



ANNEXURE 2

ORDINANCES

The Apollo University

Chittoor, Andhra Pradesh

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PREAMBLE:

TAU aspires to create global leaders of the future, preparing them for a constantly evolving world and empowering them to build a more inclusive society.

A learner-centric approach is adopted at TAU which provides a holistic learning experience to the student in order to achieve excellence in the chosen field. TAU collaborates with several industries / academia of international repute to impart the necessary skills to the students. TAU updates its curriculum and the mode of delivery to meet the ever-changing demands of the stakeholders.

These ordinances provide an insight into the academic regulations of the programs offered at TAU. The regulations are designed to ensure the academic discipline and integrity.

The terms and description in this ordinances document is subject to periodic changes once a year or whenever necessary, by review and under the guidance of the Vice Chancellor, TAU.

1.0 ABOUT TAU

1.1 INTRODUCTION

The Apollo University (TAU) was established in the year 2021 by the architect of Indian Health care and a visionary 'Padma Vibhushan' awardee **Dr. Pratap. C. Reddy, the** Chancellor of the University under the Apollo Hospitals Educational & Research Foundation (AHERF). TAU was established under Andhra Pradesh Private Universities (Establishment and Regulation) Act 2016, as per the notification by the Government of Andhra Pradesh Vide GO Ms. 64 Dated 2-11-2021. TAU has established the following schools for offering various programs in the different faculties.

1. School of Health Sciences: offers variety of programs on allied health sciences
2. School of Technology: offers programs in niche areas of engineering such as Computer science and engineering; with Artificial Intelligence and Data Science
3. School of Social Sciences: offers programs for capacity building in the areas of Social Welfare and Development
4. School of Management: offers programs in emerging areas such as healthcare

1.2 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.

1.3 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.

2.0 Admissions and Enrollment

The University admits the students in two modes. One through the convener quota as per the AP Private University Act, for which the admissions will be carried out by the convener of Common Entrance Test conducted by the government of Andhra Pradesh. The other will be University quota for which the following procedure will be followed:

- A. The applicant must satisfy the entrance requirements specified by TAU and in accordance with guidelines of statutory councils of TAU for various Under Graduate / Post Graduate / Doctoral (PhD) programs.

B. The aspirant is eligible to get a seat in any program of TAU provided;

1. He / She qualify in the qualifying examination as specified in prospectus for a particular program.
 2. He/ She secure a rank in national level entrance exam or Test conducted by TAU/ Professional body.
 3. He/ She secure a rank in the state level entrance test prescribed by TAU.
- The provisional admission will be given to the eligible students during the Counseling scheduled by the TAU.
 - TAU will widely notify the counseling schedule in the media. The selected candidates will be provisionally admitted into the program of his/her choice if the candidate meets the programme specific requirements in addition to academic performance qualifying exam.
 - Admissions are made purely based on merit and merely meeting the requirements will not ensure admission.
 - The University does not discriminate based on gender, race, religion, disability or nationality.
 - The University reserves the right to make admissions based on various criteria which is specified in the admission brochure.

3.0 Programs

Sl. No.	Program - Abbreviated	Expanded	Level	Minimum Duration (Yrs.)
1	B. Tech CSE	Computer Science and Engineering	Bachelor's	4
2.	B. Tech CSE (AI& DS)	Computer Science and Engineering (Artificial Intelligence and Data Sciences)	Bachelor's	4
3	BBA	Bachelor of Business Administration	Bachelor's	3
4	BSW	Bachelor of Social Work	Bachelor's	3
5	B.Sc.	Biomedical Sciences (BMS)	Bachelor's	3
6	B.Sc.	Genetics and Molecular Biology (GMB)	Bachelor's	3
7	B.Sc.	Health Psychology	Bachelor's	3
8	B. Sc	Anesthesiology & Operation Theatre Technology (AOT)	Bachelor's	4
9	B.Sc.	Renal Dialysis Technology (RDT)	Bachelor's	4
10	B. Sc.	Medical Laboratory Technology (MLT)	Bachelor's	4

11	B.Sc.	Optometry Technology (OPT)	Bachelor's	4
12	B. Sc	Imaging Technology (IMT)	Bachelor's	4
13	B. Sc.	Emergency Medical Technology (EMT)	Bachelor's	4
14	B. Sc.	Physician Assistant (PHA)	Bachelor's	4
15	B.Sc.	Respiratory Therapy Technology (RTT)	Bachelor's	4
16	M. Sc	Clinical Psychology	Master's	2
17	M. Sc	Health Informatics and Analytics (HI & A)	Master's	2
18	MPH	Master of Public Health	Master's	2
19	MSW	Master of Social Work	Master's	2
20	MBA-HHCM	Master of Business Administration -Hospital and Healthcare Management (HHCM)	Master's	2
21	MBA	Master of Business Administration	Master's	2

4.0 Qualifications for the award of degrees and other academic distinctions

- a. The student shall be declared as eligible for the award of the certificate or diploma or degree if the student has secured the minimum number of credits required for a given programme as decided by the concerned BoS.
- b. After successful completion of the programme, 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.

The proposal for conferment of academic distinctions, such as Honorary Doctorate, D. Litt., D. Sc., *Kalaprapoorna*, *Kreedaprapoorna* etc., 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.

5.0 Scholarships, Medals and Awards

- a. 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.

- b. These scholarships will be extended for subsequent years, subject to academic performance and attendance of the student in the subsequent years.
- c. 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.
- d. 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.
- e. 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.

6.0 Conduct of Examinations

Manner of Appointment and duties of examining bodies

6.1 Chief Superintendent (CS):

The Directorate of Evaluation shall appoint the Chief Superintendent(s) and provide them the following guidelines for conduct of university examinations.

- i) The Chief Superintendent is the authorized representative of the University to conduct the examinations and executes its instructions.
- ii) The CS shall be the competent authority to appoint invigilators and other staff required for the conduct of examinations.
- iii) The CS shall be the custodian of all the examination material supplied to him by the controller of examinations and accountable for the used and unused answer books.
- iv) The CS shall make arrangements for distribution of Hall Tickets to the candidates.
- v) The CS shall make seating arrangements for fair conduct of examinations as per the University norms.
- vi) The CS should collect the answer booklets from the invigilators verifying with attendance sheets and dispatch the same in a sealed cover to the Controller of Examinations.
- vii) The answer scripts relating to malpractices shall be sent to the Controller of Examinations in a separate cover stating all the particulars and the remarks of the Chief Superintendent.
- viii) The CS is required to make a return in the form supplied, of the amount of stationery and serviceable articles remaining at the close of the examination and to retain them for the subsequent examination.

6.2 Invigilators:

- i) The CS shall appoint invigilators and other staff required for the conduct of examinations.
- ii) The invigilators shall report to the CS at least 30 minutes before the commencement of examination.
- iii) The invigilator is not allowed to carry Cell Phone into the examination hall.

- iv) The invigilators shall collect the seating arrangement sheets, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- v) The Candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after 30 minutes of commencement of the examination.
- vi) The invigilator shall ensure that no candidate carries any objectionable material.
- vii) The invigilators shall distribute the blank main answer books five minutes before commencement of the examination.
- viii) The question papers shall be distributed at the prescribed time.
- ix) Hall Ticket of the candidate should be thoroughly examined by the invigilator.
- x) Candidates shall not be allowed to leave the examination hall in the first one and half hour.
- xi) If any malpractice is observed by the invigilator, the matter should be reported immediately to the Chief Superintendent.
- xii) The invigilator shall ensure to collect the answer book-let from the candidates before they leave the examination hall.
- xiii) At the end of examination, the answer scripts collected from the candidates shall be handed over to the Chief Superintendent.

6.3 Evaluation Procedure:

- i) The answer scripts of the semester end examinations conducted by various schools shall be evaluated by the examiners.
- ii) The controller of examinations will conduct spot valuation for all the exams in a centralized spot valuation room.
- iii) Vice chancellor will select a Chief Superintendent from the panel suggested by the Dean of school for each faculty.
- iv) The controller of examinations will issue appointment orders to the list of examiners suggested by the Head of the department for each subject.
- v) The examiners will value the scripts and submit the marks forms to the chief superintendent.
- vi) The Chief Superintendent will cross check the marks randomly and submit to the controller of exams.
- vii) All the consolidated marks will be placed before the moderation committee for its consideration.
- viii) On the recommendation of the moderation committee, the Director of evaluation will declare the results.

7.0 Fee for various programs

- i) 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.

- ii) The University may introduce any heads of fee charges based on the need.
- iii) The University reserves the right to charge suitably for duplicate marks statements, convocation and other such related fee.
- iv) The Director Evaluations will fix the examination fee to be collected for each program, fee to be collected for PCMG, Degree Certificate and transcripts etc which will be posted in the website.

8.0 Student facilities and services

8.1 HOSTELS:

The Chief Wardens shall be nominated by the Vice-Chancellor on part-time basis for a specified period on the recommendation of the Directors / Principals of the University Institutions for both Boys and Girls Hostels.

There shall be two or more Wardens for each hostel nominated by the Vice-Chancellor to assist the Chief Warden in managing the hostels.

Powers & Functions of Chief Warden:

- i. The Chief Warden (CW) shall supervise the day-to-day administration of the hostels.
- ii. The CW shall have the right to inspect hostel rooms, dining halls, kitchen, store and all such other facilities of hostels.
- iii. The CW shall exercise disciplinary powers over the staff and students of the hostel.
- iv. The CW shall also periodically check the accounts of the hostels and report the details to the Registrar.
- v. The CW shall get the accounts audited periodically.
- vi. The CW shall perform such other duties as are assigned by the Vice-Chancellor / Registrar from time to time.

Powers & Functions of Warden (W):

- i) Subject to the guidelines of the Hospitality Advisory Committee (HAC) and the specific instructions of the Chief Warden in this context, the warden shall allot rooms to the students assigned; maintain a list of students along with permanent addresses of parents/guardians and such other information as may be required, in a form prescribed by the appropriate authority. The wardens shall also maintain the data base in the form of soft copy in a specified portal.
- ii) The warden shall oversee health, hygiene and general life of the students in the Hostels and shall ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof.
- iii) The wardens shall have the right to inspect hostel rooms.

- iv) The wardens shall have administrative control over the staff assigned to the hostel.
- v) The warden shall perform such other duties as are assigned to him by the Chief Warden from time to time.

Hospitality Advisory Committee:

There shall be a Hospitality Advisory Committee (HAC) constituted by the Vice-Chancellor.

The constitution of the Committee shall be:

Registrar	...	Chairman
One Member from the Board of Management	...	Member
One member form AHERF	...	Member
All Heads of Institutes/Deans of Schools	...	Members
Two Heads of Departments	...	Members
Chief Wardens	...	Members
Director-Student Affairs	...	Convener

The term of the committee shall be two years. The committee shall meet at least twice in a year.

Powers & Functions:

The Hospitality Advisory Committee shall have the following powers & functions

- a. to review and prepare guidelines for admission of students into the hostels, allotment of rooms and the disciplinary aspects of the residents etc.
- b. to formulate guidelines for purchase of vegetables and other provisions for hostels.
- c. to review and advise on fixation of establishment charges such as room rent, electricity charges, internet charges, mess charges etc.
- d. to review and advise on the quality of food, accommodation and maintenance of hostels.
- e. to review and advise on the overall discipline among the students and the supporting staff in the hostels.
- f. to review and advise on any other matters including handling of crisis situations.

Hostel's Office:

There shall be a Hostel Office consisting of a Superintendent, and required number of Senior Assistants, Junior Assistants and Attendants to look after the day-to-day functioning. It shall also discharge such other functions as may be entrusted to it by the competent authority from time to time.

Facilities:

- i. Each room is provided with all facilities required for comfortable living of the residents.
- ii. T.V points are provided in the common rooms for the use of the residents in every hostel building.
- iii. Each hostel block is provided with limited indoor games facilities and a gym for the benefit of the residents.
- iv. Each hostel block is provided with adequate water coolers.
- v. The kitchen is provided with modern equipment, i.e., steam cooking, purified water, cold storage, hot serving counters, etc. to supply food in a hygienic atmosphere.
- vi. The messes in the hostels are provided with dining hall, with adequate seating capacity.
- vii. Separate security shall be provided for the hostels.
- viii. There shall be at least one Resident Warden for each Hostel.
- ix. A doctor shall be made available to the hostel residents as and when necessary.
- x. An ambulance shall be made available to meet emergency situations.

Administrative Rules:

The following administrative rules shall be strictly implemented for smooth and effective administration of the University Hostels.

Admission - Eligibility

1. The students registered for any type of program of study are eligible for accommodation in the hostels of the University.
2. Students desirous of residing in the University Hostel shall apply in the prescribed form through online / offline after getting admission to any program.
3. The Head of the Department shall forward all hostel applications to CW for admission to hostels.
4. The applications shall be scrutinized by CW and shall allot the hostel accommodation to applicants depending on availability.
5. Students joining the University for the first time and those from distant places shall be given preference in the allotment of hostel accommodation.
6. Hostel accommodation shall be given for one academic year at a time and shall be renewed in subsequent years of study depending on the merits of the case.
7. Renewal of hostel shall be permitted only after the student registers for a program of study and subject to the submission of no dues

General Rules:

- i. The hostel resident should furnish correct address and contact number of the parent/guardian. Any change of permanent address should be informed to the Hostel Administration.
- ii. Every resident shall have to pay an amount, prescribed by the competent authority from time to time, towards caution deposit which is refundable at the time of leaving the hostels.

- iii. Hostel residents will be given Identity Cards, which must be produced whenever required by the hostel administration/ Security.
- iv. The residents are solely responsible for the safe keeping of their belongings. They are permitted to use their locks to secure their rooms.
- v. As a precautionary measure, the hostel residents shall not bring any valuable things to the hostel and should not keep cash above Rs.1,000/-.
- vi. The hostel administration is not responsible for the misbehavior of the resident outside the hostel premises.
- vii. If the hostel resident leaves the hostel without intimation, the Chief Warden is permitted to break the lock to take possession of the room. In such cases, the absentee shall not complain of loss of any of his belongings.
- viii. Each hostel resident shall surrender the room in person at the end of the semester / academic year/ at the time of vacating the room to the CW.

Establishment & Mess Charges:

- i) The residents of the hostels shall pay the establishment charges i.e. room rent, electricity, internet and other charges on monthly basis as decided by the hostel administration, from time to time.
- ii) The establishment charges shall be payable on monthly basis for all 12 months in an academic year irrespective of the stay of the resident
- iii) Mess charges shall be collected by distributing the total expenditure incurred during that month which includes wages and salaries of the mess staff, among all residents.
- iv) The establishment and mess charges shall be paid within the stipulated time, failing which they shall be fined or mess card shall be withdrawn (not allowed to mess) and or hostel admission may be cancelled. The charges may change from time to time as decided by the competent authority.

Hostel Mess:

- i) Students and research scholars of the University who have been allotted hostel accommodation in the University Hostels are required to join the hostel mess.
- ii) Meals and breakfast shall be served as per the timings decided upon and notified by the hostel administration from time to time.
- iii) Food shall be served only in the dining halls in the mess. Hostel residents should not take food and utensils out of the mess. If utensils are found in the rooms during surprise visits of the Wardens, the residents shall be penalized without any intimation.
- iv) Any complaint regarding mess should be brought to the notice of the Warden immediately.
- v) The hostel residents shall not enter the kitchen / stores.
- vi) The hostel residents shall not waste any food items.
- vii) The hostel residents shall wash their hands in the place meant for the purpose.
- viii) The hostel residents are prohibited from bringing any outside cooked food into the hostel.

Behavior of Hostel Residents:

- i. Hostel residents are required to maintain peaceful atmosphere in the hostel premises.
- ii. Hostel residents are not permitted to make any loud noises. They are permitted to play the audio equipment, but in a very low volume without disturbing other residents.
- iii. The hostel residents should keep their rooms neat and tidy and should not damage the walls with writings, drawings and paintings, etc., failing which penalty shall be imposed.
- iv. No complaints or representations relating to the change of room, or roommate will be entertained. However, the hostel administration reserves the right to allow the changes on merit of the case with or without penal fee.
- v. Unauthorized change of rooms without the permission of the CW shall be treated as misconduct and necessary action shall be initiated against those found responsible.
- vi. The hostel resident shall not engage any employee to do any errands for them or to demand any special service from the employees.
- vii. The hostel resident shall not ill-treat or misbehave with any employee of the Hostel/Mess.

Non-boarders and Guests:

- i) Residents are not allowed to accommodate any non-boarders in their rooms. Any resident who is found violating this rule shall face expulsion from the hostel.
- ii) Hostel residents are not permitted to entertain any guests in their rooms.
- iii) There shall be no system of paying-guests.

Sickness of Residents:

- i) Any hostel resident, in case of sickness, shall immediately report to the Warden who shall take necessary steps such as shifting the person to the hospital, informing to the parents, providing special food as suggested by the doctor, etc.
- ii) Sick students may apply for room service with the approval from the warden.

Maintenance of Discipline:

- i) All the hostel residents are required to be very regular to the class work and shall put in the required percentage of attendance.
- ii) Hostel residents are allowed Three days in week days (i.e., Tuesday, Thursday & Saturday) for outing at 04:00pm and should report back to hostel before 08:00 pm. On Sundays (Outing from 09:00am to 08:00pm).
- iii) If the hostel residents leave the hostel premises, they are directed to make entry of the movement in the Movement Register kept at the entrance of the hostel. The students will not be given permission to go out after 10 pm in case of boys and 9.00 pm in case of girls.

- iv) The hostel residents who wish to leave the station shall apply for leave and obtain permission in writing two days in advance. They shall also intimate their address of their stay and contact number during this period.
- v) Parents and local guardians are allowed to visit their wards only on Saturdays (From 04:00pm to 06:00pm) and On Sundays (from 01:00pm to 06:00pm).
- vi) The hostel resident shall not indulge in ragging or in any such activity, which may cause inconvenience, embarrassment or hurt the feelings of other residents. Any student found ragging other residents, which is a criminal offence, shall be dealt with severely as per rules.
- vii) No hostel resident shall indulge in any type of quarrel with the co-residents or hostel staff.
- viii) Any hostel resident who indulges in any sort of indiscipline, unlawful acts either in University campus or outside shall be expelled from the hostel.
- ix) Drinking alcohol, consuming drugs / substance abuse, smoking, chewing tobacco, spitting, or any illegal and immoral acts /activities are strictly prohibited in the hostel premises. Hence, if anybody is found indulging in these activities, they shall be punished as per the rules.
- x) Hostel residents shall not possess/keep any arms, explosives, inflammable or objectionable materials in the rooms. The hostel authorities are empowered to check the rooms in case of any doubt/suspicion at any time. If any objectionable material is found, disciplinary action shall be taken against the residents concerned.
- xi) The hostel resident shall not celebrate any religious function or rituals or invite any outside person for holding communal discourses, etc., in the rooms or premises of the hostel.

Penalties:

- i) The hostel residents should not tamper with the electrical fittings or wirings. The cost of replacement of fittings, tube lights, switches, fan rewinding, condensers, etc., shall be charged to the residents of the room.
- ii) Usage of electrical stoves/ immersion heaters/ iron boxes, etc., in the rooms is strictly prohibited. Anyone found misusing electricity for such purposes shall be liable to punishment as per rules.
- iii) The cost of properties damaged/lost shall be collected with fine from the persons responsible for such damage. If the guilty resident is not identified, the cost of property damaged/lost shall be included in the establishment charges and distributed among all the residents of such hostel block.

8.2 DIRECTORATE OF STUDENT AFFAIRS:

The Directorate of Student Affairs shall be headed by a Director. The Vice-Chancellor shall nominate one of the senior Professors as Director-Student Affairs on part-time basis for a specified period.

The following are the powers and functions of the Director-Student Affairs. The Director

- i) Shall act as the Convener of the Student Affairs Advisory Committee and discharge the functions as per the guidance given by the Committee.
- ii) Shall review and advise on organization and participation of co and extra-curricular activities by the students.
- iii) Shall review and prepare guidelines for selection of the students for representing the University in cultural programs, youth festivals, student seminars, quizzes, student meets, elocution competitions, sports competitions, literary activities, etc.
- iv) Shall review and give guidelines for organizing cultural programs, student seminars, quizzes, student meets, elocution competitions, sports competitions, etc in the campus.
- v) to review and advise on any other matters including handling of crisis situations.
- vi) to assist the Directorate of Training & Placement in organizing the career guidance and other counseling facilities for the welfare of the students.
- vii) to supervise and / or organize such programs and activities which shall strengthen the student-teacher relationship, student-administration relationship and student-society relationship.
- viii) to undertake such other duties and responsibilities relating to the welfare of the students as directed by the Vice-Chancellor from time to time.

Directorate Office: The office of the Directorate of Student Affairs shall consist of a Superintendent and the required number of supporting staff.

Student Affairs Advisory Committee: There shall be a Student Affairs Advisory Committee constituted by the Vice-Chancellor. The constitution of the Committee shall be:

Vice-Chancellor	...	Chairman
Registrar	...	Member
One member from the BoM	...	Member
Deans of all Schools	...	Members
Two Heads of Departments	...	Members
Director of Physical Education	...	Member
Director of Training and Placement	...	Member
Chief Warden	...	Member
University Librarian	...	Member
Director-Student Affairs	...	Convener

The term of the Committee shall be two years. The Committee shall meet at least twice in a year.

Powers & Functions: The Student Affairs Advisory Committee shall have the following powers & functions:

- i) to recommend to the University for providing additional infrastructural facilities to the students;
- ii) to review and advise on organization and participation of co-curricular and extra-curricular activities by the students;
- iii) to review and prepare guidelines for selection of the students for representing the university in cultural programs, youth festivals, student seminars, quizzes, student meets, elocution competitions, literary and sports competitions etc.;
- iv) to review and give guidelines for organizing cultural programs, student seminars, quizzes, student meets, elocution competitions, literary and sports competitions etc., in the campus;
- v) to advise the university on international student affairs such as communication, accommodation and cultural adjustments, etc.
- vi) to review and advise on any other matters including handling of crisis situations.

8.3 DIRECTORATE OF PHYSICAL EDUCATION

The University shall provide facilities for games, sports, physical training for the benefit of the students of the University.

The Directorate shall be headed by a Director of Physical Education.

The Director of Physical Education shall work under the administrative control of the Registrar. He shall be assisted by adequate Assistant Directors of Physical Education in discharging his functions and responsibilities.

There shall be an Office to look after the workload of Directorate of Physical Education. This office shall consist of one Superintendent, required number of the Junior Assistants, Attendants and play field staff.

The following shall be the powers and functions of the Director of Physical Education.

- i) to organize all the sports, games, Yoga & Meditation activities of the University Schools and also coordinate with other educational Institutions in India and abroad in the related matters,
- ii) to act as the Secretary of Sports & Games Committee and shall perform all the duties concerned therewith,
- iii) to be responsible for safe custody of all sports and yoga materials and maintain Stock Registers,
- iv) to maintain the accounts of Physical Education Department and shall deal with the bills of the department as per the procedure
- v) to be responsible for the proper upkeep of the play fields, tennis courts, athletic tracks and all other sports facilities of the University,

- vi) to organize national, international, inter-University, inter-college tournaments in various sports & games,
- vii) to perform such other duties as may be assigned from time to time by the Vice-Chancellor.

There shall be a Sports, Games and Yoga Committee constituted by the Vice-Chancellor with the following members.

i)	Vice Chancellor	...	Chairman
ii)	Registrar	...	Member
iii)	One member from the BOM	...	Member
iv)	All Deans of Schools	...	Members
v)	Director of Student affairs	...	Member
vi)	Director of Physical Education & Yoga	...	Secretary

The term of the Committee shall be two years. The Committee shall meet at least twice a year or as and when required.

The Committee shall oversee and advise the Director of Physical Education on all matters related to sports games and yoga activities.

Approval of the proposals relating to developmental activities such as construction of sports complex, play grounds / courts, yoga halls etc.,

The Committee shall forward the budget proposals for sports games and yoga for the consideration of the Finance Committee.

The Committee shall apportion funds allocated.

The Committee shall perform such other functions as may be assigned by the Vice Chancellor from time to time.

8.4 UNIVERSITY LIBRARY

There shall be a University central Library functioning under the administrative control of the University Librarian. The University Librarian reports to the Registrar. There shall be Dy. Librarians and adequate Assistant Librarians to assist the University Librarian in managing the day-to-day functioning of the Library.

The University Librarian shall be responsible for smooth functioning of the University library. He/ She shall periodically check the stock of the library and procure the required books/ Journals based on the recommendations of the Deans with the approval of the Library Advisory Committee and Vice Chancellor.

Library Advisory Committee:

There shall be a Library Advisory Committee constituted by the Vice-Chancellor to review the functioning and advise for its overall development.

The constitution of the Committee shall be:

Vice-Chancellor	...	Chairman
Registrar	...	Member
All Deans of Schools	...	Members
One Member from the Board of Management	...	Member
Director-Academic Affairs	...	Member
Two outside Experts	...	Members
Finance Officer	...	Member
University Librarian	...	Convener

The term of the committee shall be two years. The committee shall meet at least twice in a year.

Powers & Functions:

The Committee shall have the following powers & functions:

- i) To prepare annual budget estimates and plan proposals of the library and to forward the same to Registrar for the consideration of Finance Committee.
- ii) To process the utilization of funds available to the library towards purchase of books, periodicals, journals, newspapers, equipment and e-learning devices etc.
- iii) To apportion the contingent grant for various activities in various sections of the Library.
- iv) To assess the need for additional infrastructure such as accommodation, furniture & fixtures, staff requirement, equipment, books of various disciplines, journals, periodicals, newspapers and recommend for its approval.
- v) To allocate the space for various sections, equipment, furniture etc., in the library.
- vi) To decide and recommend the supporting staff positions to be created by making an assessment of the workload in various sections of the library.
- vii) To recommend to the University for filling up of budgeted supporting staff in the library.
- viii) To provide access to amenities such as access to internet, photocopying machines etc., to all the students / teachers / research scholars of the university.
- ix) To give guidelines for procurement of books, periodicals, journals, equipment etc.
- x) To suggest measures for maintaining the standards and overall development of the library.

Administrative Rules:

The following administrative rules shall be strictly implemented for smooth and effective functioning of the Library.

General:

- i) Students, faculty members, non-teaching staff, Research Scholars of University shall take the Bar-coded ID card from the Library.
- i) Students, faculty, non-teaching staff and Research scholars of the University shall register for accessing the library facilities
- ii) Users shall be required to submit their photo identity card while entering the various Sections of the library.
- iii) Photo identity card shall not be transferable.

User behavior:

- i. The users shall not indulge in gossip or any other act of indiscipline detrimental to academic pursuits which is strictly prohibited.
- ii. Strict silence shall be observed in and around the Library as it is necessary for quiet study.
- iii. Sleeping in the Library is prohibited.
- iv. The premises of the Library shall be kept clean.
- v. Cell phones are strictly prohibited in and around the Library.
- vi. If a student is found stealing the book / journal or indulging in any kind of mutilation, severe action shall be taken against him which may include forfeiture of Library membership, levy of high penalty, or even expulsion from the Institution.

Fines and Penalties:

The following fines shall be levied, if a student fails to adhere to the Library rules.

- i) If a book is returned after the due date, fine will be collected as per norms prescribed by the library from time to time.
- ii) If the student does not return the book(s) even after three months, his/her name will be kept in defaulters list and he/she shall lose the right of borrowing books until he returns the book and clears the dues.
- iii) Loss of books should be reported immediately in writing to the University Librarian. Replacement charge as admissible along with fine must be paid immediately.
- iv) If the borrower is willing to replace the book lost/misplaced, he shall be allowed to do so provided the book is the same in all respects. However, the borrower should also pay fine.
- v) If the book is returned in damaged condition, an amount prescribed by the Library shall be charged towards its repairs and binding.

8.5 CAREER COUNSELLING CELL (CCC)

The career counseling cell shall provide counseling for the students to pursue their dream career during their study. This cell shall hand hold the students in choosing their career may be higher education or placements or entrepreneurship. The CCC shall be headed by a Professor at the University level supported by an office.

There shall be one Training & Placement officer in the cadre of a Professor for each school

The powers and functions of Training & Placement officers are

- i. designing and imparting training programs
- ii. establishing liaison between the school and Industries.
- iii. exploring placement opportunities
- iv. organizing interactive meetings between industry and institutions.
- v. organizing campus interviews.
- vi. organizing mock interviews.
- vii. providing placements to all the eligible students
- viii. providing career guidance to the students
- ix. organizing counseling sessions for unsuccessful candidates.
- x. Such other functions as may be entrusted by the Dean / Registrar/ Vice- Chancellor from time to time.

Career Counseling Cell: The Office of the career counseling cell of each school shall consist of the required number Assistant Training & Placement officers and supporting staff to look after the day-to-day activities.

9.0 Disciplinary Rules

9.1 General disciplinary rules:

- i) Students are expected to conduct themselves generally in a manner which does not hinder the University's purposes nor does it cause any damage to its reputation.
- ii) Every student shall come to the University Institution observing the dress code prescribed by the administration.
- iii) Every student shall always wear the photo identity card in the campus.
- iv) Students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
- v) Students are prohibited from sitting on the corridor walls.
- vi) Students are required to cooperate with the administration in keeping the classrooms, laboratories, library and the University premises neat and in an orderly manner.
- vii) For any academic related matters, the student is required to contact the teacher concerned/ HoD. For hostel related problems, he is required to contact the warden concerned. For any welfare and student activities the student is required to Director Student Affairs

- viii) For any other personal grievances, the students can feel free to contact his Counselor or HOD.
- ix) Smoking / chewing tobacco, spitting, drinking alcohol or taking drugs are strictly prohibited in the University premises. Hence, if anybody is found indulging in these activities, he shall be punished as per rules.
- x) Students are prohibited from organizing any meetings or entertainments within or outside the University premises without the permission of the competent authority.
- xi) Students are prohibited from collecting money on behalf of the University / School / Department for any purposes within or outside the University without the permission of the competent authority.
- xii) Students shall approach the Dean of the school through the respective HOD.
- xiii) The students are required:
 - To conserve the water and electricity therefore use the same economically in the University / hostel premises.
 - To switch off the lights, fans, computers, equipment, etc., while going out of the room/ laboratory.
 - Not to use vehicles to move within the campus as it creates sound and air pollution.
 - Students have to park their vehicles in the designated central parking area.
 - Not to write on benches, walls or doors.
 - To throw the garbage only in the dustbins.
 - To keep the campus neat and clean.
 - Not to use cell phones during the academic sessions without permission.

9.2 Classroom Disciplinary Rules:

- i. Every student shall enter the University premises on time and attend to the lecture and Laboratory sessions punctually.
- ii. Students are expected to show respect to the teachers on their entering the classes.
- iii. No student shall be allowed to leave the classroom without the permission of his teacher or until the teacher leaves the classroom.
- iv. Students are expected to assemble in the classrooms before the scheduled time, and the absence of a student shall be noted by the teacher.
- v. A student who disturbs a lesson or makes mischief or noise in a class may be suitably punished by the teacher.
- vi. Every student shall possess the necessary text books, note books and other accessories such as calculators, etc.
- vii. Every student is required to maintain decency without making noise in moving from one classroom to another.

9.3 Attendance Rules:

- i. Attendance shall be marked daily according to the methods prescribed by the University from time to time.

- ii. Every student must attend at least 80 per cent of the sessions. A student shall be deemed to have eligibility to write semester-end examinations if he has put in a minimum of 80 per cent of attendance in aggregate of all the subjects.
- iii. A candidate shall not be promoted to the next semester unless he fulfills the attendance requirement of the previous semester.

9.4 Behavior in Library and Laboratories:

- a) Every student to whom books or other property of the University are entrusted shall be held responsible for their preservation in good condition, and in the event of their being lost or damaged, shall be required to replace them or pay their cost as per the library rules.
- b) Any student breaking or damaging any University property shall be required to pay the cost of repair, replacement and penalty as decided by the competent authority.
- c) In case of willful damage, he shall be punished severely including expulsion for the University.

9.5 Disciplinary action:

- i. Ragging in any form within or outside the University campus is strictly prohibited.
- ii. Any student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside the University campus shall, on conviction, be punished, as per the rules under Ragging Act 26 of 1997.
- iii. Any student convicted of an offence of ragging shall be dismissed from the Institution.
- iv. Disciplinary action may be invoked against a student where an allegation is made by any person which includes the following:
 - v. Disruption of, or interference with, academic, administrative, sporting, social or other activities of the Institution.
 - vi. Sexual, racial, physical or other harassment, or behavior which causes fear or distress to others; threatening, abusive, disorderly, irregular or unreasonable behavior;
 - vii. Behaviors which contravene the Faculty/HoD/Dean's dignity and respect.
 - viii. Behaviors which interfere with freedom of speech, thought, action or inquiry of any other student or member of staff or lawful visitor to the University.
 - ix. Fraud, deception, dishonesty or misappropriation of schools/ departments funds or assets, misuse or falsification of any records or documents held by the university.
 - x. Conduct which constitutes a criminal offence where that conduct-
 - (a) Took place on or in the vicinity of University premises, or
 - (b) Affected or other members of the University concerned, or
 - (c) Damages or threatens the reputation of the University. or
 - (d) that itself constitutes misconduct within the meaning of these Rules,
- i) Damage to or wrongful treatment of the property or equipment of the university or any of its staff, students or visitors, or any action likely to cause injury to any person or impairing

- the health and safety of the premises or its occupants, or contravening University policies on health, safety and the environment.
- ii) Action or omission which could cause loss, damage or injury or put others at risk.
 - iii) A breach of any rules, regulations, code of conduct or procedures, or any failure to comply with any rule made as a result of disciplinary proceedings whether formal or informal

9.6 Procedure for Disciplinary Action:

- i) On receipt of the report of the investigation into an allegation of misconduct, the Dean of the school shall arrange a hearing of the allegations of misconduct, unless he decides that the matter is not sufficiently serious to justify formal disciplinary action.
- ii) If the Dean considers that there is a good cause to suspend the student pending a hearing, he may suspend the student.
- iii) Where a hearing is to be held, the Dean shall send a notice to the student specifying generally the matters into which the hearing shall be held, and stating the day, hour and place appointed for holding the hearing.
- iv) The Notice shall be sent not less than seven working days before the day appointed for holding the hearing, provided that where the student and the Dean so agree, the period of notice may be reduced.
- v) If the student does not appear and the Dean is satisfied that notice of the hearing was duly sent to him, he may proceed with the hearing in the student's absence, or may adjourn the hearing.
- vi) The facts shall be established as fully as possible, calling any witnesses where necessary. A member of administrative staff shall be in attendance to record the proceedings.
- vii) Having determined the facts, the Dean shall make a decision thereon, and may impose one or more of the following warnings or other penalties as he thinks appropriate in the circumstances:
 - (a) An oral warning without recording on the student's file.
 - (b) A formal written warning or reprimand which shall be recorded on the student's file for such period as the Dean may consider appropriate.
 - (c) An order for restitution and/or compensation for damage or loss.
 - (d) The withdrawal of any benefit, facility or privilege; for such period as the Dean may consider appropriate.
 - (e) A fine or penalty not exceeding Rs. 5,000/-.
 - (f) In relation to hostel and / or classroom, expulsion from hostel and / or College / School.
 - (g) Alternatively, the Dean may decide to refer the matter to the Vice-Chancellor for his consideration.
- viii) A note of the decision (other than an oral warning) should be recorded in the student's file, and a copy sent to the Vice-Chancellor.
- ix) The student shall be given written notification of the decision, and be advised of his right to appeal to the competent authority against the decision of the Dean in so far as it imposes any written warning or other penalty.

10.0 Composition and functions of academic bodies

10.1 DIRECTORATE OF ACADEMIC AFFAIRS:

The Directorate of Academic Affairs shall be headed by a Director who is nominated by the Vice-Chancellor on part-time basis from among the senior professors of the University for a specified period.

The following are the powers and functions of the Director - Academic Affairs:

- i) to assist various Chairpersons of Boards of Studies for conduct of the meetings to decide regulations and syllabi of their respective programs.
- ii) to collect the minutes of the various Boards of Studies and keep them in his custody and place before the Vice-Chancellor for taking necessary further action.
- iii) to assist the Registrar in preparing the agenda for approval of the Academic Council and in preparing the minutes of the meeting.
- iv) to communicate the regulations, scheme of instructions and syllabi for the existing and the new programs as approved by the Academic Council, to Deans of the schools, Director-Admissions and the Director-Evaluation for taking necessary further action.
- v) to process the proposals relating to granting of equivalency to the degrees awarded by other universities / institutions in India and abroad and place them before the Equivalency Board for its consideration.
- vi) to take up with other universities / institutions in India and abroad for getting equivalency to the degrees awarded by University.
- vii) to act as Convener of Board of Research Studies.
- viii) to process the applications received from teaching faculty for recognition and permission for research guidance and to place before the Board of Research Studies for necessary approval.
- ix) to prepare drafts of regulations for Research Programmes (M. Phil, Ph. D., D. Litt, D.S) and place before the Board of Research Studies for necessary approval.
- x) to communicate the decisions taken by Board of Research Studies to the Academic Departments offering research programmes after approval by the Vice-Chancellor and to expedite the implementation of such decisions.
- xi) to assist in the functioning of Schools and Departmental Research Committees.
- xii) to deal with matters relating to conduct of Pre-PhD. Examinations, submission of thesis and extension of time for submission. However, conduct and declaration of Pre-Ph.D. Examinations, Evaluation of M. Phil / Ph. D., / D.S. thesis and declaration of results shall be done by the Directorate of Evaluation.
- xiii) to suggest suitable measures for improvement of standards, wherever necessary.
- xiv) to attend to such other assignments as may be entrusted by the Vice-Chancellor from time to time.

10.2 DIRECTORATE OF ADMISSIONS:

There shall be a Directorate of Admissions headed by a Director nominated by Vice-Chancellor on part time basis from among the senior Professors of the University for a specific period.

The following are the powers & functions of Director-Admissions:

- i) to act as a Convener to the Admission Advisory Committee.
- ii) to prepare drafts of:
 - a) information brochure
 - b) admission application
 - c) admission notification
 - d) list of test centers
 - e) details of tests
 - f) admission schedule and procedure
 - g) budget estimates etc. and
 - h) to place the same before the Admissions Advisory Committee.
- iii) to implement the decisions taken by Admissions Advisory Committee in respect of the above and as approved by Vice-Chancellor / BOM.
- iv) to act as a Convener to conduct various admission tests / entrance examinations for various programs offered by the University.
- v) to give guidelines to various authorities such as Chief Superintendents, Observers, Invigilators, Special Squads, etc., in the smooth conduct of entrance examinations for various programs.
- vi) to declare the results, conduct counseling and give allotment letters to the qualified candidates for admission to various programs, and
- vii) such other functions as may be entrusted to him by the Vice-Chancellor from time to time.
- viii) The Director-Admissions shall be assisted by one Deputy Director nominated by the Vice-Chancellor on part time basis from among the teaching Faculty for a specific period.

Directorate Office: The Office of Directorate of Admissions shall consist of a Superintendent and required number of supporting staff to look after the day-to-day activities.

Admissions Advisory Committee: There shall be an Admissions Advisory Committee constituted by the Vice-Chancellor. The constitution of the Committee shall be:

Vice-Chancellor	...	Chairman
Registrar	...	Member
One BoM Member	...	Member
Deans of Schools	...	Members

Director of Admissions

... Convener

The term of the Committee shall be two years. The Committee shall meet twice in a year.

Powers & Functions: The Committee shall have the following powers & functions:

- i) to finalize the information brochure giving clearly all the rules and regulations relating to admission to various courses,
- ii) to finalize the admission application forms to various courses,
- iii) to finalize the procedure for conduct of the admission tests,
- iv) to fix the registration fee, examination fee and any other fees relating to entrance examinations,
- v) to fix the test centres within and outside the State,
- vi) to give guidelines for smooth conduct of the examinations to various authorities in the process such as Chief Superintendents, Observers, Invigilators and Special Squads etc.,
- vii) to fix remuneration to Paper Setters, Examiners, all the persons involved in the conduct of examinations including the staff of Directorate of Admissions appointed on part time basis for processing of applications,
- viii) to approve the budget estimates prepared by Director of Admissions,
- ix) to fix the examination / admission schedule for the courses for which the tests are to be conducted,
- x) to suggest to the University whether to conduct the entrance examination or not where the number of applications received is less than the number of seats or marginally above the number of seats,
- xi) to suggest the procedure for making admissions to such courses where the entrance examination was not held and to review and advise on any other matters relating to admissions of the University.

10.3 DIRECTORATE OF EVALUATION:

The Directorate of Evaluation shall work under the supervision of a Director who is nominated by the Vice-Chancellor on part time basis from among the senior Professors in the University for a specified period. The Directorate of Evaluation shall attend to the examination work relating to the University Institutions, in addition to his academic duties. He shall be assisted by a Controller of Examinations.

Director of Evaluation: The following are the powers and functions of Director of Evaluation. The Director

- i) Shall be the in-charge of the Directorate of Evaluation of the University;
- ii) Shall fix the duties of the staff working under him, exercise control over them and assess their work and performance;
- iii) Shall be responsible for the arrangements connected with paper setting work including its moderation;

- iv) Shall be responsible for the safe custody of all registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
- v) Shall have the power to countersign the T.A. bills and remuneration bills of question paper setters;
- vi) Shall with the prior approval of the Vice-Chancellor issue appointment orders to the examiners and paper setters from the panel recommended by the respective Boards of Studies and approved by Academic Council.
- vii) Shall perform such other duties as may be entrusted to him by the Registrar and the Vice-Chancellor from time to time.

Controller of Examinations: The following are the powers and functions of the Controller of Examinations: The Controller of Examinations

- i) Shall be responsible for the arrangements connected with the conduct of all University Examinations held under the authority of the University including the valuation of scripts and announcement of results;
- ii) Shall have the power to countersign the T.A. bills and remuneration bills of examiners and all other bills relating to University examinations;
- iii) Shall have power to countersign T.A. bills and sanction casual leave to the employees working under him;
- iv) Shall keep the minutes of the meetings of the Boards of Examiners and all connected Committees;
- v) Shall convene meetings of Malpractices Enquiry Committee
- vi) Shall sign all the marks sheets and provisional certificates on behalf of the University.
- vii) Shall perform such other duties as may be entrusted to him from time to time by the Director of Evaluation.

Directorate Office: The office of the Directorate is divided into Sections and each of them shall be headed by one Superintendent and required number of supporting staff.

10.4 DIRECTORATE OF INTERNAL QUALITY ASSURANCE CELL (IQAC):

There shall be a Cell for Internal Quality Assurance headed by a Director nominated by Vice-Chancellor on part time basis from among the senior Professors of the University for a specified period. He shall be assisted by adequate number of Coordinators nominated by the Vice-Chancellor on part time basis from among the teaching faculty for a specific period.

The following shall be the functions of Director-Internal Quality Assurance Cell:

- i) to prepare a Manual on academic audit and revise it at regular intervals.
- ii) to conduct academic audit of all teaching departments of the University and identify their strengths and weaknesses and submit it to the Vice Chancellor for taking necessary action,
- iii) to organize quality circles in each department and devise the necessary improvement programs,

- iv) to prepare self-appraisal reports and submit to the national level organizations viz. NBA / NAAC / ISO, etc. for accreditation and ranking,
- v) to process for the accreditation of the university by NBA, NAAC ISO, ABET and others
- vi) to process for rankings of NIRF, TIME, QS and others.
- vii) to collect and compile statistical information in the required form from the administrative offices, academic departments, service branches, etc.,
- viii) Such other functions as may be entrusted to it by the Vice-Chancellor from time to time.

Director's Office: The office shall consist of one Statistical Officer of Assistant Professor cadre, and required number of supporting staff to look after the day-to-day activities.

10.5 SC & ST CELL:

There shall be an SC & ST Cell headed by a Coordinator nominated by the Vice-Chancellor on part time basis from among teaching faculty for a specific period. The Cell collects the statistical data of teachers, non-teachers, research scholars and students belonging to SC and ST category and such information as may be required by the Government Agency, UGC, AICTE, etc., from time to time.

10.6 ANTI RAGGING COMMITTEES

There shall be an anti-ragging committee at university headed by the Vice Chancellor to overview the anti-ragging measures taken up by all the schools to make sure that the campus is an anti-ragging campus. There shall be another anti ragging committee at the school level to see that all the anti-ragging measures are strictly implemented.

10.7 INTERNAL COMPLAINTS COMMITTEE /SEXUAL HARASSMENT COMPLAINTS COMMITTEE

There shall be an internal sexual harassment complaints committee headed by a senior women faculty as a chair person. The committee shall consist four other members one of them shall be the convener. The Complaints Committee is for the redressal of 'sexual harassment' complaints and to regulate and administer complaints on sexual harassment.

11.0 Collaborations

In pursuit of making the vision of the TAU realized, TAU gives priority to collaborate with national and international institutions of repute. These collaborations will be in the areas of mutual interest which includes dual degree programs, summer internships, joint research, joint publications, joint conferences, faculty immersion programs and Guest lectures.
