

VIKRAMA SIMHAPURI UNIVERSITY NELLORE



ORDINANCES OF VIKRAMA SIMHAPURI UNIVERSITY UNDER SECTION 53 OF A.P. UNIVERSITIES ACT 4 OF 1991

VIKRAMA SIMHAPURI UNIVERSITY, NELLORE

ORDINANCES - INDEX

A. Ordinances	
Ordinance-1	The Boards of Studies for Departments of Teaching.
Ordinance-2	Appointment and Duties of Controller of Examination, Examiners and Conduct of Examinations.
Ordinance-3	Qualifications, emoluments and number of University teachers.
Ordinance-4	Levy of fees for various courses of study in the University.
Ordinance-5	Fees particulars for admission to various examinations, degrees and Diplomas of the University
Ordinance-6	Conduct rules for employees of the University
Ordinance-7	Discipline and appeal rules
Ordinance-8	Rules for recognition of service associations of university employees
Ordinance-9	Establishment and Maintenance of the University Hostels and Recognition of Hostels Maintained by the Affiliated Colleges
Ordinance-10	Discipline, Health and Welfare of the Students of the University
Ordinance-11	University Extension Boards /Activities
Ordinance-12	Time Limit to Appeal against the Decisions of the Vice-Chancellor

In exercise of the powers conferred by Section 27, read with Clause (i) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of the constitution and functions of the Board of Studies for a Department of Teaching in the Vikrama Simhapuri University, Nellore.

1. BOARD OF STUDIES:

- (a) Each Department of Teaching in the University shall have a Board of Studies (here-in-after called the 'BoS'), and the Executive Council is the authority to constitute the Board of Studies.
- (b) Each Department of Teaching shall either have two separate Boards – one for undergraduate (U G BoS) and another for postgraduate and research degree programs (P G BoS). The Vice-Chancellor is competent to constitute a combined BOS wherever necessary.
- (c) The Vice-Chancellor is the competent authority to appoint the Chairperson for the BoS in a specified subject. The Chairperson of the PG Board shall be a permanent teacher holding the rank of Professor / Associate Professor in the University department. If no such qualified teacher is available in the department concerned, a Professor / Associate Professor of an allied department in the University may be appointed as the Chairperson.
- (d) The Chairperson of the UG Board shall be a permanent teacher holding the rank of Reader in a recognized College with UGC 12(B) status / Associate Professor of the University College.

2. CONSTITUTION OF THE BOARD OF STUDIES (BOS):

- (a) The constitution of BoS in a subject shall be as under, subject to a maximum of twelve (12) members besides the Chairperson.
 - i. For BoS (U G)
 - a) Chairperson
 - b) Three (3) subject experts from outside the University representing Academia, Industry and National Research Laboratories

- c) Six (6) U G teachers of the rank of Reader / Associate Professor / Assistant Professor from University (2) and affiliated colleges (4)
- d) Two (2) U G student representatives (one boy and one girl) on merit basis

ii. For BoS (P G):

- a) Chairperson
 - b) Head of the Department
 - c) Three (3) subject experts from outside the University representing Academia, Industry and National Research Laboratories
 - d) Six (6) P G teachers in the rank of Professor / Associate Professor / Assistant Professor from University (4) and affiliated colleges (2)
 - e) Two (2) P G student representatives (one boy and one girl) on merit basis
- (b) Subject experts from outside the University are common members for both U G and P G BoS.
- (c) The members of the BoS shall be appointed by the Vice-Chancellor in consultation with the concerned Dean/Chairperson of the Faculty/ Chairperson of the BoS and Head of Department and by providing due representation for specializations in the subject, cadre and gender.
- (d) The term of the Chairperson and other BoS members shall be three (3) years from the date of their nomination, except for the student representative whose term is so long as he/she is a regular student of the University. A teacher will cease to be a BoS member on superannuation
- (e) Any person appointed in a vacancy occurring before the expiry of the original term of three years shall be a member of the Board, subject to other provisions, only for the residuary period for which the person whose place he/she has filled would have been a member.

3. MEETINGS OF THE BOARD OF STUDIES (BOS):

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

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

4. FUNCTIONS OF BOARD OF STUDIES (BOS)

- (a) The BoS shall review and revise the syllabi of the courses being offered by the concerned department, ordinarily once in every two/three (2/3) years, and include the latest advancements in the concerned subject(s). It being so, the BoS shall also consider and implement the suggestions / guidelines issued by the University Grants Commission and other related academic bodies, if any, from time to time for the modernization of the syllabi.
- (b) The BoS shall review the progress of the existing programs in the department, identify the deficiencies, if any, and recommend to the concerned authorities of the University such other remedial measures as may be found necessary for improving the standard of the programs.

- (c) The BoS is the competent authority for recommending to the Academic Senate, through the Dean / Chairperson of the concerned Faculty, the starting of any new course in the concerned subject, its structure, admission criteria, and scheme of Examinations etc.
- (d) The BoS shall review the question papers set in the previous year examination(s), the reports of the evaluators on students' performance, and suggest remedial measures, if necessary, for improving the quality of question papers and students' performance.
- (e) The BoS shall recommend to the Executive Council every year a panel of moderators, translators, paper setters, examiners (both internal and external) in all the papers including practical and viva-voce examinations of the concerned subject(s), and adjudicators for M Phil/PhD theses.
- (f) The BoS shall recommend to the Executive Council a panel of thirty (30) subject experts from within and outside the State, as and when required, for nomination on the selection committees meant for appointment of teachers in the concerned subject. In the panel, at least six (6) experts shall be from those hosted on the UGC website.
- (g) The BoS shall consider and offer its opinion / recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate / The Faculty concerned.

(This Ordinance was approved by the Executive Council vide Resolution No. _____ in the _____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 2**

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

In exercise of the powers conferred by subsections (10) (11) and (12) of Section 19, read with Clauses (b) (g) and (h) of Section 53 of Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance duly approved by the Academic Senate, in respect of the mode of appointment and duties of Controller of Examinations, Examiners and the Conduct of Examinations in the Vikrama Simhapuri University, Nellore.

1. CONTROLLER OF EXAMINATIONS (COE):

(a) The Controller of Examinations (here-in-after called CoE) shall be a full-time officer of the University appointed by the Executive Council. The CoE shall function as directed by the Vice-Chancellor, and in accordance with the provisions of this ordinance, in matters related to all examinations conducted by the University.

(b) Duties of CoE:

- i. Issue of notifications for all examinations conducted by the University,
- ii. Calling for, receiving and processing the applications of various examinations conducted by the University, and issue hall-tickets to eligible candidates,
- iii. Identify the centers for holding various examinations, in accordance with the rules framed by the University in this regard, and allot candidates to identified centers,
- iv. Regulating and monitoring the examinations conducted by the University,
- v. Take all such measures as may be found necessary for smooth and fair conduct of examinations, evaluation and announcement of results.
- vi. Signing the Provisional Certificates, Migration Certificates, Memoranda of Marks.
- vii. Issue of 'Duplicate Certificates' in respect of original Diploma and Degree Certificates lost by the candidates,

- viii. Exercise such other powers required for conducting the University examinations, and perform all the duties in accordance with the provisions of this Ordinance and as directed by the Vice- Chancellor from time to time.

2. PRE-EXAMINATION MATTERS

(a) Question Paper Setting

- i. The Chairperson, Board of Studies, in the concerned subject shall send a panel of approved names as paper setters / examiners, separately for each paper in the subject, medium wise, at least three / six months before the start of the semester / annual examinations.
- ii. No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/Affiliated or recognized Colleges of that University. In case of examiners from institutions other than Universities/Colleges, he/she should be a full-time employee with a minimum of three (3) years experience.
- iii. The paper setters/examiners shall be appointed for various examinations in accordance with the rules and regulations in force by the Vice-Chancellor.
- iv. The Vice-Chancellor may, on valid reason(s), cancel, withhold or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.
- v. The examiners appointed may be from the University Colleges/affiliated colleges (Internal) or from other University Colleges/affiliated colleges (external) as the case may be.

(b) Moderation of Question Papers

- i. In all such instances where regulations provide for moderation of question papers, there shall be a “Moderation Board” for each subject. The members of the Moderation Board shall be the Chairperson, Board of Studies of the concerned subject, and two other senior faculty members of the same subject. The Chairperson may, with the prior permission of the Vice-Chancellor, co-opt any other faculty member(s) for moderating the question papers in specialized subjects,

- ii. The Moderation Board shall meet at a place and time decided by the CoE for moderating the question papers. The Board shall be responsible for ensuring the following in each question paper:
 - a) Adherence to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc.,
 - b) Standard of questions,
 - c) Proper distribution of questions covering the entire syllabus ,
 - d) Remove/modify the questions set outside the prescribed syllabus or seeking an expression of opinion on religious and/or political nature unless it is a part of the syllabus,
 - e) Remove ambiguity in the wording of question(s), and to enhance clarity in the questions.
- iii. The Moderation Board shall not remove any question or part thereof, which is in the scope of the syllabus.
- iv. The Moderation Board shall keep all its proceedings strictly confidential, and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.

(c) Translation of Question Papers:

- i. Wherever there is approval from the University, the question papers shall be translated from English to other approved languages by a 'Board of Translator(s)'.
- ii. The translator(s) should be from the panel of names recommended by BoS in the concerned subject, and approved by the Vice-Chancellor,
- iii. The translators shall keep all the proceedings strictly confidential, and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.

(d) Conduct of Examinations:

All the University examinations shall be conducted by the CoE as per the procedures and regulations approved by the University from time to time.

(e) Flying Squads / Observers:

- i. Wherever necessary, the CoE shall constitute flying squads / observers at the examination centers to ensure the conduct of the examinations without any malpractice, and strictly in accordance with the University rules.
- ii. The necessary and required instructions and guidelines regarding the duties and powers of the flying squads/observers etc., shall be issued from time to time by the CoE with the prior approval of the Vice-Chancellor,

3. POST-EXAMINATION MATTERS:

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

(a) Valuation of Answer book/test booklets:

- i. Whenever two or more examiners are involved in the valuation of answer books/test booklets, the CoE will, if necessary, conduct a meeting of all the examiners in the concerned paper in order to prepare a common scheme of valuation. The CoE shall appoint a Chief Examiner, from among those who attend the meeting, who will supervise the entire valuation work. If needed, Additional Chief Examiner(s) may also be appointed.
- ii. The Chief Examiner(s)/Additional Chief Examiner(s) shall conduct the valuation work as per the guidelines and instructions issued by the CoE from time to time.
- iii. For all Post-Graduate examinations, each answer book/test booklet shall be valued independently by two examiners of whom one shall be an external examiner. If the difference in the marks awarded by the two examiners is 20 per cent or more of the maximum marks of that paper, the answer script will be valued by a third examiner who is an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script.
- iv. For the purpose of this Ordinance, an “external examiner” for valuation of theory papers shall mean a teacher who is not employed in the University colleges (campus or constituent) or any of its affiliated Colleges.
- v. The valued answer books/test booklets shall be scrutinized by scrutinizers appointed by the Vice-Chancellor, and such scrutinizers shall work as per the guidelines and instructions issued by the CoE from time to time.

- vi. In the event of any proven irregularity in valuation, if reported by the Chief Examiner, the Vice-Chancellor shall appoint a Committee look into the irregularity and suggest remedial action including cancellation of the valuation proceedings of a specific answer script or all the answer scripts of an examination, and the causing of fresh valuation proceedings.

(b) Tabulation of Marks and Results:

- i. In case of manual tabulation, the tabulators shall be appointed by the Vice-Chancellor from amongst the teachers of the University and/or affiliated colleges. There shall be one group of tabulators to enter the marks in the original register and to maintain an electronic and computerized register to be properly encrypted and stored.
- ii. Electronic and computerized tabulation of marks should be conducted in the premises of the CoE office/Examination Branch, and under the direct supervision of an officer designated by the Vice-Chancellor for the purpose. In case the required facilities / skilled personnel / technology are not available in the University, the tabulation process may be outsourced, only after a thorough verification of the credentials of the outsourced agency. The CoE shall execute a Memorandum of Understanding (MoU) with the outsourced agency by including clauses and provisions for safeguarding the interest of the University like confidentiality, penal action for violation of any terms and conditions etc.

(c) Award of Grace Marks:

- i. 1% of grace marks on yearwise/ semesterwise aggregate marks for the papers for which a candidate appeared for University examinations shall be added subject to maximum of 5 marks to enable the candidate to secure paperwise pass, overall pass/ pass in aggregate, second class/ securing 55% marks/ first class/ first class with distinction. However such candidates are not eligible for the award of Ranks/ Medals/ any other prizes.
- ii. Wherever the aggregate is a fraction, it may be rounded off to the nearest integer. The fraction 0.5 should be treated as nearer to the next higher integer.

- (d)** However, in special cases, whenever any question paper contains significant number of questions from out of syllabus causing hardship to students, University may appoint a committee with subject experts to recommend moderation marks, if needed, in addition to the general grace marks as mentioned above.

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

- i. The Chairperson of the Boards of Studies concerned
- ii. One senior examiner-cum-valuer of the subject nominated by the Controller of Examinations

4. REVALUATION / REVIEW OF ANSWER SCRIPTS:

- (a) A candidate who is aggrieved by his/her result in a paper (or papers) may apply for revaluation in the prescribed pro-forma within a stipulated time, as announced by the University, from the date of publication of the results in the concerned examination.
- (b) Revaluation of each answer script shall be done independently by one external examiners appointed by the Vice-Chancellor. The average of the two independent external revaluations is considered and compared with the already awarded marks. If the revaluation mark is more than 6% of the original marks scored by the candidate, the revaluation is upheld and confirmed. If the marks scored in revaluation are less than 6% of the marks scored originally, the original marks scored will be upheld and will remain unaltered.
- (c) The University shall make all efforts to announce the revaluation results as early as possible from the last date for submission of the applications for revaluation. However, the University is not responsible for any delay in the proceedings of revaluation.
- (d) The Executive Council may, in exceptional circumstances and for valid reasons explained in writing, review of the examination results of a course/program, and order for fresh valuation of all the answer scripts in one or more papers of that course.
- (e) The University may also make provision for personal verification of answer scripts by the candidates.

5. COMMITTEE FOR PREVENTION OF MALPRACTICES (COPM) IN THE EXAMINATIONS:

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

- (b) The CoPM shall be appointed by the Vice-Chancellor. The members of the Committee shall be:
- | | | |
|------|-----------------------------------|-----------------|
| i. | Rector/Principal of Univ. College | ... Chairperson |
| ii. | Dean, College Development Council | ... Member |
| iii. | A Senior Professor | ... Member |
- (c) The CoPM shall, in its function, be guided by the provisions contained in “The A P Public Examinations (Prevention of Malpractices & Unfair Means) Act, 1997” and subsequent amendments, if any, the rules issued in GO Ms 114 / Education (IE), 13th May 1997, and the ‘Schedule of Punishments’ appended to this ordinance.
- (d) If an examiner detects and reports to the Chief Examiner/CoE any malpractice committed either by an examinee or group of examinees during the course of valuation, the report shall be referred to the Chairperson, Board of Studies, for comments. The case, along with the report of the Chairperson, shall then be referred to the CoPM. The Committee, after giving a reasonable opportunity to the candidate(s) to defend himself/herself, shall recommend appropriate action to the Vice-Chancellor.
- (e) If the University comes to know at any stage after the examination that a candidate has indulged in malpractice, his/her case shall be referred to the CoPM by the CoE. The Committee, on the basis of such evidence as was available, and after giving a reasonable opportunity to the candidate to defend himself/herself, shall recommend appropriate action to the Vice-Chancellor.
- (f) If a candidate is found guilty of committing an examination related malpractice after the declaration of the result, that result will be cancelled besides awarding him/her the punishment that would have been awarded, had the facts come to the notice of the University before the declaration of the results.
- (g) If a candidate is appearing for an examination in backlog paper(s) along with the current year examination, the rules of malpractice (d), (e), and (f) above are limited to the examination for which the hall-ticket was issued and malpractice was committed. However, in case of grave misbehavior, the result of all examinations taken by him/her during that session could be cancelled, apart from awarding the punishment as per the “Schedule of Punishments”.
- (h) Any other act of unfair means or misconduct committed by an examinee during or after the examinations, but not contained in the ‘Schedule of Punishments’ included in this Ordinance would be examined by the ‘Committee’. The

Committee shall award suitable punishment, which is not lower than what is proposed in the schedule for a similar / nearer case of malpractice.

- (i) A candidate aggrieved by the decision of the CoPM may appeal to the Executive Council within thirty days from the date of notification of the punishment. If the punishment awarded by the CoPM is found to be not in conformity with the ‘Schedule of Punishment’, the Executive Council may take suitable decision as per the provisions of this Ordinance.
- (j) In addition to, and independent of, what has been said in this ordinance, the clauses of the “The A P Public Examinations (Prevention of Malpractices & Unfair Means) Act, 1997” and the rules issued in GO Ms 114 / Education (IE), 13th May 1997, shall apply, wherever necessary.

6. SCHEDULE OF PUNISHMENTS FOR EXAMINATION RELATED MALPRACTICES / MISCONDUCT:

Nature of Malpractice / Misconduct	Punishment
1. Possession of papers, books, notes etc (written or printed), which are prohibited in the examination hall	1. Cancel the result of that paper of the examination. (deleted this matter - and to be debarred from appearing at the subsequent papers of the Examination)
2. Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings etc.	2. Same as 1 above
3. Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from others regarding answer to any question or questions of the examination paper.	3. Same as 1 above
4. Taking help from or consulting prohibited written or printed material or taking help from other examinees during the examination period inside the examination hall or outside it; with or without their consent, or helping other candidate to receive help from any one else.	4. Same as 1 above

<p>5. An examinee who attempts to disclose her/his identity to the paper valuer by writing his/her Roll Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book/test booklet.</p>	<p>5. Canceling the result of that paper</p>
<p>6. Writings such as invocation of God's name in any form.</p>	<p>6. To be ignored</p>
<p>7. Writing on the question paper the answer to questions, rough work etc., with no intention of passing it on to another examinee.</p>	<p>7. To be warned not to do so</p>
<p>8. Using abusive and obscene language in the answer book/test booklet or acting in any other manner with a view to destroying evidence,</p>	<p>8. Cancelling the result of that paper.</p>
<p>9. Destroying prohibited material found in his/her possession or acting in any other manner with a view to destroy the evidence.</p>	<p>9. Cancelling the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course in the University for a period of one year.</p>
<p>10. Refusing to obey instructions of the Chief Superintendent/Invigilator/Observer/High power Committee in matters relating to cases of malpractices.</p>	<p>10. Cancelling the result of that paper.</p>
<p>11. Smuggling an answer book/test booklet/ additional answer book/matter into or out of the examination hall.</p>	<p>11. Cancellation of the result of all examinations in that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.</p>

12. Inserting in or removing from the answer book/additional answer book.	12. Same as 11 above
13. Substituting wholly or partly an answer book/additional answer book/test booklet.	13. Same as 11 above
14. Impersonation even at a single examination.	14. Same as 11 above, and to file a criminal complaint with the Police against the original candidate and the imposter.
15. Intentionally changing the Roll Numbers to gain mutual benefit or to cause damage to the other candidate.	15. Cancelling the result of all examinations taken, prohibiting from appearing in the subsequent examination during that session, and prohibiting their admission in any course of the University for a period of one year.
16. Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination	16. Same as in 15 above, except that the period of prohibition of admission into or continuation in any course of study is ONE year.
17. Assaulting/abusing/intimidating any person connected with the examination work at any time before, during or after the examination.	17. Same as in 16 above
18. Any case of malpractice not covered above.	18. Left to the discretion of the malpractices enquiry committee.

(This Ordinance was approved by the Executive Council vide Resolution No. ___ in the ___ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 3**

**QUALIFICATIONS, EMOLUMENTS AND NUMBER OF
UNIVERSITY TEACHERS**

In exercise of the powers conferred by section 19 (5) (iii) read with clause (e) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of the Vikrama Simhapuri University, Nellore.

1. The number, qualifications and emoluments of teachers in a University department are determined by the Executive Council based on the recommendations received from the concerned Departmental Committee, and in accordance with the guidelines issued in this regard from time to time by UGC/State Government.
2. The Executive Council is the competent authority to award additional increments, if any, in a particular band/grade and/or pay protection to a teacher on appointment, based on the recommendations of the Selection Committee and in accordance with the guidelines issued from time to time by UGC/State Government.
3. (a) The Executive Council/ Vice-Chancellor shall have power to utilize the services of the teachers of the University as members of Inspection Committees, Observers, members of Flying Squads, etc.

(b) The Executive Council may also utilize the services of teachers to work in the administrative posts for the periods specified, however, not exceeding three years at a time in any case and without prejudice to the provisions of the Act.
4. The Executive Council shall have the power to transfer the teachers working in a Dept. in the University College to the constituent college established by the University and vice-versa.

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 4**

**LEVY OF FEES FOR VARIOUS COURSES OF STUDY
IN THE UNIVERSITY**

In exercise of the powers conferred by clause (a) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of the University fee for various course of study in the Vikrama Simhapuri University, Nellore.

Course Fee Structure

S.No.	Name of the Course	Course Type	General Course Fee (Rs.)	Self-Supporting Fees (Rs.)
University College Regular Courses				
1	M.A. Economics	Regular	7,600	27,600
2	M.A. English	Regular	7,600	17,600
3	M.A. Political Science and Public Administration	Regular	7,600	27,600
4	M.A. Telugu	Regular	7,600	17,600
5	M.Com.	Regular	9,500	27,600
6	M.S.W. (Master of Social Work)	Regular	7,600	22,600
7	M.Sc. Biotechnology	Regular	11,500	41,500
8	M.Sc. Botany	Regular	11,500	41,500
9	M.Sc. Food Technology	Regular	11,500	41,500
10	M.Sc. Marine Biology	Regular	11,500	41,500
11	M.Sc. Mathematics	Regular	11,500	41,500
12	M.Sc. Organic Chemistry	Regular	11,500	41,500
13	M.Sc. Physics	Regular	11,500	41,500
14	M.Sc. Zoology	Regular	11,500	41,500
University College Self Finance Courses				
15	M.A./M.Sc. Quantitative Economics	Self-Finance	18,000	
16	M.Sc. Microbiology	Self-Finance	20,000	
17	M.Sc. Physics	Self-Finance	20,000	
18	M.Sc. Statistics	Self-Finance	19,000	
19	M.Com. (Banking and Finance)	Self-Finance	18,000	
20	M.Ed.	Self-Finance	18,000	
21	M.Sc. Analytical Chemistry	Self-Finance	20,000	
22	M.Sc. Applied Mathematics	Self-Finance	18,000	
23	M.Sc. Computer Science	Self-Finance	18,000	
24	M.Sc. Environmental Science	Self-Finance	20,000	
University College Diploma Programmes				
25	P. G. Diploma in Translation (English to Telugu)	Self-Finance	10,000	
26	P.G. Diploma in Bioinformatics	Self-Finance	15,000	

27	Diploma in Aquaculture	Self-Finance	8,000	
28	Diploma in Hindi	Self-Finance	5,000	
29	Diploma in Yoga	Self-Finance	5,000	
30	P.G. Diploma in Journalism (Telugu)	Self-Finance	10,000	
31	P.G. Diploma in Marketing Management	Self-Finance	10,000	
32	P.G. Diploma in Sericulture	Self-Finance	15,000	
Affiliated Colleges Self Finance Courses				
33	M.A. Corporate Telugu	Self-Finance	17,200	
34	M.A. English	Self-Finance	17,200	
35	M.A. Telugu	Self-Finance	17,200	
36	M.Com.	Self-Finance	18,000	
37	M.Com. (Financial Management)	Self-Finance	18,000	
38	M.Ed..	Self-Finance	39,735	
39	M.Sc. Computer Science	Self-Finance	21,735	
40	M.Sc. Human Nutrition and Nutraceutical Chemistry	Self-Finance	21,735	
41	M.Sc. Mathematics	Self-Finance	21,735	
42	M.Sc. Organic Chemistry	Self-Finance	26,735	
43	M.Sc. Physics	Self-Finance	21,735	
44	M.Sc. Statistics	Self-Finance	19,735	
45	M.Sc. Zoology	Self-Finance	21,735	

Note: The Vice-Chancellor is authorized to enhance the Course fee, whenever necessary.

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 5****FEES PARTICULARS FOR ADMISSION TO VARIOUS
EXAMINATIONS, DEGREES AND DIPLOMAS OF
THE UNIVERSITY**

In exercise of the powers conferred by clause (b) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of the Vikrama Simhapuri University, Nellore.

Fee Schedule for each Examination

Course & Subject	Examination Fee Rs.			
	All Papers	One Paper	Two Papers	Three & Above
B. A/ B.Sc/B.Com/BBA	700	300	400	700
BCA	1200	300	400	700
3 year LLB	1000	500	700	1000
5 year BA LLB	900	500	700	900
MBA/MCA/ /MBTM	1000	500	700	1000
M.A/ M.Com/ M.Sc	700	300	400	700
M.P.Ed	1500	500	700	1500
B.P.Ed	1700	500	700	1700
B.Ed	1300	500	700	1300
Diploma courses	1200	500	700	1200
Pre-Ph.D	2100	1300	-	-
Ph.D				
(a) Adjudication Fee	8000			
(b) Plagiarism checking fee	1000			
(c) Resubmission fee	2000			
Practical Examination (for each practical & viva)	250			
Revaluation fee per each script	450			

Fee for issue of different certificates

Sl.No	Name of the Certificate	Amount Rs.
1.	Cost of Original Degree Application form	25
2.	Fee for issue of Original Degree	700
3.	Migration Certificate	250
4.	Fee for issue of Consolidated Marks list	250
5.	Duplicate Marks list per year	250
6.	Provisional Certificate	250
7.	Duplicate Provisional Certificate	350
8.	Duplicate Migration Certificate	500
9.	Duplicate Original Degree	2000
10.	Fee for Tatkal Original Degree Certificate	2100
11.	Fee for Genuine Certificate for Private organizations	1000
12.	Fee for Genuine Certificate for Government organizations	500
13.	Fee for issue of photocopy of the answer script	1200
14.	Fee for Rank certificate	250
15.	Medium of Instruction certificate	250

Note: The Vice-Chancellor is authorized to enhance the Examination fee, whenever necessary.

(This Ordinance was approved by the Executive Council vide Resolution No. ____ in the ____ meeting held on _____, and is effective from _____.)

In exercise of the powers conferred under clause (26) and (40) of Section 19 read with Section clause (1) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the Vikrama Simhapuri University, Nellore.

1. TITLE AND APPLICATION:

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

2. DEFINITIONS:

- (a) ‘University Employee’ means any person who holds a post in the University including the teachers of the University as defined in the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), and all the supporting staff appointed by the University.
- (b) ‘University’ means Vikrama Simhapuri University.
- (c) ‘Member of a University employee’s family’ includes the spouse, son, daughter, and such other relatives as defined and recognized for the purpose by University, and are dependent on the employee,

3. GENERAL:

- (a) Every University employee shall be sincere, devoted to duty, and shall maintain integrity, discipline, impartiality and sense of propriety. Every employee shall always endeavour to maintain good relations with colleagues and students.
- (b) No University employee shall behave in a manner, which is unbecoming of such employee or which is derogatory to the image, prestige, decency and decorum of the University.
- (c) No University employee shall behave in a manner that places his / her position and / or the University in any kind of embarrassment.

4. GIFTS:

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

5. SUBSCRIPTIONS:

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

6. TUITION:

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

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

- (a) No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University,
- (b) The University employee may accept membership of bodies like Academic Senate, Executive Council, professional academic bodies, Governing Body / Executive Committee of an educational institution or any organization connected with literary / scientific activities, or may undertake honorary position/work of a cultural / charitable / artistic nature, by intimating the competent authority in the University provided that such membership do not suffer his/her official duty. However, he/she shall not undertake or shall discontinue such work, if so directed by the Vice-Chancellor and the decisions thereon shall be final.

8. PRIVATE TRADE, BUSINESS OR INVESTMENT:

- (a) No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade, business and money lending.
- (b) A University employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/ charitable society, provided that such activity does not affect the University work, with the prior intimation to University.

- (c) Canvassing by a University employee in support of the business of Insurance agency, Commission agency and the like owned or managed by the spouse or any other member of his/her family or relative or friend shall be deemed to be breach of this sub-rule.

9. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:

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

10. CONNECTION WITH THE MEDIA:

- (a) No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper / periodical / magazine / electronic media / non-government organizations etc, except those published by the University departments / associations.
- (b) An employee of the University may, with prior intimation to the competent authority in the University, brief the media about his/her academic achievements and scientific findings.

11. DISCUSSION ON UNIVERSITY POLICIES:

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

12. TAKING PART IN POLITICS:

No University employee shall, while being on duty, take active part in politics which includes holding elective or nominated positions in any political party, contest in election to the State Legislature or the Parliament or take part in any other election. Provided that a University teacher may contest elections from the Graduates or Teachers constituency by taking leave on loss of pay for the entire period of his/her election campaign and also, if he is elected, for the entire period for which he/she is elected.

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

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

14. BIGAMOUS MARRIAGE:

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

15. INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:

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

16. ANY ACTION OF CRIMINAL NATURE:

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

17. DIRECTIONS TO ATTEND OFFICIAL DUTIES:

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

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

18. DEVOTION TO DUTY:

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

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

19. JOINING OF ASSOCIATIONS BY UNIVERSITY EMPLOYEES:

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

20. PROMPTNESS AND COURTESY:

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

21. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE:

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

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

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) making indecent gestures, showing indecent signals and symbols etc.,
- f) any other unwelcome physical, verbal or non-verbal conduct of sexual nature etc.,

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

22. STRIKES:

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

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

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

23. DEMONSTRATIONS:

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

24. LENDING, BORROWING AND INSOLVENCY:

No University employee shall save in ordinary course of business with a bank or a public limited company, himself or through any member of his family or any person acting on his behalf, Lend or borrow or deposit money as a Principal or agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself, under pecuniary obligation to such person or firm.

25. ACQUIRING OR DISPOSING OF IMMOVABLE PROPERTY:

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

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

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

26. POSSESSION OF CASH:

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

27. TRANSACTION OF MOVABLE PROPERTY:

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

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

28. PROMOTIONS AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:

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

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

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

29. PUBLICATION OF BOOKS:

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

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

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

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

31. EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:

- i) No University employee shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority:-
 - a) In India, except with the previous permission of Government / University;
 - b) Outside India, except with the previous sanction of Central Government / University;
- ii) Where any sanction is accorded under sub-rule (i), no University employee giving such evidence shall criticise the policy of the Central Government or of a State Government / University.
- iii) Nothing in sub-rule (i) shall apply to –
 - a) evidence given before a statutory Committee, Commission or other Authority which has power to compel attendance and the giving of answers;
 - b) evidence given in judicial inquiries;
 - c) evidence given at any departmental inquiry ordered by Government / University.

32. NO MEMBERSHIP IN ANY POLITICAL PARTY:

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

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

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

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

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

35. PROHIBITION OF SENDING REPRESENTATIONS DIRECTLY:

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

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

36. DOWRY:

No University employee shall—

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

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

37. DRINKING:

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

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

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

- i) Failure to perform academic duties, such as preparation for lectures, demonstration, assessment, guidance, invigilation, *etc.*
- ii) Gross partiality in the assessment of students, deliberately over-marking / under-marking or attempting victimization on any ground.
- iii) Inciting students against other students, colleagues or the administration.
- iv) Raising questions of caste, creed, religion, race, sex or region in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects and for depriving the prospects of others.
- v) Refusals to carry out the decisions by appropriate administrative and academic bodies and /or functionaries of the University.

39. The Vice-Chancellor shall decide the cases of infringement of the above rules of this Ordinance after giving the employee concerned, a reasonable opportunity to explain his/her case.

40. In addition to, and independent of the rules mentioned above, and wherever necessary, the provisions of Andhra Pradesh Civil Services (Conduct) Rules, 1964, along with the Government Orders and Amendments issued thereon from time to time, shall apply to all the University employees.

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)

In exercise of the powers conferred under clause (26) and (40) of Section 19 read with Section clause (1) of Section 53 of the Andhra Pradesh Universities Act 1991, the Executive Council hereby makes this Ordinance in respect of Discipline and Appeal Rules.

1. SHORT TITLE AND COMMENCEMENT:

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

2. DEFINITIONS:

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

3. APPLICATION:

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

4. PENALTIES:

- (a) The following penalties may, for good and sufficient reason and as herein after provided, be imposed upon the employees of the University who are involved in any fraud / crime / mischief / bribe / illegal activities etc., during their service in the University:
 - i. Censure;
 - ii. Fine (Only in case of employees below the grade of Junior Assistant of the University Service);
 - iii. Withholding of increments or promotion;

- iv. Reduction to a lower rank in the seniority list or to a lower post of a lower stage in the time scale;
- v. Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of rules;
- vi. Suspension, where a person has already been suspended to review the suspension to the extent considered necessary by the authority that imposed the penalty;
- vii. Compulsory retirement;
- viii. Removal from the University Service;
- ix. Dismissal from the University Service;

(b) The Discharge of a person

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

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

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

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

5. RECOVERY OF FINE:

Fine levied as a penalty at any time shall be limited to a maximum of Rs.500/-. The penalty shall be decided by the appropriate authority, and recovered at source either at a time or in installments.

6. AUTHORITIES TO IMPOSE PENALTIES:

The authority which may impose any of the penalties prescribed in Rule (4) above shall be the authority in whom the power to make appointment of the employee vests or any higher authority, provided that:-

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

7. MINOR PENALTY:

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

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

8. MAJOR PENALTY:

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

9. PROCEDURE FOR IMPOSING MAJOR PENALTIES:

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

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

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

- i. Executive Council, in the cases of University Teachers and administrative staff not below the rank of Assistant Registrar and he/she shall be a High Court / District Court Judge, in service or retired; (OR)

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

- ii. Vice-Chancellor in the cases of other University employees, the enquiry officer shall be a retired Judicial Officer, any senior teacher of the University, or Administrative officer of the University or any other person having administrative experience at senior level.

- (c) The cases of the University employees shall be presented before the Enquiry Officer by such person as may be nominated by the Vice-Chancellor in such cases in which the enquiry is against Teachers and administrative staff not less than the Assistant Registrar and in case of enquiry against employees belonging to other employees, such person as may be nominated by the Registrar shall be the presenting officer.

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

10. PENALTY TO BE IMPOSED BY EXECUTIVE COUNCIL:

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

11. SUSPENSION:

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

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

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

12. COMMUNICATION OF PUNISHMENTS:

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

13. APPEAL:

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

14. ORDER ON APPEAL:

- (a) In the case of an appeal under Rule 13, the appellate authority shall consider.
- i. whether the facts on which the order was based have been established,
 - ii. whether the facts established afford sufficient ground for taking action; and
 - iii. whether the penalty is excessive, adequate;
 - iv. and after such consideration, passes such order as it thinks proper.
- (b) Any error or defect in procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

15. PERIOD OF APPEAL:

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

16. PROCEDURE OF AN APPEAL:

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

17. An appeal may be withheld by an authority not lower than the authority from whose order it may be preferred, if:

- (a) It is an appeal in a case in which under these Rules no appeal lies; OR
- (b) It does not comply with the provisions of Rule (14); OR
- (c) It is not preferred within thirty days from the date of service of the order appealed against and no reasonable cause is shown for the delay; OR
- (d) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for re-consideration of the case; OR
- (e) It contains material or documents which are confidential and to which the appellant could have come to know only as a result of the breach of Rule (09) of the University Employees Conduct Rules;

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

Provided further that an appeal withheld on account of only failure to comply with the provisions of Rule (14) may be re-submitted at any time within one month from the date on which the appellant has been informed of the withholding of the appeal, and if re-submitted in a form which complies with these provisions, shall not be withheld.

18. FORWARDING OF APPEAL:

- (a) Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.

(b) When an appeal is withheld under Rule (17) a copy of the order withholding the appeal shall invariably be forwarded to the Registrar for placing it before the appellate authority.

19. CALLING FOR APPEAL WHICH HAS BEEN WITHHELD:

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

20. EXCEPTIONS:

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

21. SAVING:

An appeal that is pending at the time when, or preferred after, these Rules came into force shall be deemed to be an appeal under these Rules, and Rule 13 shall apply as if the appeal were against an order appealable under these Rules.

**APPENDIX
(vide Rule 6)**

Sl.No	Nature of Punishment	Authority/ Officer Empowered to punish	Appellate Authority
01.	Reduction in Rank	Executive Council	Chancellor
02.	Suspension	Executive Council	Chancellor
03.	Withholding of increments with cumulative effect or withholding of promotion	Executive Council	Chancellor
04.	Compulsory Retirement	Executive Council	Chancellor
05.	Removal	Executive Council	Chancellor
06.	Dismissal	Executive Council	Chancellor
07.	Recovery of pecuniary damage	Vice-Chancellor	Executive Council
08.	Withholding of increments without cumulative effect	Vice-Chancellor	Executive Council
09.	Censure	Vice-Chancellor	Executive Council
10.	Fine	Registrar	Vice-Chancellor

22. INSTRUCTIONS UNDER RULE 9 (A) FOR THE GUIDANCE OF ENQUIRY OFFICER:

(a) Oral enquiry or Personal hearing

Where it is proposed to impose the penalties specified in items (iv), (vii) and (viii) of Rule 4(a) on an employee, on any of the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged, together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing order in the case. He/She shall be required within such reasonable time as may be specified (by the enquiring authority) to put in a written statement of his defense and to state whether he/she desires an oral enquiry or only to be heard in person.

(b) Perusal of Records:

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

(c) Findings without oral enquiry or personal hearing:

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

(d) Oral enquiry and further written statement:

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

(e) Personal hearing:

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

(f) Report of enquiry:

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

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

(g) Further Written Statement:

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

(h) Consideration of further representation:

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

23. DOMESTIC ENQUIRY AND INITIATING ACTION:

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

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

(This Ordinance was approved by the Executive Council vide Resolution No. _____ in the _____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 8**

**RULES FOR RECOGNITION OF SERVICE ASSOCIATIONS OF
UNIVERSITY EMPLOYEES**

In exercise of the powers conferred under Clause-40 of Section-19 read with Clause(1) of Section-53 of the A.P. Universities Act,1991, the Executive Council hereby makes this Ordinance in respect of Rules for Recognition of Service Associations of University Employees of Vikrama Simhapuri University, Nellore.

1. Short title:

These rules may be called “Vikrama Simhapuri University Services (Recognition of Service Associations) Rules.

2. Definitions:

In these rules, unless the context otherwise requires:

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

3. Recognition of Service Association:

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

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

4. Withdrawal of Recognition:

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

- xiv. does not cease to publish any periodical, magazine, bulletin, if directed by the Executive Council to do so on the ground that the publication thereof is prejudicial to the interests of the University, any other University, or any University authority or to good relations between the University employees and the University or any other University or the Government.
- xv. any communication addressed by the service association or by any officer on its behalf to the University authority contains any disrespectful or improper language;
- xvi. being a federation or confederation of service associations affiliated to itself any association, other than a recognized service association or if it does not disaffiliate a service association, the recognition of which is withdrawn by the University.
- xvii. does not comply with any other direction or condition which may be issued or imposed by the Executive Council for the purpose of giving effect to the provisions of these rules.

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

5. Relaxation:

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

6. Interpretation:

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

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 9**

**ESTABLISHMENT AND MAINTENANCE OF THE UNIVERSITY
HOSTELS AND RECOGNITION OF HOSTELS MAINTAINED BY
THE AFFILIATED COLLEGES**

In exercise of the powers conferred under Section 19 (21), (22), (36) and Section 53 (c) and (d) of the Andhra Pradesh Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Ordinance in respect of Hostels.

Ordinance on Hostels established and maintained by the University and

1. "Hostel" means, a unit of residence for students of the University maintained or recognized by the University (Section 2(11) of the Act).
2. There shall be separate hostels for male and female students maintained by the University within the University campus.
3. The students admitted to the various courses of study in the in the University college(s) shall be eligible to seek admission into these hostels.
4. Hostel accommodation is limited to and will be allotted to the students following the order of preference given below:
 - (a) Students from outside the Country
 - (b) Students from outside the State
 - (c) Students from outside the V.S.U. area.
 - (d) Students who are residents of places beyond 25 kms from the University,
5. All the inmates shall be provided with identity cards which they are expected to carry with them.
6. All the inmates shall have to pay the prescribed charges for admission, establishment, caution deposit etc., at the time of admission itself as per rates prescribed by the Executive Council from time to time.
7. The inmates are required to pay monthly mess bills which include charges for electricity, water and charges for such other services rendered by the University.
8. Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels will be considered as a serious misconduct on part of the student/s.
9. Under circumstances warranting the closure of University hostels, the University Administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangements either for food or accommodation.
10. All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.

11. The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess will be permitted to stay in the hostel till the last day of the examination he/she is required to appear for and during that period the inmates shall have to make their own arrangements for food.
12. During summer vacation the hostels shall be handed over to the University Engineer for attending to repairs, white wash, etc.
13. The inmates shall be required to clear all the dues to the hostel well before the commencement of examinations.
14. (i) The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.
(ii) The inmates found violating any of these rules this liable for disciplinary action.
(iii) Inmates who fail to clear the Hostel dues in time or violate the instructions or conduct rules shall not be eligible to continue in the hostel for the remaining period of study.
15. The Hostel Administration may provide the following facilities in the hostels:
 - (a) Reading Rooms.
 - (b) TV sets
 - (c) Incoming Telephone facility.
 - (d) Dining Halls with seating facilities.
 - (e) News papers.
 - (f) Water coolers
 - (g) Ambulance facility for emergencies.
 - (h) Wi-fi connectivity for internet.
16. Hostel Management:
 - (a) The Principal(s) of the University college(s) shall be the overall in charge of the University Hostels in consultation with the Principal(s) of the University college(s).
 - (b) The Vice-Chancellor is empowered to appoint Chief Wardens and Wardens for the University Hostels in consultation with the Principal(s) of the University College/s.
 - (c) The Chief Warden shall be responsible for the smooth and peaceful functioning of the hostel/hostels with the assistance of Wardens/ Deputy Wardens.
 - (d) The employees in the Hostel Office and other employees working in the Hostels shall discharge their duties under the direct supervision and control of the Chief Warden.
 - (e) The Chief Warden shall monitor and supervise the day to day functioning of the mess, stores, issues and accounts relating to receipts and payments.
 - (f) The Chief Warden shall arrange for issue of no-dues certificate to the inmates and staff after due verification.

- (g) All the provisions including vegetables, milk, gas, etc., shall be purchased based on the recommendations of the Hostel Advisory Committee.
- (h) The Chief Warden is authorized to purchase and make payments up to a value as prescribed from time to time and for any purchase or payment in excess of the prescribed limit, he/she is required to obtain permission from the competent authority.
- (i) The Chief Warden shall ensure that the hostel mess is run on no-profit and no-loss basis and mess bills shall have to be notified to the inmates every month.
- (j) There shall be student participation in the management of hostels. The following student committees shall be constituted by the Chief Warden.
 - (i) Purchase Committee.
 - (ii) Menu Fixation Committee.
 - (iii) Hostel Maintenance Committee.
- (k) There shall be a Hostel Advisory Committee to be constituted by the Vice-Chancellor to formulate guidelines and advise the University administration for the smooth functioning of the University hostels.

17. Recognition of the Hostels maintained by the Affiliated Colleges:

- (a) The University shall have power to recognize the hostels established and maintained by the managements of affiliated colleges subject to fulfillment of the following conditions.
 - (i) Suitability of the buildings.
 - (ii) Adequacy of accommodation
 - (iii) Suitability of the neighborhood
 - (iv) Academic supervision.
 - (v) Sanitary conditions
 - (vi) Medical help
 - (vii) Provision for games/sports.
- (b) The Vice-Chancellor shall appoint an Inspection Commission to inspect and report on the fulfillment of the above conditions laid down for starting new hostels or recognizing existing hostels attached to the affiliated colleges.
- (c) The Executive Council shall grant recognition to new hostels for one year and the Vice-Chancellor will grant extension of recognition on annual basis to such hostels, on the recommendations of the Inspection Commissions.
- (d) The Executive Council shall have power to suspend or withdraw the recognition of any hostel for sufficient reason and after giving an opportunity of hearing to the management of the college.
- (e) The recognized hostels shall have to pay the recognition fee as prescribed by the Executive Council.

(This Ordinance was approved by the Executive Council vide Resolution No. ____ in the ____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 10**

**DISCIPLINE, HEALTH AND WELFARE OF THE STUDENTS OF
THE UNIVERSITY**

In exercise of the powers conferred under Section 53 (j) of the Andhra Pradesh Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Ordinance in respect of Discipline, Health and Welfare of Students of the University.

This Ordinance shall apply to all the students of the University admitted into the University College(s), Constituent College(s), PG.Centers or any of the affiliated colleges of this University.

Student Discipline:

1. The students are required to maintain absolute discipline inside and outside the class rooms and conduct themselves in such manner as to uphold the dignity of the University.
2. The Principals of the Colleges/Special Officers of PG. Centres (hereafter called the Principal/Special Officer) shall have the complete power for the maintenance of discipline among students in their respective institutions including hostels wherever maintained.
3. The following acts or omissions shall be deemed to be misconduct on the part of a student, which attracts punishments, such as suspension or expulsion from the College:
 - a) Irregular attendance/unauthorized absence from classes.
 - b) Misbehavior in the class room.
 - c) Use of cell (mobile) phones in the class rooms.
 - d) Resorting to violence of any kind.
 - e) Unauthorized stay in the hostels
 - f) Participating and inciting other students to participate in strikes, demonstrations or hunger strikes which are likely cause breach of peace or which are intended to pressurize the administration or bring down the reputation of the institution.
 - g) Non-observance of rules in the Library such as maintenance of silence, proper borrowing of books. causing damage to the books or journals, etc.
 - h) Causing willful damage to any property of the University/College.
 - i) Gambling, Smoking, consuming alcohol or other intoxicating drinks or drugs within the premises of the University/Hostels.
 - j) Organizing meetings on the basis of religion, community or party politics.
 - k) Ragging of any kind within the meaning of the "Prohibition of Ragging in Educational Institutions Act 1997" as amended from time to time and any instructions received from UGC.
 - l) Eve-teasing or sexual harassment.
 - m) Misconduct in the examinations as prescribed in the Regulations on Examinations.
 - n) Any other act or omission as may be notified by the Executive Council or the Principal of the College from time to time.
4. The Principal either suo-motu or upon a lodged him/her a student has committed breach conduct rules, shall enquire or cause enquiry, as he/she thinks to be to decide the genuineness the charge(s) leveled against any student. Pending such enquiry, the Principal may suspend such student(s) on prima facie evidence.

5. If the student is found guilty of any misconduct in the enquiry, in which he/she is given a reasonable opportunity of hearing, the Principal shall have the power to impose any of the following punishments, which shall be proportionate to the gravity of the misconduct.
 - a) Warning
 - b) Forfeiture of Attendance.
 - c) Suspension from the college and/or hostel.
 - d) Expulsion from the college.
6. In case of expulsion of any student as punishment, the student or his parents/guardians shall have a right to appeal to the Executive Council within a period of 30 days from the date of receipt of orders of expulsion. The Executive Council thereupon may call for a report from the Principal concerned and dispose of the appeal either by modifying or confirming the punishment. Further, the Executive Council shall have the power to rusticate the student from the University in exceptional circumstances on the recommendations of the Principal concerned.
7. Students shall communicate their grievances/ representations only to the Principal through proper channel, whenever necessary.

Health of Students:

8. It shall be the responsibility of the Principal/ Management of the College to ensure annual medical check-up of all the students.
9. The University may establish a Health Centre on the campus, with qualified doctor/doctors, which shall attend to the general medical needs providing treatment for minor ailments.

Student Welfare:

10. The University and the managements of all affiliated colleges shall take steps to provide the following facilities for the welfare of the students.
 - a) Drinking water.
 - b) Sanitation
 - c) Waiting Halls for men and women students
 - d) Recreation facilities
 - e) Canteen
 - f) Wi-Fi facility
11. The University may provide for an insurance cover for all the students admitted into the University college(s)/PG.Center/ Constituent College by collecting the necessary premium at the time of admission.
12. In addition to the fellowships and scholarships granted by the Central Government, UGC or the State Government, the University Executive Council or the Managements of affiliated colleges may institute such fellowships or scholarships as they deem necessary and feasible.

13. Each college shall undertake to arrange and promote co curricular, extra-curricular activities and cultural programs.
14. The Principals shall ensure active participation of students in youth festivals, competitions in sports, games, debates, cultural activities,etc., organized at various levels.

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)

ORDINANCE
No. 11

UNIVERSITY EXTENSION BOARDS /ACTIVITIES

In exercise of the powers conferred under Section 53 (k) of the Andhra Pradesh Universities Act 1991 (Act 4 of 1991), the Executive Council hereby makes this Ordinance in respect of the Constitution, Powers and Duties of University Extension Boards.

1. In addition to the Teaching and Research activities, the University shall also carry on the Extension activity in the following areas:
 - i. National Service Scheme (NSS).
 - ii. Sports Board.
 - iii. Human Resource Development Cell.
 - iv. National Cadet Corps (NCC).
 - v. Jawahar Knowledge Regional Centre.
 - vi. Centre for Community Social Responsibility.

2. National Service Scheme (NSS):

- i. The National Service Scheme in the University area shall function under the general supervision of a PROGRAMME COORDINATOR to be appointed by the University by following the procedures laid down in the scheme from time to time.
- ii. NSS activities in the University area are to be undertaken with the funds made available by the Government of India/Government of Andhra Pradesh.
- iii. There shall be a University NSS Advisory Committee to advice on program planning and development under the Chairpersonship of the Vice-Chancellor.
- iv. The composition of the University NSS Advisory Committee is as follows:
 - a) Vice-Chancellor : Chairperson
 - b) Commissioner of Administrative Division, NSS or his/her representative : Member
 - c) Registrar : Member
 - d) Secretary of Education / Director of Youth Services : Member
 - e) Head of the concerned NSS Regional Centre : Member
 - f) TOC/TORC Coordinator : Member
 - g) Three Faculty members from the University : Member
 - h) Four Principals of Colleges : Members
 - i) One or Two NSS students' representative (s) : Members
 - j) One or Two Program Officer(s) : Members
 - k) State Liaison Officer, National Service Scheme : Members

- l) Representatives from concerned Govt./ Non Governmental Organizations involved in youth programs/social work/rural development work at divisional/ district level. : Members
- m) Finance Officer : Member
- n) Program Coordinator, NSS : Member Secretary

v. The NSS Advisory Committee shall be the apex body which shall carry on the following functions:

- i. To review the NSS activities in the University area.
- ii. To ensure NSS student strength and release of allocated grants to its units in colleges.
- ii. To approve the NSS Budget for each year.

v. The Advisory Committee shall meet at least twice a year to review plan and monitor the NSS activities.

vii. The NSS Program Coordinator shall discharge the following functions:

- a) To assist and guide the NSS units for implementation of NSS Programs at college level.
- b) To help in organizing camps, training and orientation programs for the NSS Programme Officers.
- c) To visit the NSS units for monitoring and evaluation
- d) To ensure implementation of NSS regular activities and special camping programs
- e) To ensure timely release of grants to colleges.
- f) To submit the reports and returns to Program Adviser, Regional Centre, State Liaison Officer and TOC/TORC
- g) To ensure selection of new Program Officers as per guidelines and ensure their orientation within the stipulated period.
- h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer in the prescribed proforma.
- i) To have liaison with Regional Centre, State Liaison Officer and TOC / TORC for the implementation of NSS programs.
- j) To bring out documents and reports on the achievements of NSS

viii. Appointment of Program Officers:

- a) The NSS Program Coordinator shall arrange for the appointment of Program Officers for each unit in a college on the basis of the proposals received from the Principals of the respective colleges, with the approval of the Vice-Chancellor
- b) The tenure of a Program Officer shall be three years extendable by a further period of one year based on the review of the performance of the Programme Officer and the Principal of the College as required, by the Programme Coordinators.

- c) Each Program Officer, who has to maintain a unit consisting of 100 volunteers, shall be responsible for the conduct of regular activities and special camps in coordination with the Principals concerned, village officials and NGOs.
- d) The Programme Officers shall perform all other duties mentioned in the NSS Manual (Revised in 2006) or that may be issued from time to time.
- e) The Program Officers shall be eligible for honorarium as provided in the scheme.

ix . The activities of NSS:

- (a) The activities of NSS are as follows:
 - (i) Regular activities
 - (ii) Special camps
 - (iii) Organising Youth Festivals, Youth Leadership Training Programs, Blood Donation camps and other activities that may be suggested by the Ministry concerned from time to time.
- (b) The regular activities of the NSS shall include community service in adopted villages/slums and campus development projects.
- (c)
 - (i) Special camps form an integral part of NSS providing opportunities to the students for group living, collective experience sharing and constant interaction with community.
 - (ii) Broad areas of activity in special camps include Environmental Enrichment, Health and Family Welfare, Nutrition Program, Improvement of Status of Women, Social Service Programs, Production Oriented Programs and Relief and Rehabilitation work during natural calamities.
 - (iii) The duration of the special camps shall be as prescribed by the State NSS Cell.

3. Sports Board:

- i. There shall be a Sports Board in the University with the following aims and objectives:
 - (a) To formulate the policies, rules and regulations of the Sports activities of the University.
 - (b) To organize and conduct the Inter-University Tournaments entrusted by the Inter-University Sports Board of India.
 - (c) To organize and control the Inter-Collegiate Tournaments.
 - (d) To recognize affiliated Colleges for the purpose of Inter Collegiate Tournaments.
 - (e) To select the University teams.
 - (f) To propose the Budget for the Sports activities,
 - (g) To conduct trials and organize coaching camps.
 - (h) To conduct selection trials of the Indian Universities teams entrusted by AIU and to conduct the coaching camps.
 - (i) To invite and co-ordinate with Sports Authority of India, Sports Authority of Andhra Pradesh to promote sports of the University Sector.
 - (j) To establish centers of Sports Excellence on the university Campus
 - (k) To promote sports outreach programs in the university area.
 - (l) To approve the Inter Collegiate Sports Calendar of the University.

ii. Sports Board shall consist of the following members: (a) Office Bearers:

Ex-officio:

Chairperson :	Vice-Chancellor
Vice-Chairperson	Rector
Secretary	Director of Physical Education
Treasurer	Registrar
Ex-officio Member-1	Principal, University College & Constituent College
Ex-officio Member-2	Finance Officer

Nominated Members:

1.	University College Principal	One Principal of any University College
2.	Kavali Zone Representatives (Two members)	Principal and Physical Director of a College in Kavali Zone
3.	Nellore Zone Representatives (Two members)	Principal and Physical Director of a College in Nellore Zone
4.	Gudur Zone Representatives (Two members)	Principal and Physical Director of a College in Gudur Zone
5.	Representatives of Women's College (Two members)	Principal and Physical Director of a Women's College
6.	Special Member/s	Director of Physical Education of any other University

iii. The tenure of the Sports Board shall be two years.

iv. (a) The Sports Board shall meet once in a year normally during the months of July/August.

(b) The quorum for an ordinary meeting to be conducted with 10 days notice shall be six members.

v. (a) There may be Zonal Co-ordination Committees to coordinate the zonal level Inter Collegiate Tournaments and the selection trials at zonal levels.

(b) Each Zonal Coordination Committee shall consist of the following members:

(i) Chairperson: Principal of an affiliated college to be chosen by the Vice-Chancellor from among those nominated to the Sports Board.

(ii) Zone Convenor: Zonal Convenor of the Zone concerned. (iii) Ex-officio Member: Secretary, Sports Board or his/her nominee.

vi. There shall be cash awards to the Medal Winners at the Inter University Tournaments, as determined by the Executive Council on the recommendations of the Sports Board.

vii. The Secretary, Sports Board, with the approval of the Vice-Chancellor (Chairperson-Sports Board), may nominate the Managers and Coaches for the University Teams participating in the Inter University Tournaments.

- viii. The Secretary, Sports Board shall assist the Director, Directorate of Admissions/ Principal in the admission of students in sports quota for various courses of study .

4. Human Resource Development Cell: (HRD Cell)

- i. The University shall establish a HRD Cell for rendering types of services relating to career guidance and placement of students and undertake training and skill development programs for the University staff.
- ii. The Vice-Chancellor shall appoint one of the teachers of the University as Director and another teacher as Assistant Director of the Cell.
- iii. The HRD Cell shall be provided with the necessary secretarial and supporting staff.
- iv. The Director and Asst. Director shall be responsible to carry out the various types of activities specified below in order to ensure that the prescribed objectives of the Cell are effectively achieved.
- v. The following shall be the objectives of the HRD Cell:
 - (a) To give personal guidance to the students in the building up of their career.
 - (b) To motivate and help the students in building up their cherished career at higher levels.
 - (c) To maintain the register of students and employers seeking mutual help relating to employment.
 - (d) To conduct campus interviews.
 - (e) To help students in securing practical training facilities in companies and organizations for undergoing training.
 - (f) To help students in getting stipend during training
 - (g) To help the Departments and University as a whole securing Memoranda of Understanding (MOU) from companies and organizations
 - (h) To undertake exchange programs with different Universities and organizations at national and International levels.
 - (I) To enrich the quality and efficiency of the employees of the University in the discharge of their functions and duties.
- vi. In order to achieve the aforesaid objectives, the HRD Cell shall undertake the following activities:
 - (a) To conduct Students' Meets.
 - (b) To organize Seminars, Workshops, etc. for students to improve their communication skills, computer skills. employability, etc.
 - (c) To arrange campus interviews to the students of various departments.
 - (d) To act as a liaison for entering into M.O.U.s between the University and Industries.
 - (e) To coordinate the work relating to the publication of College-wise Students' Placement Boucher in the University.
 - (f) To organize Yoga training classes for staff and students. (g) To organize Personality Development programs which include leadership training.
 - (h) To conduct in-service training and refresher program to the non-teaching employees of the University.
- vii. The Executive Council shall have power to levy placement fee to be collected every year from all the students in University in order to meet the expenditure on the activity of the cell.

5. National Cadet Corps (NCC)

The University Colleges may establish separate NCC units, which shall function as per the guidelines of the NCC authorities

6. Jawahar Knowledge Regional Centres

The University shall establish and maintain Jawahar Knowledge Regional Centre for the purpose of providing employability skills improving career opportunities. Community Social Responsibility.

7. Centre for Community Social Responsibility

Centre for community Social Responsibility shall be established with a view to empower the by providing awareness on social issues, problems and by organizing educational, capacity building and skill development programs with special focus on the socio economically disadvantaged and vulnerable sections of the society. The Centre will be headed by a Coordinator appointed by the vice-chancellor from among the teachers of the university.

(a) Objectives of the Centre

- (i) To create awareness of self-worth and dignity of individuals among the disadvantaged and vulnerable sections.
- (ii) To create awareness on various social issues pertaining to different groups of the society.
- (iii) Networking with Government and NGOs for undertaking various community outreach and extension activities.
- (iv) To provide facilities for improving the living conditions of the poorer sections of society.
- (v) To stimulate self-reliance and self-development in local communities.
- (vi) To encourage, train and enable local people to assume community responsibilities.
- (vii) To encourage all segments of society irrespective of caste, creed, religion or economic situation to cooperate with each other for achieving long-term development.

(b) Programs of the Centre

- (i) Awareness programs on various social
- (i) Income generation activities.
- (iii) Health camps.
- (iv) Skill development programs,
- (v) Program on positive living for People Living with HIV/Aids (PLHAS).
- (vi) Nutritional awareness programs.
- (vii) Personality development programs.
- (viii) Recreational programs for victims of human
- (ix) Exhibition cum sale of goods produced by trafficking the trainees.
- (x) Capacity building programs for various groups upon the societal needs.
- (xi) Programs for the physically challenged.
- (xii) Conducting of skill development workshops for students and youth. (xiii) Conducting seminars, symposia and workshops on themes conducive to promoting community social responsibility.

8. The University may create other Extension Boards / Activities as and when required keeping in view the societal needs.

(This Ordinance was approved by the Executive Council vide Resolution No. _____ in the _____ meeting held on _____, and is effective from _____.)

**ORDINANCE
No. 12**

**TIME LIMIT TO APPEAL AGAINST THE DECISIONS OF THE
VICE-CHANCELLOR**

In exercise of the powers conferred by Clause (5) of Section 13 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), the Executive Council hereby makes the ordinance on time to appeal against the decisions of the Vice-Chancellor

1. Section 13(5) of the Act provides that the Vice-Chancellor shall have the power to interpret the provisions of the Act, the Statutes the Ordinances and the Regulations.
2. This provision of the Act further provides "Any person or authority aggrieved may, within such time as may be prescribed by an Ordinance, appeal to the Chancellor".
3. This Ordinance hereby prescribes that such aggrieved person or authority may prefer an appeal against such decision of the Vice Chancellor to the Chancellor within a period of 30 days from the date of receipt of the order of the Vice-Chancellor against which appeal is preferred.
4. If the interpretation was given outside the Executive Council meeting, the appeal shall be forwarded to the Chancellor through the Executive Council.

(This Ordinance was approved by the Executive Council vide Resolution No.____ in the ____ meeting held on _____, and is effective from _____.)
