

# YOGI VEMANA UNIVERSITY KADAPA



## **ORDINANCES OF YOGI VEMANA UNIVERSITY UNDER SECTION 53 OF A.P. UNIVERSITIES ACT 4 OF 1991**

## ORDINANCES INDEX

Ordinance No.	Description	Page No.
<b>Ordinance-1</b>	<b>The Boards of Studies for Departments of Teaching.</b>	
<b>Ordinance-2</b>	<b>Appointment and Duties of Director of Evaluation, Controller of Examination/Addl. Controller of Exams, Examiners and Conduct of Examinations.</b>	
<b>Ordinance-3</b>	<b>Qualifications, emoluments and number of University teachers.</b>	
<b>Ordinance-4</b>	<b>Levy of fees for various courses of study in the University.</b>	
<b>Ordinance-5</b>	<b>Fees particulars for admission to various examinations, degrees and Diplomas of the University</b>	
<b>Ordinance-6</b>	<b>Conduct rules for employees of the University</b>	
<b>Ordinance-7</b>	<b>Discipline and Appeal Rules</b>	
<b>Ordinance-8</b>	<b>Rules for recognition of service associations of university employees</b>	
<b>Ordinance-9</b>	<b>Code of conduct and discipline rules for students</b>	
<b>Ordinance-10</b>	<b>General conditions of service for employees</b>	
<b>Ordinance-11</b>	<b>Common Finance &amp; Accounting Rules</b>	

## APPENDIX

Ordinance No.	Description	Page No.
11	Common Finance and Accounting Rules	

**ORDINANCE  
No. 1**

**THE BOARD OF STUDIES  
FOR DEPARTMENTS OF TEACHING**

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 Yogi Vemana University, Kadapa.

**1. BOARD OF STUDIES:**

- (a) Each Department of Teaching in the University shall have a Board of Studies (herein-after called the 'BoS'), and the Executive Council is the authority to constitute the Board of Studies. In Yogi Vemana University, Kadapa, two categories of Boards of Studies shall be constituted (i) Combined BOS and (ii) Departmental BOS.
- (b) Each Department on BOS shall either have two separate Boards – one for undergraduate (U G BoS) and another for postgraduate and research degree programs (P G BoS).
- (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 Government / Government Aided Degree College affiliated to the University. Honble Vice Chancellor is the competent Authority to appoint the Chairperson.
- (e) If no qualified teacher is available in the department concerned, a teacher of the allied department may be appointed as member/Chairperson.

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

**a) The Combined Board of Studies shall be constituted as per the following composition:**

- (i) Hon'ble Vice Chancellor – Chairman
- (ii) Dean of Faculty Concerned – Convenor
- (iii) All the Chairpersons of BoS- Members

The combined BOS shall formulate the course structure and academic regulations of PG courses in accordance with the New Educational Policy.

b) 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) Three (3) U G regular in Government / Aided 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
- e) Chairperson – UG BOS Member

ii. For BoS (P G):The Board of Studies shall have the following composition :

- a) Chairperson
- b) Head of the Department/Coordinator of the Department - Convenor
- c) Three (3) subject experts from outside the University representing Academia, Industry and National Research Laboratories.
- d) All the regular faculty of the department as Member
- e) Two (2) P G student representatives (one boy and one girl) on merit basis
- f) **One Regular Teacher of the University, Head /Coordinator of the Department concerned.**

- (a) 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.
- (b) 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.
- (c) 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.

- (d) Any Board may consult an expert/Specialist who are not members of the Board on the recommendation of the registrar with permission of the Vice-Chancellor to request such specialist to attend the meeting of BOS concerned and participate in the proceedings.

### **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 members shall nominate from among the members giving due credence to seniority in respect of 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). For the adjudication of Ph.D theses the RAC academic regulations duly approved by the Executive Council shall be followed.
- (f) The BoS shall recommend to the Executive Council a panel of experts from outside the University, as and when required, for nomination on the selection committees meant for appointment of teachers in the concerned subject.
- (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 Yogi Vemana University, Kadapa.

**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 'Substitute 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 **two** 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 **ratified** teacher and has put in at least **two (2)** 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 **two (2)** years experience.
- iii. The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
- 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.

### (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 **internal BoS** 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 **High Power Committee**/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 **High Power Committee** /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. **a)** In case of UG Examinations, 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.  
**(b)** 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.
- ii. **(a)** For all Post-Graduate examinations, each answer book/test booklet shall be valued independently by two examiners of whom one shall ordinarily 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 ordinarily an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script.  
**(b)** 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.
- iii. 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.
- iv. **In case of UG**, in the event of any proven irregularity in valuation, if reported by the Chief Examiner, the Vice-Chancellor shall appoint a Committee to 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. If a candidate is likely to be promoted/complete/pass/or improve his/her division by adding 1 or 2 marks, grace marks may be added up to a maximum to be determined by a Committee constituted for the purpose by the Vice-Chancellor. This Committee shall be common for the period of three (3) years uniformly for all the subjects. In this context, division includes Pass to 2<sup>nd</sup> Division / 2<sup>nd</sup> Division to 1<sup>st</sup> Division / 1<sup>st</sup> Division to 1<sup>st</sup> Division with distinction. However, such candidates are not eligible for the award of gold medals or 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.
- iii. Grace marks shall not be given for mere reduction of number of backlogs.

**(d) Results Committee:**

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

- i. **Dean, Faculty concerned**
- ii. **The Chairperson of the Board of Studies concerned.**

**In case of UG examination a two(2) members committee appointed by the Vice-Chancellor shall approve the results before publication. The composition of the said committee is as follows:**

- i) **One of the Senior BoS examiner (or) one of the Senior Principal from Govt./Aided College/Affiliated college of the University.**
- ii) **One of the Senior BOS Chairperson**

#### 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 **by an external examiner appointed by the Vice-Chancellor** independently by two external examiners appointed by the Vice-Chancellor. **The marks secured in revaluation shall be compared with the original marks.** If the revaluation mark is more than **5%** of the original marks scored by the candidate, the revaluation is upheld and confirmed. If the marks scored in revaluation are less than **5%** 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 within one month 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.

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

- (a) There shall be a **Observers/Higher Power Committee** 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 / **High Power Committee**/ evaluators / tabulators / data entry operators, and any other person participating in the examination process.
- (b) The CoPM shall be appointed by the Vice-Chancellor **separately for UG and PG.** **The composition is as follows:**

##### For PG

- |      |                           |                 |
|------|---------------------------|-----------------|
| i.   | Dean of a Faculty         | ... Chairperson |
| ii.  | A Senior Teacher          | ... Member      |
| iii. | Chairperson BOS           | ... Member      |
| iv.  | Controller of Examination | ... Convener    |

(\*Chairperson of the subject concerned where the candidate is purported to have committed malpractice)

### For UG

i)Principal of Affiliated College	....	Chairperson
ii)Dean ,CDC	....	Member
iii)One Senior teacher appointed by the Vice-Chancellor	....	Member
iv)Chairperon BOS/Internal member of BOS	....	Member
v) Controller of Examination	....	Convener

(\*Chairperson of the subject concerned where the candidate is purported to have committed malpractice)

- (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), 13<sup>th</sup> 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 **through CoE.**
- (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), 13<sup>th</sup> 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, 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 or giving help to others regarding answer to any question or questions or the examination paper	3. Same as 1 above
4. Taking help from or consulting prohibited written or printed material or taking help from of helping 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
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.	5. Canceling the result of that paper
6. Writings such as invocation of God's name in any form.	6. To be ignored

<p>7. Writing on the question paper the answer to questions, rough work etc., with no intention of passing it on to another examine.</p> <p>8. Using abusive and obscene language in the answer book/test booklet in any other manner with a view to destroying evidence,</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>10. Refusing to obey instructions of the Chief Superintendent/Invigilator.</p> <p>11. Smuggling an answer book/test booklet/ additional answer book/matter into or out of the examination hall.</p> <p>12. Inserting in or removing from the answer book/additional answer book.</p> <p>13. Substituting wholly or partly an answer book/additional answer book/test booklet.</p> <p>14. Impersonation even at a single examination.</p> <p>15. Conspiring to interchange the Roll Numbers</p>	<p>7. To be warned not to do so</p> <p>8. Cancelling the result of that paper.</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. Cancelling the result of that paper.</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> <p>12. Same as 11 above</p> <p>13. Same as 11 above</p> <p>14. Same as 11 above, and to file a criminal complaint with the Police against the original candidate and the imposter.</p>
---	---

<p>16. Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination</p> <p>17. Guilty of assaulting/abusing/intimidating any person connected with the examination work at any time before, during or after the examination.</p>	<p>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.</p> <p>16. Same as in 15 above, except that the period of prohibition of admission into or continuation in any course of study is TWO years</p> <p>17. Same as in 16 above</p>
--	--

*(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 Yogi Vemana University, Kadapa.

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.

*(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 Yogi Vemana University, Kadapa.

**Fee Structure:**

Sl. No	Name of the Course		Fee without income Certificate (Rs.)	Fee for income certificate holders (Rs.)
1	M.A. English	R	7100	1775
		SF	15100	1775
2	M.A. Economics	R	7100	1775
		SF	15100	1775
3	M.SC. Maths	R	11700	1925
		SF	23700	3700
4	M .Com.,	R	9200	1775
		SF	17200	1775
5	MBA - General	R	19650	-
6	MBA –	R	19650	-
		SF	19650	-
7	MCA	R	12500 (1st year) 12150 (2 <sup>nd</sup> year)	-
8	M.SC. Bio-Tech	R	11700	1925
		SF	23700	3700

R : Regular ; SF : Self Financed Course

\* fee for special laboratories, educational tours, industrial visits etc

(NOTE: The above table is only an example. The Universities are advised to add all the courses offered in the University along with the fee particulars.)

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

**ORDINANCE  
No. 5****FEE 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 Yogi Vemana University, Kadapa.

**Fee Schedule for each Examination:**Course & SubjectExamination Fee for

<b>Course &amp; Subject</b>	<b>All papers</b>	<b>One or more papers</b>
B.A.	865	Rs.325 and 500/ two papers
B.Sc./B.Com (Computers)	1000	Rs.340 and 510/two papers
B.Com.,(General)	865	Rs.325 and 500 / two papers
B L/LLB	1020	Rs.465 and 720/two papers
B.Tech	1620	Rs. 430 each paper – Rs.820/- two papers - three and above Rs.1620
B.Pharm		
B.Ed.,	1080	Rs. 360 each paper – Rs.720/- two papers - three and above Rs.1080
M.A.	I Sem -505/- II sem – 650/- III sem - 625/- IV sem- 530	Rs. 220 each paper – Rs.350/- two papers - three and above whole examination fee
M.Sc.,	I Sem - 580/- II sem –720/- III sem - 700/- IV sem- 600	Rs.220 each paper – 2 papers Rs.350, three and above whole examination fee
M.Com.,	I Sem -505/- II sem – 650/- III sem - 625/- IV sem- 530	Rs. 220 each paper – Rs.350/- two papers - three and above whole examination fee
M.B.A.	I Sem -1130/- II sem – 1105/- III sem - 1105/- IV sem- 1105/-	Rs. 445 each paper – Rs.610/- two papers - three and above Rs.1105

M.C. A.	I Sem -1130/- II sem – 985/- III sem - 985/- IV sem- 1105/- V sem- 1105/- VI sem- 995/-	Rs. 445 each paper – Rs.610/- two papers - three and above Rs.985
M.Pharm		
M.Tech		
M L /LLM		
M.Phil		
Ph.D.,	2400	
D.Sc.,		

*(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 (l) 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 Yogi Vemana University, Kadapa:

**1. TITLE AND APPLICATION:**

- (a) These rules may be called “The Yogi Vemana 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 Yogi Vemana 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 misbehave 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 his wife or any other member of his 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/her official duties or in the exercise of powers conferred on him, act otherwise than in his/her best judgment except when he/she is acting under the direction of his/her official superior, and shall where he/she 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/her control and authority.

A University employee, who habitually fails to perform the task assigned to him/her within the time set for the purpose and with the quality of performance expected of him/her, 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. **The teacher may become a member of the Teachers Association approved by the University and recognized by Laws.**

#### **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 willfully 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 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. FOREIGN CURRENCY AND GOODS:**

Every University employee shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of the value of more than **Rs.1,00,000/-** from any person by him /her or by any person of his / her family or by any person on their behalf.

## **25. 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.

- a) 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; or
- b) Lend money to any person at interest or in manner whereby return in money or kind is charged or paid;

Provided that a University employee may give to, or accept from a relative or a personal friend a purely temporary loan of small amount free of interest or

operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

## **26. 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/**her** family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by **herself**/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.

## **27. 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.

## **28. 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/**her** 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.

## **29. 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.

## **30. PUBLICATIONS 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.

## **31. 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/**her** 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.

**32. 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) There any sanction is accorded under sub-rule (i), no University employee giving such evidence shall criticize 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.

**33. 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.

**34. 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 under him/her.

**35. 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 **herself**/ himself or any of his relatives or dependents.

**36. 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/**her** representation has been withheld.

**37. 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.

**38. 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/**her** incapable of discharging his/**her** 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.

**39.** 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/her colleagues and trying to use the above considerations for the improvement of his/her 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.

**40.** 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.

**41.** 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 ‘**The Yogi Vemana 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 **Yogi Vemana 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 placed suspension to review the suspension to the extent considered necessary, by the authority who 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 2<sup>nd</sup> 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 by 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.1,00,000/-. 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 (3) 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 of any of the penalties specified here under, 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 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 such 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, Employees of **Teachers of the University & Non teaching holding posts of A.R. and above status** and he/she shall be a High Court Judge, in service or retired or senior advocate in service law; (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 than **all other employees not specified in a (b) (i)** University employees, the enquiry officer shall be 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 **all other employees not specified in a (b) (i)** Officer and in case of an enquiry against an employee belonging to other classes of employees, such person as may be nominated by the Registrar, **Yogi Vemana University**, who shall be the presenting officer.
- (d) Wherever the enquiry officer is a University employee, he/she shall ordinarily 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 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 12, 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, and after such consideration, passes such order 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 45 days from the date of serving of order, provided that the limitation of 45 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 forty five 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 (13) 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 therefore;

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 forty five days 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 (16) 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 12 shall apply as if the appeal were against an order appealable under these Rules.

APPENDIX  
(vide Rule 5)

---

Class of Employee	<u>Authority which may also impose the penalty of</u>		
	Censure	Fine where Admissible	Recovery from pay

---

1. All University  
teachers and non-  
teaching staff holding  
post of Asst.Registrar  
and above

Executive Council

Executive Council

2. All other employees in Classes  
III & IV of the University  
service and others holding  
corresponding posts

V.C.

V.C.

## **22. INSTRUCTIONS UNDER RULE 7 (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 3(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/her 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/her 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 (4) or the personal hearing referred to in clause (5) 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 7 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) Not with standing any employee 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 point \_\_\_\_ of \_\_\_\_ and clause \_\_\_\_ of Section \_\_\_\_ of **University Act**, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees

**1. Short title:**

These rules may be called “**The Yogi Vemana 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 of 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. takes up or supports the cause of any individual university employee in matters relating to the conditions of his/her service;
  - iii. seeks the assistance of any political party, organization or politician to represent the grievances of its members;
  - iv. deviates from the terms and conditions subject to which it is recognized by the University;
  - v. allows any person other than a University employee to address any of its meetings;
  - vi. holds, except with the prior permission of the Vice-Chancellor, a joint meeting with any other service association or union;
  - vii. 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.
  - viii. 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;
  - ix. maintains any political fund or lends itself to the propagation of the views of any political party or politician;
  - x. starts or publishes any periodical, magazine or bulletin without the prior approval of the Executive Council;
  - xi. addresses any communication to a foreign authority except through the university which shall have the right to withhold it;
  - xii. does not confine its meetings only to its members or to any person other than a member;
  - xiii. 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;

- xiv. 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.
- xv. 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.
- xvi. any communication addressed by the service association or by any officer on its behalf to the University authority contains any disrespectful or improper language;
- xvii. 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.
- xviii. 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, **academic, Scientific** 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 \_\_\_\_\_.)*

\*\*\*

