

FIRST STATUTES



P.V. NARSIMHA RAO TELANGANA VETERINARY UNIVERSITY

HYDERABAD – 500 030

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**FIRST STATUTES OF
P.V. NARSIMHA RAO TELANGANA VETERINARY UNIVERSITY
(Formerly SRI P.V. NARSIMHA RAO TELANGANA STATE UNIVERSITY FOR VETERINARY, ANIMAL AND FISHERY SCIENCES)
RAJENDRANAGAR: HYDERABAD**

**CHAPTER – I
STATUTES**

In exercise of the powers conferred by sub-section (1) of Section 42 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act, 2016 (Act No. 15 of 2017), the Government of Telangana hereby makes the following Statutes of Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences at the first instance and directs that the said Statutes shall come into force from the date of publication in the Telangana Gazette.

1. These Statutes shall be called the First Statutes of Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences, Rajendranagar, Hyderabad.
2. **Definitions:** i) In these Statutes, unless there is anything repugnant in the subject or context:
 - (a) ‘Act’ means the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act, 2016.
 - (b) ‘Appointing Authority’ means the authority competent to make appointment to the post of an officer of the University.
 - (c) ‘Cadre’ means the strength of a service or a part of a service sanctioned as a separate unit.
 - (d) ‘College’ means the University college as defined in clause (p) of section 2 of the Act.
 - (e) ‘Earned Leave’ means the leave earned in respect of the period spent on duty.
 - (f) ‘Lien’ means the title of an officer of the University to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
 - (g) ‘Officer’ means an officer of the University as defined in section 9 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act, 2016.
 - (h) ‘Pay’ means the amount drawn monthly by an officer as (i) the pay which has been sanctioned for the post held by him, in a substantive, officiating or temporary capacity, (ii) special pay or personal pay, if any; and (iii) any other emoluments which may be specially classified as pay.

- (i) 'Permanent post' means a post carrying a definite rate of pay sanctioned without a limit of time.
 - (j) 'Section' means a Section of the Act.
 - (k) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time.
 - (l) 'Tenure post' means a permanent post which an individual officer may not hold for more than a limited period.
- (2) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

CHAPTER II
Officers of the University

3. **Officers:** (1) The officers mentioned in Section 9 of the Act.
(2) Such persons in the service of the University, as may be prescribed.

Appointments

4. **General:** All appointments shall be made strictly on the basis of merit.

5. **Manner of Appointment of Vice-Chancellor:**

* 1. *The first Vice-Chancellor shall be appointed by the Chancellor on a salary to be fixed by him for a period to be fixed by him but not exceeding three years or until he / she attains 70 years of age on such conditions as he thinks fit.*

** 2. Whenever a vacancy of Vice-Chancellor is to be filled, the Chancellor shall ask the Board to suggest a panel of three persons, who in its opinion are suitable for appointment as Vice-Chancellor and the Chancellor may appoint one person from the panel, who in his opinion is suitable for appointment as Vice-Chancellor.

Provided that if the Chancellor considers that the names suggested by the Board are not suitable for appointment, he may appoint any person who in his opinion is suitable for appointment as Vice-Chancellor.”

6. **Manner of appointment of the Registrar, the Dean of the Faculties, the Director of Research and the Director of Extension, the Dean of Student Affairs and the Controller of Examination:**

The following procedure shall be adopted for the appointment of the Registrar, and the Controller of Examinations except for the first time, the Dean of Faculties, the Director of Research and the Director of Extension and the Dean of Student Affairs:

- (1) When a vacancy has to be filled, the Board shall constitute a selection committee consisting of the following members.
 - (a) The Vice-Chancellor as Chairman.
 - (b) Two members of the Board nominated by the Board from among them.
 - (c) Two persons not connected with the University and preferably from other Universities nominated by the Board on the recommendation of the Vice-Chancellor for their special knowledge of, or interest, in the subject with which the persons to be appointed will be concerned.
- (2) The Registrar shall invite applications by advertising the vacancy.

* Amended vide G.O.Ms.No.54, AH, DD & F (AH.II) Dept.,dt.20th June, 2006.

** Amended vide G.O.Ms.No.52, AH, DD & F (AH.II) Dept., dt.22nd July, 2010.

- (3) The Registrar shall act as the Secretary to the Selection Committee, except in a case when he himself is a candidate. In that case, the Board shall appoint another officer of the University to act as Secretary of this Committee.
- (4) On receipt of the applications mentioned in sub-clause (2) above, the Secretary of the Committee shall prepare a list of all names for scrutiny. The Candidates shall be interviewed by the Selection Committee, which shall select and recommend a panel of two names, in the order of preference, to the Board of Management for consideration and approval.
- (5) Notwithstanding anything in this Statute, it shall be competent for the Board to appoint any person to the vacancy temporarily for a period of six months or till such time the vacancy is filled up in the manner prescribed in clause (1) to (4) above whichever is earlier.
- (6) Notwithstanding anything in this Statute, the Board may in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed therefor, make appointment to a vacancy in the post in any manner it considers necessary.
- (7) *The Registrar, the Dean of Faculties, the Director of Research, the Director of Extension, the Dean of Student Affairs and the Controller of Examinations shall hold office for a term of **three** years from the date of assumption of charge or till he reaches the age of superannuation. Provided that the candidate shall be eligible for another term by selection.
- (8) The first Registrar and the Controller of Examination shall be appointed by the Vice-Chancellor, subject to clause (7) above and report to the Board in its next meeting.

7. *Manner of appointment of the Comptroller and the Estate Officer:*

The following procedure shall be adopted for the appointment of the Comptroller except for the first time, and the Estate Officer:

- (1) When a vacancy is to be filled, the Board shall constitute a Selection Committee consisting of the following:
 - (a) The Vice-Chancellor as Chairman.
 - (b) One member of the Board nominated by the Board from among its own members.
 - (c) One outsider who is an expert in the subject concerning the post for which recruitment is to be made.
- (2) The Registrar shall invite applications by advertising the vacancy and if no suitable person is available contact other appropriate institutions and agencies for suggesting names of suitable persons for deputation.
- (3) The Registrar shall act as the Secretary to the Committee.

* Amended vide G.O.Ms.No.13, AH, DD & F (AH) Dept., dt.30.6.2021

- (4) On receipt of the applications mentioned in clause (2) above, the Secretary of the Committee shall prepare a list of all names for scrutiny. The candidates shall be interviewed by the Selection Committee which shall select and recommend a panel of two names, in the order of preference, to the Board of Management for consideration and approval.
- (5) Notwithstanding anything in this Statute, the Board may, in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed there for, make appointment to a vacancy of Comptroller or the Estate Officer in any other manner it considers necessary.
- (6) The period of appointment of the Comptroller and the Estate Officer shall be for a term of three years from the date of assumption of charge or till he reaches the age of superannuation.

Provided that the candidate will be eligible for another term by selection.

- (7) The first Comptroller shall be appointed by the Vice-Chancellor, subject to clause (6) above, and report to the Board when it meets next.

8. *Conditions of service of the Vice-Chancellor:*

- (1) The Vice-Chancellor shall be entitled to a University motor car for his use and a free furnished house at the campus or a suitable furnished house in the town; or house rent allowance on par with the Principal Secretary to Government.
- (2) Leave: (a) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on duty. In the event of the same incumbent being reappointed for a further term or terms continuously he shall be entitled to the leave admissible as above, to leave on full pay for such un-exhausted period of leave on full pay which may remain to his credit in any previous term of office and at the end of the term(s) he may encash the leave at his credit.

(b) He shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years tenure of office, provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.
- (3) Traveling Allowance: The Vice-Chancellor shall be paid traveling and halting allowances on par with the Principal Secretary to Government when he is to attend a conference or any meeting or undertakes any journey connected with or relating to any work of the University.

9. *Powers and duties of the Vice-Chancellor:* In addition to the powers conferred upon the Vice-Chancellor by the Act, the Vice-Chancellor may exercise the following powers:

- (1) He shall be entitled to be present at and address at any stage of any meeting of any authority of the University, but not to vote thereat unless he is a member of the authority concerned.
- (2) He shall be responsible for the maintenance of discipline among the staff, the students and employees of the University and shall have powers necessary for this purpose.
- (3) He shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate officer or authority of the University.
- (4) He shall have power to institute an enquiry in respect of any matter concerning the University.
- (5) He shall have power to interpret the provisions of the Act, Statutes and Regulations. Any person aggrieved may submit an appeal to the Chancellor through the Vice-Chancellor within ninety days from the date of such interpretation or ruling of the Vice-Chancellor. Any difference of opinion in the matter of interpretation between the Vice-Chancellor and any authority of the University shall, however, be referred to the Chancellor. The decision of the Chancellor on such appeal or reference shall be final. Any subsequent communication from the University to any person or authority about the interpretation or ruling shall not be considered as fresh decision.
- (6) He shall have power to constitute such ad-hoc committee as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.
- (7) Whenever an Officer is absent from duty on leave or for any other reason, or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that officer for such period as may be necessary.
- (8) He shall have power
 - (a) to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;
 - (b) to countersign his own T.A. Bill and the T.A. Bills of the officers of the University, subject to provisions in these Statutes;
 - (c) to re-appropriate from one detailed head to another in the same account, provided that no recurring liability is involved;
 - (d) to sanction the temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Board in its next meeting;
 - (e) to sanction all expenditure on building or repairs thereof the estimates for which does not exceed Rs.10.00 lakh;

- (f) to sanction expenditure upto a sum of Rs. 5,000/- in each case at any one time on items of unforeseen character;
- (g) to open accounts on behalf of the University in a Treasury or in a Bank approved by the State Government.

10. Powers and duties of the Registrar: In addition to the powers and duties conferred and imposed upon the Registrar under the Act he shall have the following powers and duties:

- (1) It shall be the duty of the Registrar to issue, under direction of the Board or the Vice-Chancellor, all notices concerning meetings of the Board of Management and Academic Council and attend the meetings and maintain the minutes thereof.
- (2) He shall, in the execution of his duties, be subject to immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.
- (3) He shall, on application previously made by any member of the Board of Management or Academic Council or Boards of Faculties for the perusal of the proceedings of the Board or Academic Council or Boards of Faculties respectively, fix with the approval of the Vice-Chancellor, a convenient hour and date which shall ordinarily be within ten days of the receipt of the application and arrange for the perusal of the said proceedings and any documents connected with such proceedings at the said hour and date. If, however, there is any difficulty in furnishing any record asked for by the member, he should inform the Board or Academic Council, as the case maybe, accordingly at the meeting of the concerned authority following the member's requisition.
- (4) Subject to the provisions of the Act and the Statutes, the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
- (5) He shall be the custodian of office library of the University.
- (6) He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.
- (7) He shall be in charge of registration of the University and shall maintain a register of all Degree, Diplomas, Certificates, Medals etc., conferred by the University.
- (8) He shall be responsible for admission of students to the University including the supervision of the entrance examination.

- (9) He shall prepare and maintain a register of all registered graduates in the prescribed form.
- (10) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.
- (11) He shall have the power to countersign the T.A bills and sanction leave of the employees working under him.
- (12) He shall have power to incur expenditure chargeable to contingencies as under :
 - (i) Non-recurring expenditure upto Rs.50,000/- in each case.
 - (ii) Recurring expenditure to the extent of budget provision.
- (13) He shall perform such other duties as may be required.

11. Powers and duties of the Comptroller: In addition to the powers conferred and duties imposed upon the Comptroller by or under the Act, the Comptroller shall have the following powers and duties:

- (1) He shall be the custodian of all properties of the University.
- (2) He shall sign all contracts made on behalf of the University.
- (3) He shall advise in regard to the financial policy of the University and take measures to develop its resources.
- (4) He shall purchase all materials and properties required by the University and its various units, except as otherwise provided by the Act, Statutes or Regulations.
- (5) He shall place the financial position of the University before the Vice-Chancellor periodically or as and when required.
- (6) He shall, subject to the acceptance by the Board, receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.
- (7) He shall ensure that -
 - (a) the accounts of the University are properly kept and audited;
 - (b) the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time; and

- (c) the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly;
- (8) He shall devise and install suitable system of accounting and business procedure and keep an accounts manual for use in all University offices;
 - (9) He shall develop and operate an internal audit system so that the record of all officers and employees, responsible for the receipt and expenditure of moneys, maintenance of accounts and custody of property may be verified by the audit.
 - (10) He shall maintain service records of all members of the staff of the University.
 - (11) He shall prescribe financial forms to be used in the University.
 - (12) He shall have powers to pass bills and sign cheques for payment of contingent charges, pay and allowances of all officers, teachers and other employees of the University and other cheques within the budgeted amount.
 - (13) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.
 - (14) He shall have powers to countersign T.A bills and sanction leave of the employees working under him.
 - (15) He shall perform such other duties as may be required.

Provided that all or any of the powers referred to above shall be exercised by any other officer authorized in this behalf by the Vice-Chancellor.

12. Powers and duties of the Dean of Student Affairs: In addition to the duties mentioned in sub-section (3) of Section 16 of the Act, the Dean of Student Affairs shall have the following powers and duties:

- (1) He shall organize Hostel arrangements for students.
- (2) He shall obtain medical advise and assistance for students.
- (3) He shall make arrangements for scholarships, stipends, part-time employments and other such assistance.
- (4) He shall arrange travel facilities for students on holidays.
- (5) He shall communicate with guardians of students concerning the welfare of the students.

- (6) He shall exercise general control over the physical education programme, NCC, NSS and the University medical and health services including group medical insurance.
- (7) He shall be responsible for student discipline.
- (8) He shall, in consultation with the Deans and Directors prepare a programme for employment of students in the University and put it up to the Vice-Chancellor for approval.
- (9) He shall explore the possibilities of finding suitable employment for graduates and arrange their interview with prospective employers.
- (10) He shall be responsible for all the extra and co-curricular activities of the students.
- (11) He shall have powers to countersign T.A. bills and to sanction all kinds of leave of the employees working under him.
- (12) He shall perform such other duties as may be assigned to him.

13. *Powers and duties of the Dean of Faculties:*

- (1) The Dean of Faculties shall be the Chief Executive Officer of the Faculties and responsible to the Vice-Chancellor for its administration.
- (2) The Dean of Faculties shall have the following powers and duties:
 - (a) He shall be responsible for the organization and conduct of teaching, research and extension work of the departments comprised in the Faculty and for the purpose shall pass such orders as might be necessary.
 - (b) Without prejudice to the right of any member, to prescribe any matter to the Board of Faculty he shall formulate and present policies to the Board of the Faculty for its consideration.
 - (c) He shall make reports to the Vice-Chancellor on the work of the Colleges.
 - (d) He shall supervise the registration and progress of the students in the Colleges.
 - (e) He shall formulate and allocate the budget of the Faculty.
- (3) He shall have the powers to allot such of his functions be discharged, subject to his directions and control by such of subordinate officers as he may from time to time decide.
- (4) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of money under relevant Statutes and Regulations.

- (5) He shall have powers to countersign T.A bills and to sanction leave of any nature admissible to the employees directly working under him.
- (6) He shall perform such other duties as may be assigned to him.

14. Powers and duties of the Director of Research: The Director of Research shall have the following powers and duties:

- (1) He shall co-ordinate the planning and prosecution of research conducted by the University, excepting research done by students to meet degree requirements and by teachers of the University to improve teaching abilities.
- (2) He shall prepare annual budget estimates for such research as may be required by the University.
- (3) He shall assist the appropriate Deans to meet their responsibilities for direct supervision of the members of the College staff engaged on approved research programmes.
- (4) He shall require and supervise the compilation and publication of research results.
- (5) He shall be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statutes.
- (6) He shall have powers to countersign T.A. Bills and sanction leave of any nature admissible to the employees working under him.
- (7) He shall perform such other duties as may be assigned to him.

15. Powers and duties of the Director of Extension: The Director of Extension shall have the following powers and duties:

- (1) He shall prepare yearly programmes and budget needs for the education of farmers and others in connection with Extension Schemes.
- (2) He shall supervise off-campus programmes of the University dealing with farmers cooperatives, rural youth programmes, short courses for farmers etc.
- (3) He shall co-ordinate with the Deans of Faculties in developing courses and in teaching students in various forms of extension education.
- (4) He shall direct the development of informational materials such as publications, films, etc., for use in all phases of the extension work.
- (5) He shall be responsible to the Vice-Chancellor in the exercise of powers and discharge of duties under the Act and Statutes.
- (6) He shall have powers to countersign T.A. Bills and sanction leave of any nature admissible to the employees working under him.

(7) He shall perform such other duties as may be assigned to him.

16. Powers and duties of the Estate Officer: He shall have the following powers and duties:

- (1) He shall execute and maintain the buildings, roads, fencing, playgrounds, parks and lands of the University other than the lands comprising Livestock Farms.
- (2) He shall maintain the utility services.
- (3) He shall maintain fire protection services.
- (4) He shall maintain architectural and planning services for the University.
- (5) He shall prepare the annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of works under construction.
- (6) He shall maintain the accounts relating to the works in his charge in forms prescribed by the Comptroller.
- (7) He shall allot and maintain the quarters and accommodation for the staff of the University.
- (8) He shall undertake repairs and construction of the buildings under the control of the University.
- (9) He shall have powers to countersign T.A. Bills and to sanction leave of any nature admissible to the employees working under him.
- (10) He shall also perform such other duties as may be assigned to him.

17. Powers and duties of the Controller of Examination: The following shall be the powers and duties of the Controller of Examination:

- (1) He shall coordinate the Registrar and the Dean of the Faculty concerned in the admission, registration and conduct University examinations of the students for various courses in the University.
- (2) He shall verify all the grade sheets and transcripts of all students examinations.
- (3) He shall be responsible for arranging academic calendars, verification of marks lists under the semester pattern of education.
- (4) He shall be responsible for the presentation of degrees, diplomas, certificates, medals etc., at the Convocation.
- (5) He shall have powers to countersign T.A. Bills and to sanction leave of any nature admissible to the employees directly working under him.
- (6) He shall perform such other duties as may be assigned to him.

CHAPTER III
AUTHORITIES

Section 41 (a)

18. Powers and duties of the Board of Management: In addition to the powers and functions mentioned in section 20 of the Act, the Board shall exercise and perform the following powers and functions:

- (1) To declare by Statute that the University shall include any other Faculty under sub-section (1) of section 23;
- (2) To publish the annual report containing the review of the progress made in different spheres of activities of the University;
- (3) To submit to the Government legislative proposals which it considers necessary for the betterment and promotion of Veterinary Sciences; and
- (4) To consider the proposals for the institution of fellowships, scholarships, bursaries, medals and prizes.

19. Powers and duties of the Academic Council: In addition to the powers, functions and duties mentioned in section 22 the Academic Council shall have the following powers:

- (1) To determine the degrees and diplomas which shall be awarded and the conditions for their award;
- (2) To prescribe basic qualifications for appointment of teachers;
- (3) To recommend candidates for degrees, diplomas and certificates to be conferred by the University;
- (4) To recommend for the establishment, amalgamation, division or abolition of Faculties or Departments.

Provided that, if additional funds are required prior approval of the Board shall be obtained.

- (5) To recognize, subject to the confirmation of the Board, the examinations of the recognized Universities equivalent to the corresponding examinations of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences.
- (6) To propose rules to the Board for the award of scholarships, fellowships, medals etc.

- (7) To make proposals for the consideration of the Board regarding distribution of new grants by the Government to the Colleges for the development of higher teaching, research etc., whenever the University is consulted by the Government on such matters.
- (8) To promote research within the University and to require reports on such research from the persons employed thereon;
- (9) To recommend to the Board the making of grants to institutes which contribute to University teaching, research etc;
- (10) To make regulations regarding the holding of convocation; and
- (11) To constitute a committee on student discipline with the Dean of Student affairs as the ex-officio Chairman.

20. Term of the teachers / scientists nominated by the Vice-Chancellor to the Academic Council: The term of the teachers nominated by the Vice-Chancellor to the Academic Council shall be two years from the date of nomination.

21. Constitution of Boards of Faculties: The Boards of Faculties of Veterinary Science, Dairy Science and Fisheries Science shall consist of the following:

- (a) Dean of Faculties
- (b) Dean of Student Affairs
- (c) Director of Research
- (d) Director of Extension
- (e) Controller of Examination
- (f) Dean of Colleges concerned
- (g) All Professors, Principal Scientists, University Heads of Departments and College Heads of Departments in the faculty
- (h) Principal of AH Polytechnics
- (i) Two eminent scientists from outside the University to be invited by the Dean, and
- (j) Three representatives of the faculty of whom two in the cadre of Associate Professor and one in the cadre of Assistant Professor to be nominated by the Vice-Chancellor.

22. Powers and duties of the Boards of Faculties: The Boards of Faculties shall have the following powers:

- (1) To make recommendation to the Academic Council regarding admission of Students to the University.
- (2) To draw the curricula and courses and recommend to the Academic Council books to be prescribed as text books;

Provided that no book shall be recommended unless the report of the members of the Board of Faculties is obtained thereon;
- (3) To recommend to the Academic Council conditions under which students shall be admitted to the Degrees, Diplomas and Certificates;
- (4) To recommend to the Academic Council the establishment, amalgamation, Sub-division and abolition of Departments;
- (5) To propose the fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes to be instituted by the Board of Management;
- (6) To recommend to the Academic Council for the recognition of the degrees, diplomas and other certificates of the recognized Universities and determine their equivalence to the corresponding degrees, diplomas and certificates of the Sri Venkateswara Veterinary University;
- (7) To act as a consultation body in regard to all questions referred to it generally and those relating to an integrated and well balanced course of study particularly;
- (8) To suggest to the Academic Council examiners on special subjects and
- (9) The Boards of Faculties shall have power to appoint either standing or temporary committees as they deem proper.

Planning Board

23. The Constitution of Planning Board shall be as follows:

- (i) The Vice-Chancellor as Chairman
- (ii) The Director of Research – Secretary
- (iii) The Vice-Chancellor, Professor Jayashankar Telangana State Agricultural University
- (iv) The Director of Extension
- (v) The Deans of Faculties
- (vi) The Dean of Student Affairs

- (vii) The Director of Animal Husbandry
- (viii) The Commissioner of Fisheries
- (ix) The Managing Director, Telangana State Dairy Development Corporation
- (x) One member nominated by the Board from among the members of the Board
- (xi) Three Principal / Senior Scientists representing the three Faculties
- (xii) Two progressive farmers nominated by the Vice-Chancellor

24. Powers and functions of the Planning Board

- (i) It shall give guidelines to the perspective plan of the University and annual plan
- (ii) Quinquennial updating the master plan of the University
- (iii) It shall outline and plan the research and extension programmes/ projects for development of Veterinary Sciences.
- (iv) It shall outline and plan the requirements to be taken up in teaching in the University.
- (v) It shall meet at least twice a year recommending to the Finance Committee and the Board annual plan for approval and implementation. Any other function necessary for development of Veterinary Sciences in the State.

CHAPTER IV

Meetings

Procedure at the meetings of Board of Management

Section 41(d)

25. General: The following procedure shall be followed at the meetings of the Board of Management:

- (1) Meetings of the Board of Management shall be of three kinds, viz, (a) Ordinary, (b) Urgent and (c) Special.
- (2) The date and hour and venue for the meetings of the Board shall, subject to the provision in sub-section (2) of section 20, be fixed by the Vice-Chancellor .
- (3) In the absence of the Chairman from any meeting, the members present at the meeting shall choose one of the members to preside thereat.
- (4) Five members of the Board including the presiding member shall form the quorum at any meeting (ordinary, urgent or special) of the Board.
- (5) If the quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact and the record shall be signed by the Chairman or presiding member.
- (6) If at any time during the progress of a meeting, any member shall call attention to the number of members present, the Chairman or the presiding member shall within a reasonable time count the number of members present and if a quorum be not present he shall declare the meeting as dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman or the presiding member.
- (7) Non-receipt of notice, agenda and other papers connected with any meeting of the Board by any member shall not invalidate the proceedings of the meeting.

26. Ordinary Meetings: (1) The Registrar shall, under the direction of the Vice-Chancellor, give notice not less than ten days before the date of an ordinary meeting.

- (2) The Registrar shall, under the direction of the Vice-Chancellor, send to every member of the Board, agenda papers specifying the place, day and hour of the meeting and business to be brought before the meeting. Provided that the Vice-Chancellor may bring any business, which in his opinion, is urgent before any ordinary meeting with shorter notice or without placing the same on the agenda paper.

27. ***Urgent Meetings:*** (1) the Vice-Chancellor may, whenever he thinks necessary, convene an urgent meeting of the Board for the transaction of any urgent business.
- (2) The Registrar, under direction of the Vice-Chancellor, shall ordinarily give three days notice of the Urgent meeting and forward with the notice to each member the agenda paper for the meeting. The Vice-Chancellor may convene a meeting at a shorter notice in case of urgency.
- (3) It shall be open to the Vice-Chancellor to bring before an urgent meeting any urgent business with or without placing it on the agenda paper.
28. ***Special Meetings:*** (1) A Special Meeting of the Board shall be convened by the Vice-Chancellor on receipt of requisition in writing signed by not less than eight members of the Board and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a Special meeting provided that the Vice-Chancellor may bring any urgent business before such special meeting with or without notice. A special meeting may also be convened by the Vice-Chancellor for consideration of any special subject which, in the opinion of Vice-Chancellor, is necessary.
- (2) Issue of notice and agenda paper and other requisites for the conduct of special meeting shall, so far as they are applicable, be the same as those prescribed and applicable for urgent meetings of the Board.

CHAPTER V

Faculties

29. *Faculties:* The University may have the following Faculties:

- (a) Faculty of Veterinary Science
- (b) Faculty of Dairy Science
- (c) Faculty of Fishery Science

CHAPTER VI

Departments

Section 41(j)

30. *Establishment of Departments of Teaching in the Faculties:* (1) The Department shall be the primary unit of education and administration. It shall carry on programmes of teaching and research and, where appropriate, extension in a particular field of knowledge;

- (2) Each Faculty shall consist of departments which shall undertake teaching, research and extension in their respective fields;
- (3) The departments under each Faculty shall be as recommended by the Academic Council and approved by the Board.

CHAPTER VII

Section 41(i)

**Establishment, Amalgamation, Sub-Division and
Abolition of Faculties**

31. *Establishment, amalgamation, Sub-division and abolition of Faculties:*

- (1) Without prejudice to the powers of the Academic Council as defined in clause (1) of Section 22 the establishment, amalgamation, sub-division and abolition of faculties, shall be determined by the Academic Council on the recommendation of the Board of Faculty.

CHAPTER VIII

Section 41(f)

Classification of Teachers and Other Employees

32. (1) **Classification of Teachers:** Teachers as defined in section 2 (n) shall include the following:

- (a) Professors
- (b) Associate Professors
- (c) Assistant Professors

1. **Short Title:** These Statutes may be called the SPVNR TSU VAFS Teachers (Manner of appointment) Statutes, 2007.

2. **Definition:** In these Statutes, the expression 'Teacher' shall have the meaning assigned to it under section 2 (n) of the Act and Statute 32 of the First Statutes.

1. **Secretary of the Selection Committee:** The Registrar shall act as the Secretary of the Selection Committee constituted under sub-section (1) of section 34 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act, 2005.

2. **Procedure for recruitment:** The following procedure shall be followed for recruitment to various categories of teachers –

i) Assistant Professor / Scientist or equivalent posts

a) Whenever any vacancy or vacancies in the posts of Asst. Professor or Assistant Research Officer or equivalent posts of teachers are required to be filled, the Secretary of the Selection Committee shall invite applications by advertising the said vacancy or vacancies in all the leading Newspapers in the State.

b) The Secretary of the Selection Committee, under direction of the Chairman may also procure suggestions from such persons, institutions, agencies as may be deemed fit.

c) When the application and suggestions, if any, mentioned under sub-clauses (a) and (b) have been received, the Secretary of the Selection Committee shall prepare a list of all names for scrutiny.

d) After preparation of the list in sub-clause (c), the candidates shall be screened by the Selection Committee on the basis of their qualifications, experience and other relevant records and also on the

basis of the performance in the interview whenever considered necessary. The Committee shall recommend a panel of names in the order of preference to the Board for consideration. The panel shall contain 50% names over and above the number of vacancies, subject to a minimum of two additional names, in the category of Assistant Professor/Assistant Research Officer or equivalent posts.

ii) Associate Professor / Senior Scientists or equivalent posts:

a) Whenever a vacancy or vacancies in the posts of Associate Professors, Research Officers, or equivalent posts of teachers are required to be filled, the Secretary of the Selection Committee shall invite applications by advertising the said vacancy or vacancies in all the leading Newspapers in the State.

b) The Secretary of the Selection Committee, under the direction of the Chairman, may also procure suggestion from such persons, institutions and agencies as may be deemed fit.

c) When the applications and suggestions, if any, mentioned under sub-clauses (a) and (b) have been received, the Secretary of the Selection Committee shall prepare a list of all names for scrutiny.

d) After the preparation of the lists indicated in sub-clause(c) the candidates shall be screened by the Selection Committee, on the basis of their qualifications, experience and other relevant records and also on the basis of the performance in the interview whenever considered necessary. The Committee shall recommend a panel of names in the order of preference to the Board for consideration.

The panel shall contain 50% names over and above the number of vacancies, subject to a minimum of two extra names.

iii) Professor / Principal Scientist or equivalent posts

For recruitment to the posts of Professors or equivalent posts of teachers, the provisions in the clause (i) laid down for Asst. Professors and equivalent posts shall apply.

iv) Rule of Reservation:

a) The rule of reservation for Scheduled Castes, Scheduled Tribes and Backward Classes shall be made applicable for direct recruitment to the posts of Teachers as defined in clause (n) of Section 2 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act, 2005 upto the level of Associate Professor. The percentages of posts to be reserved shall be as laid down by Government from time to time.

b) The roster system of appointment and the principle of carrying forward of vacancies as laid down by Government in Rule 22 of the A.P. State and Subordinate Service Rules as amended from time to time shall be followed for direct recruitment to the posts mentioned under sub-clause (a).

c) Each Faculty shall be treated as a separate unit for purposes of applying the above principle of reservation.

d) The names of the candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes who come up for selection as per the norms followed by the Selection Committee but do not find place in the panels prepared as per sub-clause (d) of clause (i) as well as sub-clause (d) of clause (ii) of Statute 2 above shall be added to the panels as extra names at the end, to enable the appointment being made as per roster.

v) The Board shall appoint Teachers on the recommendation of the Selection Committee of the Act in accordance with the provisions of Section 20 (i) (b) of the Act.

vi) The Panels recommended by the Selection Committee shall be valid for a period of twelve months from the date of approval by the Board of Management.

5. Teaching, Research and Extension Wings constitute one unit: The Teaching, Research and Extension Wings of the University constitute one unit for purpose of recruitment or promotions and the transfer of a teacher from post in one wing to an equivalent post in other wing shall not be treated as recruitment or promotion. The Vice-Chancellor shall be competent to transfer a teacher from a post in one wing to an equivalent post in any other wing.

6. Transfer Policy : The transfers shall be as per a policy decided by the University based on the orders of the State Government issued from time to time.

(2) Classification of employees other than teachers:

(a) Joint Registrar

(b) Deputy Registrar/Deputy Comptroller

(c) Assistant Registrar/Assistant Comptroller/Administrative Officer/Personal Secretary to Vice-Chancellor

(d) Deputy Executive Engineer

(e) Medical Officer.

1. Short title: a) These Statutes may be called the SPVNR TSU VAFS Employees (Manner of appointment) Statutes, 2016.

Applicability: b): These Statutes shall apply to all employees of the University other than teachers and officers as defined in Section 9 of the Sri P.V. Narsimha Rao Telangana Sate University for Veterinary, Animal and Fishery Sciences Act, 2016.

2. Qualifications: The qualifications for various posts shall be as determined by the Board of management.

3. Manner of appointment:

- a) All appointment to posts, the maximum of the scale of pay of the category of Asst. Registrars and above shall be made by the Board of Management on the recommendation of a Selection Committee constituted by the Board of Management consisting of the Vice-Chancellor as its Chairman and three other members.

- b) Registrar shall act as Secretary of the Selection Committee.

- c) All appointments to posts, the maximum of the scale of pay below the category of Assistant Registrars shall be made by the Vice-Chancellor. Provided that the Vice-Chancellor may constitute Selection Committee for the selection of candidates to any of such posts.

- d) Where direct recruitment is involved, it shall be through advertisement or Employment Exchange followed by written test and interview or out sourcing on contract basis.

4. The Vice-Chancellor shall have power to delegate any of his powers specified in these Statutes to such of the officers subordinate to him and on such conditions as he may think fit.

5. The transfers shall be as per a policy decided by the University based on the orders of the State Government issued from time to time.

CHAPTER IX

Section 41 (I)

Institution of Fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes and the Conditions of award thereof

33. (1) *Institution of fellowships, scholarships, studentships, bursaries, medals and prizes*: The proposals with regard to the institution of fellowships, scholarships, studentships, bursaries, medals and prizes shall be initiated by the appropriate Board of Faculties and shall be considered by the Academic Council and the Board of Management. Thereafter they shall be provided for in the respective budgets of the Colleges by the Dean.
- (2) *Conditions of award of Fellowship, Scholarships etc.*: The conditions of award of fellowships, scholarships, studentships, bursaries, medals and prizes are governed by the rules prescribed therefor individually.

CHAPTER X

Section 41 (h)

**Conferment of Honorary Degrees and
Academic Distinctions**

34. ***Conferment of Honorary Degrees and Academic distinction:*** (1) The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degrees and other Academic distinctions on the recommendation of the Academic council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning science or their established position in the scientific world are fit and proper persons to receive Doctor of Science (D.Sc.) *Honoris Causa*.
- (2) All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of Vice-Chancellor and the Deans of Faculties and if accepted by the Committee, shall be placed before the Academic Council and the Board of Management for approval before submission to Chancellor for confirmation.
- (2) Honorary Degree shall be conferred only at Convocation, and may be taken in person or in absentia.
- (3) The presentation of persons at the Convocation on whom honorary degree are to be conferred, shall be made by the Vice-Chancellor.

CHAPTER XI

Section 41(g)

Holding of Convocation

- 35. *Convocation:*** (1) All degrees, diplomas, honorary degrees shall be conferred by the University at Convocation either in person or in absentia.
- (2) A Convocation for conferring degrees shall be held at least once in every year on a date to be fixed by the Chancellor.
- (3) A special convocation may, if necessary, be convened for conferring Honorary degrees.

CHAPTER XII

Section 41 (k)

Hostels

36. *Establishment and abolition of Hostels* : (1) The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for students of the University. No hostel shall be abolished without prior approval of the Board.

Section 41 (n)

Admissions

THE ENTRANCE OR ADMISSION OF STUDENTS TO THE UNIVERSITY AND THE COURSES OF STUDY, THE CONDITIONS OF RESIDENCE OF STUDENTS AND THE CONDUCT OF EXAMINATIONS.

1. Subject to such general directions, if any, as may be issued by the Board of Management from time to time, the following matters (including those specified in clause (d) of Sub-Section 2 of Section 22 of the SPVNR TSU VAFS Act, 2017 (T.S. Act 15 of 2017) shall be as laid down by the Academic Council in its Regulations.
 - i) The entrance or admission of students to the University and their enrolment and continuance as such and such other matters incidental thereto or connected therewith.
 - ii) The courses of study to be laid down for all Degrees, Diploma and Certificates of the University:
 - iii) The conditions under which students shall be admitted to the Degrees, Diploma or other courses and to the examinations of the University and shall be eligible for the award of Degrees, Diploma and Certificates.
 - iv) The conditions of residence of the students of the University and the levying of fees for residence in hostels maintained by the University.
 - v) The conditions and mode of appointment and the duties of examining bodies and examiners, and
 - vi) The conduct of examinations.
 - vii) Code of conduct & discipline of students

Section 41 (r)

Collection of Fees by the University

The fees which may be charged by the University:

- i) The fees to be paid by the students of the University other than the Hostel fees shall be classified in the following main categories;
 - a) Admission fees at the time of entrance into the University.
 - b) Registration fee, tuition fee and examination fee at the beginning of each Semester/Term.
 - c) Medical examination fee (once in a year).
 - d) Laboratory fee
 - e) Library fee
 - f) Contributions to such educational, social, recreational funds as may be specified.
 - g) Any other fees prescribed by the Board from time to time.
 - h) The amounts of fees chargeable under each category at various levels of academic pursuit, the terms of payment and the penalties for late payment shall be as laid down by the Board.
- (ii) A student who admitted shall not be permitted to attend classes until all the fees prescribed by the University and other amounts due are paid.
- (iii) Any fee once paid shall not be refunded except in accordance with the rules established by the University with respect to courses, transfers and drops.
- (iv) The Board may make regulations regarding the exemption of students from payment of any of the fees either in whole or in part on grounds of poverty and/or merit.

Section 41 (u)

The conditions of service, remuneration and allowances including traveling and daily allowances to be paid to officers, teachers and other persons employed under the University.

- i) The scales of pay and other allowances for various posts of officers, teachers and other employees of the University shall be such as may be determined by the Board in the Regulations with the prior written approval of the Government.

Provided that in fixing the scales of pay of the posts of teachers the recommendations of the University Grants Commission shall be kept in view.

Provided further that the sanctioned emoluments of any posts shall not be varied at any time to the disadvantage of the officer or teacher or other employee of the University holding a post.

- ii) Until the scales of pay and other allowances are determined by the Board in accordance with Statute 3(i) above, the Officers, teachers and other employees, who became the employees of the University with reference to the provisions of sub-section (4) of Section 46 of the Act, shall continue to be governed by the rules regarding pay and other allowances by which they were governed immediately before the notified date.
- iii) The starting salary of any person appointed to a post shall ordinarily be the minimum of the time scale of that post. The Board may, in appropriate cases, grant a higher start giving proper justification.
- iv) The conditions of service of the teachers and other employees of the University shall be such as may be determined by the Board of Management and laid down in the Regulations.
- v) Until the conditions of service are determined by the Board under Statute 3 (iv) above and until the option provided under sub-section (5) of Section 46 of the Act, is exercised by the teachers and other employees, who became the employees with reference to sub-section (5) of Section 46, they shall be governed by the conditions of service applicable to them immediately.
- vi) The teachers and other employees appointed by direct recruitment in the University shall, until the service conditions and pay scales are prescribed by the Board, be governed by those applicable to the employees of the ANGRAU/ Government of Andhra Pradesh as the case may be, in the corresponding categories.
- vii) Notwithstanding anything in those Statutes, the Officers, teachers and other employees, whose service are borrowed from the State Government, and Central Government or any other bodies on the terms and conditions prescribed by them for officers on foreign service or on contract basis shall be governed by the terms of their appointment.
- viii) All officers, teachers and other employees of the University are full time employees of the University and they shall not be entitled, as a matter of right, to any extra remuneration for any extra work allotted to them. The Board shall have, however, powers to fix any remuneration that may be payable to the Officers, teachers and other employees of the University for any extra work allotted to them. The Board may also make Regulations delegating its powers of fixing remuneration, to the Vice-Chancellor or any other officer.

- ix) The officers, teachers and other employees may accept remuneration in respect of the following items after obtaining the prior permission of the Vice-Chancellor.
 - a. As examiners in other Universities and institute;
 - b. As University Commission/ VCI / ICAR Commission Members;
 - c. Such other items as may be approved by the Vice-Chancellor.

CHAPTER XIII

37. **Conditions of Service of University Officers other than Vice-Chancellor**

(1) These statutes shall apply to all officers of the University other than the Vice-Chancellor subject to the provisions of sub-section (4) of Section 46 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act.

(2) ***Medical Certificate of fitness:***

(a) No person shall be appointed to a post without a medical certificate of Health, in the form prescribed therefor by Government, from time to time, from a Gazetted Medical Officer or Honorary Medical Officer of equal standing or a Registered Medical Practitioner.

Provided that if an officer has already produced a medical certificate of fitness at the time of his first appointment to any post in the University Service no further medical certificate should ordinarily be required for subsequent appointment to any other post.

(b) The Officers on deputation with the University and the Officers appointed in temporary vacancies for a period not exceeding six months are exempted from producing Medical Certificate of fitness.

(3) ***Officers absent from duty:*** The absence of an officer from duty whether on leave or on foreign service or for any other reason and whether his lien in a post is suspended or not, shall not if he is otherwise fit, render him ineligible in his turn for reappointment.

(4) ***Pension-cum-provident fund:*** The officers of the University shall be entitled to such retirement benefits as may be prescribed under Section 35 of the Sri P.V. Narsimha Rao Telangana State University for Veterinary, Animal and Fishery Sciences Act.

(5) ***Penalties:*** i) The following penalties may, for good and sufficient reasons, be imposed upon any officer of the University:

Minor Penalties:

(a) Suspension

(b) Censure

(c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;

- (d) Withholding of increments of pay without cumulative effect;
- (e) Reduction to lower stage in the time scale of pay for a period not exceeding three years without cumulative effect and not adversely affecting his pension

Major Penalties:

- (f) Withholding of increments of pay with cumulative effect.
- (g) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the officer will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of pay.
- (h) Reduction to lower scale of pay, grade or post, which shall ordinarily be a bar to the promotion of the officer to the time scale of pay, grade or post from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post from which the officer was reduced.
- (i) Compulsory retirement.
- (j) Removal from the service of the University which does not disqualify him for future employment.
- (k) Dismissal from the service of the University which ordinarily disqualify him for future employment.

Provided that where it is proposed to take action as mentioned in items (b) to (k) above, in case of an officer in foreign service with the University, a recommendation to that effect shall be made to the lending authority for such action as it considers necessary.

- (ii) An officer may be placed under suspension from the University service pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the University.
- (iii) The authority which may suspend an officer shall be the Vice-Chancellor.
- (iv) The authority which may impose on an officer the penalties (b) to (k) of sub clause (1) above shall be the appointing authority.
- (v) No penalty indicated in sub-clause (iv) above shall be imposed unless the officer has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- (vi) The grounds on which it is proposed to take action under sub-clause (iv) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the officer concerned and shall be required within a reasonable time to state in writing whether he admits the truth of all or any of the charges, what explanation or defense, if any, he has to offer and whether he desires to be heard in person. If he so desires or if the competent authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The persons charged shall be entitled to cross examine the witnesses, to have such witnesses called as he may wish, provided that the officer conducting the enquiry may, for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the grounds thereof.
 - (vii) No officer, who is called upon to produce his defense as to charges which form the subject of any enquiry against him, shall be allowed to engage counsel.
 - (viii) After the enquiry against an officer has been completed and after the punishing authority has arrived at a provisional conclusion in regard to the penalty to be imposed is as at sub-clauses (b) to (k) of sub-clause (i), be supplied with a copy of the report of the enquiry authority and he will be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.
- (6) **Appeal:** An appeal against the order passed by the Vice-Chancellor under sub-clause (iii) of Statute 5 shall lie to the appointing authority, provided that it is preferred within a period of three months from the date on which a copy of the order appealed against is delivered to the appellant.
- (7) **Allowances and leave during suspension:** (i) An officer under suspension shall be entitled to subsistence allowance at an amount equal to the leave salary which he would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:

- (a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the officer.
 - (b) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance, admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the officer.
 - (c) The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (a) and (b) above.
 - (d) Any other compensatory allowances admissible from time to time on the basis of pay of which the officer was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for a drawal of such allowances.
- (ii) No payment under sub-clause (i) shall be made unless the Officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
 - (iii) A suspended officer shall not be entitled to any leave for the period of suspension.
 - (iv) Arrears of subsistence allowance due to an officer shall not be withheld, but be paid to him after adjusting the same against the following amounts, if any, due by him to the University.
 - (a) Income tax and surcharge (provided to the officers yearly income calculated with reference to subsistence allowance is taxable);
 - (b) house rent and allied charges, i.e., electricity, water, furniture, etc.
 - (c) repayment of loans and advances taken from the University at such rates as the University deems it right to fix.
 - (d) over payments (having due regard to the circumstances of each case). Recoveries of over payments from the officer under suspension should not ordinarily be made at a rate greater than one third of the amount of subsistence allowance, exclusive of dearness allowance, if any, admissible under sub-clause (i) above.

- (v) If an officer under suspension is dismissed or removed from service, arrears of subsistence allowance, if any, due to him upto the date of termination of proceedings should be paid to him.
- (8) **Pay on reinstatement after suspension:** When an officer who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment.
- (9) **Increments:** (i) An increment shall ordinarily be drawn, as a matter of course, but the competent authority may withhold the increment if the conduct of the officer has not been good or his work not found satisfactory.
- (ii) All duty in a time scale counts for increments in that time scale.
- (iii) Service in another post, whether in a substantive or officiating capacity, carrying the same or higher time scale of pay and the service on foreign service and leave other than extraordinary leave counts for increments in the time scale applicable to the post on which the officer holds a lien or should have held a lien, had his lien not been suspended.
- (iv) The Board of Management may, for adequate reasons recorded, grant premature increments to an officer on a time scale of pay.
- (10) **Conduct and Discipline:** (i) Acceptance of work outside the University: An officer shall ordinarily devote his whole time to the service of the University and shall not without express permission of the Vice-Chancellor engage directly in any trade or business whatsoever or any other work which in the opinion of the Vice-Chancellor may interfere with the proper discharge of his duties.
- (ii) General Conduct: No officer shall take part in any act or movement calculated in the judgment of the Vice-Chancellor to bring the University into disrepute. It shall be the duty of every one of the Officer to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper.
- (iii) Discussion of the policy or action of the University: The Officers of the University shall not indulge in any public criticism of the University administration in such a manner as savours of defiance and insubordination or cause or is likely

to cause embarrassment to the administration in its relation to its staff or students of the Colleges. Nor shall it be permissible for them to indulge in criticisms, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.

(iv) Taking part in politics: (a) An officer of the University shall not take part in politics or stand for elections unless Board of Management is satisfied that in their conduct and demeanour they will observe the restraints, dignity and courtesy enjoined by the University traditions and unless the Board of Management is further satisfied that their political and other public activities do not conflict or interfere with their duties in the University. The decision of the Board of Management in this matter is final.

b) If an officer of the University, by speeches or otherwise seeks to mislead the students into activities which in the judgment of the Board of Management are objectionable, he is punishable for dereliction of duty.

(v) General Discipline: All officers of the University, whether paid a salary or not or whether in receipt of honoraria or allowances and whether full time or part time, be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time.

(vi) Lending, Borrowing and insolvency: (a) No officer shall, save in the ordinary course of business with a bank or a public limited company, directly or indirectly engage in the business of money lending, borrow money from, or otherwise place himself under pecuniary obligation to, any person on whom he can exercise official authority.

(b) The above prohibition shall not apply to: any transaction of an officer with a co-operative society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force in the state; an officer who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself; an officer who belongs to a Joint Hindu Family carrying on the business of money-lending as an ancestral profession, provided he takes no active share in that business;

(vii) Gifts: No officer shall place himself under any form of official obligation or embarrassment by himself accepting or permitting

any member of his family to accept from any person any gift. If however, the offer of gift can not be refused, it may be accepted and the matter reported to the Vice-Chancellor for decision as to its disposal.

- (viii) Subscriptions: No officer shall, except with the previous sanction of the Vice-Chancellor, ask for, or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine farewell and felicitation functions connected with the University.
- (ix) Moveable and immoveable property: (a) No officer shall except after previous intimation to the Vice-Chancellor, 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.

An officer who enters into any transaction concerning any movable property exceeding Rupees twenty thousand in value, whether by way purchase, sale or otherwise, shall forthwith report such transaction to the university.

- (b) The Board may, at any time by general or special order, require its officers to submit, within a period specified in the said order, a full and complete statement of such moveable or immoveable property of the specified value held or acquired by him or by any member of his family. Such statement shall, if so required by the Board, include particulars of the means by which, or the source from which, such property was acquired.

Note: For purposes of this statute, 'family' includes the wife or husband and children including adopted son and step children of an officer residing with or wholly dependent on him.

- (x) Vindication of acts and character of the officers of the University: No officer shall, except with the previous sanction of the Board, have recourse to any Court or to the press for vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public.

Nothing in this statute shall be deemed to prohibit any officer from vindicating his private character on an act done by him in his private capacity.

No officer shall except the previous sanction of the board accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his

official act unless such compensation has been awarded by a competent court of law.

- (xi) **Strikes:** No officer shall take part in any strike, incitement thereto or a similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.
- (xii) **Influencing superior authorities for furtherance of interest:** No officer shall bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
- (xiii) **Prohibition of sexual harassment of working women:** No officer 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.

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

- (11) **Lien:** An officer appointed on tenurial basis to a permanent post be entitled for a lien on that post for a period not exceeding three months, subject to approval of the board.
- (12) **Declaration of Age:** An officer appointed by direct recruitment shall make a declaration of age to the appointing authority at the time of his entry into the service of the University based on his S.S.L.C. Register or S.S.C. certificate or such other documentary proof as may be acceptable to the appointing authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the appointing authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.
- (13) **Termination of Service or Resignation:**
 - (i) The services of a temporary officer who has not been appointed in accordance with the procedure prescribed in the Act or the Statutes, are liable to be terminated at any time without notice and without assigning any reason therefor.
 - (ii) An officer shall be required to give three months notice, in case he desires to be relieved or he shall pay to the University three months salary in lieu of such notice, unless otherwise directed by the Board of Management.
 - (iii) An officer before leaving the University service shall handover the charge of his post to a duly authorized officer and shall return to the University all books, apparatus, furniture, etc.,

issued to him for his personal use and shall pay up in full, all the charges due from him for occupation of residential quarter etc. If he fails to do so the amount due from him on the above items shall be recovered from his last salary or any other sums due to him.

- (iv) An officer who is in the occupation of residential accommodation of the University shall, on leaving service of the University, vacate the residence allotted to him by the University.
- (14) **Leave:** Leave cannot be claimed as of right. When the exigencies of service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- (15) **Authority to Grant Leave:** The Vice-Chancellor shall be the authority competent to grant leave to all officers.
- (16) **Earned Leave:** An officer of the University shall continue to earn leave as per his previous permanent appointment in the University, provided that he will cease to earn such leave when the earned leave accumulates 300 days.
- (17) **Medical Leave and Leave on Private Affairs:** Leave on medical certificate and leave on private affairs may be granted to an officer at any time according to the rules of the Government of Andhra Pradesh and subject to such limitation as the competent authority may, in each instance in which such leave is applied for, determine.
- (18) **Extra Ordinary Leave:** The competent authority may in its discretion, for any special reason grant an officer extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months at a time and shall also not count towards gratuity.

Provided that the maximum total period for which such leave may be granted shall not ordinarily exceed two years.

- (19) **Maternity Leave:** Subject to the conditions hereinafter specified, the competent authority may grant to married women, maternity leave for a period which may extend upto six months, two times in the entire period of service.
 - (i) Maternity leave may be granted in continuation of other kinds of leave;

- (ii) Leave of any other kind may be granted in continuation of maternity leave if the request for its grant is supported by medical certificate;
 - (iii) Maternity leave shall not be debited against the leave account.
- (20) **Special Casual Leave:** Special Casual Leave (quarantine leave) not counting against ordinary casual leave shall be granted to an officer when he is required to absent himself from duty owing to any of the following infectious diseases or any other disease declared by the Public Health authorities as infectious, in his House, for such period as may be recommended by the Health Department of the locality.
- (i) Small-pox
 - (ii) Chicken-pox
 - (iii) Plague
 - (iv) Cholera
 - (v) Typhoid
 - (vi) Acute Influenza Pneumonia
 - (vii) Diphtheria
 - (viii) Cerebra-spinal meningitis.

The period of this leave shall be treated as duty for purposes of calculation of other kinds of leave.

Note:- When the officer himself catches the infection, regular leave to which he is eligible shall be taken by him.

- (21) **Casual Leave:** Casual leave admissible to an officer shall be fifteen days in a year. It cannot be combined with any other leave but can combine with holidays, provided that the total period of absence including holidays does not exceed ten days at a time.
- (22) **Record of Service:** There shall be a Service Register for every officer giving history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events in his service. The Service Register shall also contain a leave account form for the officer showing a complete record of all leave (except casual leave), earned as well as unearned, taken by him.

(23) **Retirement:** i) For the purpose of this Statute, the officers of the University shall continue to be governed, as per their previous category held permanently in the University, or if they are directly recruited they shall hold office till they attain the age of 60 years in the case of the Deans, Directors and Controller of Examination and till 58 years in the case of Registrar, Comptroller, and Estate Officer, subject to, in regard to the period of appointment, be governed under Statutes relevant to the manner of appointment concerning to the relevant post.

ii) Any officer, after giving three months previous notice in writing to the appointing authority, may retire from service on the date on which he completes twenty years of qualifying service before attaining the age of superannuation.

Provided that no officer who is under suspension when the notice referred to in sub-clause (ii) is given or is placed under suspension after such notice is given before his retirement, shall retire except with the specific approval of the appointing authority to which that notice is given.

iii) Any officer who has given a notice under sub-clause (ii) shall not withdraw the notice, except with the specific approval of the authority to which that notice is given and no request for withdrawal of such notice shall be entertained unless the said authority received it before the intended date of his retirement.

(24) **Payment of House Rent:** If an officer occupies the house provided by the University, he shall pay rent as fixed by the University.

(25) **Additional Charge Allowance:** (i) If an officer is placed in additional charge of one or more independent posts at one time as a temporary measure, for a period exceeding 15 days, he may be paid additional remuneration at one fifth of the pay drawn by the employee in respect of each additional post. The drawal of additional charge allowance should not normally be allowed for a period exceeding three months.

ii) The drawal of additional pay should not be allowed for a period exceeding six months, out of which in respect of the first three months, the rate of additional pay should be as laid down above, and for the exceeding period it should be at one half thereof.

Note: The term “independent” should be interpreted as meaning ‘separate’ or ‘distinct’ and not in original sense of one post being subordinate or inferior to another.

- (26) **Joining Time:** Joining time may be granted to an officer to enable him to join a new post at a different station to which he is transferred while on duty in his old post.

Six days are allowed for preparation and in addition a period to cover the actual journey calculated as follows:

- (a) For the portion of journey which he travels or might travel:

| | |
|------------------|------------------|
| | One day for each |
| By railway | 500 kilometers |
| By motor car | 150 kilometers |
| In any other way | 25 kilometers |

- (b) For any fraction of any distance prescribed in clause (a), extra day is allowed.

- (c) Travel by road not exceeding eight kilometers to or from a railway station at the beginning or at the end of a journey does not count for joining time.

- (d) A Sunday does not count as a day for computing the period of six days allowed for preparation, but Sundays are included in the period allowed for the actual journey.

An officer, who does not join his post within his joining time, is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour.

- (27) **Officers on deputation:** Notwithstanding anything in these Statutes, the officers, whose services are borrowed from the State Government, the Central Government or any other bodies on the terms and conditions prescribed by them for their officers on foreign service or an contract basis, shall be governed by the terms of their appointment.

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