Academic Council shall be entitled at any time to make suggestions or recommendations to the Governing Body for the exercise of such powers.
- 4) Each School or Centre will be headed by a Dean.

## 22. Employees of the University

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- 1) All full-time salaried officers of the University shall be employees of the University.
- 2) Every employee shall be appointed under a written contract on such terms and conditions as may be agreed to between parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
- 3) The Vice Chancellor with support of Registrar shall formulate detailed policies, terms and conditions in line with UGC norms for teaching and non-teaching staff and put up for recommendation to Board of Management and approval of Governing Body. These policies would generally include, but not restricted to following
  - a) Selection and Recruitment
  - b) Salary and Benefits
  - c) Performance Appraisal Guidelines
  - d) Faculty and Staff Development Policy
  - e) Promotions and Tenure
  - f) Special Allowance to Faculty Members with Administrative Responsibilities
  - g) Sponsored Research and Consultancy Policy
  - h) Misconduct or Performance Below Standards
  - i) Termination (for cause) and Separation
  - j) Grievance Redressal
  - k) Medical Benefit Policy & Guidelines
  - l) Leave Rules
  - m) Travel Policy
  - n) Reimbursement Rules
  - o) Procedure for conducting Inquiry
  - p) Prevention, Prohibition and Redressal of Sexual Harassment
  - q) Persons with Disabilities Guidelines
- 4) The Registrar shall issue the appointment orders of all the employee of the University under his seal and signature.

### 23. Students of the University

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- 1) The Vice Chancellor with support of Registrar shall formulate detailed policies, terms and conditions in line with UGC norms for students and put up for recommendation to Board of Management and approval of Governing Body. These policies would generally include, but not restricted to following:
  - a) The registration of persons as Students of the University
  - b) Hostel Stay Policy
  - c) Student Research Policy
  - d) On-Campus Employment Policy
  - e) Anti-Ragging Policy
  - f) Grievance Redressal of Students
  - g) Academic Misconduct and Dishonesty
  - h) Student Indiscipline Punishment Guidelines
  
- 2) The sanctions which may be imposed for misconduct or breach of discipline shall include but not limited to: -
  - a) The imposition of fines;
  - b) Suspension from the University for a period;
  - c) Expulsion from the University;

## **24. Procedure for Arbitration in Case of Disputes between Employees or Students and the University**

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### *A. Action against Employees*

1. Where there is an allegation of misconduct against an Employee, the Vice Chancellor shall constitute a Disciplinary Committee.
2. In case any member is accused of misconduct not confirming to the standards prescribed by the University, a Disciplinary Committee will be formed by amongst the teaching staff and non-teaching staff. The Disciplinary Committee shall have up to five members. The accuser(s) and the member(s) accused of misconduct shall appear before the Disciplinary Committee. The Disciplinary Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
3. Based on the Disciplinary Committee's report, the Vice Chancellor may decide the course of action depending on the severity of the misconduct.
4. An appeal against any action taken by the Vice Chancellor can be made to the Chancellor within 30 days from time to the date of receiving the communication of the action taken.
5. All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of the city wherein the University is located.

### *B. Action against Students*

1. Where there is an allegation of misconduct against a student, the Dean of the concerned School shall constitute a Disciplinary Committee.
2. In case any students is accused of conduct not becoming the standards prescribed by the University, a Disciplinary Committee will be formed by amongst the students, teaching staff and non-teaching staff. The Disciplinary Committee shall have up to five members. The Accuser(s) and the members(s) accused of misconduct shall appear before the Disciplinary Committee. The Disciplinary Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
3. Based on the Disciplinary Committee report, the Dean may decide the course of action depending on the severity of the misconduct.
4. An appeal against any action taken by the Dean can be made to the Vice Chancellor within 30 days from the date of receiving the communication of the action taken.
5. All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of city wherein the University is located.

## **25. Conferment of Honorary Degrees and Academic Distinction**

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1. The Proposal of conferring any Honorary Degree or Academic Distinction to some distinguished Personality shall be made to the Board of Management, along with the bio-data of the propose recipient, by the Academic Council.
  - a) The Academic Council may consider and recommend to the Board of Management the conferment of honorary degree or other academic distinction on any person, without requiring him to undergo any test or examination on ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or academic distinctions.
  - b) On receipt of the Proposal a special meeting of the Board of Management shall be called to consider the proposal. At the special meeting, the Vice Chancellor shall ask the members to indicate their opinion on the proposal. If the proposal is passed by the Board of Management, it shall be placed before the Governing Body for approval.
  - c) Every proposal for conferment of any Honorary Degree or Academic Distinction shall be dealt separately and considered in respect of proposed recipient.
  - d) No employee, trustee or officer holding any position in the Sponsoring Body is eligible for honorary degree.



## 26. Admissions Policy of the University

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1. The admission of students to the University and their enrolment shall be as defined in the relevant Ordinances of the University.
2. The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examinations / tests conducted by different State / National Professional Bodies.
3. As and when necessary, the guidelines of the different regulatory bodies of State / Centre shall be taken into account.

## 27. Fee Structure

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1. Fees to be charged for the various courses, examinations, degrees or diplomas of the University shall be as defined in the relevant Ordinances of the University.
2. The types of fee which may be charged from the students shall be as per the ordinance.
3. The University can introduce any other heads of fees from time to time.
4. In addition, charges for duplicate mark sheets, issuance of degree and such other examinations or result, related fee may be charged from the students, as prescribed in the Ordinance.
5. As and when necessary, the guidelines of the different regulatory bodies of State / Centre regarding fees shall be taken into account.

## **28. Scholarships and Financial Aid**

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1. The Governing Body on the recommendation of Board of Management may institute from time to time fellowships, scholarships, stipends, medals and prizes for awarding them to its students at undergraduate, postgraduate, research and post-doctoral and other levels.
2. The Institute shall decide the value, number and conditions of award for each of them from time to time.
3. In addition to the funds of the University for the above mentioned purposes, funds received from donations may also be utilized.
4. The detailed rules & procedures for award of fellowships, scholarships, stipends, medals and prizes shall be as defined in the relevant Ordinances of the University.