



**ANNEXURE 1**

# **FIRST STATUTE**

**The Apollo University**  
Chittoor, Andhra Pradesh

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## CHAPTER 1 INTRODUCTION

### **1.1 About Statutes:**

1. The Apollo University was established under the Andhra Pradesh Private Universities (Establishment and Regulation) Act 2016 as Gazette Number 593 dated 3<sup>rd</sup> November, 2021 released by Government of Andhra Pradesh.
2. The “Statutes “means the statutes of The Apollo University, Chittoor which are in conformity with the provisions of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.
3. The first statutes have been framed in exercise of the powers vested under Clause of Sub-Sections (1) and (2) of Section 27 of Chapter V read with Chapter IV of the Andhra Pradesh Private University (Establishment and Regulation) Act, 2016.
4. The first statutes were approved in the meeting of the 1<sup>st</sup> Governing Body of The Apollo University, Chittoor dated 12<sup>th</sup> December 2022 vide item No. 4.
5. These Statutes shall come into force with effect from date of the notification in the official Gazette.
6. The terms and description in these statutes can be amended subsequently according to the provisions of section 28 of the Act. They shall come into force from the date of publication in the Office Gazette.

## 1.2 Definitions:

- (1) **Act** means the Andhra Pradesh Private Universities (Establishment and Regulation) Act 2016
- (2A) **First Statute** means the First Statute of The Apollo University, Chittoor
- (2B) All words and expressions used herein and defined in the Act shall have the meaning respectively assigned to them in the Act
- (3) **University** means **The Apollo University**, Chittoor as incorporated under Schedule (section 3) of the Andhra Pradesh Private Universities (Establishment and Regulation) Act 2016
- (4) **Governing Body** means the Governing Body of the Apollo University; constituted under Chapter IV Section (21) of this Act
- (5) **Board of Management** means the Board of Management of The Apollo University; as constituted under section (22) of this Act
- (6) **Academic Council** means the Academic Council of The Apollo University; as constituted under section (23) of this Act
- (7) **Chancellor** means the Chancellor of The Apollo University; as appointed under Section 15 (1) of the Universities (Establishment) Rules 2017 vide GO.MS. No.22 Dated 18-05-2017
- (8) **Officers of the University** means- Chancellor, Vice Chancellor, Registrar and Chief Finance and Accounts Officer and such other officers may be declared by the Governing Body as per Section 14 of the Act
- (9) **Pro-Chancellor** means the Pro-Chancellor of The Apollo University; appointed under 19 (1) of the Act
- (10) **Vice Chancellor** means the Vice Chancellor of The Apollo University; as appointed under section 16(1) of the Act
- (11) **Pro Vice Chancellor**, means the Pro Vice Chancellor of The Apollo University; appointed under section 19 (1) of the Act
- (12) **Registrar** means the Registrar of The Apollo University; as appointed under section 17(1) of the Act
- (13) **Chief Finance and Accounts Officer** of The Apollo University means the Chief Finance & Accounts Officer appointed under Section 18 (1) of the Act
- (14) **Controller of Examinations** means the Controller of Examinations of The Apollo University; as under section 19 (1) and (2) of the Act

- (15) **Notification** means a Notification published in the official Gazette of the Government of Andhra Pradesh
- (16) **Statute, Ordinances, Regulations or Rules** mean the Statute, Ordinances, Regulations or Rules of The Apollo University as framed from time to time respectively under sections 27, 28, 29, 30, 31 and 32 of the Act
- (17) **Admission Committee** means a Committee at the University level constituted by the University;
- (18) **School** means the School of Faculties of the University;
- (19) **Campus** means the Campuses of the University including the main campus and the Satellite campuses
- (20) **Degree** means any academic degree approved by the academic Council
- (21) **Department** means a University Teaching Department established by the University to carry out teaching & research
- (22) **Research Centre** means where the Research Activities are carried out in a thrust area
- (23) **Government** means the Government of Andhra Pradesh
- (24) **Diploma** means a Diploma approved by the Academic Council
- (25) **Online education** means the system of delivering the education through virtual mode
- (26) **Regulations** means Regulations of The Apollo University
- (27) **Section** means a duly numbered Section of the Act
- (28) **Sponsoring Body** in relation to the University means Apollo Hospitals Educational and Research Foundation [AHERF], a Society registered with Reg. No. 2222 of 1992 under Public Societies Act 1 of 1350.
- (29) **Student of the University** means a student enrolled in The Apollo University and pursuing a program of study for a degree, diploma, certificate or other academic distinction
- (30) **University Teacher** means Professor, Associate Professor & Assistant Professor and such other persons as may be appointed for imparting instruction or conducting research in the University
- (31) **UGC** means University Grant Commission, Bahadur Sah Zafar Marg, New Delhi – 110002, India.
- (32) **Seal** means the common seal of the University.
- (33) **Employee** means any person working on the payroll of the University

(34) ***Scheme and Curriculum*** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details to any program

(35) ***Academic Year*** means a period of nearly twelve months devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) for the year. The Academic year is usually taken as starting from June of one year till May of the subsequent year.

(36) ***Board of Studies*** means the Board of Studies of the programs

(37) ***Convocation*** means the convocation of the University, where Degrees, Diplomas, Certificates and other academic distinctions are awarded

(38) ***Director*** means Head of the centre appointed by the University

(39) ***Library*** means Physical and Digital Library of the University

(40) ***Librarian*** means Librarian appointed by the University

(41) ***Physical Education*** means Department which conducts Sports, Yoga, and Meditation

(42). ***Physical Education Director*** means the Head of the Department of Physical Education

### **1.3 Vision & Mission**

#### **VISION**

The Apollo University aspires to create knowledge, thought leadership, and global leaders for the future, preparing them for a constantly evolving world and empowering them to build a healthier and more equitable society.

#### **MISSION**

The Mission is to achieve this vision through transformative education, developed at the intersection of healthcare, science, technology, and management, having roots in innovation & research, in an inclusive culture that fosters practical oriented knowledge, stimulates critical thinking and sustains our legacy of pioneering and excellence, for the benefit of humanity.

## CHAPTER 2

### OFFICERS OF THE UNIVERSITY

The following shall be the officers of the University

- 2.1) Chancellor
- 2.2) Vice Chancellor
- 2.3) Registrar
- 2.4) Chief Finance and Accounts Officer
- 2.5) Controller of Examinations
- 2.6) Director of Internal Qualities Assurance cell
- 2.7) Director of Academic Affairs
- 2.8) Director of Student affairs

#### **2.1: Appointment, Powers and Functions of the Chancellor**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read of Chapter V read with Section 15 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Appointment, Powers and Functions of the Chancellor in The Apollo University, Chittoor.*

#### **1.0 Appointment**

- (a) The Chancellor shall be a citizen of India and/or a Person of Indian Origin (PIO).
- (b) The Chancellor shall be an eminent academician with outstanding contribution to knowledge in the fields of Sciences / Humanities / Social Sciences / Engineering / Technology / Medicine / Education and similar disciplines, and/or a person of eminence with outstanding contribution to societal and national development.
- (c) The Chancellor shall be appointed initially for a term of 5 years and he / she is eligible for re-appointment for another term of 5 years.
- (d) When the Chancellor is unable to exercise his / her powers, perform his / her functions and discharge his/her duties owing to absence, illness, incapacity or any other cause or when the office of Chancellor is vacant, the Sponsoring Body is competent to appoint a person, who fulfills the conditions as prescribed above, to hold the Office of the Chancellor temporarily till such time as the Sponsoring Body decides or a new Chancellor is appointed, whichever is earlier. The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular Chancellor.

- (e) When the post of Chancellor falls vacant, the Sponsoring Body should initiate and complete the process of appointing a regular Chancellor within three (3) months from the date of the vacancy by following the procedure under Section 15 of the Act read with the Statutes.
- (f) The Sponsoring Body of the University is the competent authority to accept the resignation of the Chancellor.

## **2.0 Search Committee:**

- (a) The Chancellor shall be appointed by the Sponsoring Body on the recommendations of the Search Committee duly constituted for the purpose as per Section 15 (1) of the Act
- (b) The University may notify the position of the post of the Chancellor inviting nominations / applications from persons of eminence. Persons considered for the Chancellorship should possess the highest academic / professional credentials in their disciplines / areas of knowledge and expertise, and should have the highest integrity, morals, competence and capabilities of providing leadership to the University.
- (c) The search committee shall be constituted by the sponsoring body with three members nominated from the Board of Management (BoM).
- (d) The Search Committee shall formulate the modalities for short listing of names for the appointment of Chancellor based on the merit and suitability of the persons, and submit a panel of three in alphabetical order to the Sponsoring Body.
- (e) The Sponsoring Body shall appoint one among the members from the panel recommended by the Search Committee as Chancellor on such terms and conditions as are prescribed in the Act and the Statutes.
- (f) The Sponsoring Body is competent to call for a fresh panel of names provided that it records its reasons for rejecting the earlier panel. The Search Committee shall then submit a fresh panel.

## **3.0 Powers and Functions:**

The Chancellor shall be the Head of the University and have the following powers and functions.

- (a) To call for any information or record relating to University and its functioning.
- (b) To appoint the Vice-Chancellor.

- (c) To initiate disciplinary action including removal of the Vice-Chancellor in accordance with the provisions of Sub-Section (6) of Section 16 of the Act.
- (d) To preside over the meetings of the Governing Body of the University
- (e) To preside over the Convocation of the University for conferring degrees, diplomas and other academic distinctions
- (f) To cancel any proceeding of the University, which is not in conformity with the Act / Statutes / Ordinances, provided that before making any such order he shall issue a notice calling upon the University to show cause why such an order should not be made, and if any cause is shown within the time specified there for in the said notice, he/she shall consider the same.
- (g) To cause an inspection to be made by such person or persons as he/she may direct the inspection of the administration and finances of the University, its buildings, libraries and equipment and of any institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University, and cause a due inquiry to be made in respect of any matter connected therewith.
- (h) To give notice to the University of his/her intention to cause an inspection or inquiry to be made and the University shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or inquiry.
- (i) To offer such advice to the University as deemed fit with reference to the result of the inspection or inquiry, and the University shall communicate to the Chancellor the action taken or proposed to be taken on such advice. Where the University does not take action to the satisfaction of the Chancellor within the time limit fixed by him/her, the Chancellor may, after considering any explanation furnished or representation made by the University, issue such direction as he/she may think fit and the University shall comply with such direction.
- (j) To perform such other functions and powers entrusted to him / her by the Governing Body for achieving the objectives of the University.
- (k) such other powers as may be prescribed by the Statutes

## **2.2: Appointment, Powers and Functions of the Vice-Chancellor**

*In exercise of the powers conferred under Sub-Section (1) (b) of Section 27 read of Chapter V read with Section 16 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Vice-Chancellor in The Apollo University, Chittoor*

### **1.0 Appointment**

- a. The Vice Chancellor shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee shall, and subject to the provisions of sub-section (6) hold office for a term of three years or up to the age of 70 years whichever is earlier;
- b. Provided that after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years subject to the upper age limit of 70 years;
- c. Provided further that a Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor takes charge of the office, but in any case, this period shall not exceed one year;
- d. Provided also that the Chancellor may appoint the first Vice-Chancellor for a period of one year or until a regular Vice-Chancellor is appointed under this section whichever is earlier;
- e. The Governing Body of the University shall constitute a Search Committee consisting of three eminent persons / academicians nominated by the sponsoring body.
- f. The University shall notify the post of Vice-Chancellor in national newspapers / website inviting applications from persons who have a minimum of 10 years' experience as Professor in the University system or been in an equivalent position in reputed research / academic organizations, and with a distinguished academic record and the highest level of competence, integrity, morals, and institutional commitment. The University may also call for nominations for the post of Vice-Chancellor of distinguished academicians satisfying the criteria mentioned above from heads of high academic bodies / persons of august eminence/rank.
- g. The Search Committee shall formulate the modalities for short listing the names for the post of the Vice- Chancellor based on the merit and suitability of the persons, and submit a panel of three names in alphabetical order to the Chancellor.

h. The Chancellor shall appoint one among the members in the panel recommended by the Search Committee as Vice-Chancellor on such terms and conditions as are prescribed in the Act and Statutes.

i. The Chancellor is competent to call for a fresh panel of names provided that he/she records the reasons for rejecting the earlier panel, and the Search Committee shall then submit a fresh panel to the Chancellor.

## **2.0 Term of the Office**

(a) Subject to the provisions of Section 16 of the Act, the Vice-Chancellor shall hold office for a term of three (3) years from the date of his/her appointment or till he/she completes 70 years of age, whichever is earlier. He / She is eligible for re-appointment for another term of three (3) years subject to the age limit of 70 years prescribed.

(b) The Vice-Chancellor may continue to hold office, subject to the age limit of 70 years prescribed, even after the expiry of his/her term of office till a new Vice-Chancellor is appointed and takes charge of office, provided that the period of continuation after the expiry of the term shall not exceed one year.

(c) When the Vice-Chancellor is unable to exercise his / her powers, perform his/her functions and discharge his / her duties owing to absence, illness or any other cause or when the office of Vice-Chancellor is vacant, it shall be competent for the Chancellor to appoint a person with at least 10 years of experience as a Professor in a University as In-charge Vice-Chancellor. The person so appointed as In-charge Vice-Chancellor shall exercise the powers, perform the functions, and discharge the duties of a regular Vice-Chancellor until the Vice-Chancellor resumes office, or as the case may be, a new Vice-Chancellor is appointed in accordance with the provisions of the Act.

(d) If, at any time, upon a representation made or otherwise and after making such inquiry as may be deemed necessary and the situation so warrants, the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing, stating the reasons therein, ask the Vice-Chancellor to relinquish his / her office from such date as may be specified by the Sponsoring Body.

(d) When the post of the Vice-Chancellor falls vacant, either by resignation of the incumbent or otherwise, the vacancy: shall be filled ordinarily within three months in accordance with the provisions of the Act and the Statutes.

(e) It shall be competent for the Chancellor to accept the resignation of the Vice-Chancellor.

### **3.0 Powers and Functions:**

#### **3.1 General:**

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general supervision and control of all the university matters. He / She is responsible for executing the decisions of various statutory authorities in the University.
- (b) The Vice-Chancellor shall, by virtue of his/her office, be a member and Chairperson of the Board of Management and the Academic Council. He / She is entitled to be present at and address, at any stage, any meeting of any Authority of the University, but not vote there at, unless he / she is a member of the Authority concerned.
- (c) The Vice-Chancellor shall have the power to convene the meetings of the Board of Management and the Academic Council by following the procedure prescribed in the Statute concerned.
- (d) The Vice-Chancellor shall preside at the Convocation of the University in the absence of the Chancellor.
- (e) The Vice-Chancellor shall ensure that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed by all the constituents of the University, and he/she may exercise all authority required for the purpose.
- (f) The Vice-Chancellor shall have power to interpret the provisions of this Act, the Statutes, the Ordinances, and the Regulations. Any person or authority aggrieved by such interpretation may appeal to (i) the Board of Management if the decision was taken by the Vice-Chancellor by himself / herself, or (ii) the Governing Body, if the decision was taken in a meeting of the Board of Management, within one month from the date of the receipt of the order, and whose decision is final.
- (g) The Vice-Chancellor shall give effect to the decisions of the University Authorities taken in accordance with the rules and regulations and by using the powers conferred on him/her by or under the Act and Statutes.
- (h) Where, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under this Act, he/she may take such action as he deems necessary and shall at the earliest opportunity thereafter communicate / report his action to such officer or authority as would have in the ordinary course dealt with the matter.

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

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

(i) Where in the opinion of the Vice-Chancellor, the decision of any officer or authority of the University is not within the powers conferred by the Act / Statutes/ Ordinances /Regulations or is likely to be prejudicial to the interest of the University, he/she shall request the authority concerned within 15 days from the date of its decision to revise the decision. In case the authority refuses to revise such decision wholly or partly or fails to take any decision within 15 days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

(j) It shall be the responsibility of the Vice-Chancellor to monitor and evaluate the quality and performance of the teaching and non-teaching staff and academic and administrative units of the University on the basis of predetermined criteria evolved for the purpose.

(k) The Vice-Chancellor shall take appropriate measures for a periodical review of the achievements of the University and shall place the same on the public domain at the end of academic year.

(l) The Vice-Chancellor shall, after due consultation with appropriate bodies, evolve strategies for attainment of international standards in academics and research through technology enabled learning, consultancy, collaboration, university-industry consortia, innovation hubs, etc. in the University.

### **3.2 Academic and Administrative:**

In addition to the powers conferred by the Act, the Vice-Chancellor shall

(a) exercise all powers at his / her disposal to maintain discipline among the students, teaching, and non-teaching employees of the University.

(b) exercise general control over all the institutions of teaching, research and extension under the purview of the University, and is empowered to inspect or cause to inspect all institutions administered by the University.

- (c) exercise control over all University buildings / assets and shall be the final authority for allocating accommodation for administrative, teaching, and residential purposes based on the recommendations of the concerned.
- (d) be the final authority for admission of all the students into various programs of study including research in accordance with the regulations framed in this regard from time to time by the University.
- (e) represent the University on the Association of Indian Universities, Association of Commonwealth Universities, and other similar bodies or Associations in India or abroad.
- (f) have the powers to:
  - (i) institute an enquiry in respect of any matter concerning the University or the conduct of an employee in university matters.
  - (ii) retire an employee of the University on his / her attaining the age of superannuation and sanction retirement benefits as agreed to by the University.
  - (iii) transfer teaching and non-teaching staff from one institution to another, from teaching departments to administration and vice versa.
  - (iv) invite persons of eminence from within the country or outside to deliver extension lectures, and sanction them honorarium within the budgeted provision;
  - (v) depute employees of the University to attend National or International Conferences or for any purpose connected with the University within the budgeted provision;
  - (vi) engage or outsource temporary / contract / casual / daily-wage workers for meeting the demands of an urgent nature and sanction their remuneration from the budget allocations as per approved rates;
  - (vii) acquire buildings on lease for use as Colleges, Hostels and any other departments of the University, with the prior approval of the Governing Body, and authorize execution of the rental deeds and payment of rents, subject to budgetary provisions and in accordance with the assessment of rent made by the University Engineer / appropriate authority;
  - (viii) permit / refuse any request from university employees to accept any honorary work outside the University;
  - (ix) allow university employees to accept the offer from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;
  - (x) grant permission to the university teachers to accept membership of any committees of the State / Central Governments and other Institutions, and to attend their meetings

without prejudice to their normal duties, and treat their absence for such purpose as on duty as per leave rules in vogue;

(xi) appoint paper setters /examiners / adjudicators / experts from the panels recommended for the purpose by the respective Boards of Studies of the teaching departments;

(xii) approve and declare the results of University examinations, and report the same to the Board of Management;

(xiii) make in-charge arrangements in case of vacancies of Heads of Departments and Heads of Institutions till permanent appointments are made;

(xiv) cause an annual review, and make a presentation at a meeting of the Board of Management, of the academic and administrative performance of the University during the previous academic year.

### **3.3 Financial: The Vice-Chancellor shall have the powers to**

(a) authorize to open new Heads of Accounts in connection with projects / schemes which are sanctioned by the funding agencies and permitted by the Governing Body.

(b) authorize transfer of amount from one sub-head to another in the approved budget to meet any expenditure in exigencies.

(c) allot funds from within the allocated grant to faculty members of the university towards assistance for publication of original work, compilation and revision of subject books, etc.

(d) decide all matters relating to scholarships, free-ships, fellowships, etc., without any financial loss and commitment to the University.

(e) sanction urgent non-recurring expenditure for a research project from the savings of the University, and report the matter to the Finance Committee / Governing Body.

(f) sanction purchase of furniture and office equipment subject to the provisions made in the budget.

(g) sanction remission or write off of irrecoverable losses and damages of stocks of the University, as per the ceilings prescribed by the Governing Body from time to time.

(h) accord administrative and financial approval, with the prior approval of the Governing Body, to the plans and estimates prepared by the University Engineer for additions, alterations and repairs to the existing University buildings and roads subject to the provisions in the budget.

(i) sanction expenditure for the purchase of any machinery, equipment, apparatus, subject to the recommendations of the Purchase Committee / Finance Committee, and as per the ceiling prescribed by the Governing Body from time to time.

(j) sanction tour / excursion charges to the students of the University subject to budgetary provisions.

(k) provide for student counseling in the University as prescribed by the UGC.

(l) authorize the officer concerned to dispose of unserviceable articles and materials where the book value in each case does not exceed by an amount that was fixed by the competent authority.

### **3.4 Sanction of Leave:**

(a) The Vice-Chancellor shall have the powers to sanction leave to the Registrar, Principals, Deans, Director, Heads of Departments, and to make alternate arrangements;

(b) grant extra-ordinary leave without pay and allowances to the teaching and non-teaching employees of the University as per the leave rules in vogue.

(c) sanction 'leave reservation' for vacation staff, both teaching and non-teaching, who work during vacation time, in accordance with the prescribed rules.

(d) commute / convert the absence from service into leave or condone unauthorized absence from duty of university employees for sufficient reason.

(e) sanction annual increments to the teaching staff of and above the rank of Assistant Professor, and non-teaching employees of and above the rank of Assistant Registrar on the basis of satisfactory service as certified by the competent authority based on the annual performance appraisal process.

### **4.0 Delegation of Powers:**

The Vice-Chancellor may, in exceptional circumstances, delegate any of his / her duties and powers to a committee or an Officer of the University, with the approval of the Governing Body and without prejudice to the provisions of the Act, Statutes and Ordinances of the University.

## **2.3 Appointment, Powers and Functions of the Registrar**

*In exercise of the powers conferred under Sub-Section (1) (c) of Section 27 read of Chapter V read with Section 17 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Registrar in The Apollo University, Chittoor*

### **1.0 Appointment:**

1.1 The Registrar shall be appointed by the Chancellor of the University on such terms and conditions as are prescribed by the Act and Statute, and from out of a panel of three (3) names recommended for the purpose by the Vice-Chancellor of the University.

1.2 Academicians holding or who held a post not below the rank of Professor in a College / University or in an equivalent position in a reputed research / academic institution, with proven administrative experience, are eligible for appointment as Registrar.

1.3 The person appointed as Registrar should not have completed 62 years of age on the date of his / her appointment.

1.4 The Chancellor is competent to reject the panel submitted by the Vice-Chancellor for reasons to be recorded by him / her, and may call upon the Vice-Chancellor to submit a fresh panel for his / her consideration.

1.5 The Chancellor shall have the authority to appoint the first Registrar of the University for a period of one year or until a regular Registrar is appointed, whichever is earlier.

### **2.0 Term of the Office**

2.1 The Registrar shall hold office for a term of three (3) years from the date of his / her appointment, and is eligible for re-appointment for another term of three (3) years or till he/she completes 62 years of age, whichever is earlier.

2.2 The Registrar may continue in office even after the expiry of his / her term of office until a new Registrar is appointed and joins duty, provided that he / she does not exceed the age limit of 62 years, and the period of such continuation shall not exceed three months.

2.3 When the Registrar is unable to exercise his / her powers, perform his / her functions and discharge his / her duties owing to absence, illness or any other reason or

when the office of Registrar is vacant, it shall be competent for the Vice-Chancellor to appoint a Professor of the University as Registrar (In-charge). The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular Registrar till he / she resumes office, or as the case may be, a new Registrar is appointed in accordance with the provisions of the Act and Statute.

2.4 When the post of Registrar falls vacant, either by the resignation of the incumbent or otherwise, the vacancy: shall be filled ordinarily within three months in accordance with the provisions of the Act and the Statute.

2.5 If at any time upon a recommendation made by the Vice-Chancellor, and after making such inquiry as may be deemed necessary and as the situation warrants, the continuance of the Registrar is found / seen not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Registrar to relinquish his / her office from such date as may be specified in the order,

Provided that the Registrar shall be given an opportunity of being heard in person before taking any action under this Sub-Section, and

Provided further that the Chancellor may, at any time before making such order, place the Registrar under suspension pending enquiry by a committee headed by a serving / retired academician / administrator not below the rank of a professor, and provided also that the said enquiry committee has found the allegations to be true and recommend the dismissal of the Registrar.

2.6 It shall be competent for the Chancellor to accept the resignation of the Registrar.

### **3.0 Supervisory Powers:**

3.1 Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be the Executive Officer of the University.

3.2 The Registrar shall define the powers and functions that are not covered by the Statutes, for the officers and employees of the University working under him / her.

3.3 The Registrar shall take all actions including the preparation of rules and regulations that are required for efficient functioning of the University offices.

3.4 The Registrar is the Member-Secretary of the Governing Body, Board of Management, and Academic Senate, but he / she shall not have the right to vote in the meetings.

#### **4.0 Academic & Administrative Powers:**

The Registrar shall have the power to

4.1 Maintain the general discipline of the offices of the University, and shall have disciplinary control over the employees of the University offices to the extent delegated by the Vice-Chancellor.

4.2 Prepare the agenda notes, with the approval of the Chairperson concerned, for the meetings of the Governing Body, Board of Management, Academic council.

4.3 Permit non-teaching employees of the University to pursue higher study / training without prejudice to the normal duties in the office and subject to the rules in force.

4.4 Forward the applications of teaching and non-teaching employees who are seeking outside employment, as per rules in vogue.

4.5 Forward research proposals submitted by the faculty to various funding agencies.

4.6 Authenticate the transcripts of degree certificates and memoranda of marks.

4.7 Certify the genuineness of the all certificates issued by the University at any point of time, and the syllabi of the programs offered in the University.

4.8 Make transfers of non-teaching staff

4.9 Issue 'No Objection Certificates' to employees (teaching and non-teaching) for obtaining passports, as per approved guidelines.

4.10 Approve the schedule of the meetings of the Board of Studies, Faculties, inspection committees etc., in accordance with the rules.

4.11 Permit teachers to attend Selection Committees / Governing Body meetings of recognized colleges / institutions, and those of statutory regulating bodies of the State and Central Government, however, without prejudice to their teaching work in the departments.

4.12 Process the requests from the employees, teachers and students of the University, for change of name as per the prescribed procedures.

4.13 Sanction leave of all kinds to the non-teaching employees, and make in-charge arrangements.

4.14 Sanction TA/DA to all the employees including teachers who perform journeys on official work of the University.

4.15 Sanction expenditure on bills in respect of notification / advertisement in newspapers subject to the provision made in the budget for the purpose.

4.16 Represent the University in suits or proceedings by or against the University.

4.17 Responsible for administration and services of the University

## **5.0 Duties of The Registrar**

It shall be the duty of the Registrar to

- 5.1 Conduct official correspondence of the University offices.
- 5.2 Properly maintain the records of the University and ensure their safe custody.
- 5.3 Maintain an updated website of the University with all information relating to the academic and administrative activities of the university.
- 5.4 Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions, etc., received from the State and Central Governments and their agencies, to the Vice-Chancellor for appropriate action.
- 5.5 Be the custodian of the common seal and such other properties of the University (movable / immovable) committed to his / her charge by the Governing Body.
- 5.6 Issue notices and convene the meetings of the Governing Body, Board of Management, Academic Council, Standing Committee of the Academic Council, and other Committees of the University, under the instructions of the Vice-Chancellor.
- 5.7 Attend the meetings of the Governing Body, Board of Management, Academic Council, and Standing Committee of the Academic Council in his / her capacity as the Secretary of these bodies.
- 5.8 Prepare and maintain a record of proceedings of the meetings of the Governing Body, Board of Management, Academic Council, Standing Committee of the Academic Senate, in his / her capacity as the Secretary of these bodies.
- 5.9 Sign all the contracts, agreements and memoranda of understanding (MoUs) on behalf of the University under the directions of the Vice-Chancellor / Governing Body.
- 5.10 Maintain a register of all the Registered Graduates of the University in the prescribed form.
- 5.11 Prepare, in consultation with the Chief Finance & Accounts Officer of the university, the financial estimates and annual accounts, ensure the expenditure of the budgeted amounts for the purposes for which they are granted or allotted, and manage the property and investments of the University.
- 5.12 Realize and receive all grants and other amounts of money due to the University from whichever source that may be, and arrange for the issue of receipts.
- 5.13 Record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees, Planning and Monitoring Board, in both electronic and print form.

5.14 Act as the custodian of the Statutes, Ordinances, Regulations and Reports approved by the authorities / bodies / committees of the University and maintain a record of these and make them available to himself and to the respective authorities and officers of the University for action in consonance with them.

5.15 Pursue e-office, publish the citizen charter, manuals, rules and regulations, ordinances and statues, etc., and upload them to the University website as also maintain all these records in electronic form.

5.16 Represent the University in any suit or litigation and provide necessary assistance in the legal cases.

5.17 Perform such other functions as may be prescribed, from time to time, by the Governing Body / Board of Management / Vice-Chancellor.

5.18 The Registrar shall carry out all the legitimate orders of the Vice-Chancellor, and render such assistance as may be required to the Vice-Chancellor in the performance of his / her duties.

5.19 The Registrar shall supply a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings to the Chancellor with the permission of the Vice-Chancellor.

#### **6.0 Delegation of Authority:**

The Registrar may delegate any of his / her powers and duties to any Officer of the University with the approval of the Vice-Chancellor.

## **2.4 Appointment, Powers and Functions of the Chief Finance and Accounts Officer.**

*In exercise of the powers conferred under Sub-Section (1) (c) of Section 27 read of Chapter V read with Section 18 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Chief Finance and Accounts Officer in The Apollo University, Chittoor*

### **1.0 Appointment:**

1.1 The Chief Finance and Accounts Officer (CFAO) shall be a full-time officer of the University, and shall be appointed by the Chancellor.

1.2 The University may identify a suitable person or notify the post of Chief Finance and Accounts Officer (CFAO) in newspapers inviting applications from persons with a minimum of 10 years' experience in financial management and conversant with the university system and / or a research / academic organization. The person to be appointed CFAO should have a distinguished record of competence, integrity, and institutional commitment.

1.3 The applicants for the post of the CFAO should not have completed sixty 58 years of age as on the date of notification.

### **2.0 Age of Superannuation, Probation, Confirmation & Removal:**

2.1 The Chief Finance and Accounts Officer (CFAO) is a regular post with appointment on a permanent basis.

2.2 The retirement age for CFAO is 58 years. However, he / she may continue in office even after retirement until a new CFAO is appointed and has joined duty, provided that the period of such continuation shall not exceed six months.

2.3 The CFAO appointed shall be on probation for a period of one (1) year. The Governing Body shall consider declaring the probation and regularizing / confirmation the services of the CFAO after one (1) year from the date of his / her appointment provided that the Vice-Chancellor recommends it.

2.4 In the event of the Vice-Chancellor reporting, with sufficient evidence, to the Governing Body that the performance of the CFAO has been unsatisfactory during the probation period, the Governing Body may recommend to the Chancellor the termination of service of the CFAO during his / her probation without notice.

2.5 When the CFAO is unable to exercise his / her powers, perform his / her functions and discharge his / her duties owing to absence, illness or any other reason or when the office of CFAO is vacant, it shall be competent for the Vice - Chancellor to appoint an Officer of the University as CFAO (In-charge). The person so appointed shall exercise the powers, perform the functions, and discharge the duties of a regular CFAO till he / she resumes office or as the case may be, a new CFAO is appointed in accordance with the provisions of the Act and Statute.

2.6 When the post of CFAO falls vacant, either by the resignation of the incumbent or otherwise, the vacancy: shall be filled within three (3) months in accordance with the provisions of the Act and the Statute.

2.7 If at any time and upon the recommendation of the Vice-Chancellor, and after making such inquiry as may be deemed necessary and as the situation warrants, the continuance of the CFAO is found / seen not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the CFAO to relinquish his / her office from such date as may be specified in the order, provided that the

(i) CFAO shall be given an opportunity of being heard in person before taking any action under this Sub-Section,

(ii) the Chancellor may, at any time before making such an order, place the CFAO under suspension pending enquiry by a committee headed by a member of the Governing Body, and

(iii) the Enquiry Committee has found the allegations to be true and has recommended the dismissal of the CFAO.

2.8 It shall be competent for the Chancellor to accept the resignation of the CFAO.

### **3.0 Duties of the CFAO:**

Under the general supervision of the Vice-Chancellor, and adhering strictly to the procedures laid down for the purpose by the competent authority of the University, the Chief Finance and Accounts Officer (CFAO) shall perform the following duties. He / She shall

3.1 Be the custodian of all the records / ledger books / documents / data / information relating to the deposits, securities, endowments, grants, cash reserves etc. of the University.

3.2 Implement the resolutions of the Board of Management / Governing Body in administering all the movable and immovable properties including investments of the University to achieve the objects of the University.

3.3 Submit quarterly reports to the Vice-Chancellor / Chancellor on the status of finances in the University.

3.3 Realize and receive all grants or other moneys due to the University from whichever source they may be, and arrange to give receipt of discharge to all payments to the University.

3.4 Obtain reconciliation statements every month from the bank(s) on all the operative accounts of the University, and keep a constant vigil on the income, expenditure, cash flow and balances.

3.5 Review periodically the status of investments vis-à-vis the requirements of the University.

3.6 Exercise general supervision over the funds of the University, maintain the accounts of the University, and advise the authorities concerned on the financial policy.

3.7 Watch the progress of collection of revenue and advise on the methods of collection employed.

3.8 Ensure that the limits fixed by the Governing Body and the Board of Management for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted.

3.9 Be responsible for the preparation of the annual accounts and the budget of the University, and for their presentation to the Finance Committee / Board of Management and Academic Council / Governing Body.

3.10 Get the annual accounts audited and submit to the Governing Body and BoM.

3.11 Be the member secretary to the Finance Committee

3.12 To bring to the notice of the Registrar to call any office of the University and the institutions maintained by the University any information or reports that he / she may consider necessary in the interests of proper financial management, seek explanations for unauthorized expenditure and on financial irregularities, if any, with a view to initiating timely remedial measures and disciplinary action where necessary.

3.13 Adopt standard financial procedures, formats, registers for the maintenance of University accounts and adhere to standards of financial propriety.

3.14 Adopt an approved Financial Management system in all matters relating to fund management, purchase, procurement and lead towards e-finance management.

3.15 Be responsible for

- (i) the proper maintenance and reconciliation of accounts of the University.
- (ii) investing reserve funds at the most competitive interest rates in any nationalized bank(s) in and around the University campus.
- (iii) the preparation of the annual income and expenditure statement of the respective years.
- (iv) observing financial prudence and following transparent accounting procedures, and;

3.16 Monitor the progress of revenue collection and advice on the methods of collection employed.

3.17 Set up an internal audit cell in the University.

3.18 Prepare appropriate status reports and provide timely replies, with the approval of the Finance Committee

3.19 Shall be responsible for all regulatory compliances related to financial transactions.

3.20 Conduct training programs for officers / staff of the University to familiarize them with the finance code and rules.

3.21 Perform such other financial functions as may be assigned by the Board of Management / Governing Body, or as prescribed by the Statutes or the Ordinances of the University.

#### **4.0 Powers of the CFAO:**

Subject to the general control of the Governing Body / Board of Management and the with the approval of Vice Chancellor following the procedures laid down by the University, the Chief Finance and Accounts Officer shall have the powers to:

4.1 Draw on the Banks in which the University maintains its accounts, and make all disbursements on behalf of the University.

4.2 Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision.

4.3 Submit notes relating to financial matters to the Finance Committee and the Board of Management / Governing Body with the approval of the Vice-Chancellor.

4.4 Draw money on sanctioned abstract contingent bills for payment.

4.5 Sanction expenditure out of the budgeted provision in respect of the University office.

4.6 Make payment of sanctioned time-barred claims.

- 4.7 Issue a substitute cheque if the original is lost / missing / damaged, subject to the production of identity / indemnity bond.
- 4.8 Make payment of travel grants to Research Fellows from the budgeted provision.
- 4.9 Make payments for purchases according to rules subject to budget provision.
- 4.10 Call for explanation for any unauthorized expenditure and / or financial irregularities and suggest disciplinary action against person or persons at fault;
- 4.11 Seek information / returns, relating to University finances and necessary for performing his / her duties., from any University office, Centre, laboratory, college or institution;
- 4.12 Perform such other duties, and exercise such other authority, as may be delegated by the Governing Body / Board of Management / Vice-Chancellor for fair and proper conduct of the University financial matters.

## **2.5 Appointment, Duties and Powers of Dean of School**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 19 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Dean of school in The Apollo University, Chittoor*

### **1.0 Appointment of Dean:**

1.1 Dean of a school shall be appointed by the Vice-Chancellor, from amongst faculty of the University who shall not be below the rank of Professor in the School. In case suitable faculty are not available, Vice Chancellor may appoint directly a suitable faculty from outside through advertisement.

1.3 The Dean may receive a special pay over and above his regular salary for the duration of the appointment as prescribed and as amended from time to time.

### **2.0 Tenure of Dean**

2.1 The term of appointment for the Dean shall be initially for a period of one year. It is extendable based on satisfactory performance every year subject to a maximum of three years, provided that he / she continue in service as Professor in the Faculty/School concerned. The term will end automatically if the incumbent attains the age of superannuation.

2.2 If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the Dean is found / seen not in the interests of the University, the Vice-Chancellor may suspend him / her, pending enquiry, or remove him / her from the office of Dean provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.

2.3 The Vice-Chancellor is the competent authority to accept the resignation of the Dean.

### **3.0 Powers and functions of Dean**

- (i) The dean is the chief academic officer of the school
- (ii) He / She shall be responsible
  - a. for the student complete life cycle in the school
  - b. for the academic performance of the school
  - c. for conduct of academic audit for the school periodically

- d. for getting accreditation of all the programs by the concerned agencies
  - e. for getting all the programs approved by the concerned statutory bodies
  - f. for getting admissions to all programs offered under the school
  - g. for overall supervision of the school in conduct of teaching and research
  - h. for strict adherence to the academic calendar
- iii) To update the information on web site related to school
- iv) To make sure all the students adhere to the code of conduct as envisaged in Ordinances
- v) To update the Ordinances as and when required
- vi) To perform such other functions relating to the University as may be prescribed by the Board of Management / Vice-Chancellor for good governance of the University.

## **2.6 Appointment, Duties and Powers of Controller of Examinations**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 19 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Controller of Examinations in The Apollo University, Chittoor*

### **1.0 Appointment and Term of the Controller of Examinations:**

1.1 The Controller of Examinations is the Head of the Examination Branch of the University, and is a full-time Officer of the University reporting directly to the Registrar.

1.2 The Controller of Examinations (CoE) is appointed by the Vice Chancellor on the recommendation of the Vice-Chancellor, and he / she should be a senior teacher in the rank of Professor / Associate Professor in a teaching department of the University.

1.3 The appointment of the CoE shall be initially for a period of one year, which is extendable on yearly basis up to a maximum period of three (3) years, subject to his / her being in the active service of the University and satisfactory performance appraisals of his / her work by the Vice-Chancellor.

1.4 In the temporary absence or pending the appointment of the CoE, the senior-most Additional Controller of Examinations (ACoE) will exercise the powers and perform the duties of the CoE till such time a regular CoE is appointed, provided that such temporary arrangement shall not exceed three (3) months. In the absence of ACoE also, the Registrar shall act as In-charge CoE for a period not exceeding three (3) months.

1.5 In addition to the pay and allowances as Professor / Associate Professor, the CoE shall be paid such additional allowances as prescribed by the Board of Management.

1.6 If, at any time, the functioning of the Controller of Examinations is found controversial; against the values of the examination system, and / or violating any examination rules and regulations, damaging the reputation of the University, the Vice-Chancellor may suspend him /her pending enquiry, and/or remove him/her from the office of the Controller of Examinations provided that the enquiry committee has, after giving him / her a reasonable opportunity to be heard, found the allegations true and recommends his / her removal.

1.7 The Vice-Chancellor is the competent authority to accept the resignation of the Controller of Examinations.

## 2.0 Powers and Duties of CoE:

Subject to the general control of the Vice-Chancellor, the Controller of Examinations (CoE) shall have the required authority to perform the following duties:

2.1 Maintain and operate an exclusive and dynamic website for the Examination branch with a link to the University website,

2.2 Recommend to the University the appointment of Additional Controllers of Examinations (ACoE)', whenever required, assign duties to them, and assess their performance,

2.3 Constitute an Examination Reforms Committee (ERC), and define its functions, with the prior approval of the Vice-Chancellor,

2.4 Formulate policies / procedures / rules / regulations, in consultation with ERC, for administering the Examination branch and for enabling it to perform the following functions:

- (i) Issue of notifications for all the semester examinations in the University,
- (ii) Designing and processing of the applications and the issue of Hall-Tickets,
- (iii) Preparation of question papers and printing,
- (iv) Conduct of examinations, off-line and on-line,
- (v) Preparing the list of paper setters / examiners, both for theory and practical examinations,
- (vi) Evaluation of answer scripts, both physical and online,
- (vii) Processing and declaration of results,
- (viii) Issue of memorandum of marks, provisional certificates, migration certificates,
- (ix) Issue of authenticated duplicate copies of original diploma and degree certificates lost by the candidates, etc.,
- (x) Storing and preserving confidential data relating to examinations in print and electronic forms,
- (xi) Fixing the fee for various services rendered by and at the Examination branch, and the rates of remuneration for examination related works,

2.5 Prepare an 'Examination Manual, for use by the officers and staff working in the branch, containing sequential and detailed procedures for pre and post examination matters like paper setting, moderation of Question paper ,printing of question papers, conduct of theory and practical examination, duties of the chief superintendent, invigilators, observers, coding of answer scripts, valuation, moderation and award of grace marks, tabulation of marks and declaration of results, and award of certificates.

2.6 Updating the examination related information on website

2.7 Frame guidelines in consultation with the ERC for the conduct of internal assessment / mid-term examinations by the faculty in the teaching departments, and

sending the marks / grades / credits to the examination branch in an approved format and before the time-line prescribed,

2.8 Formulate the policy for counting the credits earned by the students for courses from on-line platforms like MOOCS, etc.

2.9 Automation of the examination process

2.10 Digitalize the consolidated tabulation registers showing the history of marks / grades of all the semesters and the division / cumulative grade point average of every student, and archive them in safe place and custody,

2.11 Arrange for restricted entry and such security arrangements including electronic surveillance to safeguard confidentiality in the working of examination branch,

2.12 Organize counseling sessions to the employees of the Examination branch to instill a sense of ethical and responsive behavior among the employees of the examination branch,

2.13 Correspond with the authorities concerned in the University like Dean, Principal, Chairman - Boards of Studies, Heads of the Departments and others on any matter relating to examinations,

2.14 Identify and allot Centers in the University for conducting theory examinations,

2.15 Issue hall-tickets to all the eligible candidates who applied in response to the notification for the examination,

2.16 Appoint the required number of Chief Superintendents, Invigilators, Observers, Scribes, Paper setters, Examiners, Tabulators, Data Entry operators, Programmers etc., to help in the smooth conduct of examinations,

2.17 Open Bank Account(s) exclusively for the examination branch in Nationalized Banks only and operate the accounts,

2.18 Digitalize, to the extent required and possible, all payments and receipts and other financial transactions relating to examination branch,

2.19 Call for quotations; process them subject to the limits prescribed and the procedure approved by the Vice Chancellor

2.20 Make payments for purchases and services meant for the examination branch, subject to the rules as laid down by the University and the procedures prescribed by the ERC,

2.21 Maintain proper accounts of receipts and expenditure of the examination branch, and cause annual audit of the accounts,

2.22 Reconcile the receipts and payments of the examination branch with the bank statements obtained every month, and settle any discrepancy with the bank immediately,

2.23 Initiate measures for repairs and annual maintenance of computers and other equipment in the examination branch,

2.24 Sanction leave to the staff working under him as per rules, countersign TA and other bills of the staff working in the examination branch,

2.25 Perform such other functions relating to the University examinations as may be prescribed by the Board of Management / Vice-Chancellor for good governance of the examination branch.

3.0 The Controller of Examinations (CoE) may, with the prior approval of the Vice-Chancellor, delegate in writing any of his powers to Additional Controller of Examination and any other statutory authority / officer of the University.

## **2.7: Appointment, Duties and Powers of Director, Internal Quality Assurance Cell**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 20 (d) of Chapter IV of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the constitution and functions of the Internal Quality Assurance Cell (IQAC), & appointment, duties and powers of Director, IQAC in The Apollo University, Chittoor*

### **1.0 The Internal Quality Assurance Cell (IQAC):**

1.1 The Vice Chancellor shall constitute an Internal Quality Assurance Cell (IQAC) for the University to

- (a) develop a continuous quality sustenance, enhancement, and monitoring processes and system for dynamic programmed action to improve the academic and administrative performance of the University, and
- (b) channelize and systematize measures for the internalization of quality culture and institutionalization of best practices and benchmarking of identified best practices.
- (c) Responsible for standardization and accreditation process.

### **2.0 Composition of the Directorate of IQAC:**

2.1 The members of IQAC are:

There shall be an advisory committee for the Directorate of IQAC. The composition of which shall be as follows:

- a) The Vice-Chancellor..... Chair Person
- b) All Deans of the Schools
- c) Two Senior Faculty nominated by Vice Chancellor
- d) One member of BoM to be nominated by VC
- e) Controller of Exams
- f) Registrar
- g) Two (2) external experts
- h) Director, IQAC

2.2 The term of the nominated members shall be two (2) years, and is extendable by another term.

2.3 A faculty will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor for reasons to be recorded. Any person appointed against a

vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of the IQAC only for the residuary period for which the person whose place he / she has filled would have been a member.

### **3.0 Director, IQAC**

3.1 The Director of Internal Quality Assurance Cell shall be appointed by the Vice Chancellor from among the senior Professors of the University.

3.2 The term of appointment for the Director shall be initially for a period of one year. It is extendable every year subject to a maximum of three years.

3.3 The Director is the chief coordinator of all IQAC matters in the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise such powers and duties required for achieving the objectives of the IQAC.

3.4 When the office of the Director falls vacant, or when he / she is unable to attend office due to any reason, the duties of the Director shall be performed by a teacher member designated by the Vice-Chancellor for the purpose until permanent arrangements are made.

3.5 In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowance as may be prescribed by the Vice Chancellor

### **4.0 Meetings:**

4.1 The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be half of the total members.

4.2 The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

### **5.0 Functions of the Directorate of IQAC**

The IQAC shall

5.1 Encourage self-evaluation, accountability, autonomy and innovations in the institution and develop and apply quality parameters for the various academic and administrative activities of the University.

5.2 Institutionalize the culture of the development of learner outcomes based curricular structures in every Department with appropriate skill development components that meet the NSQF requirements and Add-on components as value additions.

5.3 Monitor the quality of initiatives like ICT based of teaching and learning / online curricular transactions and optimize the use of the digital interface in academic, administrative and financial functioning.

5.4 Keep track of all the R&D activities in research promotion, skill development, entrepreneurship development, collaborations, co-creation of programs, internships, placements, innovation hubs, and start-ups mentored.

5.5 Disseminate information on the various quality parameters of higher education and develop quality culture in the institution and undertake quality-related research studies, consultancy, and training programs for the promotion of quality circles.

5.6 Document the various programs / activities of the University, leading to quality improvement.

5.7 Arrange feedback responses from students, parents and other stakeholders on quality-related institutional processes.

5.8. Institutionalize best practices defining them in terms of the Approach-Deployment-Results-Improvement (ADRI) cycle in every sphere of University activity by adhering to quality benchmarking criteria stipulated by the National and International Audit and Accreditation processes

5.9 Develop and maintain Institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.

5.10 Prepare the Annual Quality Assurance Report (AQAR) of the University in the prescribed format of the relevant quality assurance bodies such as NAAC, NBA, etc.

5.11 Develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR.

5.12 Prepare Annual Reports

5.13 Responsible for getting the accreditations like NAAC, NBA, etc

5.14 Responsible for getting the ranking of various agencies such as TIME, NIRF, QS etc

5.15 Preparation of applications for new schools/ new programs for the submission to the regulatory bodies.

5.14 Preparation of reports needed to be submitted to the State Government/ APSCHE

## **2.8: Appointment, Duties and Powers of Director – Academic Affairs**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 19 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Director – Academics Affairs in The Apollo University, Chittoor*

### **1.0 Appointment and Tenure of Director:**

1.1 Director of Academic Affairs shall be appointed by the Vice-Chancellor, from amongst teachers of the University who shall not be below the rank of Professor in the Faculty / School

1.2 In the absence of a Professor in the Faculty / School concerned, for whatever reason, a senior teacher of the rank of Associate Professor may be appointed as Director (In-charge).

1.3 The Director may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the—and as amended from time to time.

### **2.0 Tenure of Director**

2.1 The term of appointment for the Director shall be initially for a period of one year. It is extendable based on satisfactory performance every year subject to a maximum of three years, provided that he / she continue in service as Professor in the Faculty/School concerned. The term will end automatically if the incumbent attains the age of superannuation.

2.2 A person appointed Director (In-charge) shall hold office for a term of three (3) years or till such time as a Professor is appointed as Director, whichever is earlier. The term of office of a Director (In-charge) will end on his / her ceasing to be an Associate Professor in the faculty concerned superannuation.

2.3 If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the Director is found / seen not in the interests of the University, the Vice-Chancellor may suspend him / her, pending enquiry, or remove him / her from the office of Director provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.

2.4 The Vice-Chancellor is the competent authority to accept the resignation of the Dean.

### **3.0 Roles and Responsibilities of Director Academics Affairs**

3.1 The Director shall assist the Vice-Chancellor in managing the Academic affairs of the University

3.2 The Director shall report directly to the Registrar and perform the following functions, namely:

(a) To work closely with Vice-Chancellor, Registrar and other Directors (Evaluation, IQAC and Students Affairs) in preparing the Guidelines for MoUs, Guidelines for Under-Graduate, Post-Graduate and PhD, National and International Collaborations, and Industry – Institute Interactions;

(b) To prepare University Academic Calendar;

(c) To prepare the agenda, schedule and minutes of Academic Council meetings (d) To draft and update the academic regulations

(e) To prepare the guidelines for inter-discipline and joint degree academic programs

(j) To co-ordinate with the Heads of the Departments in Conduction of BoS meetings, Approval of the Syllabi, Conduction of PhD viva-voce,

### **2.9: Appointment, Duties and Powers of Director –Students Affairs**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 19 of Chapter III of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Appointment, Powers and Functions of the Director – Students Affairs in The Apollo University, Chittoor*

#### **1.0 Appointment and Tenure of Director:**

1.1 Director of Students Affairs shall be appointed by the Vice-Chancellor, from amongst faculty of the University who shall not be below the rank of Professor in the Faculty / School, on the recommendations of the Board of Management.

1.2 In the absence of a Professor, or for whatever reason, a senior teacher of the rank of Associate Professor may be appointed as Director (In-charge).

1.3 The Director may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.

## **2.0 Tenure of Director**

2.1 The term of appointment for the Director shall be initially for a period of one year. It is extendable based on satisfactory performance every year subject to a maximum of three years, provided that he / she continue in service as Professor in the Faculty/ School concerned. The term will end automatically if the incumbent attains the age of superannuation.

2.2 A person appointed Director (In-charge) shall hold office for a term of three (3) years or till such time as a Professor is appointed as Director whichever is earlier. The term of office of a Director (In-charge) will end on his / her ceasing to be an Associate Professor in the faculty concerned superannuation.

2.3 If at any time after making such preliminary inquiry as may be deemed necessary and as the situation warrants, the continuance of the Director is found / seen not in the interests of the University, the Vice-Chancellor may suspend him / her, pending enquiry, or remove him / her from the office of Director provided that the Enquiry Committee has, after giving him / her reasonable opportunity to be heard, found the allegations true and recommends his / her removal.

2.4 The Vice-Chancellor is the competent authority to accept the resignation of the Director.

## **3.0 Roles and Responsibilities of Director – Students Affairs**

- I.To be responsible for the student complete life cycle in the school / university campus.
- II.To assist in the admissions decision-making process as student applications are evaluated and accepted or denied.
- III.To provide students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures.
- IV.Responsible in campus discipline of the students and coordinate the same with the hostel wardens
- V.To coordinate with the Chairpersons of the Proctorial Committee to prevent ragging
- VI.Encourage healthy living and lively positive relationships among students and the campus community
- VII.Plan and organize various extra-curricular activities
- VIII.Build relationships with Alumni through seminars, annual meets, etc.

- IX. Training, Internship programs through the University Alumni connect and corporate sources.
- X. Involving alumni to contribute in academic activities like mentorship and other academic and professional engagements, research and industry exposure to students.
- XI. Engaging alumni in development/advancement of The Apollo University through collective collaboration and contribution.
- XII. Connecting with alumni to enhance the image of the University and furthering its outreach.
- XIII. Constant and consistent effort to engage with the alumni through various Institute academic programs.
- XIV. To create and oversee various plans to reach-out to entire alumni base through an effective leadership in realizing our vision and mission.
- XV. To make arrangements for observation of important days directed by statutory bodies and send report to them
- XVI. To update the information on web site related to student life
- XVII. To make sure all the students adhere to the code of conduct as envisaged in Ordinances
- XVIII. To update the Ordinances

**XIX. CHAPTER: 3**  
**AUTHORITIES OF THE UNIVERSITY**

The following shall be the Authorities of the University:

- 3.1) Governing Body
- 3.2) Board of Management
- 3.3) Executive Committee
- 3.4) Academic Council
- 3.5) Board of Studies

### **3.1 GOVERNING BODY**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 21 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the Constitution, Powers, and Functions of the Officers and Authorities of The Apollo University, Chittoor:*

#### **1.0 Constitution of the Governing Body:**

The Governing Body of the University shall consist of at least seven members, including the Chancellor, the Vice-Chancellor, and the members to be nominated by the sponsoring body who shall be eminent people of standing.

The composition of the Governing Body shall be as follows.

The Governing Body shall consist of the following members namely: (As per the Andhra Pradesh Private Universities Act, 2016)

1. The Chancellor – Chairperson
2. The Vice-Chancellor
3. Persons nominated by the Sponsoring Body, out of which two shall be eminent educationists/eminent people of standing

The Chancellor is the Chairperson of the Governing Body, and the Registrar is the Member-Secretary without voting right.

#### **2.0 Term of office:**

The term of nominated members of the Board shall be a minimum of three and a maximum of five years—from the date of nomination, provided that each nominated member is eligible to hold the position for additional 2 terms not more than 9 years.

A Governing Body member may resign his membership by informing the Chairperson in writing but shall continue as a member till his / her resignation is accepted.

#### **3.0 Meetings and Quorum:**

The Governing Body shall meet at least four times in a financial year with one meeting in each quarter.

A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body.

In the absence of the Chancellor, the Vice-Chancellor shall preside the Governing Body meeting, and shall immediately report the deliberations to the Chancellor in the form of minutes. The Chancellor alone is competent to issue instructions for executive orders on the decisions of the Governing Body.

#### **4.0 Powers and Functions:**

The Governing Body has the following powers and functions in addition to those mentioned in Section 21 (4) of Andhra Pradesh Private University Act, 2016:

4.1 to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by, the act, statues and ordinances.

4.2 to approve the statutes of the university recommended by BoM

4.3 to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the act, statues and ordinances.

4.4 to approve the budget and annual report of the University;

4.5 to lay down the extensive policies to be followed by the University;

4.6 to recommend to the sponsoring body about the voluntary liquidation of the University; and

4.7 to invest monies and funds of the University in pursuit of the Vision, Goals and Objectives of the University

4.8 to create or abolish the posts of the teachers, officers and employees

4.9 to create or close schools, departments, research centers, directorates and any other entity/ establishment in pursuit of the Vision, Goals and Objectives of the University

4.10 to fix the pay bands and other emoluments for the employees

4.11 to approve the list of recipients of honorary doctorates

4.12 to vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with the appropriate governance mechanism;

4.13 to exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Act, the subsequent Statutes or the ordinances for achieving the Vision, Goals and Objects of the University.

## **5.0 Procedure to Conduct the Meetings of Governing Body**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 21 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the on the Procedure to Conduct the Meetings of Governing Body of The Apollo University, Chittoor.*

### **1.0 Meetings of the Governing Body (GB):**

1.1 The Governing Body (GB) of the University shall meet at least once every three (3) months. The Board may also meet more often on matters of urgency and as the situation demands. These urgent meetings could be under video-conference mode as well and considered as official, provided that the minutes have been circulated to all the members.

1.2 A minimum of 15 days' notice shall be given to the members for a GB meeting. The Chancellor may, however, summon a meeting at short notice in special circumstances and for valid reason.

1.3 The Chancellor is the Chairperson of the GB, and shall preside over the GB meetings. If the Chancellor is absent, the Vice-Chancellor of the University who is also a member of GB shall preside over the meeting.

1.4 All resolutions of the meeting(s) presided over by the Vice-Chancellor shall subsequently be reported to the Chancellor. No action on any of these resolutions will be initiated until the Chancellor approves them and issue specific directions.

### **2.0 The Agenda for the Meetings:**

2.1 All matters of the University that come under the purview of the GB, and are meant for discussion in the meeting, shall be in the form of a written Agenda. However, the Chancellor may, in case of urgency, circulate an Agenda item to the members for their consideration and approval. The same shall be reported in the immediate next GB meeting.

2.2 The Registrar of the University, who is the Member-Secretary of the GB, shall prepare the Agenda for the meeting in consultation with, and with the approval of the Chancellor. The Registrar shall arrange to send the Agenda to all the members at least three days (3) days in advance of the meeting date.

### **3.0 Quorum for meeting and Voting:**

3.1 A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body.

3.2 If there is no quorum for a meeting, the Chancellor / Vice-Chancellor, whoever is presiding the meeting, shall adjourn the meeting. The adjourned meeting shall be convened with quorum and same agenda on a date and time chosen by the Chancellor.

3.3 In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Chancellor will exercise his / her casting vote as the Chairperson of the GB.

3.4 If voting is conducted for resolving an Agenda item, it is obligatory that the stipulated quorum as at (3.1) above is present in the meeting at the time of the voting.

### **4.0 Minutes of the GB Meeting:**

4.1 The Registrar shall draft the minutes of the meeting in consultation with the Chancellor or the Vice-Chancellor whosoever has presided over the meeting.

## **3.2 BOARD OF MANAGEMENT**

### **Constitution, Powers and Functions of the Board of Management (BoM)**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 22 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the Constitution, Powers, and Functions of the Board of Management of The Apollo University, Chittoor.*

#### **1.0 Constitution of the Board of Management (BoM):**

1.1 The Board of Management (BoM) shall consist of the following members in accordance with the provisions of Section 22 (1) of AP Private University Act.

1.2 The Board of Management shall consist of a minimum of 8 and a maximum of 12 members, including the following persons,

- (a) the Vice Chancellor;
- (b) up to one-fourth members of the Board of Management to be nominated by the Sponsoring body;
- (c) eminent persons from the fields of Health Sciences, Management, Finance, Science & Technology or Public Administration, who are not the members of the Governing Body, to be nominated by the Sponsoring body;
- (d) persons from amongst the Heads of Departments of the University, to be nominated by the Sponsoring body.

Provided that it shall be the duty of the sponsoring body, to maintain the gender parity in nominating women members in any case not less than one fourth and not more than one half of total members in the composition of the Board.

1.3 The Vice Chancellor shall be the Chairperson of the Board of Management:

Provided that in the absence of the Vice-Chancellor, the Chancellor may, at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management. The Registrar is the Member-Secretary of BoM without a right to vote.

## **2.0 Term of Office:**

2.1 The term of office is three (3) years for any member of BoM, and is extendable by another term of 3 years or less, provided that the (a) total number of years as a member does not exceed 6 years.

2.2 An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member

2.3 A Member of the BoM may resign from the office by informing the Chairperson in writing, but shall continue in office until the resignation is accepted.

2.4 Any vacancy in the BoM caused due to death, resignation, or any other reason other than retirement, shall be filled from the relevant category with immediate effect.

## **3.0 Meetings and the Quorum:**

3.1 The Board of Management shall meet at least once in every two months.

3.2 A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management.

## **4.0 Powers and Functions:**

Subject to such Statutes / Ordinances / Regulations as may be prescribed in this behalf, the Board of Management shall have the power to;

### **4.1 Governance**

A. To approve the Ordinances and Regulations of the University.

B. To recommend to the Governing Body to delegate any of its powers to any committee or sub-committee, the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officers or any other officer of the University.

C. To decide the logo and a common seal for the University and use of such seal with the approval of Sponsoring Body

D. To approve land and infrastructure requirements including buildings, furniture, fittings, equipment and other facilities for achieving the goals and objectives of the University.

E. To recommend transfer or acceptance of transfer of any immovable or moveable property on behalf of the University to the Governing Body.

F. To examine and accord final approval of building plans and award building contracts or authorize construction.

G. To Recommend to the Governing Body for its consideration on the conferment of honorary degrees and other academic distinctions

- H. To submit the statutes of the University to the State Government.
- I. To accord requisite accreditations from the respective accrediting agencies from time to time as may be deemed.
- J. To accord approvals from the regulatory bodies.

#### **4.2 Academics**

- A. To Promote the use of ICT and learning sciences, foster creativity, originality, spirit of innovation, entrepreneurship, and skill-based approaches to teaching, learning and research.
- B. To confer degrees and other academic distinctions
- C. To approve the tuition fee and other fee for various programs as recommended by fee fixation committee.
- D. To institute fellowships, scholarships, endowments, etc.
- E. To approve collaborations/exchange programs with renowned national/international organizations / universities to foster the goals and objectives of the University.

#### **4.3 Man-Power**

- A. To approve the positions of Professors, Associate Professors, Assistant Professors, other teachers and academic staff based on the need and vacancies as recommended by Academic Council.
- B. To appoint Professors, Associate Professors, Assistant Professors and other teaching positions based on the recommendations of the Selection Committee.
- C. To recommend the pay structure, other emoluments, terms and conditions for Professors, Associate Professors, Assistant Professors, other teachers employed by the University
- D. To approve and specify the manner of appointment of temporary / adhoc/ tenure /contract.
- E. To make provision for the appointment of visiting Professors, Emeritus Professors, adjunct professors and other distinguished Professionals and to propose the terms and conditions of such appointments.
- F. To approve the recommendations pertaining to salary increments and promotions based on an Institutional Performance Appraisal Process for faculty and other employees.

- G. To approve the leave rules pertaining to the employees of the University
- H. To Redress, adjudicate upon any grievances of the employees and students of the University
- I. To recommend the creation or closure of any school/ Department/ Centre to the Governing Body for its consideration and approval
- J. To recommend creation or abolition of the posts of the teachers, non-teaching staff and officers
- K. To oversee enforcement of discipline amongst the employees in accordance with the Statute, Ordinances and Regulations.
- L. To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved, though proper channel.
- M. To approve recommendations (censure, suspension and dismissal) of the disciplinary committee with reference to misconducts committed by the employees

#### **4.4 Finance**

- A. To examine and place the annual report and audited accounts before the Governing Body for its consideration and approval
- B. To examine and place the budget estimates prepared by finance committee before the Governing Body for its consideration and approval
- C. To manage and regulate the finances accounts, investments, property of the University and other affairs of the University and to appoint such agents as may be considered fit in consultation with the Finance Committee.
- D. To fix the remuneration, traveling and other allowances payable to the experts, examiners and invigilators, and in consultation with the Finance Committee.
- E. To oversee the management of general and endowment funds as prescribed in the Act in consultation with the Finance Committee.
- F. To refer all matters of policy and financial decisions to the Governing Body and ensure that the minutes are regularly presented in the meetings of the Governing Body for perusal and approval.
- G. To establish and ensure a robust internal audit and statutory audit process in place.

## **5.0 Tenure**

- A. The term of nominated members of the Board of Management shall be of three years from the date of nomination, provided that each nominated member is eligible to hold the position for an additional term not more than 3 years.
- B. Chairperson shall continue so long as he holds the office by virtue of which he / she is such a member.
- C. A member may resign his / her office by informing in writing to the Chairperson, but he / she shall continue in office until his resignation has been accepted by the Governing Body.

## **6.0 Procedure to Conduct the Meetings of Board of Management**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 22 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the Procedure to Conduct the Meetings of Board of Management of The Apollo University, Chittoor.*

### **Meetings of the Board of Management (BoM):**

- A. The Board of Management (BoM) shall meet at least once every two months. The Board may also meet more often on matters of urgency and as the situation demands. These urgent meetings could be under video-conference mode as well and considered as official, provided that the minutes have been circulated to all the members.
- B. A minimum of 15 days notice shall be given to the members for a BoM meeting. The Vice-Chancellor may, however, summon a meeting at short notice in special circumstances and for valid reason.
- C. A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management and the meeting specifying the agenda and its purpose by a written and signed request.
- D. The Vice-Chancellor is the Chairperson of the BoM, and shall preside over the BoM meetings. If the Vice-Chancellor is absent for a meeting for a valid reason, the members present at the meeting shall nominate one among themselves to preside over the meeting. The member so chosen shall not permit discussion on any item outside the circulated Agenda of that meeting.
- E. All decisions taken in the meetings presided over by a member other than the Vice-

Chancellor shall subsequently be reported to the Vice-Chancellor, and further action, including re-consideration, of any item shall be initiated on the specific directions of the Vice-Chancellor.

**The Agenda for the Meetings:**

All academic, administrative, and financial matters of the University that come under the purview of the BoM and are scheduled for discussion in the meeting shall be in the form of a written Agenda. However, the Vice-Chancellor may, in case of urgency and without waiting for a formal meeting, circulate an Agenda item to the members for their consideration and approval. The same shall be reported in the immediate next meeting of the BoM.

The Registrar of the University, who is the Member-Secretary of the BoM, shall prepare the Agenda for a meeting in consultation with, and with the approval of the Vice-Chancellor. The Registrar shall arrange to send the Agenda to all the members at least three days (3) days in advance of the meeting date.

**Quorum for meeting and Voting:**

- A. A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management
- B. If there is no quorum for a meeting, the Vice-Chancellor or the member presiding shall adjourn the meeting. The adjourned meeting shall be convened with quorum and the same agenda on a date and time chosen by the Vice-Chancellor.
- C. In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor will exercise the casting vote as the Chairperson of the BoM.
- D. If voting is conducted for resolving an Agenda item, it is obligatory that the stipulated quorum as above is present in the meeting at the time of voting,
- E. If a member of the BoM desires to record a dissent note on any decision in the meeting, he / she may do so in a separate confidential register by mentioning the reasons for the dissent.

- F. The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge of or practical experience in a subject under consideration, to the BoM meeting for the purpose of consultation. Such a person may participate in the meeting when the particular Agenda item is discussed, but is not entitled to participate in the voting, if any.
  
- G. The decision taken once on any item of the agenda shall not be re-opened in the same meeting without the permission of the Vice-Chancellor / Member presiding.

**Minutes of the BoM meeting:**

The Registrar shall draft the minutes of the meeting in consultation with the Vice-Chancellor or the member who presided over the meeting.

### **3.3 EXECUTIVE COMMITTEE**

#### **1.0 Executive Committee (EC)**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 20 (d) of Chapter IV of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Executive Committee in The Apollo University, Chittoor.*

Basically, the Executive Committee will assist the Vice Chancellor in realizing the goals and objectives of the University and shall function under the direct supervision of Vice Chancellor

#### **2.0 Constitution of the EC:**

##### **2.1 Composition of the Executive Committee:**

The EC shall consist of

- (i) Vice Chancellor - Chairperson
- (ii) All the Deans of the Schools of TAU, Chittoor
- (iii) Chief Financing and Accounts Officer
- (iv) Chief Operating Officer
- (v) Controller of Exams
- vi) Director, IQAC
- vii) Registrar - Convener

##### **3.0 Term of Membership:**

- (i) All are ex-officio members and term shall be of three years.
- (ii) Where a person has become a member of the Executive Committee by virtue of the office or appointment, he / she holds, his / her membership of the committee shall terminate as and when he / she ceases to hold that office or appointment
- (iii) The member(s) of the Executive committee may resign from the committee by submitting duly signed letter addressed to the Chairman of the Executive committee and such resignation shall take effect as soon as it has been accepted by the Chairman of the Executive Committee

##### **4.0 Powers and Functions of the Executive Committee:**

The Executive Committee has been delegated the following powers and functions:

- a) To assist in appointments of the teaching and non-teaching staff, as may be necessary;
- b) To assist appoint from time to time, such number of other officers, employees and on such terms and conditions as it may deem fit for carrying out the management and affairs of the University;
- c) To help in creation of administrative and other necessary posts and to determine the emoluments, positions, specify minimum qualifications, as may be applicable,
- d) To assist on discipline matters of the employees of the University;
- e) To assist on co-operate and co-opt with the educational institutions and authorities in India and abroad;
- f) To help in creation of fellowships and scholarships or other assistance on such terms and conditions, as it may prescribe, to such person(s) as it may select to carry out research investigation or study;
- g) To propose regulations for consideration and adoptions of the Board of Management of the University;
- h) To advise on grant, in accordance with the regulations, extraordinary leave to any employee(s) of the University and to make necessary arrangements for the discharge of the functions of such employee(s) during his / her absence;
- i) To assist in Promotion and Regularization of faculty members through Faculty Selection Committee
- j) To assist in undertaking Agreements / MoUs by the University;
- k) To exercise such other powers and to perform such other duties as may be entrusted by the Vice Chancellor.

#### **5.0 Meeting of the Executive Committee:**

1. The Executive Committee shall meet at least once in a quarter or as per the need, as decided by the Vice Chancellor. Not less than 15 days notice shall be given for such meeting.
2. Minutes along with report over the decisions taken in the Meeting of Executive Committee shall be placed before the Board of Management of The Apollo University, Chittoor, for consideration and approval.

### **3.4 ACADEMIC COUNCIL**

#### **Constitution, Powers and Functions of the Academic Council**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 23 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the Constitution, Powers and Functions of the Academic Council of The Apollo University, Chittoor.*

## **1.0 Constitution of the Academic Council:**

1.1 The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes, the Ordinances and the rules made thereunder, co-ordinate and exercise general supervision over the academic policies of the University. The Academic Council for the University will be constituted by the Board of Management the Academic Council shall consist of the following persons, namely:

- (i) The Vice-Chancellor – Chairperson
- (ii) The Pro-Vice-Chancellor
- (vi) The Controller of Examinations
- vii) Deans of Schools
- (viii) Two Heads of Departments nominated by the Vice-Chancellor
- (ix) Two experts to be nominated by the Vice Chancellor from amongst scientists, educationists, technocrats, Industries
- x) Four Student Representatives form Final year of study
- xi) The Registrar – Member Secretary

1.2. The Vice-Chancellor is the Chairman of the Academic Council, and the Registrar is the Member-Secretary. The Registrar shall be the Member-Secretary of the Academic Council but shall not have a right to vote.

1.3. The Vice-Chancellor shall preside at the meetings of the Academic Council and in his absence by any other member of the Academic Council nominated by it.

1.4. The Vice-Chancellor may, for the purpose of consultation, invite any HoD / Chairman, BoS / Officer of the University or any subject expert with the desired experience in the subject under consideration, to attend the whole or part of an Academic Council meeting. Such person(s) come under 'Special Invitee' category, and may participate in the discussions and offer advice, but they are not eligible to vote.

## **2.0 Term of Office:**

2.1. The term of nominated members of the Academic council shall be of three years from the date of nomination: Provided that each nominated member is eligible to hold the position for additional term not more than 3 years.

2.2. The Chairman and other officio members shall continue so long as he holds the office by virtue of which he is such a member.

2.3. A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Board of Management.

## **3.0 Meetings and Quorum:**

3.1 The Academic Council shall meet at least four times in a financial year with one meeting in each quarter.

3.2. A minimum of one-half of the members shall form a quorum for a meeting of the Academic Council.

## **4.0 Powers and Functions:**

4.1 To exercise the control over the academic policies of the University and provide leadership for maintaining the standards and for improved quality of education, evaluation and research in the University.

4.2 To Consider the recommendations of the respective Boards of Studies with regard to academic regulations and the schemes of instruction of different programs.

4.3 To make recommendations to the Board of Management regarding addition or closure of the Schools / Centers / Department / Programs of the University.

4.4 To make recommendations to the Board of Management regarding creation of teaching and other academic posts.

4.5. Make regulations regarding the admission of students to the University

4.6 To review the academic and research affairs of the University and to make recommendations to the Board of Management for any improvement

4.7 To prepare Ordinances compatible with norms prescribed by the regulatory authorities on programs, examinations, eligibility, fee structure, etc and submit the same to the Board of Management for approval.

4.12 To Make ordinances/ regulations / recommendations on curricular innovations, skill development initiatives, internships, collaborations and twinning programs, etc and submit the same to the Board of Management for approval.

4.13 To make recommendations to the Board of Management on the award of degrees, diplomas and certificates;

4.14 To make recommendations to the Board of Management on the conferment of Honorary Degrees or Academic Distinctions;

4.15 to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances or as may be delegated by the Governing Body and/or Board of Management.

## **5.0 Procedure for Conducting Academic Council Meetings**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) and Sub-Section (2) of Section 27 of Chapter V read with Section 23 of Chapter IV of Andhra Pradesh Private Universities (Establishment and Regulation) Act 3 of 2016, the Governing Body hereby makes the First Statute on the procedure for conducting academic council meetings of The Apollo University, Chittoor.*

### **Meetings of the Academic Council (AC):**

- a. The Academic Council shall meet at least four times in an academic year with one meeting in each quarter. The Academic Council may also meet more often and these meetings, if necessary, may be in the video conference mode.
- b. The date, time, and venue for the meeting of the Academic Council shall be decided by the Vice-Chancellor.
- c. The Registrar, who is the Member-Secretary of Academic Council shall, under the direction of the Vice-Chancellor, give not less than two weeks' notice to an ordinary meeting. If it is not possible to conduct the notified meeting for any valid reason, the Vice-Chancellor is competent to postpone the date fixed for an ordinary meeting by a period not more than fourteen days.
- d. The Vice-Chancellor is the Chairperson of the Academic Council, and shall preside over all its meetings.

### **The Agenda for the Meetings:**

All academic matters of the University that come under the purview of the AC and meant for discussion in the meeting shall be in the form of a written Agenda. Ordinarily, no item outside the approved Agenda shall be considered at the AC meeting. However, the Board of Management, or the Vice-Chancellor may bring any business, which in its or his / her opinion is urgent, before any ordinary meeting at shorter notice or as 'Tabled Agenda' without placing the same on the agenda paper.

Not less than seven (7) days before the date of an ordinary meeting, the Registrar shall, under the direction of the Vice-Chancellor, send by post / e-mail to every member a preliminary agenda paper specifying the date, time and the place of the meeting and the business to be brought before the meeting.

**Motions without Notice:**

At any meeting, the Chairperson may, without any formal motion made, permit the correction of clerical or typographical mistakes in the reports or statements or other business placed before the meeting.

At any meeting of the Academic Council, motions of a complimentary character may without previous notice, be moved from the Chair or by any member with the permission of the Chair.

At any meeting of the Academic Council, the following motion may be moved without previous notice:

- I. for the appointment of a committee to consider and report on any matter before the Academic Council at the time
- II. referring any matter before the Academic Council to the Board of Management or to any other University Authority for its views or recommendations and report
- III. for the adjournment of the meeting or debate on any agenda item to a specified time
- IV. for the adjournment of the debate on any agenda item to the next meeting of the Academic Council
- V. that the meeting be dissolved
- VI. that the meeting do now pass on to the next business on the agenda paper
- VII. a resolution relating to business not included in the agenda but brought forward either by the Board of Management or by the Vice-Chancellor.

Save as otherwise provided in the above clauses, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

**Quorum for meeting and Voting:**

- a. A minimum of one-half of the members shall form a quorum for a the Academic Council.
- b. If the quorum is not present within thirty minutes from the notified time of the commencement of the meeting, the meeting shall be adjourned to a later hour in the day. The Registrar shall make a record of this fact, which will be endorsed by the Chairperson and adjourn the meeting to a later date to be notified.
- c. During the progress of the meeting, if a member raises any doubt about lack of quorum, the Chairperson shall within a reasonable time take a head count and if it is found that the requisite quorum is not there, he / she shall declare the meeting as dissolved. This act of dissolution shall be recorded by the Registrar and endorsed by the Chairperson.
- d. If a meeting is adjourned for want of quorum, it shall be convened with quorum and the same agenda on a date and time chosen by the Vice-Chancellor.
- e. Non- receipt of notice, agenda, and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.
- f. In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor will exercise the casting vote as the Chairperson of the AC.
- g. If a member of the AC desires to record a dissent note on any decision in the meeting, he / she may do so in a separate confidential register by mentioning the reasons for the dissent.
- h. The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge of or practical experience in a subject under consideration, to the AC meeting for the purpose of opinion. Such an invitee may participate in the meeting when the particular Agenda item is discussed, but he / she is not entitled to participate in the voting.
- i. The decision taken once on any item of the agenda shall not be re-opened in the same meeting without the permission of the Vice-Chancellor / Member presiding.

**Minutes of AC meeting:**

The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairperson of the meeting. The Registrar shall, under the direction of the Vice-Chancellor circulate the minutes to all the members.

### **3.5 BOARD OF STUDIES**

*In exercise of the powers conferred under Sub-Section (1) (d) of Section 27 read of Chapter V read with Section 20 (d) of Chapter IV of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Board of the Studies for Departments in The Apollo University, Chittoor*

#### **1.0 Board of Studies (BoS):**

1.1 There shall be a Board of Studies (BoS) for each Program or group of Programs in the University.

1.2 The BoS shall be created by the Vice Chancellor and is common for all the undergraduate, postgraduate and research degree programs offered by a department concerned.

1.3 The Vice-Chancellor shall appoint any permanent faculty holding the rank of a Professor / Associate Professor in the department as the Chairperson of BoS. Where no permanent teacher of the rank at least of an Associate Professor with sufficient seniority in the department / an allied discipline is available, the Dean of the School will act as an in charge.

#### **2.0 Constitution of the BoS:**

2.1 The BoS shall consists of

- (i) Head of the Department - Chairperson
- (ii) Two (2) external subject experts representing Academia, Industry and National Research Laboratories
- (iii) Two Professors of the Department by rotation
- (iv) Two Associate Professors of the Department by rotation
- (v) Two Assistant professors of the Department by rotation
- (vi) Two (2) student representatives from final year of study

2.2 The members of the BoS shall be appointed by the Vice-Chancellor in consultation with the Dean of the School concerned providing due representation for specializations in the subject and gender. Where the number of teachers in the department is less than four (4), all the teachers will be members of the BoS.

2.3 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 ends with the formal completion of their course of study from which he / she was chosen for the membership of the BoS. A teacher will cease to be a BoS member on superannuation unless and otherwise permitted by the Vice-Chancellor to complete his / her term.

2.4 Any person appointed in a vacancy occurring before the expiry of the original term of three years shall be a member of the Board, subject to other provisions, only for the residuary period for which the person whose place he / she has filled would have been a member.

### **3.0 Joint Board of Studies**

There may be a Joint Board of Studies at School level to prepare the curriculum structure and syllabi for the courses offered under Basic Sciences, Faculty Core, Faculty Electives and any other inter departmental courses. These Board shall comprise of

1. Dean of the School - Chair Person
2. Chairman of BoS of all the Programs of the School
3. Subject Experts from the School faculty,
4. Two students from the final year

### **4.0 Common Board of Studies :**

There should be a Common Board of Studies at University level to prepare the curriculum structure and syllabi for the courses offered under University Core and University Electives.

Board shall comprise of

1. Registrar - Chair Person
2. Deans of the Schools
3. Subject Experts from the University faculty,
4. Two students from the final year.

## **5.0 Meetings of the BoS:**

- A. The meeting of the BoS shall be convened ordinarily twice in an academic year by the Registrar of the University. The date(s) for the meeting shall be fixed by the Registrar in consultation with the Chairperson of the BoS concerned, and with the approval of the Vice-Chancellor.
- B. The Registrar, under the direction of the Vice-Chancellor, shall issue agenda notice to the Chairman of the BoS informing the date (s) for conduct of BoS at least fifteen (15) days in advance.
- C. The quorum for a BoS meeting shall be fifty per cent of the members that constitute the BoS.
- D. The Chairperson shall preside over the BoS meeting. If, for any valid reason, the Chairperson is not able to attend the meeting, the Head of the Department will preside over the meeting.
- E. The person presiding over the meeting shall record the minutes of the BoS meeting, and send them to the members within 3 days from the meeting date.
- F. Any member of the BoS who was present at the meeting may, within
- G. 5days of the issue of the minutes, communicate to the Chair Person in writing any correction(s) to the minutes. If the Chairperson is convinced that the objection raised is genuine, he / she may correct the minutes accordingly. Otherwise, it shall be placed at the next meeting.
- H. The person presiding over the meeting shall send the final minutes of the BoS meeting to the Registrar within seven (7) days from the meeting date.
- I. The Chairperson may, in any exigency, obtain the opinion of the BoS members by circulation on any matter relating to the subject concerned.
- J. The Registrar shall submit the approved minutes of the BoS to the next immediate meeting of the Standing Committee of Academic Council / Academic Council for consideration and approval.

## **6.0 Functions of BoS:**

### ***The BoS shall***

6.1 Review and update the structure and syllabi of the programs being offered by the department concerned.

6.2 Frame guidelines for the development of learning outcomes, course out comes program out comes and graduate attributes

6.3 Formulate Academic Regulations and recommend them to the Academic Council

6.4 Prescribe academic performance indicators relating to academic standards and, assessment modes for the courses offered by the teaching department in line with requirements as prescribed by professional accrediting agencies.

6.5 Consider and implement the suggestions / guidelines issued by the University Grants Commission and any other Regulatory Authority from time to time on the modernization of the syllabi.

6.6 Recommend to the Academic Council, through the Dean of the School concerned, the introduction of any new program in the subject concerned, its structure, admission criteria, and scheme of Examinations, etc.

6.7 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 the question papers and the students' performance.

6.8 Recommend panel of paper setters and examiners including practical and viva-voce examinations of the subject(s) concerned

6.9 Recommend subject experts, chosen from highly accredited universities / research institutions, as and when required, for nomination to the Selection Committees meant for appointment of faculty in the subject concerned.

6.10 Consider and offer its opinion / recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor / Board of Management / Academic Council / Dean.

## **CHAPTER: 4**

### **PROVISIONS**

The following provisions are included:

- 4.1) Establishment of Schools, Teaching and Research Departments
- 4.2) Method of appointment and duties of faculty
- 4.3) Award of Degrees and Diplomas
- 4.4) Conferment of Honorary Degree and other Academics Distinctions
- 4.5) Conduct of Convocation
- 4.6) Grievance Redressal Committees for students
- 4.7) Award of Scholarships, medal and awards
- 4.8) Admission policy of the University
- 4.9) Fee Structure

#### **4.1 Establishment of Schools, Teaching and Research Departments**

*In exercise of the powers conferred under Clause (a) of Sub-Section (1) of Section 27 read of Chapter V read with Section 20 (d) of Chapter IV A.P. Private Universities Act 3 of 2016, the Governing Body hereby makes the Statute on the Establishment of Schools, Teaching and Research Departments in The Apollo University, Chittoor.*

##### **1. Constitution and Functions**

1.0 There shall be Schools under each faculty for assuring the smooth execution of academic programs. Also, there shall be "Teaching Departments", henceforth referred as 'Departments', under the schools for the purpose of imparting knowledge and training to the students. There shall be "Research Centers" for conducting research in chosen subject(s) under Schools.

2.0 The Governing Body is the competent authority to constitute a School/ Department/ Research Center in the University, on the recommendation of the Academic Council / Board of Management.

3.0 A School is an institution which is a part of a faculty such as Arts, Science, Management, Technology, Education, Law, Health Sciences, Pharmaceutical Sciences, Social Sciences, Medical Sciences etc, at which programs are offered in a particular stream.

4.0 A Department is a part of the school which may be exclusive to one subject or for a group of allied subjects, and may offer programs in a particular discipline leading to undergraduate / postgraduate / research degrees besides certificate and diploma programs. The Department shall be a unit of the school and works under the purview of the school as per the administrative decisions of the University.

5.0 A research centre is a unit within the School, other than a department created with the purpose of conducting research activity in a thrust area through collaborative research and sponsored research. It may also offer Executive Development Programs for dissemination of knowledge and capacity building.

6.0 A School shall be headed by a Dean. A regular Senior Professor in the subject concerned shall be appointed as Dean by the Vice Chancellor. In the absence of a teacher with these qualifications in the School, the Registrar may be appointed as Dean (in-charge).

7.0 A Department shall be headed by a Head of the Department (HoD). A regular faculty in the subject concerned not below the rank of Associate Professor shall be appointed as HoD by the Vice Chancellor. In the absence of a teacher with these qualifications in the department, the Dean of the School may be appointed as Head (in-charge).

8.0 In case the Department is offering more number of programs, Program Co-ordinators can be appointed by the Vice Chancellor for each Program on the recommendation of the HoD. The Program coordinator shall report to HoD in all academic and administrative matters.

9.0 If at any time the Vice-Chancellor opines that a department should be headed by a Senior faculty / expert for its imminent growth, he / she may, notwithstanding Clause 7 above, appoint a professor or a proven expert of equivalent cadre and above.

10.0 There shall be a Departmental Committee (DC) in each Department, the composition of the committee to be:

1. The Head of the Department - Chair Person
2. Two Professors of the Department by rotation
3. Two Associate Professors of the Department by rotation
4. Two Assistant professors of the Department by rotation

The tenure of the DC is three years. The DC is a recommendatory authority for administrative matters such as preparation of budget, procurement of equipment, books and academic matters such as verification of sessional marks, finalization of detention of students, etc and any other matters referred by the Dean.

10.1 The DC would assist and advise the HoD in all the administrative and developmental activities of the department such as,

- i. departmental budget preparation
- ii. strengthening the existing programs / courses
- iii. starting of new programs / courses
- iv. workload details
- v. student attendance
- vi. class work & course completion
- vii. internal tests / mid-semester exams and result consolidation
- viii. faculty welfare and requirement
- ix. student welfare and progression
- x. conduct of seminars / conferences / workshops. etc.

- xi. applying for / monitoring the progress of Career Advancement Scheme
- xii. upgrading of the department website
- xiii. modernizing the infrastructure and laboratories
- xiv. endowments from philanthropists and alumni
- xv. involving the alumni association in the department activities
- xvi. collaborations with universities / institutions / industry
- xvii. accreditation process
- xviii. maintenance of data base
- xix. healthy practices
- xx. any other activity suggested by the HoD / HoD (i/c)

11.0 There shall be a Department Research Committee (DRC) in each Department, the composition of which is to be

1. The Head of the Department - Chair Person
2. Two Professors of the Department by rotation
3. Two Associate Professors of the Department by rotation
4. Two Assistant professors of the Department by rotation

All the members of the DRC shall possess PhD degree. The tenure of the DRC shall be three years. The DRC is a recommendatory authority for processing the award of academic research degree which includes finalizing the seat vacancies, allotment of supervisors, etc.

11.1 The DRC would assist and advise the HoD in all the administrative and developmental activities of the department such as,

- i. To review the Research Projects conducted at the department
- ii. To review the seed money allocation to the faculty and students for conduct of the research works at the department.
- i. To timely review UG, PG and PhD research works
- ii. To conduct internal examinations for PhD students
- iii. To submit the internal marks of the PhD students
- iv. Approve the list of the Adjudicators for PhD thesis viva-voce.
- v. Conducting PhD viva-voce examinations for PhD students
- vi. To review the scholarships to the research Scholars

12.0 The HoD is the ex-officio member of the DC and DRC, and the term of the other members shall be so long as they are permanent teachers / regular students of the department.

13.0 The Chairperson shall convene the meeting of the DC at least once in a month and DRC at least once in three (3) months, or more often as necessary, on the date

and time fixed by him / her and with the agenda notified to the members by email at least three (3) days in advance.

14.0 The chairperson and half of the remaining members shall constitute the quorum for a meeting. Any fraction will be adjusted to the next higher integer.

15.0 The Chairperson shall record the minutes of the DC and DRC meeting and send them to the Registrar within seven (7) days from the meeting date.

16.0 A Department shall have the required number of teachers, supporting staff and the other infrastructure keeping in view the number of programs / specializations offered, number of students in each program / specialization, thrust areas of research, and the guidelines issued, if any, in this regard by the University / Government / UGC / Regulatory Authorities.

17.0 Whenever a new department is created, the name of the department and the program(s) to be offered in it, and the Faculty / School to which the department should belong, shall be in accordance with the guidelines issued on the nomenclature of degree programs issued by the UGC / Regulatory Authority. The Academic Council is the competent authority to verify and approve these before the matter is submitted for consideration to the Board of Management / Governing Body.

18.0 The Governing Body on the recommendation of BoM may, subject to the conditions of this Statute, declare the constitution of a new department.

19.0 The Governing Body is the competent authority to merge two or more departments and / or abolish an existing department on the recommendation of the Academic Council and the Board of Management, provided that necessary and sufficient laws have been made to safeguard the interests of the students admitted to the programs offered by the department, and to honor all the contractual obligations on the part of the University towards the teachers appointed in the department.

#### **4.2 Method of appointment and duties of faculty**

*In exercise of the powers conferred under Sub-Section (1) ((d) and (e)) of Section 27 read of Chapter V read with Sub-section 25 of Section 5 of Chapter II of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Creation, Categories of Teaching Posts & Method of Appointment and Duties of Teachers in The Apollo University, Chittoor.*

## **1.0 Creation of Teaching Posts:**

**1.1** The Board of Management is the authority concerned to create teaching posts, in consultation with and on the recommendation of the Academic Council for the academic departments and research centers

**1.2** The number and category of teaching posts for a Department/ Center shall be determined by considering the approved intake, student-teacher ratio, the work-load of the department, and the guidelines of UGC / Regulatory Authority concerned.

## **2.0 Categories of Posts:**

**2.1** The permanent teachers of the University shall be of the following four categories, and/or any other category that is approved by UGC / State Government / Board of Management:

- (a) Senior Professor
- (b) Professor
- (c) Associate Professor
- (d) Assistant Professor
- (e) Lecturer/ Tutor

**2.2** Adjunct Professor, Visiting Professor, Professor Emeritus, Honorary Professor, Guest Professors are some designations in the category of Professor / Senior Professor.

## **3.0 Appointment:**

**3.1** The posts of teachers and their equivalent category shall be appointed on all India basis by advertising widely in newspapers and in the University website.

**3.2** Teachers of the University, viz. Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Board of Management, should be appointed on the recommendations of a Selection Committee constituted for the purpose as per Section 5 of the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, as amended, if any, G O Ms. No 14 / Higher Education (UE)

Department dated 13.02.2019 issued by the Government of A P, and any other Guidelines / Orders issued in this regard by the University Grants Commission / State Government / Regulatory Authority concerned, from time to time.

*Provided that* in respect of the appointment of academic staff for a Research Institution / Centre in the University, the Director of the Research institution / Centre concerned shall be considered as the Head of the Department for the purpose of constituting the Selection Committee, if in that category he / she is a member of the Selection Committee.

3.3 The qualifications for appointment of teachers in the University departments, and other category of posts declared equivalent to teachers by the Board of Management, shall be equivalent to or higher than those specified in UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018', as amended, if any, G O Ms. No 14 / Higher Education (UE) Department dated 13.02.2019 issued by the Government of A P, and any other Guidelines / Orders issued in this regard by the University Grants Commission / State Government / Regulatory Authority concerned from time to time.

3.4 The emoluments of teachers in the University departments and other category of posts declared equivalent to teachers by the Board of Management, shall not be less than the 'Entry Pay' recommended for various Academic Levels in the UGC Regulations, 2018, and accepted by the Govt. of A P in G O Ms. No 14 / Higher Education (UE) Department dated 13.02.2019.

#### 4.0 **Duties of Teachers:**

4.1 The principal duty of a teacher in the University is to:

- (a) teach, train and guide the students and research scholars in their subjects of study, and support them academically in their progression,
- (b) engage in research and publish in accredited and refereed journals, and
- (c) carry out such other academic, examination and / or University administrative work as may be assigned by the Head of the Department / Chairperson, Board of Studies / Principal / Dean / Registrar / Vice-Chancellor without detriment to his principal duty.

4.2 In addition, teachers shall observe the 'Code of Professional Ethics' defined in the

UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and assume full responsibility for and unequivocal commitment to conducting themselves in accordance with the ideals of the profession and responsibilities as defined in the Regulations.

#### **4.3: Award of Degrees and Diplomas**

*In exercise of the powers conferred under Sub-Section (1) (g) of Section 27 read of Chapter V read with Sub-section 8 of Section 5 of Chapter II and Section 34 of Chapter VI of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Procedure for the Conduct of Convocation for Conferring Degrees in The Apollo University, Chittoor*

- A. A student shall be declared as eligible for the award of the certificate or diploma or degree if the candidate has secured the minimum number of credits required for a given program as decided by the concerned BoS.
- B. After successful completion of the program, a provisional certificate cum memorandum of grades (PCMG) will be issued to the students.
- C. The PCMG includes the secured grades and class achieved in chosen program and specialization if any, along with grades and CGPA secured by the student in the programs.
- D. The original degree will be presented in the subsequent convocation.

#### **4.4 Award of Honorary Degrees and other Academic Distinctions**

The academic distinctions, such as Honorary Doctorate, D. Litt., D. Sc., etc., will be conferred upon persons who have immensely contributed to the welfare of the society at large or by virtue of their contribution to knowledge, or for distinguished service to the cause of education, science and technology, health, fine arts, games and sports, and any other public services. These academic distinctions shall be conferred with the approval of the Chancellor and only at the Convocation in person or in absentia.

#### **4.5 Conduct of Convocation**

1.0 The Convocation shall be held ordinarily every year for the purpose of conferring Degrees and awarding Diplomas, Honorary Degrees, Gold Medals to the qualified graduates. However, a Special Convocation may be held at such other times as may be

found necessary or convenient. The actual date and time of the Convocation in each case shall be fixed by the Board of Management, subject to the Chancellor's approval.

1.1 The Chancellor shall preside over the Convocation. In the absence of the chancellor, the Vice-Chancellor shall preside.

1.2 The Degrees conferred and Diplomas awarded by the University at the Convocation shall be those as approved by the Board of Management.

1.3 Not less than thirty (30) days notice shall ordinarily be given by the Registrar, under the direction of the Vice-Chancellor, for an ordinary meeting of the Convocation. However, a short notice of a period possible, as decided by the Vice-Chancellor, is sufficient for a special Convocation.

#### **4.6 Grievance Redressal Committees for Students**

*In exercise of the powers conferred under Clause (f) of Sub-Section (1) of Section 27 read of Chapter V of A.P. Private Universities Act 3 of 2016, the Governing Body makes the Statute on the Creation, Categories of Teaching Posts & Method of Appointment And Duties Of Teachers in The Apollo University, Chittoor*

##### **1.0 Student Grievance Committees (SGC):**

1.1 The University shall have three levels of Student Grievance Redressal Committees, such as,

- (i) Department Student Grievance Redressal Committee (DSGRC),
- (ii) Institutional Student Grievance Redressal Committee (ISGRC), and
- (iii) University Student Grievance Redressal Committee (USGRC)

The above are in accordance with University Grants Commission (Redress of Grievances of Students) Regulations, 2019, to provide opportunities for redress of certain grievances of students already enrolled in the University, as well as those seeking admission to the University.

##### **2.0 Mandatory Publication of Prospectus and its Contents:**

2.1 The University shall, as per the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, publish and / or upload on its website, before the expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a Prospectus containing the following for the information of persons intending to seek admission to the institution

and the general public, namely:

- (a) the list of programs of study on offer along with the broad outlines of the syllabus for every program
- (b) the number of seats approved by the appropriate statutory authority in respect of each program of study for the academic year for which admission is proposed to be made;
- (c) the eligibility qualifications and conditions including the minimum and maximum age limit of persons for admission as a student in a particular program of study, specified by the institution;
- (d) the process of selection of eligible candidates the details of the entrance test including the fee prescribed for the admission test;
- (e) rules / regulations for imposition and collection of any fines in specified heads or categories
- (f) the percentage of tuition fee and other charges refundable to a student admitted in the University in case such student withdraws from such institution before or after the completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (g) details of the faculty, including their educational qualifications, along with their type of appointment (Regular / visiting / guest) and teaching experience of every member thereof.
- (h) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry / collaborating institution in the country or abroad wherein the practical training is to be imparted to the students and in particular the amenities accessible to students on being admitted to the institution;
- (i) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (j) Any other information as may be specified by the University Grants Commission / Govt. of A P:

*Provided that* the University shall publish / upload information referred to in clauses (a) to (j) above on its website,

The University shall furnish prominently on its website and in its Prospectus all relevant information in respect of the Student Grievance Redressal Committee(s), and the details of the Ombudsperson, appointed for the purpose by the Government of AP for preferring an appeal.

### **3.0 Student Grievance Redressal Portal:**

**3.1** The University shall have a ‘Student Grievance Redressal Portal’ to facilitate the students / complainants to lodge their grievance, send reminders, and view the status of action taken regarding their grievances.

**3.2** Any aggrieved student may submit an application in the portal on-line seeking redressal of the grievance.

**3.3** The Vice-Chancellor may nominate the Student Advisor or any Officer of the University to maintain, monitor, coordinate and update the portal in order to comply with the provisions of this Statute and also those in the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, and also to represent the University in the court of the Ombudsman.

### **4.0 Procedure for Redressal of Grievance and Ombudsperson:**

**4.1** On receipt of an online complaint, the University shall refer the complaint to the appropriate Student Grievance Redressal Committee (DSGRC or ISGRC), along with its comments within 15 days of receipt of the complaint on the online portal.

**4.2** The Student Grievance Redressal Committee concerned shall fix a date for hearing the complaint which shall be communicated to the University and the aggrieved student. The student may appear either in person or authorize a representative to present his / her case.

**4.3** The DSGRC or the ISGRC shall process the complaint and send a report along with its recommendation to the University for uploading it to the ‘Student Grievance Redressal Portal’ and arrange to provide a copy marked to the complainant. Such of those complaints which could not be resolved by the DSRGC or the ISGRC for reasons of jurisdiction shall be referred to the USGRC citing the reasons.

**4.4** The USGRC shall resolve the complaint received from the student who is aggrieved by the decisions of the DSGRC or the ISGRC, and those not resolved by them, within 15

days from the date of receipt, and arrange to upload it to the 'Student Grievance Redressal Portal' and inform the decision to the student concerned.

**4.5** A student who is aggrieved by the decision of the USGRC may appeal to the Ombudsperson appointed by the Government of A. P. for the University to which the student belongs, within 15 days from the date of receiving the decision from the University.

**4.6** The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefor, as may be deemed fit, to redress the grievance and provide such relief as may be appropriate to the aggrieved student.

**4.7** The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the University shall place it for general information on its website.

**4.8** The University shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the University Grants Commission / Government of A P any failure on the part of the University to comply with its recommendations.

**4.9** The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

#### **4.7 Award of Scholarships, medal and awards**

TAU offers various merit scholarships and merit-cum-means scholarships to the candidates based on the ranks obtained in the entrance test conducted by TAU and other common entrance tests recognized by TAU. These scholarships will be extended for subsequent years, subject to academic performance and attendance of the student in the subsequent years.

TAU encourages the stake holders viz industry, parents, alumni philanthropists, and distinguished personalities to institute Medals and awards to be presented to the students in recognition to their performance in the chosen field. These Medals and awards are presented on the convocation day every year to the students. Students who graduated during the previous academic year will be considered for these awards. The awards are recommended by the various academic authorities viz., Head of the department, Dean, Registrar, Vice-chancellor as per the guidelines mentioned in advance for selection of the specific award.

#### **4.8 Admissions Policy of the University**

Students will be admitted to different programs, provided

1. He/She qualifies in the qualifying examination as specified in ordinances/prospectus for a particular program.
2. He/ She secures a rank in national level entrance exam or Test conducted by TAU/ Professional body/ state level entrance test prescribed by TAU.

The admission process will be in accordance with the guidelines of the regulatory bodies and the rules in force.

#### **4.9 Fee Structure**

The University admits the students under two modes of Quota. One is through the Government Quota as per the AP Private University Act 2016 for which fee will be decided by the AP Higher Education Regulatory and Monitoring Commission. The other is through the University Quota for which fee structure for the programs offered shall be as per the Ordinance, subject to periodical revision if any, and will be displayed on the university website. The University can introduce any heads of fee charges based on the need. The University reserves the right to charge suitably for duplicate marks statements, convocation and other such related fee.