

KAKATIYA UNIVERSITY WARANGAL



★ **STATUTES**
AND
★ **ORDINANCES**

STATUTE No. I

DEPARTMENTS OF TEACHING

In exercise of the powers conferred by clause (f) of Section 27 read with clause (I) and (v) of sub-section (1) of section 5 and sub-section (1) of section 20 of the Kakatiya University Act No. 44 of 1976, the Kakatiya University through the Syndicate makes the following statute relating to the Departments of Teaching with various Faculties and each of such Faculty shall consist of, namely:-

1. FACULTY OF ARTS:

The Faculty of Arts shall consist of the following Departments of teaching, namely:

- i) Department of English
- ii) Department of Mathematics
- iii) Department of Telugu

2. (a) FACULTY OF SOCIAL SCIENCES:

The Faculty of Social Sciences shall consist of the following Departments of teaching, namely:

- i) Department of Economics
- ii) Department of Public Administration

(b) The Degrees in the Faculty of Arts & Social Sciences shall be as follows:-

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| i) | Bachelor of Arts | (B.A.) |
| ii) | Master of Arts | (M.A.) |
| iii) | Master of Philosophy | (M.Phil.) |
| iv) | Doctor of Philosophy | (Ph.D.) |
| v) | Doctor of Literature | (D.Litt.) |
| vi) | Diploma in Oriental Learning | (Dip.O.L.) |
| vii) | Bachelor of Oriental Learning | (B.O.L.) |
| viii) | Master of Oriental Learning | (M.O.L.) |

3. FACULTY OF SCIENCE:

(a) The Faculty of Science shall consist of the following Departments of Teaching, namely:-

- i) Department of Botany
- ii) Department of Chemistry
- iii) Department of Mathematics
- iv) Department of Physics
- v) Department of Zoology

(b) The Degrees in the Faculty of Science shall be as follows:-

- i) Bachelor of Science (B.Sc.)
- ii) Master of Science (M.Sc.)
- iii) Master of Philosophy (M.Phil.)
- iv) Doctor of Philosophy (Ph.D.)
- vi) Doctor of Science (Honorary) (D.Sc.)

4. PROFESSIONAL FACULTIES:

(a) The Professional Faculties of Commerce & Business Management, Education, Pharmaceutical Sciences and Law shall each consist of one Department of teaching provided, however, that in the case of these Faculties, there may be more than one department, as may be determined from time to time by the Syndicate.

(b) The Degrees awarded in these Faculties shall respectively as follows:-

Commerce & Business Management:

- i) Bachelor of Commerce (B.Com.)
- ii) Master of Commerce (M.Com.)
- iii) Master of Philosophy (M.Phil.)
- iv) Doctor of Philosophy in Commerce (Ph.D.)

Education:

- i) Bachelor of Education (B.Ed.)
- ii) Master of Education (M.Ed.)
- iii) Master of Philosophy (M.Phil.)
- iv) Doctor of Philosophy in Education (Ph.D.)

Law:

- i) Bachelor of Law (LL.B.)
- ii) Master of Law (LL.M.)

Pharmaceutical Sciences:

- i) Bachelor of Pharmacy (B.Pharm.)
- ii) Master of Pharmacy (M.Pharm.)

5. FACULTY OF MEDICINE:

The Faculty of Medicine shall consist of the following Departments of teaching, namely:-

I. Pre-Professional Course:

- i) English
- ii) Physics
- iii) Chemistry
- iv) Botany
- v) Zoology

II. Pre-Clinical Courses:

- i) Anatomy
- ii) Physiology
- iii) Biochemistry

III. Para-Clinical Course:

- i) Pharmacology
- ii) Pathology
- iii) Microbiology
- iv) Social & Preventive Medicine (SPM)
- v) Forensic Medicine

IV. Clinical Course: (Major Discipline Medicine):

- i) Medicine
- ii) Paediatrics
- iii) Dermatology
- iv) Psychiatry
- v) Chest Diseases
- vi) Radiology

V) Clinical Course: (Major Discipline Surgery):

- i) Surgery
- ii) Orthopaedics
- iii) Anaesthesia
- iv) Neuro-surgery
- v) Dental Surgery
- vi) Venerology
- vii) Obstetrics & Gynaecology
- viii) E.N.T.
- ix) Ophthalmology

The Degrees in the Faculty of Medicine shall be as follows:-

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| i) | Bachelor of Medicine &
Bachelor of Surgery | (M.B.B.S.) |
| ii) | Diploma in Clinical Pathology | (D.C.P.) |
| iii) | Diploma in Ophthalmology | (D.O.) |
| iv) | Laryngology and Odo | (D.L.O.) |
| v) | Master in Surgery | (M.S.) |
| vi) | Doctor in Medicine | (M.D.) |

6. FACULTY OF ENGINEERING & TECHNOLOGY:

The organisation and setting up of the Departments, Boards and other bodies for imparting the teaching and the naming of the Degrees shall subject to any other Statute that may be made as per the Rules & Regulations passed and followed by the Regional Engineering College, Warangal.

The Syndicate shall have and shall always be deemed to have power to amend, alter, substitute and vary the whole or any part of this Statute from time to time, to prescribe the additional departments, if any, in each Faculty with a view to promote the teaching and introduce modern methods or topics or any other cause or causes requiring the exercise of such powers.

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STATUTE NO. II

POWERS AND DUTIES OF THE HEADS OF DEPARTMENTS OF THE UNIVERSITY

In exercise of the powers conferred by Clause (9) of Section 27 read with Clause (xxi) of Section (1) of Section – 5 of the Kakatiya University Act. No. 44 of 1976, the Kakatiya University through the Syndicate, hereby makes the following statute in respect of the powers and duties of the Heads of Departments of the University, namely :

1. The Head of a Department of teaching in the University shall be a professor or, if there is no Professor, a Reader, or if there is no Reader, a Lecturer. If there is more than one Professor, or Reader or Lecturer in a department as the case may be, the Syndicate shall appoint such Professor, Reader or Lecturer to the Head of the Department as it thinks fit.
2. Subject to the general supervision and control of the Vice-Chancellor, the Head of a Department of the University shall have the following duties and powers, namely :-
 - I. He shall be responsible for the organization of teaching and research in the subject/s comprising the Department.
 - II. He shall have the power :-
 - i. to convene and preside over all meetings of the Board/s of Studies in the subject/s after obtaining the approval from the Vice-Chancellor.
 - ii. to recommend to the Vice-Chancellor the names of suitable examiners to fill casual vacancies.
 - iii. to recommend to the Vice-Chancellor the names of candidates for the award of Research Fellowships and Scholarships in the subject/s.
 - iv. to inspect, if necessary, with prior approval of the Vice-Chancellor and report annually on the organization of teaching, the qualifications and efficiency of the teachers and the adequacy of Library and Laboratory facilities, pertaining to his Department in the Constituent and Affiliated Colleges.
 - v. To hold the Departmental conferences to discuss the academic matters with the prior permission of the Vice-Chancellor.

3. Subject to the general supervision and control of the Principal of the College, the Head of Department shall have the following duties and powers:-
- i) Maintenance of records of attendance and progress of students in the Department.
 - ii) Maintenance of discipline in the classes, seminars and laboratories in the Department.
 - iii) Proper care and maintenance of the equipment, books, stores and other property of all kinds in the Department.
 - iv) Supervision of the teaching, clerical and class-IV employees of the Department and ensuring that all the members of the staff are discharging their duties properly and efficiently.
 - v) The maintenance of account of expenditure from:
 - a) the Recurring laboratory charges;
 - b) the imprest and seminar grants; and
 - c) the non-recurring grants for laboratories and books
 - vi) the maintenance of stock registers of all equipment, apparatus, books and periodicals and their annual checking.
 - vii) To order books for the seminar in the department within the allotted provision.
 - viii) To order stores and equipment for the laboratory within the budget provision from the recurring laboratory charges.
 - ix) To grant Casual Leave to Class-IV employees, Lab. Attendants, L.D.Cs (Jr. Assts.) or 3rd grade clerks, Lab. Assistants and grant all other kinds of leave to them and report the same to the Principal and recommend to the Principal for suitable arrangements to fill leave vacancies.
 - x) To recommend to the Principal, the sanction of all kinds of leave to the members of the teaching staff of the department and to recommend suitable acting arrangements.

STATUTE No. III

BOARD OF STUDIES

In exercise of the powers conferred by Clause (a) of Section 27 read with Sub-section (2) of Section 20 of the Kakatiya University Act No. 44 of 1976, the Kakatiya University through the Syndicate hereby makes the following Statute relating to the constitution and the duties and functioning of the Boards of Studies of the University, namely:-

1. There shall be separate Board of Studies for Post-Graduate and Under-Graduate (Non-Professional) courses for each department of teaching. However, there shall be three Boards of Studies in the Faculty of Medicine, one each for Pre-Clinical, Para-Clinical and Clinical Studies.

2. (a) The Head of the Department appointed as such by the Syndicate, in the subject, for which the Board is constituted shall ordinarily be an ex-officio member and Chairman.

(b) In the case of such departments of teaching as are not administered by the University, the Vice-Chancellor shall nominate the Chairman.

3. (a) The number of members of Board of Studies for Post-Graduate (Non-Professional) Courses shall not be more than eight (8), at least two (2) of whom shall be experts in the discipline from outside the University.

(b) The number of members of Board of Studies for Under-Graduate (Non-Professional) courses shall not be more than eight (8), at least one (1) of whom shall be experts in the discipline from outside the University and shall invariably be one of the two members nominated to the Board of Studies for Post-Graduate (Non-Professional) courses.

(c) The meetings of the Board of Studies of Post-Graduate and Under-Graduate (Non-Professional) courses shall ordinarily be held on the same day, adjusting the timings.

(d) In case of Professional faculties, the number of members may go upto a maximum of (10), out of whom three (3) may be experts from outside the University, provided that this clause shall not be mandatory.

4. (a) Members of Board of Studies (other than the Chairman and the nominated experts) shall be appointed by the Syndicate in consultation with the Dean of the Faculty concerned and the Heads of Departments of the concerned subjects.
- (b) The members of the Boards of Studies shall hold office for a period of two years. However, any member of the Board of Studies shall cease to be a member when he vacates the office which he was holding at the time of his appointment, unless otherwise permitted by the Vice-Chancellor.
5. Each Board of Studies shall have power to make recommendations to the Academic Council through the concerned Faculty in regard to courses of study and scheme of examinations, in the subject with which it deals.
6. Each Board of Studies shall review the facilities in the department and take appropriate steps for providing courses of an integrated and inter-disciplinary nature.
7. Each Board of Studies shall take appropriate steps to determine the research needs of the Department and recommend for the provision of finance and facilities.
8. Each Board shall have power to recommend to the Syndicate a panel of persons suitable for appointment as Examiners and paper-setters in the subject/s with which it deals, in accordance with the procedure laid down by the Syndicate.
9. It shall be the duty of each Board of Studies to consider the report on any matter referred to it by the Vice-Chancellor or the Syndicate or the Academic Council or the Faculty concerned with the subject with which it deals.
10. A meeting of the Boards of Studies jointly or severally shall ordinarily be convened by the Registrar in consultation with the Chairman of the concerned Boards of Studies. Subsequent meetings as and when necessary may be convened with the prior permission of the Vice-Chancellor.
11. The quorum for a meeting of a Board of Studies shall be half the number of members that constitutes the Board of Studies.
12. The Syndicate on the recommendation of the Academic Council may establish by an ordinance such Boards of Studies as may be considered necessary for inter-disciplinary research.

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STATUTE No. IV

FACULTIES

In exercise of the powers conferred by Clause (a) of section 27 read with Sub-section (2) of Section 20 of the Kakatiya University Act No. 44 of 1976, the University through the Syndicate hereby makes the following Statute in respect of the constitution and functions of the faculties in the University, namely:-

The following Faculties shall be included in the University:

- i) Faculty of Arts
- ii) Faculty of Science
- iii) Faculty of Commerce and Business Management
- iv) Faculty of Social Sciences
- v) Faculty of Education
- vi) Faculty of Law
- vii) Faculty of Engineering & Technology
- viii) Faculty of Medicine
- ix) Faculty of Pharmaceutical Sciences

and such other or allied Faculties as may be prescribed by Statutes from time to time.

Constitution, Powers & Functions

1. The Faculty shall consist of:

- (a) Such teachers of the Departments of the Faculty as are members of the Academic Council and nominated to it by the Vice-Chancellor.
- (b) Chairmen of Boards of Studies comprising the Faculty, who are not otherwise members of the Academic Council.
- (c) All Professors of the departments of teaching comprising the Faculty.
- (d) One member other than Chairman, nominated by each of the Boards of Studies comprising the Faculty. Prior permission shall be obtained from the Vice-Chancellor in case such a nominee is from outside Warangal.
- (e) Such other persons as are nominated by the Vice-Chancellor for a specified period, to give adequate representation to the subjects taught in the Faculty, and they shall hold office so long as they continue to be members of the respective bodies.

2. The terms of each Faculty shall be two years from the date of its constitution and the term of Office of the members shall expire with the expiry of the term of that Faculty.
3. The Faculty shall have the following powers and functions, namely:-
Subject to the control of the Academic Council:
 - a) to organize and co-ordinate teaching in the Departments of teaching comprising the Faculty and review the progress at subsequent meetings.
 - b) to organize and co-ordinate inter-disciplinary studies and research among the disciplines of the Faculty and recommend appropriate measures for implementation.
 - c) to recommend to the Academic Council the courses of studies for the different examinations after considering the recommendations of the Boards of Studies.
 - d) to assess the research needs of the Departments of teaching comprising the Faculty and to recommend finances to the proper bodies.
 - e) to explore avenues of co-operation or collaboration with outside institutes in branches of learning pertaining to the Faculty.
 - f) to recommend to the Academic Council, the conditions for the award of Degrees, Diplomas and other distinctions.
 - g) to deal with any matter referred to it by the Vice-Chancellor, the Syndicate, the Academic Council, or the Senate or the Planning Board.
 - h) to hold a meeting of the Faculty or a joint meeting of the Faculty with any other Faculty, to consider any matter of common interest.
4. Each Faculty shall ordinarily meet at the beginning of the academic year and later with the prior permission of the Vice-Chancellor as and when necessary for reviewing the programme.
5. The quorum for a meeting of a Faculty shall be half the number of members that constitute the Faculty.

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STATUTE No. V

APPOINTMENT, POWERS AND DUTIES OF THE DEANS OF FACULTIES

In exercise of the powers conferred by Section 14 of the Kakatiya University Act No. 44 of 1976, the University through the Syndicate hereby makes the following Statute to regulate the manner of appointment, powers and duties of the Deans of Faculties, namely:-

1. The Syndicate shall ordinarily nominate a teacher from among the members of each Faculty to be its Dean. The Dean of each Faculty shall hold office so long as he is a member of the Faculty or for a period of two years, whichever is shorter.

The Dean, Faculty of Medicine, Kakatiya University shall be a member of teaching staff of Kakatiya Medical College. He shall hold office for a period of two years. In the event of his leaving the institution by transfer or by retirement or otherwise, the post of Dean will fall vacant and a fresh appointment shall be made by the Vice-Chancellor.

2. During the temporary absence of the Dean of a Faculty, the Vice-Chancellor shall nominate a member of the Faculty, who shall for the time being and so far as may be necessary, act as Dean of the Faculty.
3. Duties and powers of the Dean of a Faculty:-
 - i) He shall preside at all meetings of the Faculty concerned and all sub-committees of the Faculty.
 - i) He shall have the right to be present and to speak at any meeting of any committee of the Faculty.
 - i) He shall present the candidates for Degrees in respect of the Faculty concerned at the Convocations.
 - i) He shall generally assist the Vice-Chancellor in maintaining standards of teaching and research and shall be responsible for co-ordinating and regulating the academic activities of the concerned Faculty.
 - i) He shall be a member of the Selection Committee in regard to the appointment of teachers of and above the rank of Lecturers of Colleges and institutions maintained by the University.
 - i) Subject to rules, the Dean shall recommend to the Vice-Chancellor, the names of eligible teachers for recognition as Research Supervisors.

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STATUTE No. VI

**POWERS AND DUTIES OF THE PRINCIPALS OF UNIVERSITY AND
CONSTITUENT COLLEGES**

In exercise of the powers conferred by Clause (a) of Section 27 read with item 7 of Section 8 of the Kakatiya University Act No. 44 of 1976, the University through the Syndicate hereby makes the following Statute declaring the Principals as defined in Sub-section 13 of Section 2 of the said act as Officers of the University and prescribing their powers and duties, namely:-

All Principals, who are the heads of the Constituent Colleges or Institutions of the Kakatiya University are hereby declared to be the Officers of the Kakatiya University.

Subject to general supervision and control of the Vice-Chancellor, the Principal of the University or a Constituent College shall have the following powers and duties:-

1. The Principal shall be the Executive Head of the College.
2. He shall exercise general supervision and control over the teaching and administrative staff of the College.
3. He shall be responsible for the safety and maintenance of the buildings, laboratories, stores and property of all kinds in the College.
4. He shall, in consultation with the teaching staff of his College, prepare the general time-table of the college and co-ordinate the organization of teaching in the various departments.
5. He shall be responsible for the maintenance of:-
 - a) Attendance Registers and Progress Records, and
 - b) Forms and Registers for equipment, books, stores and the like.
6. He shall call for periodical reports from the members of the teaching staff of his College regarding:-
 - a) the work of the members of the staff, both teaching and research.
 - b) The attendance and progress of the students.
 - c) The equipment, books and all other stores.
 - d) The expenditure incurred on:-
 - i. the recurring laboratory charges
 - ii. the imprest and other grants and
 - iii. the non-recurring grants for laboratory and library.
7. He shall be responsible for the maintenance of discipline among the staff, students and servants of the College.

8. He may fine or suspend a student of his College, but shall not rusticate any one without the approval of the Vice-Chancellor.
9. He shall with the prior approval of the Vice-Chancellor constitute the following Committees in his College:-
 - a) Bursaries & Freeships Committee
 - b) Sports Committee (where Sports & Games are organized by the college)
 - c) Library Committee
 - d) Committee of Students' Counsellors
 - e) Purchase Committee
 - f) Any other Committee

He shall preside over these Committees, record the minutes and give effect to the decisions of the various committees, in accordance with the rules prescribed.

10. Subject to the rules in force, he shall have the power to suspend, grant leave of all kinds in regard to Class-IV employees, Lab.Attendants and Lower Division Clerks or 3rd grade Clerks.
11. Subject to the rules in force, he shall have the power to grant Casual Leave to all the other ministerial staff and the members of the teaching staff of the College.
12. He shall forward with suitable recommendations, to the Vice-Chancellor, all applications for privilege or other leave from members of the ministerial staff, above the rank of an Lower Division Clerk or 3rd grade Clerk and member of the teaching staff of the College and shall recommend suitable acting arrangements.
13. He shall make recommendations to the Vice-Chancellor to delegate such of his powers as he deems necessary to senior members of the teaching staff of the College.
14. He shall utilize such funds as are collected in accordance with the rules in force, and in case any relaxation from the rules in force is found necessary, he shall obtain the prior approval of the Vice-Chancellor.
15. The Principal of a Constituent College shall be responsible for the proper maintenance of accounts of income and expenditure in the College and for proper administration of the budget so far as it relates to the College concerned.

STATUTE No. VII**TRAVELLING AND HALTING ALLOWANCE TO THE VICE-CHANCELLOR**

In exercise of the powers conferred by Clause (2) of Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following Statute in respect of the Travelling Allowance and Halting Allowance to be paid to the Vice-Chancellor of the University, namely:-

The Vice-Chancellor shall be paid Travelling and Halting Allowances as per the schedule, as suggested by the Syndicate to attend a Conference or any meeting as follows:-

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| a) AIR JOURNEY | : | Single Air Fare + Rs. 50/- incidental charges. |
| b) RAILWAY JOURNEY | : | A.C. or I Class fare and ½ I Class fare extra. |
| c) ROAD MILEAGE | : | Rs. 1.25 per km (This is applicable to road journeys, including places connected by Rail.) |
| d) DAILY ALLOWANCES | : | |
| i) Ordinary D.A. | : | Rs. 25/- per day |
| ii) Capital Cities | : | Rs. 37.50 per day |
| iii) Delhi/Calcutta/
Bombay/Madras | : | Rs. 100/- per day |

NOTE: D.A. is admissible for the days of journey as well as halts.
Mileage is admissible in addition to D.A.

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STATUTE No. VIII

**TRAVELLING AND HALTING ALLOWANCES TO THE MEMBERS OF THE
SYNDICATE, SENATE, ACADEMIC COUNCIL, PLANNING BOARD,
FINANCE COMMITTEE, BOARD OF STUDIES, EXPERT COMMITTEE,
WORKS COMMITTEE, EXAMINERS AND EMPLOYEES OF THE
UNIVERSITY**

In exercise of the powers conferred by Clause (2) of Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following Statute in respect of the Travelling Allowance and Halting Allowance Rules to the members of the Syndicate, Senate, Academic Council, Planning Board, Finance Committee, Board of Studies, Expert Committee, Works Committee, Examiners and Employees of the University, namely:-

1. The members of the Syndicate, Senate, Academic Council, Board of Studies, Expert Committee, Works Committee, Finance Committee, Planning Board and all other Committee appointed by the University or the Vice-Chancellor, who do not ordinarily reside in Warangal shall be paid Travelling and Halting Allowances at the following rates:

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| i) AIR JOURNEYS | : | Single Air fare + D.A. for the days of the journey with the permission of the Vice-Chancellor. |
| ii) RAILWAY JOURNEYS | : | I Class fare and $1\frac{1}{3}$ I class fare extra. |
| iii) ROAD MILEAGE | : | Three bus journey fare/mileage @ Re.1.00 per km. For road journeys where there are no train facilities. |
| iv) DAILY ALLOWANCE | : | Rs. 25/- per day during the halts in the University. They will be treated as the guests of the University and on such days $\frac{1}{4}$ D.A. is admissible to them. |

(NOTE: The Vice-Chancellor may grant higher rates of D.A. and higher T.A. in exceptional cases for reasons to be recorded).

2. The External Examiner attending the University shall be paid $1\frac{1}{3}$ I class fare and Daily Allowance at the rate of Rs. 20/- per day. The local Examiners shall be paid at the rate of Rs. 10/- per day.
3. The Seminar participants coming from outside the University shall be paid single I class fare and D.A. of Rs. 20/- per day. Local participants shall however be paid Rs. 10/- per day only.
4. The Research Scholars who are required to go out of Warangal in connection with their research work shall be treated as for Railway Journeys and they shall be entitled to single railway fare applicable to them in A.P. T.A. Rules. The Daily Allowance shall be at the rates prescribed by the authorities giving the Fellowships.
5. The employees of the University governed by the T.A. rules applicable to A.P. Government employees of the corresponding grades.
6. The Vice-Chancellor may in special cases permit the members and the University employees to travel by Air and grant them Air fare and incidental charges @ Rs. 25/- for to and fro journey each or $1/5$ the Air fare, whichever is less.
7. The Vice-Chancellor may grant higher Travelling and Halting Allowances in exceptional cases for the reasons to be recorded.

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STATUTE No. IX
GOLD MEDALS

Institution of Gold Medals under various Faculties, Endowments received from Donors. The following Gold Medals instituted and awarded annually at the Convocation to the candidates who have been declared entitled to them:

1. SRI R.D. BHANDARE GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS UNDER PAR-II IN B.A. EXAMINATION.
2. PROF. S. NURUL HASAN GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES HIGHEST MARKS IN FINAL MBBS EXAMINATION PART-I (EYE & ENT) AND PART-II (MEDICINE, SURGERY, OBSTETRICS AND GYNAECOLOGY) PUT TOGETHER.
3. SRI JALAGAM VENGAL RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO CANDIDATE WHO SECURES THE HIGHEST MARKS UNDER PART-II IN B.Sc. EXAMINATION.
4. PROF. SATISH CHANDRA GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN B.Ed. EXAMINATION.
5. Dr. D.S. REDDY GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN B.Tech. EXAMINATION.
6. KAKATIYA UNIVERSITY GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE SCHEDULED CASTE CANDIDATE WHO SECURES THE HIGHEST AGGREGATE MARKS IN POST-GRADUATE EXAMINATION IN THE FACULTY OF SCIENCE.
7. C.K.M. ARTS & SCIENCE COLLEGE GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS UNDER PART-II IN B.Com. EXAMINATION.
8. SRI G.S. MADHAVA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE TAXATION PAPER IN M.Com. EXAMINATION.

9. THE WARANGAL DISTRICT CO-OPERATIVE CENTRAL BANK LIMITED GOLD MEDAL SHALL BE AWARDED TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE MARKETING MANAGEMENT PAPER IN M.Com. EXAMINATION.
10. SRI P. GANGA REDDY GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE M.Com. EXAMINATION.
11. SRI THOTAKURA SEETHARAMAIAH MEMORIAL GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF TELUGU IN M.A. EXAMINATION.
12. SRI MADIPALLI VEERANNA GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF ENGLISH IN M.A. EXAMINATION.
13. SRI V.S.R. KOMMARAAS GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF ECONOMICS IN M.A. EXAMINATION.
14. SRI VONTELA RAM REDDY GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF PUBLIC ADMINISTRATION IN M.A. EXAMINATION.
15. SMT. AREKAPUDI LAKSHMI RAJYAM MEMORIAL GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE B. Pharmacy EXAMINATION.
16. SRI PRATAPAGIRI SHANKARAIAH GOLD MEDAL SHALL BE AWARDED TO THE CANDIDATE WHO SECURES HIGHEST MARKS IN II M.B.B.S. PART-I (PHARMACOLOGY & MICROBIOLOGY) AND PART-II (PATHOLOGY & FORENSIC MEDICINE).
17. SRI GUNDU RAJASHEKHARAM GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN ANATOMY, PHYSIOLOGY AND BIOCHEMISTRY PUT TOGETHER IN M.B.B.S. EXAMINATION.

18. SRI KONDA RAMAKRISHNA REDDY MEMORIAL GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURE THE HIGHEST MARKS IN THE SUBJECT OF MATHEMATICS IN M.A./M.Sc. EXAMINATION.
19. SRI ERASANI THOTHAM REDDY & SONS GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF ZOOLOGY IN M.Sc. EXAMINATION.
20. SRI ANANTULA BUCHIRAJALINGAM GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF CHEMISTRY IN M.Sc. EXAMINATION.
21. DUNDOO CHARITABLE TRUST GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN M.Phil. (PHYSICS) AND M.Phil. (CHEMISTRY) PUT TOGETHER IN M.Phil. EXAMINATION. (M.Phil. PHYSICAL SCIENCES TAKING ONLY THEORY MARKS).
22. POTLURI SRI VENKATESHWARLU & COMPANY, MANAGING PARTNER SRI B. RAMAKRISHNA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF BOTANY IN M.Sc. EXAMINATION.
23. SARDAR AJAB SING GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF ENGLISH IN M.Phil. EXAMINATIONS.
24. SRI JULLORI VEERESHA LINGAM CHARITABLE TRUST GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF COMMERCE IN M.Phil. EXAMINATION.
25. SRI AKARAPU RAJA CHENNA VISWESWARA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF PHYSICS IN M.Sc. EXAMINATION.

26. SRI ERASANI VEDADRAIAH GARI VENKATA RANGA REDDY & SONS GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECT OF TELUGU IN M.Phil. EXAMINATION.
27. SRI AKULA SRINIVASA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN M.Phil. (BOTANY) & M.Phil. (ZOOLOGY) PUT TOGETHER IN M.Phil. EXAMINATION (M.PHIL. BIOLOGICAL SCIENCES TAKING ONLY THEORY MARKS).
28. SRI CHAKILAM VIRUPAKSHALINGAM GARI SURENDAR & BROTHER GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE HIGHEST MARKS IN THE SUBJECTS OF M.Phil. (SOCIAL SCIENCES) IN M.Phil. EXAMINATION (THEORY EXAMINATIONS).
29. SWAMINADHAN LAXMINARASIMHAM GOLD MEDAL TO BE AWARDED ANNUALLY TO THE MEDICAL STUDENT WHO SECURES HIGHEST PERCENTAGE OF MARKS IN ENT & OPHTHALMOLOGY IN FINAL M.B.B.S. EXAMINATION.
30. LATE Dr. KAKUSTHAM SREENIVASA CHARI (OF JAGTIAL) GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES FIRST CLASS WITH HIGHEST PERCENTAGE OF MARKS IN PUBLIC ADMINISTRATION OF B.A. EXAMINATION.
31. Dr. V. NARASIMHA REDDY MEMORIAL GOLD MEDAL TO BE AWARDED TO THE CANDIDATE OF M.A. (TELUGU) WHO SECURES HIGHEST PERCENTAGE OF MARKS IN MODERN POETRY.
32. SRI MARKENDEYA AND KASHINADHAM MEMORIAL GOLD MEDAL INSTITUTED BY THEIR BROTHER SRI V. PUNNAMCHANDER, CLOTH MERCHANT, HANAMKONDA TO BE AWARDED TO THE CANDIDATE SECURING FIRST RANK AND FIRST DIVISION IN THE BUSINESS MANAGEMENT COURSE (i.e. POST-GRADUATE DIPLOMA IN BUSINESS MANAGEMENT).
33. KONDA VENKATA RANGA REDDY MEMORIAL GOLD MEDAL TO BE AWARDED TO A STUDENT WHO SECURES FINAL FIRST DIVISION IN L.L.B AND THE HIGHEST MARKS IN THE AGGREGATE.

34. ANDHRA PRADESH CIVIL SURGEONS' ASSOCIATION, IV ANNUAL CONFERENCE COMMEMORATION GOLD MEDAL TO BE AWARDED IN THE FACULTY OF MEDICINE TO THE BEST OUT GOING STUDENT OF M.B.B.S. I, II AND FINAL EXAMINATION.
35. SMT. PINGLE CHOODA BAI MEMORIAL GOLD MEDAL INSTITUTED BY HER SON, SRI JUSTICE P. JAGAN MOHAN REDDY TO BE AWARDED ANNUALLY TO GIRL STUDENT WHO OBTAINS HIGHEST AGGREGATE MARKS IN FIRST ATTEMPT IN THE POST-GRADUATE FACULTIES OF ARTS, SCIENCE, COMMERCE AND SOCIAL SCIENCES.
36. SRI VODITHALA SRINIVASA RAO MEMORIAL GOLD MEDAL TO BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES HIGHEST MARKS IN OBSTETRICS AND GYNAECOLOGY SUBJECTS AND ALSO FIRST DIVISION IN FIRST ATTEMPT AT THE FINAL M.B.B.S. EXAMINATION.
37. AKARAPU SARATCHANDRIKA DEVI GOLD MEDAL TO BE AWARDED EVERY YEAR TO THE CANDIDATE PASSING 5th YEAR OF B.A.M.S. EXAMINATION WITH 65% OR MORE IN FIRST ATTEMPT BY SECURING HIGHEST MARKS IN 5th YEAR EXAMINATION.
38. THE ASSOCIATION OF PHYSICIANS OF INDIA, WARANGAL CHAPTER GOLD MEDAL TO BE AWARDED TO THE FINAL YEAR M.B.B.S. REGULAR STUDENT WHO SECURES HIGHEST MARKS IN MEDICINE.
39. SMT. R. LAXMI BAI AND R. LAXMINARAYANA REDDY GOLD MEDAL TO BE AWARDED TO A CANDIDATE WHO SECURES HIGHEST AGGREGATE MARKS IN ALL SUBJECTS ON STRUCTURAL ENGINEERING IN B.Tech. CIVIL ENGINEERING OR B.Tech. STRUCTURAL MAJOR.
40. SRI PANDIT RAMNARAYANJI SHARMA, FOUNDER, SHREE BAIDYANATH AYURVED BHAVAN LIMITED GOLD MEDAL TO BE AWARDED TO A STUDENT WHO GETS HIGHEST MARKS IN "DRAVYAGUNA, RASTANTRA AND BHAISHYA KALPANA OF B.A.M.S. AND GETS 65 % OR MORE IN B.A.M.S. COURSE AND PASSED IN FIRST ATTEMPT.

41. SRI VANGALA NARSIMHA MURTHY, F.C.A. GOLD MEDAL TO BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES FIRST CLASS IN M.Com. EXAMINATION IN FIRST ATTEMPT AND OBTAINS HIGHEST MARKS IN "MANAGEMENT ACCOUNTING" PAPER.
42. LATE SRI VEMUGANTI RATNAKAR RAO, ADVOCATE, HANAMKONDA MEMORIAL GOLD MEDAL INSTITUTED BY HIS DAUGHTER-IN-LAW SMT. JAYA AND HIS SON, V. HARIHAR RAO, ADVOCATES SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES THE SECOND HIGHEST MARKS IN THE AGGREGATE DURING THE THREE YEARS OF THE SIX SEMESTERS OF THE LL.B. EXAMINATION AND PASSES THE SAID EXAMINATION IN FIRST DIVISION IN ONE ATTEMPT.
43. BHISHA GRATNA Dr. ACHANTA LAKSHMIPATHY MEMORIAL GOLD MEDAL INSTITUTED BY AROGYA ASHRAMA SAMITHI, MADRAS SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO PASSES ALL THE EXAMINATIONS OF B.A.M.S. COURSE IN FIRST APPEARANCE IN FIRST CLASS BY SECURING HIGHEST NUMBER OF MARKS IN AGGREGATE.
44. Dr. I. VENKAT RAO GOLD MEDAL INSTITUTED BY HIS SON, Dr. I.K. SASTRY AND DAUGHTER-IN-LAW, DR. I. KAMESHWARI ON THE OCCASION OF HIS SASTIABHIPOORTHY SHALL BE AWARDED ANNUALLY TO A REGULAR CANDIDATE PASSING II M.B.B.S. EXAMINATION IN FIRST CLASS, FIRST IN FIRST ATTEMPT WITH HIGHEST MARKS IN 'PATHOLOGY'.
45. SRI SARVADEVARA BHATLA NARSIMHA MURTHY, ADVOCATE, KHAMMAM GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES I DIVISION IN LL.B. AND HIGHEST MARKS IN III YEAR V & VI SEMESTERS OF LL.B. EXAMINATION IN ONE ATTEMPT.
46. BHUPATI SOMALINGAM GOLD MEDAL TO BE AWARDED ANNUALLY TO A GIRL STUDENT WHO PASSES B.Com. EXAMINATION IN FIRST DIVISION IN FIRST ATTEMPT SECURING HIGHEST MARKS.
47. SOMA RAMAIAH GOLD MEDAL TO BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES FIRST CLASS IN M.Com. EXAMINATION IN FIRST ATTEMPT AND OBTAINS HIGHEST MARKS IN THE "COST-ACCOUNTS" PAPER.

48. SRI CHERUKU JAGAN MOHAN REDDY MEMORIAL GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES FIRST CLASS IN FINAL M.B.B.S. IN FIRST ATTEMPT AND OBTAINS HIGHEST AGGREGATE MARKS IN GENERAL SURGERY.
49. SRI GARLAPATI RAGHAVA REDDY MEMORIAL GOLD MEDAL INSTITUTED BY HIS SON SRI GARLAPATI HARIDATHA REDDY, ADVOCATE, HYDERABAD SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES HIGHEST MARKS IN THE PAPER "HISTORY AND CULTURE OF ANDHRAS" IN M.A. TELUGU (PREVIOUS) PAPER-II.
50. ADHYATMIKA GRANDALAYAM, WARANGAL GOLD MEDAL TO BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES HIGHEST MARKS IN SANSKRIT SUBJECT COVERING THREE PAPERS INCLUDING SECOND LANGUAGE SANSKRIT MARKS OF I & II YEARS AND PASS THE B.A. (LANGUAGES) EXAMINATION IN FIRST DIVISION IN ONE ATTEMPT.
51. VASAVI CLUB, WARANGAL GOLD MEDAL INSTITUTED BY VASAVI CLUB, WARANGAL SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES FIRST CLASS IN ONE ATTEMPT IN FINAL M.B.B.S. EXAMINATION AND OBTAINS HIGHEST MARKS IN GENERAL MEDICINE.
52. BHISHAGRATNA MUDIGONDA CHINA VEERABHADRAIAH MEMORIAL GOLD MEDAL INSTITUTED BY HIS GRAND SON Dr. M. VEERABHADRAM, WARANGAL TO BE AWARDED ANNUALLY TO A CANDIDATE WHO PASSES ALL THE EXAMINATIONS OF B.A.M.S. COURSE IN FIRST ATTEMPT IN FIRST CLASS BY SECURING HIGHEST MARKS IN "KAYA CHIKITSA" AND "ROGA NIDANA" SUBJECTS.
53. MUDIGONDA SHANKARA SASTRY BHAVANAMMA GOLD MEDAL INSTITUTED BY SRI MUDIGONDA SHANKARA SHASTRY SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES I CLASS WITH HIGHEST AGGREGATE MARKS IN M.A. (TELUGU) EXAMINATION FROM AMONG THE CANDIDATES ADMITTED INTO M.A. (TELUGU) WITH ORIENTAL GRADUATES OF ANY UNIVERSITY.
54. SRI J. LAXMAIAH, TEACHER GOLD MEDAL SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES FIRST CLASS IN B.Tech. EXAMINATION IN FIRST ATTEMPT AND OBTAINS HIGHEST AGGREGATE MARKS IN MECHANICAL ENGINEERING.

55. SRI CHINTALA NARASIMHULU MEMORIAL GOLD MEDAL INSTITUTED BY HIS SON SRI CHINTALA RAMACHANDRAM AND BROTHERS SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES FIRST CLASS IN FIRST ATTEMPT IN M.B.B.S. PART-II EXAMINATION AND OBTAINS HIGHEST AGGREGATE MARKS IN MEDICINE, SURGERY, OBSTETRICS AND GYNAECOLOGY.
56. SMT. THAMMANA SEETHARAMAMMA MEMORIAL GOLD MEDAL INSTITUTED BY HER HUSBAND SRI THAMMANA SEETHARAMANJANEYULU SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO IS RANKED FIRST IN THE FIRST ATTEMPT IN M.D. GENERAL MEDICINE EXAMINATION.
57. SHRI RAMAGONI RAMA CHANDRA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES FIRST DIVISION, IN FIRST ATTEMPT IN LL.B. AND ALSO SECURES HIGHEST MARKS IN "HINDU LAW".
58. SRI RAMAGONI NAVIN KUMAR, S/o. RAMAGONI RAMA CHANDRA RAO GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE BEST OUT GOING CANDIDATE IN M.S. (GENERAL SURGERY).
59. THE INDIAN SOCIETY OF ANAESTHESISTS, ANDHRA PRADESH STATE GOLD MEDAL SHALL BE AWARDED ANNUALLY TO THE BEST OUT GOING STUDENT AMONG THE FIRST DIVISION IN M.D. ANAESTHESIOLOGY.
60. SRI UMMENTHALA VENKATA RAM REDDY MEMORIAL GOLD MEDAL INSTITUTED BY HIS SON Dr. U.V. NARSIMHA REDDY, KARIMNAGAR SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO PASSES ALL THE EXAMINATIONS OF B.A.M.S. IN FIRST ATTEMPT IN FIRST CLASS BY SECURING HIGHEST AGGREGATE MARKS IN "SHALYA SHALAKYA" SUBJECTS.
61. SMT. T. KANAKASUNDARAMMA GOLD MEDAL INSTITUTED BY HER HUSBAND Dr. T.S. MURTHY, WARANGAL SHALL BE AWARDED ANNUALLY TO A GIRL STUDENT WHO SECURES FIRST CLASS IN I, II AND FINAL M.B.B.S. IN ONE ATTEMPT AND OBTAINS HIGHEST AGGREGATE MARKS.

62. KONDURI ANNAPURNA GOLD MEDAL INSTITUTED BY Dr. K.S.R. SASTRY SHALL BE AWARDED ANNUALLY TO A CANDIDATE WHO SECURES FIRST CLASS IN FIRST ATTEMPT IN II M.B.B.S. EXAMINATION AND OBTAINS HIGHEST MARKS IN THE SUBJECT OF THE FORENSIC MEDICINE.
63. SRI DEVULAPALLY KRISHNA SASTRY VAMSEE GOLD MEDAL INSTITUTED BY VAMSEE ARTS THEATRES, HYDERABAD SHALL BE AWARDED ANNUALLY TO THE M.A. (TELUGU) CANDIDATE WHO SECURES FIRST CLASS IN ONE ATTEMPT AND OBTAINS HIGHEST MARKS IN CLASSICAL POETRY.
64. SRI GANESH NARAYAN MEMORIAL GOLD MEDAL INSTITUTED BY HIS SON SRI MAHESH NARAYAN, SHALL BE AWARDED ANNUALLY TO THE CANDIDATE WHO SECURES FIRST CLASS IN FIRST ATTEMPT IN ALL THE THREE YEARS OF LL.B. EXAMINATION AND SECURES HIGHEST MARKS IN "CRIMINAL PROCEDURE CODE".

N.B.:- In all the above cases, the candidates who have passed the qualifying examinations in first class only will be considered. In the case of the candidate who has to secure highest marks in the "Taxation" Paper in M.Com., he is required to pass the "Taxation" paper with first class marks.

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STATUTE No. X

CONVOCATION FOR CONFERRING DEGREES

1. i) A special meeting of the Senate shall be held before the hour and time fixed for Convocation for the purpose of conferring Degrees and Diplomas. The Chancellor will, on arrival, be received by the Vice-Chancellor and the Registrar at the entrance to the convocation Hall, where the Convocation is held and then conducted to the Senators' Room. On the Chancellor's taking his seat, a senior Dean will supplicate Grace of the Senate for admission to the various Degrees and Diplomas on the candidates in the following words:-

"Mr. Chancellor, I beg to move that a Grace of the Senate be passed that the persons whose names are herewith appended and whom the syndicate, on the report of the Examiners duly appointed, has certified to be qualified severally for the respective Degrees, Diplomas and Medals as detailed in the list appended, be admitted to the respective Degrees, Diplomas and Medals".

The next senior Dean will second the supplication where upon the Chancellor will put the question "Doth it please you that this Grace be passed?" and the Senate assenting the Chancellor shall declare "The Grace is passed".

- ii) A Convocation for the purpose of awarding Post-Graduate (Masters) and Research degrees, conferred by the Senate on the candidates, shall ordinarily be held every year in the month of December or January. But, a special Convocation may also 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 Syndicate, subject to the Chancellor's approval.
2. Not less than forty five (45) days notice shall under direction from the Vice-Chancellor, ordinarily be given by the Registrar, of an ordinary meeting of the Convocation, and such notice of any other Convocation as may be possible.

3. Candidates for all Degrees and Diplomas must submit to the Registrar, at least thirty (30) days before the date fixed for the Convocation, their applications for admission to their Degrees in the prescribed forms together with such fees as may be prescribed by the Ordinances. No candidate who has not thus sent the application with the prescribed fee shall receive the Degree or Diploma either at the Convocation or at a special function held at a College.
4.
 - I) Every candidate for a Post-Graduate (Masters) and Research Degree who has studied in Colleges or has appeared after private study and passed the Examinations prescribed therefore, shall receive the same together with any prize or medal concerning it at a Convocation either in person or in absentia on payment of such fee as may be prescribed by Ordinances.
 - II) Every candidate for a first degree or diploma who has studied in a college of the University or Affiliated to or Recognised by the University for such Degree, Diploma and passed the Examination prescribed therefore shall receive in person, the Degree or Diploma together with any prize or Medal concerning it at a special function to be held at the respective college which has prepared and presented him or her for the examination leading to the Degree or Diploma after due notification some time after the Convocation is held. Absentees, however, will receive the same from the Controller of Examinations, Kakatiya University after 15 days from the date of Special function.
 - III) Every candidate for a first degree or diploma who has appeared after private study and passed the examination prescribed therefore shall be eligible to receive the same at a special function held at the College from where he took the examination. The absentees, however, shall receive the same from the Controller of Examinations, Kakatiya University, after 15 days from the date of the special function.
 - IV) The procedure to be followed at special functions to be held in the Colleges to issue Degrees or Diplomas, etc. to the candidates shall be determined by the Syndicate from time to time.
5. Such candidates who have intimated that they would attend, but are unable to present themselves at the Convocation, shall be given their Degrees or Diplomas on the payment of an extra fee of Rs. 15.00 within one year from the date of Convocation. A single fee of Rs. 15.00 will be charged even if more than one degree or diploma is due to at the same time. In case, the candidate does not take his/her certificate, within one year, he/she is required to pay an extra fee of Rs. 25.00.

6. The degree and diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Officer authorized to do so.
7. The Chancellor may invite an eminent person to address the candidates at a Convocation. In the case of special function at the colleges, the Principal may invite an eminent person to be the Chief Guest.
8. The Chancellor shall preside at a meeting of the Convocation. In his absence, the Vice-Chancellor shall preside.
9. The Chancellor, the Vice-Chancellor and the distinguished guest who has been invited to address the candidates, as well as the members of the Syndicate, the Senate, the Academic Council and such of the Deans of the Faculties who are not otherwise members of the above authorities, shall assemble at the appointed hour and place and shall walk in a procession to the place where the degrees and diplomas are to be awarded.
10. The Chancellor, the Vice-Chancellor, the distinguished guest, the Registrar, the members of the syndicate, the Senate, the Academic Council, such of the Deans of the Faculties, who are not otherwise members of the above authorities and the candidates shall appear in white dress with the appropriate badges prescribed for them.
11. The candidates shall be seated facing the Chancellor (or the Vice-Chancellor).
12. As the procession approaches, the candidates and the guests shall rise and remain standing until the Chancellor, the Vice-Chancellor, the distinguished guest, the members of the Syndicate, the Senate, the Academic Council and such of the Deans of the Faculties who are not otherwise members of the above authorities, have taken their seats.
13. The Chancellor, the Vice-Chancellor, the distinguished guest and the members of the syndicate, the Senate, the members of the Academic Council and such of the Deans of the Faculties who are not otherwise members of the above authorities, having taken their seats, the Chancellor or the Vice-Chancellor shall say:-

“This Convocation of the Kakatiya University has been called to confer degrees upon the candidates who have been certified worthy of these Degrees by the Senate. Let the candidates be presented.”

14. Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient of such a Degree shall be presented ordinarily by the Vice-Chancellor who shall make a recital of the recipient's qualifications. The Chancellor or the Vice-Chancellor, in presenting the Diploma of the Honorary Degree, shall say to the recipient:-

“By virtue of the authority vested in me as Chancellor or Vice-Chancellor of the University, I admit you to the degree of Honoris Cause on account of your eminent position and attainments.”

15. The following shall be the order of presentation:-

a) Honorary Degrees:

- i) LL.D.
- ii) D. Litt.
- iii) D.Sc.

b) Post-Graduate (Masters) and Research Degrees in:

- 1. Arts
- 2. Science
- 3. Commerce
- 4. Social Science
- 5. Medicine
- 6. Engineering & Technology
- 7. Education

After the commencement of the Convocation, the candidates for the Degrees shall rise and remain standing, for answering the questions put by the Chancellor.

16. With the candidates for the Degrees standing, the Chancellor or the Vice-Chancellor shall put to them the following questions to which the candidates shall answer in words, “I do promise”.

Question 1: "Do you solemnly and sincerely promise and declare that if admitted to the degree of _____ you will, in your daily life and conversation, conduct yourself as become members of the University?"

Answer by: "I do promise".
Graduates

Question 2: "Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability, you will use your powers for the promotion of true learning and in the service of your fellowmen?"

Answer by: "I do promise".
Graduates

Question 3: "Do you solemnly and sincerely promise that you will faithfully and diligently fulfil the duties of the profession at which you will eventually belong and that you will on all occasions, maintain its purity and deputation?"

Answer by: "I do promise".
Graduates

17. The Chancellor or the Vice-Chancellor shall then say:

"Let the candidates be presented"

18. The candidates shall be presented in batches to the Chancellor or the Vice-Chancellor by the Deans of the respective Faculties who shall say for each batch:-

"Mr. Chancellor, (or) Mr. Vice-Chancellor,

Sir,

I present to you this candidate (or these candidates) (_____) to and pay that the (or they) may be submitted to the Degree of _____."

19. When all the candidates for the same degree have been presented, the Chancellor or the Vice-Chancellor, in presenting the Degrees or Diplomas, shall say to the candidates who shall remain standing:-

“By virtue of the authority vested in me as Chancellor, or Vice-Chancellor of the Kakatiya University, I admit you to the Degree of _____ and I charge you through out your life to prove worthy of this Degree”.

20. When all the candidates have been presented, the Registrar shall lay the record of the Degrees that have been conferred, before the Chancellor or the Vice-Chancellor together with the record of the ordinary degree or diplomas to be given to the candidates, at special functions held at the respective colleges, who shall then affix his signature thereto.
21. The Registrar will then read out the names of the candidates who have been entitled to Gold Medals at the Examinations and as he reads each name, the candidates should come to the Dais and receive the Gold Medals from the Chancellor.
22. The distinguished guest will then address the Convocation.
23. At the closure of the address, the Chancellor, the Vice-Chancellor and the members of the University Syndicate, the Senate, the Academic Council and such of the Deans of the Faculties who are not otherwise members of the above authorities shall rise and the Chancellor or the Vice-Chancellor shall then say:

“I declare the Convocation dissolved”.
24. The Chancellor, the Vice-Chancellor, the distinguished guest and the members of the University Syndicate, the Senate, the Academic Council and such of the Deans of the Faculties who are not otherwise members of the above authorities shall then retire in procession, the graduates and guests standing.

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STATUTE No. XI

POWERS AND DUTIES OF THE VICE-CHANCELLOR

Under Sub-Section (2) of Section 28 of the Kakatiya University Act No. 44 of 1976, the Governor of Andhra Pradesh hereby approves the Statute relating to the powers and duties of the Vice-Chancellor of the Kakatiya University made by the Syndicate:

ANNEXURE

Statute relating to the powers and duties of the Vice-Chancellor of the Kakatiya University.

1. The Vice-Chancellor shall be responsible for the maintenance of discipline among the staff, the students and servants of the University and shall have powers necessary for this purpose.
2. He shall have the right to inspect all Colleges and Institutions of the University and also the Colleges and Institutions Affiliated to or Recognised by or Associate with the University. He may express his views there on to appropriate Officer or authority of the University.
3. He shall have power to institute an enquiry in respect of any matter, concerning the University.
4.
 - a) He shall have power to appoint, punish, suspend or dismiss employees of the University holding posts below the rank of an Administrative and Accounts Officer, provided that when he exercises his powers of punishments or dismissal under this section, the person punished or dismissed shall be entitled to prefer an appeal to the Syndicate within ninety (90) days from the date of serving the orders.
 - b) The Vice-Chancellor shall have the power to suspend to Registrar or any teacher or an employee holding a post of above the rank of an Administrative and Accounts Officer in the University and he shall submit within one month, a full statement regarding such suspension with his recommendations to the Syndicate, whose orders shall be final.
5. The Vice-Chancellor shall have the power to delete any time from the Agenda of any Faculty of Board of Studies and shall also have the right to refer back for reconsideration any resolution adopted by any such body.

6. a) He shall exercise general control over all institutions and departments of the University.

b) All proposals from such institutions and departments which require the sanction of the Syndicate shall be submitted to him and he shall place them before the Syndicate with his recommendations.
7. He shall be the final authority or deciding the arrangement of teaching in a department and assigning the number of periods of work to a teacher.
8. He shall exercise control over all University Buildings and Hostels and shall be the final authority for allocating accommodation for administrative teaching and residential purposes.
9. He shall be the final authority with regard to admission into any Faculty of the University.
10. The Vice-Chancellor shall have power:
 - i) a) to grant leave of all kinds to University employees holding posts below the rank of an Administrative and Accounts Officer for any period of time and to all other employees and teachers of the University upto a maximum period of four months and sanction consequential arrangements and pay allowances admissible under the rules for the discharge of work during such leave.
b) to grant extra-ordinary leave without pay to the members of the staff of the University after verification by the Audit upto the limit permissible under the rules without regard to the fact whether the leave is taken for purposes of study or for other purposes.

c) to grant leave on private affairs to University employees for more than one year at a time after verification by the Audit in cases where the leave applied is for purposes of higher studies.
 - ii) to sanction Earned Leave on full pay in accordance with the prescribed rules to members of the staff who work during the vacations.

- iii) To sanction annual grade increments, to permit the crossing of the efficiency bar and to confirm, on the basis of the satisfactory report from concerned authorities, and to recommend to the Syndicate, the withholding of annual grade increments, the crossing of the efficiency bar and the confirmation of teachers and staff of the University.
- iv) To transfer amount from one sub-head of the budget to another to meet any expenditure sanctioned by the Syndicate or otherwise provided for the budget.
- v) To sanction non-recurring expenditure from savings upto a maximum of Rs. 3,000/- for any single project.
- vi) To invite persons to deliver extension lectures and to sanction their remuneration and Travelling Allowance within the budgeted provision.
- vii) To depute employees of the University to attend conferences or for any purpose connected with the University, and to sanction their Travelling Allowances out of the budgeted grant or from the savings.
- viii) To allot funds, within the sanctioned grant, to members of the University as assistance towards the publication of original work.
- ix) To decide all matters relating to Scholarships, Bursaries and Freeships.
- x) To sanction within the budgeted provision, charges for the translation, compilation and the revision of books.
- xi) To retire the University employees below the rank of an Administrative and Accounts Officer on attaining the age of Superannuation and to sanction their pension, gratuity or provident fund, in accordance with the rules in force.
- xii) To extend the period of temporary post upto three months, and to sanction the disbursement of the salary of the person holding such a post.
- xiii) To appoint members of the teaching staff of the University or others, as part-time teacher or for other duties, according to the sanctioned scale, and to sanction their remuneration from the provision of the concerned vacant posts or savings.

- xiv) To delegate any of his duties and powers to a Board or a Committee or an Officer as a member of the staff.
- xv) To engage temporary employees to meet the demands of emergent and provisional work sanctioned during the year and to sanction their remuneration according to approved scales from the savings, subject to a maximum of Rs. 3,000/-.
- xvi) To transfer members of the teaching staff from one College to another and from the teaching departments to administration and vice-versa.
- xvii) To retire teachers and members of the staff of the University on attaining the age of superannuation, and to sanction their pension or pension-cum-gratuity after due verification of the amount by the Accountant General, Andhra Pradesh and to sanction their Provident Fund in accordance with the rules in force after due verification of the amount by the University Audit Officer.
- xviii) To sanction purchase of furniture and office equipment such as, Typewriters, Cyclostyling machines, Bicycles, Steel Almirahs, Safes, etc., subject to the provision made in the budget.
- xix) A) to sanction remission and the writing off of irrecoverable losses and damages of stores not exceeding Rs. 2,000/- in case.
B) to sanction, after consultation with the Finance Committee the remission and writing off of irrecoverable losses and damages of stores exceeding Rs. 2,000/- in each case.
- xx) to sanction the installation of telephones and inter-communication apparatus at residences, offices and institutions of the University.
- xxi) To rent buildings for the use of Colleges and institutions of the University and to execute Rental Deeds and payment of rent, subject to provision in the budget and in accordance with the assessment of rent by the University Engineer.
- xxii) To sanction estimates and plans prepared by the University Engineer for buildings, constructions additions and repairs to the University buildings not exceeding Rs. 25,000/- subject to the provision in the budget.
- xxiii) To accord permission to start urgent repairs to buildings in anticipation of sanction by the Syndicate and in accordance with the estimates prepared by the University Engineer, not exceeding Rs. 25,000/- subject to the provision in the budget.

- xxiv) To sanction expenditure for purchase of any machinery equipment or apparatus, the cost of which does not exceed Rs. 50,000/- subject to the procedure laid down by the Finance Committee.
- xxv) To make incharge arrangements to the extent of the person next below in temporary and permanent vacancies of Heads of Departments and Heads of Institutions.
- xxvi) To permit or refuse University employees to accept any honorary work outside the University.
- xxvii) To allow University employees to accept examiner-ship, membership of other academic bodies in other Universities and Institutions, be it remunerative or non-remunerative.
- xxviii) To commute absence into leave or condone and interruption in services upto fifteen (15) days in the case of University employees below the rank of an Administrative and Accounts Officer.
- xxix) To grant permission to teachers of the University for attending meetings of the Committee appointed by the Governments of States and the Centre, and other Public Bodies, and to treat them as being on duty.
- xxx) To appoint examiners from the panels of Examiners recommended by the Boards of Studies, and to approve and publish the results of the University Examinations; and to report the same to the Syndicate, and
- xxxi) To re-grant amounts which have once been sanctioned by the Syndicate, but could not be utilized during the occurrence of the particular financial year.

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STATUTE No. XII

**MEETINGS OF THE ACADEMIC COUNCIL AND THE PROCEDURE
THEREAT**

In exercise of the powers conferred by Clause (X) & (Y) of Section 27 and Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following statute relating to the meetings of the Academic Council and the procedure thereat namely:-

1. There shall be at least one ordinary meeting of the Academic Council in a year, on the dates to be fixed by the Vice-Chancellor.

The Registrar shall, under the direction of the Vice-Chancellor give not less than 45 days' notice of an ordinary meeting.

2. The Vice-Chancellor may, whenever he considers necessary, convene a special meeting of the Academic Council and may give such notice as circumstances permit. In such case, the agenda paper shall be issued to the members along with notice of the meeting.
3. A special meeting of the Academic Council shall be called on requisition signed by at least 25 members of the Academic Council. The requisition for the special meeting shall be accompanied by the text of the proposal or proposals, along with names of the proposer and the seconder of each such proposal. The Registrar shall, under the orders of the Vice-Chancellor convene a meeting not later than 21 days after the receipt of requisition from the members.

At special meetings of the Academic Council, any member may bring forward an amendment to a proposal without previous notice of the amendment being given in writing.

4. The Vice-Chancellor shall, when present, preside at meetings of the Academic Council. In the event of his absence from any meeting, the members present shall elect a Chairman from among themselves.
5. a) The Registrar shall, not less than 45 days previous to the date fixed for an ordinary meeting of the Academic Council issue to the members, a notice stating the date, time and place of the meeting and prescribing the last date for receiving proposals from the members, i.e. 30 days before the date fixed for the meeting.
b) Any member, who wishes to move a proposal at a meeting, shall forward a copy of the proposals to the Registrar, so as to reach him at least 30 days before the date fixed for the meeting.

- c) After the proposals have been received from the members, the Registrar shall, at least 21 days before the date fixed for the meeting, issue to the members preliminary agenda paper showing the business to be brought before the meeting, the text of the proposals to be proposed (of which notice in writing has previously reached him and the names of the proposer and seconder of each proposals).
- d) Any member, who wishes to propose an amendment to any of the proposals included in the Agenda paper, shall forward the terms of the amendment to the Registrar, so as to reach him at least 15 days before the date fixed for the meeting.
- e) After the amendments have been received, the Registrar, shall, at least 7 days before the date fixed for the meeting, issue the revised agenda showing all the proposed proposals and amendments.
6. No matter which has already been decided at a meeting of the Academic Council, shall be brought forward for discussion within the same academic year, except with the special permission of the Vice-Chancellor or the consent of two thirds of the total number of members present at the meeting at which it is proposed to re-open the question.
7. No resolution, proposal, amendment or other matter of business, of which previous notice has been given shall be brought up before the Academic Council except by the special permission of the Chairman.
- Provided, however, that the Vice-Chancellor may bring any business which, in his opinion, is urgent, before any meeting of the Academic Council with shorter notice than is provided for in the Statute, without placing the same on the agenda paper.
8. The quorum for a meeting of the Academic Council, shall be one third or fifteen members of the Academic Council, whichever is higher.
9. At every meeting of the Academic Council, the following shall be the order of business:-
- a) Election of a Chairman, if necessary
 - b) Other election, if any
 - c) Co-option of member(s), if any
 - d) Co-option of members on the Academic Council against existing vacancies, if any
 - e) Any motion for a change in the order of business as stated in the revised agenda paper.

- f) Business brought forward by the Vice-Chancellor including matters referred to the Academic Council by the Senate and/or the Syndicate.
 - g) Business brought forward by the Faculties
 - h) Proposals of which notice has been given by the members of the Academic Council.
10. The procedure at meetings of the Academic Council shall be regulated generally by the procedure laid down for meetings of the Senate, under the relevant Statute. With regard to any point or order of matter of procedure, the decision of the Chairman shall be final.

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STATUTE No. XIII

INCLUSION OF MEMBERS TO THE SENATE FROM THE SYNDICATE

In exercise of the powers conferred by Sub-section (2) of Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following amendment to Statute No. IV (1) (The Senate) set-out in the schedule to the said Act to provide for the inclusion of members of the Syndicate in the Senate who are not otherwise members of the Senate.

AMENDMENT

Under Class-I – Ex-officio members: after category (vi), the following may be added as category (vii), namely:-

- (vii) Such members of the Syndicate who are not otherwise members of the Senate.

...

STATUTE No. XIV

INCLUSION OF MEMBERS TO THE ACADEMIC COUNCIL
FROM THE SYNDICATE

In exercise of the powers conferred by the Sub-section (2) of Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following amendment to Statute No. VI (1) (The Academic Council) set-out in the schedule to the said Act to provide for the inclusion of members of the Syndicate in the Academic Council, who are not otherwise members of the Academic Council.

AMENDMENT

Under Ex-Officio members: after category (vi), the following may be added as category (vii), namely:-

- (vii) Such members of the Syndicate who are not otherwise members of the Academic Council.

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STATUTE No. XV

MEETINGS OF THE SENATE AND THE PROCEDURE THEREAT

In exercise of the powers conferred by Clause (x) and (y) of Section 27 and Section 28 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following Statute for the meeting of the Senate and the procedure there at, namely:-

1. There shall be at least two ordinary meetings of the Senate in a year, on the dates to be fixed by the Vice-Chancellor.
2. One of the meetings shall be called the Annual Meeting at which the Annual Report, the Annual Accounts, Audit Report and the Financial Estimates of the University for the ensuing year shall be presented.
3. The Senate may also meet at such other times as it determines.
4. The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Senate.
5. Upon a requisition in writing, signed by not less than twenty (20) members of the Senate, the Vice-Chancellor, shall convene special meeting of the Senate. A requisition for a special meeting of the Senate must be forwarded to the Registrar, with a copy of the proposal or proposals to be moved at the meeting, and also the name of the proposer of each proposal.
6.
 - a) The Registrar shall, under the direction of the Vice-Chancellor give not less than 45 days, notice of an ordinary meeting of the Senate, stating the time and place of the meeting, provided however, that if the date fixed for the meeting is changed, a fresh notice of 45 days, shall not be necessary.
 - b) The Registrar shall send to each member of the Senate copies of the Annual Report, Annual Accounts and Audit Report and the Financial Estimates of the University for the ensuing year, at least 21 days before the date fixed for the meeting.
7. Not less than 15 days' notice shall ordinarily be given of a special meeting convened by the Vice-Chancellor, but in case of urgency, the Vice-Chancellor may convene a special meeting at a shorter notice. Along with the notice of the special meeting, the Registrar shall also send a statement of the business to be transacted at the meeting.

8. Not less than 15 days' notice of a special meeting convened by the Vice-Chancellor, on a requisition, shall be given to the members. Along with the notice, the Registrar shall also send to each member a copy of the proposal or proposals, to be moved at the meeting along with the name of the mover of each proposal.
9. In the case of a special meeting, the Registrar shall give the members such notice of the time and place of the meeting and circumstances in each case may permit. In each case, he shall issue the agenda paper along with the notice of meeting.
10. Any member who wishes to move a proposal at an ordinary meeting, shall forward a copy of the proposal to the Registrar so as to reach him not later than 30 days before the date fixed for the meeting.
11. The Registrar shall, at least 21 days before the date of an ordinary meeting, issue an agenda paper showing the business to be brought before the meeting, the terms of proposals to be proposed (of which notice in writing has previously reached him) and the name of the proposer of each proposal.
12. A member who wishes to move an amendment to any of the proposals included in the agenda paper shall forward the terms of the amendment to the Registrar, so as to reach him not later than 14 days before the date fixed for the meeting.
13. If any amendments are received, the Registrar, shall at least seven days before the date fixed for the meeting, issue a revised agenda paper showing all the proposed proposals and amendments.
14. a) One-third of the members, of the Senate shall form a quorum, for a meeting of the Senate.

At the appointed time of the meeting, the Registrar shall take notice that the quorum is present. If there is no quorum half-an-hour after the notified time of the meeting, the Chairman shall declare that there shall be no meeting.

b) If at any time during the progress of meeting any member shall call attention to the number of members present, the Chairman shall within a reasonable time count the number of the members present and, if a quorum be not present, he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

c) At all adjourned meetings, no business other than on the agenda of the original meeting shall be considered. No quorum shall be required for an adjourned meeting. When however, a meeting is adjourned for fifteen days or more not less than 10 days' notice of the adjourned meeting and of the business to be transacted, shall be given.

15. a) A member who has forwarded a proposal may, by giving written notice, which shall reach the Registrar, not less than seven clear days before the date fixed for the dispatch of preliminary agenda for the meeting, withdraw his proposal.
- b) The Registrar shall place all such proposals before the Vice-Chancellor, who shall direct him to include such proposals in the agenda, provided that no proposal shall be admissible which does not comply with the following conditions.
- i) It shall deal with only one matter and shall be precise and positive in form.
 - ii) It shall not deal with any matter which does not fall within the powers of the Senate.
 - iii) It shall not contain arguments, in-ferecences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons exception their official or public capacity.
 - iv) It shall not refer to a matter which is under adjudication by a Court of Law, nor shall it be of a political character.

It shall not raise substantially the same question as that raised in a motion moved and decided in the Senate during the 12 months preceding the date of the meeting, at which it has to be moved.

16. Any proposal which is thus directed to be included on the agenda by the Vice-Chancellor shall be returned to the mover with reason or reasons for its rejection.
17. No proposal, amendment or other matter of business, of which previous notice has not been given, shall be brought before the Senate at its meeting, except with the consent of the Vice-Chancellor and the permission of two thirds of the members present. At a special meeting of the Senate, however, of which 15 days notice has not been given the Vice-Chancellor may accept an amendment on a shorter notice.
18. A proposal standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member, present.

19. An amendment to a proposal shall be :
- i) By leaving out a word or words.
 - ii) By leaving out a word or words in order to insert a word or words.
 - iii) By inserting a word or words.
- Provided that no amendment shall be proposed which negatives or substantially alters the original proposal.
20. In the absence of the Chancellor and the Pro-Chancellor, the Vice-Chancellor shall preside at the meetings of the Senate. If the Vice-Chancellor be absent, the members present shall elect the Chairman, till the election of the Chairman takes place, the senior most among the members of the Senate, attending the meeting shall preside, and conduct the election of the Chairman, for the meeting.
21. The following shall be the order of business:
- i) Election of Chairman, if necessary
 - ii) Other elections, if any
 - iii) Questions and Answers
 - iv) Any motion for a change in the order of business as stated in the agenda paper
 - v) Business brought forward by the Syndicate and/or the Vice-Chancellor.
 - vi) Business brought forward by members of the Senate.

QUESTIONS & ANSWERS

22. a) Questions may be asked by a member of the Senate at an ordinary meeting for the purpose of obtaining information on any matter concerning the University.
- b) All questions shall be addressed to the Vice-Chancellor and shall reach him at least four weeks before the meeting for which they are intended. No question may be asked which does not comply with the following conditions:
- i) It shall be so framed as to be a request for information.
 - ii) It shall not contain arguments, ironical expressions or defamatory statement.

- iii) It shall not ask for an expression of opinion or the solution of a hypothetical proposition.
- iv) It shall not refer to the character or conduct of any person except in his official capacity.
- v) It shall not refer to a matter known to be of a confidential nature.
- c)
 - i) The Vice-Chancellor shall decide on the admissibility or otherwise of a question. He shall disallow any question which in his opinion, contravenes the above rules, but in that case he shall give his reason for disallowance to the member concerned.
 - ii) The Vice-Chancellor may also disallow any question which involves the preparation of elaborate statements or statistics.
- d) Answer to questions shall be prepared by or under the direction of the Syndicate.
- e) All questions which have been admitted together with such answers as are ready shall be issued to the members of the Senate at least seven days before the meeting.
- f) The Chairman shall call out the name of each questionnaire in the order in which they are typed, specifying the serial number of the question, and make a sufficient pause to give him put a supplementary question. Supplementary questions must be put immediately after the question to which they relate.
- i) Unless otherwise decided upon by the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.
- i) Any member may put a supplementary question for the purpose of further elucidation of any fact regarding which an answer has been given, provided that the Chairman may disallow any supplementary question, if in his opinion it does not arise from the answer given. The decision of the Chairman shall be final.
- i) The Chairman may ask for notice, if necessary for answering a supplementary question.
- j) No discussion on any question or on any answer given to a question, shall be permitted.

MOTIONS WITHOUT NOTICE

- 23. a) At any meeting, the Chairman may, without any formal motion made, permit the correction of clerical or typographic mistakes in notices of motions or in reports or statements or other business placed before the meeting.

b) At any meeting of the Senate, motions of a complimentary character may, without previous notice be moved from the chair or by any member with the previous permission of the chair.

c) At any meeting of the Senate, the following proposals may be moved without previous notice:

- i. A proposal relating to business of an urgent nature brought forward by the Syndicate or the Vice-Chancellor but not included in the Agenda.
- ii. A motion for a change in the order of business as stated on the Agenda paper.
- iii. A motion for the adjournment of the meeting or the debate on any question to a specified time.
- iv. A motion for the adjournment of the debate on any question to the next meeting of the Senate.
- v. A motion that the Senate resolves itself into Committee to consider any matter before the Senate at the time.
- vi. A motion that the meeting be dissolved.
- vii. A motion that the meeting shall pass to the next item of business on the Agenda paper.
- viii. A motion that the question be now put with the permission of the Chairman.

24. At any meeting of the Senate, the following amendments may be moved without previous notice:-

- i) Amendments to a motion for a change in the order of business as stated in the Agenda paper, substituting an order different from that in the motion (vide article 23 (c) (ii)).
- ii) Amendments to a motion for the adjournment of the meeting or debate to a specified time (vide article 23 (c) (iii)).
- iii) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at special, meetings on less than fifteen clear days' notice, or at ordinary meeting on less than twenty one clear days' notice, and to resolutions moved by members under article 5 of this Statute.
- iv) Amendments to any resolution or amendment on the agenda paper which in the opinion of the Chairman, have been rendered necessary by and are consequential upon, any motion passed by the Senate at the same meeting.
- v) Amendments of a purely verbal nature which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer.

25. Save as otherwise permitted in articles 23 (b), 23 (c) and 24 of this Statute, no proposal or amendment which is not placed on the Agenda paper shall be moved at the meeting.

WITHDRAWAL OF RESOLUTION

26. i) No motion or amendment shall be withdrawn without unanimous consent of the members present. To withdraw a motion, the member concerned must signify his desire to do so in the meeting. The Chairman shall then take the sense of the meeting by asking, "Is it your pleasure that the motion be withdrawn?". Provided no one objects, he shall declare the motion withdrawn.
- ii) Where an amendment has been proposed to a motion, the original motion cannot be withdrawn until the amendment has been first disposed of.
27. A motion may be ruled out of order by the Chairman at any stage in the proceedings of the Senate connected with the motion before it is put to the vote above.

PROCEDURE OF MOTIONS

28. Motions made under article 23 (c) (vii) of this Statute shall take precedence over any question that may be before the meeting at the time and must be disposed of before such question.
29. When a motion under article 23 (c) (iv), (vi), (vii) of this Statute has been brought forward and no other motion of the same kind shall once again be brought forward at the same meeting until after the lapse of what the Chairman shall deem a reasonable time nor shall, any debate or discussion be allowed on such second or subsequent motion.
30. A motion on an Ordinance or a Regulation placed before the Senate may be for its cancellation or modification. A motion for the cancellation of an Ordinance or a Regulation shall be in the following form:

"That the Ordinance or Regulation (mentioning it) be cancelled"

A motion for the modification of an Ordinance or a Regulation shall be in the following form:

"That the Ordinance or Regulation (mentioning it) be modified (followed by words indicating the modification proposed)".

To a motion for the cancellation of an Ordinance or a Regulation an amendment may be moved for its modification. To a motion for the modification of an Ordinance or a Regulation, an amendment may be moved for its cancellation or for a different modification to the one proposed in the original motion.

A motion substantially identical with one already moved and decided upon a meeting shall not be moved at the same or any adjourned meeting. A motion substantially identical in part only with one already moved at a meeting and decided upon may be moved at the same or any adjourned meeting with the omission of such part.

31. A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time.
32. A motion directing the Syndicate, the Academic Council, or any other Authority of the University or Committee to review or reconsider its decision or recommendation, may be made at any time during the debate on any such decision or recommendations, but shall not be so as to interrupt a speech. The motion shall specify the matter proposed to be referred to the Syndicate or other Authority of the University or Committee and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the Authority or Committee shall report to the Senate by a specified date, provided, however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and it is not possible to do so, the fact shall be reported to the Senate at such meeting.
33. A motion for the appointment of a Committee to consider and report upon any question before the Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and Convener. The motion may include any terms of reference and also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purposes for which the Committee is to be appointed or the question remitted to it or for modifying the term of reference or for adding to or omitting the date to the one already fixed in the original motion for the submission of the report, provided, however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

If the mover of the motion or of any amendment thereto proposes to include in the Committee, persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

34. A motion remitting any matter to the Syndicate, or any other Authority of the University, may be made at any time but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the Authority, provided, however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.
35. A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form "That this meeting be now adjourned to", or "That the debate on this question be now adjourned to", followed by words indicating the day and hour proposed for the adjourned meeting or debate.

An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.

If the motion for the adjournment of the debate be carried the debate shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any on the agenda.

A member who moves the adjournment of the debate with the intention of taking part in it when resumed, must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

36. A motion that the Senate resolve itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.

37. A motion for the dissolution of a meeting shall be in the form "That this meeting be now dissolved", and may be made at any time but not so as to interrupt a speech.

If the Chairman be of the opinion that the motion for dissolution is in abuse of the rules of the meeting, he may decline to put the question to the meeting.

If the motion be carried, the business still before the meeting shall drop, the Chairman shall declare the meeting dissolved.

38. A motion to pass to the next item of business on the Agenda shall be in the form "That the meeting do now pass to the next item of business on the Agenda paper", and may be moved at any time after the main question has been stated by the Chair, but not so as to interrupt a speech.

The member moving the motion shall confine himself to the words of the motion. The member who second the motion shall confine himself to the words 'I second the motion'. If the Chairman be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meetings, he may decline to put the questions to the meeting. If he accepts the motion, it shall be put forth without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of, shall drop.

39. A motion for closure shall be in the form "That the question be now put" and may be moved at any time after a question has been stated from the Chair, but not so as to interrupt a speech. A member who moves for the closure shall confine himself to the words 'I move that the question be now put'. The member who seconds the motion shall confine himself to the words 'I second the motion'.

Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amend or debate.

When the motion "That the question be now put" has been carried and the question consequent thereon has been decided, a member may claim without any further closure motion that such further question or questions which may be necessary to bring to a decision, any question already stated from the Chair be put, and unless the Chairman withholds his assent, such further question or questions shall be put forthwith and decided without amendment or debate.

When a motion has been seconded, the terms of it shall be stated by the Chairman and the discussion thereof, if any, is raised, will then proceed. If no discussion is raised or no amendment is proposed, the motion will at once be put to vote.

When an amendment has been proposed and seconded, the terms of such amendment shall be stated by the Chairman and the discussion of the original motion and the amendment thereto will proceed *paripassu* provided that only one motion and one amendment thereto shall be entertained at the same time.

40. A member can speak only when there is question before the meeting or when he moves or seconds a motion, except:-
- i) When putting a question or answering a question put.
 - ii) When speaking to a point of order.
 - iii) When offering a personal explanation, or
 - iv) When making a statement with the special permission of the Chair.

A member in possession of the House may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

41. Except as otherwise provided, a member may not speak more than once on the same motion.
42. A member who has spoken on the main question may not move or second an amendment to it or a motion during the debate on the same question, but he may speak on any such new question when moved and seconded by other members if debate is permissible.

A member who has moved or seconded an amendment or a motion may, after each amendment or motion has been disposed of, move or second any other amendment or motion under Article 23 (c)(vii) or speak to the main question, he may, however speak or move or second an amendment, to any such new question when moved and seconded by other members of amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a main question, when the main question relates to the framing, cancellation or modification of Statutes, Ordinances or Regulations or to the financial estimates.

A member who complains that his ~~speech~~ has been misunderstood, or that his conduct or character has been ~~impugned~~ in the debate, may be allowed to make a personal explanation.

A member may with the special ~~permission~~ of the Chair make a statement on any matter arising from the debate on a ~~question~~.

43. When the Chairman has ascertained ~~that no~~ other member entitled to address the meeting desires to speak the ~~mover~~ of the proposal may reply to the debate, provided that the mover of a ~~resolution~~ of the kind specified in Article 23 © (iv) or of an amendment, shall ~~have no~~ right of reply.

44. No speech shall exceed five minutes ~~in duration~~ provided that the mover of a proposal or of an amendment, when ~~moving~~ the same, may speak for fifteen minutes, provided further that the ~~Chairman~~ may, at his discretion, allow a longer period to a speaker.

Provided also that the Chairman may ~~at~~ his discretion limit the duration of speeches on any subject at any stage ~~to~~ a shorter period than that above specified.

45. The member who first rises to speak at ~~the~~ conclusion of a speech has the right to be heard. In case of more than ~~one~~ member rising simultaneously, the Chairman shall decide as to who should ~~speak~~ first.
46. The Chairman has the same right of ~~moving~~ or seconding or speaking to a proposal of an amendment as any other member. The Chairman may also, at his discretion or at the request of any member explain to the meeting the scope of any proposal or amendment ~~make any statement on any matter arising from or connected with the proceedings of the meeting.~~
47. Any member may rise to explain any ~~misconception~~ of expression used by him, but he shall confine himself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by ~~resuming~~ his seat.
48. Any member may call the Chairman's attention to a point or order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately.

49. When a discussion is concluded, the Chairman, shall if no amendment has been proposed, put the motion to the vote. If any amendment has been proposed, he shall first state the terms of the motion and then those of the amendment thereto, and shall then put the amendment to the vote. If an amendment is carried the motion as altered thereby shall be stated by the Chairman, and may then be discussed as a substantive question to which an amendment may be proposed in the manner herein before provided. If an amendment is negatived, the substantive motion shall, in the absence of any other amendment, be.

VOTING

50. All questions considered at a meeting of the Senate shall be decided by a simple majority of the votes of the members present, unless a particular majority is required by the Statutes, Ordinance or Regulations of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.
51. On any motion being put to the vote, the chairman shall determine the manner in which the vote of the meeting shall be taken. As soon as the Chairman announces the result of the voting on any particular motion, any ten members may then demand a division, the Chairman shall there upon give such directions for effecting the division as he considers expedient and shall nominate tellers to count the votes.

POWERS OF THE CHAIRMAN

52. A member shall speak to the question under consideration. The chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or arguments used by other members in debate to discontinue his speech.
53. If the Chairman rises, the member speaking or offering to speak shall sit down.
54. The Chairman shall be the sole judge on any point of order, and shall have all powers necessary to enforce his decisions on all points of order.

55. The Chairman may direct any member whose conduct is in his opinion grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.
56. The Chairman may in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.
57. Representatives of the Press and visitors may be admitted to meetings of the Senate, if they have obtained the previous permission of the Vice-Chancellor. The Chairman shall have right to direct the visitors or Press representatives to withdraw at any stage during a meeting of the Senate.

MINUTES

58. The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar shall, within thirty days after a meeting, send a copy of the minutes of that meeting to every member of the Senate.
59. If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the receipt of the minutes, they shall be deemed to be confined.
60. If exception be taken within the time aforesaid by means of a letter addressed to the Registrar, by a member present at the meeting, definitely specifying the points which require correction in the minutes, the Registrar shall submit the same to the Chairman of meeting, whose decision shall be final.

SENATE IN COMMITTEE

61. The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the senate except that no notice of motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.
62. The resolutions passed at meeting of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in open meeting.

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STATUTE No. XVI

**RULES OF AFFILIATION OF COLLEGES, RECOGNITION OF COLLEGES
OR INSTITUTIONS**

In exercise of the powers conferred by Clause (q) of Section 27 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following Statute prescribing the conditions of affiliation or recognition of Colleges and Institutions, viz.,:

1. Authority competent to grant Affiliation/Recognition:

The Syndicate shall have power, after consultation with the Academic Council:

- i) to affiliate any College for providing a course or courses of study qualifying students for admission to University Examinations in accordance with the regulations prescribed under the Kakatiya University Act No. 44 of 1976. Affiliation may also be granted separately for each subject or for each specified stage of University Instruction;
- ii) to recognize a College or Institution for imparting instruction to students preparing for a research degree or for any University Examination for awarding degrees, diplomas, certificates or titles in Oriental Learning.

2. Procedure for Sending an Application:

An application in the prescribed form (10 copies with enclosures) for affiliating an institution shall be:

- i) made by an Officer authorized by Government for the purpose in the case of an institution owned and maintained by Government and by the Governing Body in the case of other Institutions.
- ii) addressed to the Registrar.
- iii) submitted before the 1st September preceding the academic year from which the courses are proposed to be started.

The authority applying for affiliation shall obtain permission from the State Government/Director of Higher Education, regarding the starting of course in the area from which the application for affiliation is received.

3. Fees to be remitted along with the application for affiliation or recognition:

Every College shall pay along with the application to the University an initial fee calculated at the rate of Rs 100/- for each subject in the case of affiliation and Rs. 75/- for each course of study in the case of recognition.

4. Information to be furnished with each application:

The application for affiliation (or recognition) shall contain full information on the following matters:

- i) Constitution and personnel of the Governing Body (College for instruction run by the Government need not furnish this information).
- ii) Subjects and courses in which affiliation or recognition is sought.
- iii) Previous application, if any, for affiliation or recognition in the same subjects to the University and their disposal.
- iv) The financial resources of the College; particulars to be given of the cost of buildings and equipment, proposed to be obtained, the amount of money available for the purpose and the money available from Endowment Fund. Certified copies of Trust Deeds or Title Deeds or Gift or Endowment Deeds, etc. executed in favour or for the benefit of the institution should be sent along with their applications. If additional sums are expected, the source from which they are expected and the probable date of their receipt. (College or Institution run by Government need not furnish this information).
- v) The number of classes and sections and the number of students in each class, now existing, if any.
- vi) The accommodation, equipment and staff now available or proposed to be provided on account of the present application.
- vii) In the case of Colleges for men, whether it is desired to admit women students and if so, the arrangements proposed for the special convenience of the women students, such as provision of separate reading rooms, retiring rooms, Tiffin rooms, playground and other amenities.
- viii) The hostel accommodation for students.
- ix) The total area of ground available and the extent of playground.
- x) Sanitary arrangements, tiffin-rooms and other amenities to students.
- xi) Number of Intermediate Colleges, Secondary Schools and strength of such Schools and Colleges.

NOTE: The information relating to existing and proposed accommodation should be accompanied by drawing.

5. Conditions to be satisfied by every College/Institution applying for Affiliation/Recognition:

Every College applying for affiliation/recognition shall satisfy the Syndicate with regard to the following particulars. (Government Colleges/Institutions are exempted from the conditions 'a' to 'd').

a) that it is under management of a regularly constituted Governing Body or Managing Committee on which shall represent the Principal and at least one member of the Teaching Staff, who is nominated/elected by the teaching staff.

NOTE: For the purpose of this clause, a regularly constituted Governing Body or Managing Committee shall mean a body appointed by a Society or a Trust, duly registered.

b) that the Governing Body or the Management Committee shall have at least one representative of the University, nominated by the Vice-Chancellor and one representative of the Government of Andhra Pradesh in the Education Department, nominated by the Government.

c) that the total number of members of the Governing Body or the Managing Committee shall not be less than seven and not more than fifteen.

d) that any change in the constitution and composition of the Governing Body or the Managing committee or the College shall be reported forthwith to the Syndicate for approval.

e) that the Travelling Allowance to the University representatives on the Governing Body or the Managing Committee shall be paid by the Management of Colleges in accordance with the rules by which they are governed in the University.

f) that taking into account, the educational facilities already available in the neighbour-hood, it satisfies a demand for higher education in the locality where the College is proposed to be established.

g) that it avoids unhealthy and undesirable competition with College and other Educational Institutions situated in the same area.

h) that no person shall be excluded from admission to the College or Institution on grounds of religion, race, caste, creed, sex, place of birth or any of them and that no test whatsoever of religious belief or profession is adopted or imposed on any person in order to entitle him for admission to the College/Institution.

i) that the qualifications of the teaching staff and the conditions governing their tenure of Office are such as to make due provision for instruction in the subject for which the College desires affiliation.

STATUTES AND ORDINANCES

- j) that the financial resources of the College are such as that due provision is made for its continued maintenance in the efficient manner. (Government Colleges are exempted from this condition).
- k) that in the case of a College for Women, the staff is wholly or almost wholly composed of women.
- l) that where admission is given to women students also, separate common rooms and reading rooms have been provided for them.
- m) i) that the buildings are suitable as regards rooms, floor space and cubic space.
ii) that lecture rooms are well lit and ventilated.
iii) that the accommodation, equipment, hostels and playgrounds are adequate for the number of classes and the strength and satisfy the conditions laid down.
- n) that due and suitable provision has been made for a Library containing books as well as periodicals, so that both the staff and students may find adequate material for their work and studies.
- o) that such other matters as are essential for welfare of the students and the maintenance of the tone and standards of University, education are satisfactorily observed.

6. Funds required to be shown at the time of submission of the application:

Any College seeking affiliation in various courses shall abide by the following provisions:

I. CAPITAL FUND (Non-Recurring):

a) Buildings (Buildings worth the amount or cash)

1. B.A. or B.Com. with an intake of 60	:	2.0 lakhs
2. B.Sc. only with an intake of 120	:	6.0 lakhs
3. B.A. & B.Sc. with an intake of 60+120	:	7.0 lakhs
4. B.A. & B.Com. with an intake of 60+120	:	3.5 lakhs

5. B.A., B.Sc. & B.Com. with an intake of 60+120	: 8.0 lakhs
6. Professional Colleges:	
i) Engineering	: 10.0 lakhs
ii) Medicine	: 10.0 lakhs
iii) Education	: 5.0 lakhs
iv) Law	: 5.0 lakhs

b) Equipment (equipment worth the amount inclusive of laboratory equipment, library books and sports material) or cash.

1. B.A. or B.Com.	: 1.0 lakhs
2. B.Sc.	: 2.0 lakhs
3. B.Sc. & B.A.	: 2.5 lakhs
4. B.A. & B.Com.	: 1.5 lakhs
5. B.A., B.Com., & B.Sc.	: 3.0 lakhs
6. Medicine	: 10.0 lakhs
7. Engineering	: 10.0 lakhs
8. Education	: 2.0 lakhs
9. Law	: 2.0 lakhs

II. PERMANENT ANNUAL INCOME RECURRING:

1. B.A. or B.Com.	: 0.2 lakhs
2. B.A. and B.Com.	: 0.4 lakhs
3. B.Sc.	: 0.7 lakhs
4. B.A. or B.Com. & B.Sc.	: 0.9 lakhs
5. B.A., B.Com. & B.Sc.	: 0.8 lakhs
6. Medicine	: 3.0 lakhs
7. Engineering	: 3.0 lakhs
8. Education	: 0.5 lakhs
9. Law	: 0.5 lakhs

a) the sources for the permanent income will have to be either in term of:

- i) Interest on long term fixed deposits.
- ii) Property in the name of the management for which income would be calculated at the rate of 6%.
- iii) Donations from statutory bodies, trusts etc., and
- iv) Grant-in-aid from the Government.

NOTE:- In none of the above cases the word 'income' may be interpreted, so as to include expected income from tuition and other fees.

- b) Every affiliated College shall be expected before permanent affiliation is granted to it, to show a reserve fund in cash or securities as follows which should be in the joint account of the University and Colleges.

i) Degree Colleges: Arts & Commerce	:	1,50,000
ii) Degree Colleges: Science	:	2,00,000
iii) Degree College: Arts, Science & Comm	:	2,50,000
iv) Professional colleges, Engineering & Medicine	:	5,00,000
v) Training Colleges	:	1,50,000
vi) Law Colleges	:	1,50,000

NOTE:- This clause does not apply to Government Colleges and private Colleges admitted to grant-in-aid.

7. Procedure on receipt of application:

- (1) The University Syndicate may call for any further information which it may deem necessary before proceeding with the application or may advise the Management that the application is premature and that it should be submitted in a subsequent year, or may decline to proceed with the application if it is satisfied that the arrangements made/likely to be made before the beginning of the academic year in which the courses are to be started, are not adequate or suitable or if the College has failed to observe the conditions laid down in respect of any previous affiliation.
- (2) If the University Syndicate decides to proceed with the application, it shall direct an enquiry to be made by an Inspection Commission appointed by the University in this behalf and consisting of the following:
 - i) Dean or Deans of the Faculty or Faculties or any other member of University staff not below the rank of a Reader to be nominated by the Vice-Chancellor in consultation with the concerned Dean. (One of whom shall be nominated as Chairman by the Vice-Chancellor).
 - ii) Not more than two Heads of Departments from each Faculty nominated by the University Syndicate.
 - iii) The Registrar, Ex-Officio Secretary. (If the Registrar is unable to join the Commission, any other Deputy/Assistant Registrar of the University, nominated by the Vice-Chancellor).

NOTE:

1. a) In case of subsequent affiliation in one or two subjects, the Vice-Chancellor may appoint an ad hoc committee.

b) In the case of Professional Colleges, the members under (clause (ii)) may be experts drawn from outside the University.

2. The Charge of the Inspection Commission (or ad hoc Committee) shall be borne by the College or institution concerned as provided in Clause (16) of this Statute.

3. The report of the Inspection Commission along with the recommendation of the Vice-Chancellor based thereon shall be placed before the Academic Council for opinion and thereafter be submitted with the recommendation of the Academic Council to the University Syndicate for final decision. In case, the affiliation or recognition is granted, the fact shall be reported to the Academic Council and the Senate at their next meeting.

8. Withdrawal of Application for Affiliation:

An application for affiliation or recognition may be withdrawn at any time before an order has been passed by the Syndicate provided that the College shall not be entitled to a refund of the fees paid.

9. Provisional Affiliation:

The affiliation or recognition granted shall be in the first instance, provisional for a period of three years, provided that if the College or Institution is not started in the academic year for which affiliation has been granted, the Management should send prior intimation to the University. Otherwise, the affiliation granted shall lapse.

The conditions which should be fulfilled by the College or Institution before the expiry of this period shall be specified in the order of the University Syndicate, granting the affiliation or recognition. If at the end of the period, the conditions are not fulfilled, the University Syndicate may extend the period of provisional affiliation or recognition for such period as it may decide.

The Colleges, granted affiliation shall follow the rules and regulations for various courses and the almanac approved by the University. The College shall be responsible to the University for maintenance of academic standards and for the conduct of University Examinations as per schedule. The College shall not collect capitation fees, without prior approval of the University. No College shall collect term fees, more than double the fees prescribed for the Constituent/University Colleges or double the standard rate prescribed by the State Government, whichever is higher.

10. Permanent Affiliation:

Every College or Institution that has been granted provisional affiliation or recognition shall at least six (6) months before the expiry of the period of provisional affiliation or recognition, apply to the Registrar, requesting for permanent affiliation or recognition.

The Syndicate shall appoint an Inspection Commission to report on the working of the College or Institution and the fulfilment of the conditions. If the working of the college or Institution is satisfactory and the conditions are fulfilled, the Syndicate shall have the power at the end of the period to grant permanent affiliation or recognition.

NOTE: The charges of the Inspection Commission shall be borne by the College/Institution concerned as provided in clause (16) of the Statute.

11. Affiliation/Recognition not granted with retrospective effect:

Affiliation or recognition shall not normally be granted to any College or Institution with retrospective effect.

NOTE: This does not apply to the Colleges earlier affiliated to or recognized by Osmania University and subsequently transferred to the Kakatiya University.

12. Affiliation in additional subjects:

Where a College desires to add to the courses of study in respect of which it is already affiliated, the following procedure shall be followed:

An application in the prescribed form (in ten copies) for affiliation in additional subjects shall be:

- a) made by an Officer authorized by Government for the purpose in the case of an institution owned and maintained by Government and by the Governing Body in the case of other institution.
- b) addressed to the Registrar
- c) submitted before the 1st of January preceding the academic year from which the courses are proposed to be started.

13. Affiliation/Recognition Fees (Recurring):

- i) Every College or Institution that is granted provisional affiliation or recognition shall pay to the University, recurring affiliation or recognition fee of Rs. 500/- per annum, provided that they will be eligible for exemption if intimation to the effect that the course was not started, is given in proper time.
- ii) Every College or Institution that is granted permanent affiliation or recognition shall pay to the University recurring affiliation or recognition fees as follows:
 - A) Affiliated Colleges .. Rs. 500/- per Annum as affiliation fee
Upto a strength of 800
 - B) Affiliated Colleges .. Rs. 700/- per annum as affiliation fee.
of a strength of over 800
 - C) Recognised Colleges .. Rs. 200/- per annum as recognition fee.
or Institutions

The Colleges shall pay the Central students Union Fees and Registration Fees collected from the students to the University by 31st December of each year.

- iii) The above fees shall be paid within the close of the financial year to which they relate.

14. Medium of instruction:

The Medium of Instruction of the Affiliated Colleges shall be English or any other language approved by the Syndicate in consultation with the Academic Council on such conditions as may be prescribed.

15. General Inspection Commission:

The University Syndicate shall appoint a General Inspection Commission consisting of some experts from outside to inspect every affiliated Colleges or recognized colleges or institutions at least once in five years and whenever necessary may arise. The Inspection Commission shall report on the various points mentioned in 4, 5 and 18 to 31 of this Statute.

16. Charges of Inspection Commission:

The Management of the college concerned shall meet the cost of the Inspection Commission or ad hoc committee appointed under Clause 7, 10 and 15 of this Statute as laid down below:

- i) (a) Sitting fees of the members of the Commission or Committee – Rs. 30/- per member.

(b) Journey fees: Conveyance shall be arranged by the Management to the Inspectors. In case the conveyance is not arranged, the following charges shall be borne by the Management.

I. For each member of the commission:

- a) Air Journey: Single fare plus Rs. 20/- each way towards the incidental expenses.

- b) Railway Journey: Single First Class fare each way.

- c) Road Journey: Re. 1.00 per kilometer for personal car or Re. 1.50 per kilometer for the car which is used as Taxi Car, for the distance covered by each in Car in which Commission travels in connection with the grant of affiliation. If the Commission travels in a University Vehicle or vehicles the fare at Re. 1.00 per Kilometer for each car will be credited to the University.

II. For Office Staff: accompanying the Commission or Committee – Railway Journey – 1-1/3 first class fare each way for each member of the superior staff and single second class fare for each Class – IV employees.

ii. Halting Allowance (Daily Allowance):

For the Staff accompanying the Commission or Committee:

- | | | |
|-------------------------------|---|------------------|
| a) For Superintendents/Clerks | : | Rs 15/- per day |
| b) For Class-IV employees | : | Rs. 5/- per day |
| c) For Drivers of the Car | : | Rs. 10/- per day |

17. Suspension of Instruction & Lapse of Privileges:

The Syndicate shall have power at any time after due enquiry and in consultation with the Academic Council to recommend to the Syndicate the withdrawal of suspension for a definite period, whole or in part the privileges of affiliation or recognition granted to a College or institution fulfilled or observed, or for gross mismanagement, or if for any other reasons, the Syndicate is of the opinion that the College or Institution should be deprived of such privileges either in whole or in part.

Provided that before passing such orders, the University shall inform the Management of the College or Institution concerned of its finding after an enquiry and shall allow it an opportunity of making such representation, as it may deem necessary.

It shall be open to an affiliated college, after obtaining the previous approval of the Syndicate to suspend instruction from the beginning of an academic year in any subject or subjects in which the College is affiliated, provided that such suspension do not involve suspension of an entire course of study.

The classes in the subject to subjects suspended shall not be restored without obtaining the previous sanction of the Syndicate and if the work is not resumed at the end of a period of three years, the affiliation previously granted shall be regarded as having lapsed.

Provided that where in any year a College being prepared to make the usual arrangements to give instruction in subjects in which it has been affiliated or recognized does not for want of students offer instruction in one or more of these subjects and if it reports to the Syndicate before the 1st of September, it shall not be deemed that the College has suspended instruction in the subject or subjects concerned.

Any College that wishes to suspend instruction in a course of study may do so with the prior approval of the Syndicate, but shall have to apply afresh for affiliation, if it amends to review the course.

18. Closure of College/Institution:

If the management of any College/Institution proposed to close down the College/ Institution, it shall take action as follows:-

- i) inform the University about their intention of closing the College / Institution and obtain its approval.

- ii) Give notice of at least one year, after obtaining University's approval to all the staff of the College/Institution.

19. Selection Committee for appointment of Teachers:-

Every affiliated College shall have a duly constituted selection committee for the recruitment of teaching staff as per the rules in vogue. The recommendation by the Selection committee shall be reported to the Vice-Chancellor for approval who shall satisfy himself that they meet the requirements of the University.

- i) The Principals and teachers in private affiliated colleges shall be selected by a Committee consisting of two representatives of the Management, two Professors or Readers of Kakatiya University and a representative of the Director of Higher Education.
- ii) The two representatives of the Management should invariably be:
 - a) Chairman or the Secretary or the Correspondent of the College Committee and
 - b) Principal of the College
- iii) If the Principal's post is vacant or if the interview is for recruiting the Principal, the Management may have two representatives from among the Chairman, the Secretary and the Correspondent of the College Committee.
- iv) The Selection Committee could invite the Head of the Department of the concerned subject or any other teacher nominated by the Vice-Chancellor to be on the Selection Committee as an expert member in relation to the recruitment of teachers.

The role of the expert member will, however be limited to furnishing his opinion to the Selection Committee about the knowledge of the candidates in the concerned subjects.

- v) The presence of at least one representative of the University and representative of the Director of Higher Education should be considered as essential for completing the quorum for the meeting of the Selection Committee.
- vi) The vacancies shall be advertised in at least two dailies having wide circulation and the cuttings of these advertisements shall be furnished to the Registrar along with the proposals for approving the appointments.

- vii) All appointments made according to the recommendations of the Selection Committee should be approved by the University.

20. Qualifications of a Principal & Teaching Staff:

I. PRINCIPAL:

- a) The Principal of Non-Professional Affiliated College shall possess the following minimum qualifications.
- i) A Master's degree, I or II Division, the later with not less than 55% of the aggregate marks or any qualification recognized by the University equivalent thereto, in one of the subjects for which provision exists in the college and instruction is imparted.
- ii) (8) years of teaching experience as a full-time Lecturer in a degree college. However, in exceptional cases, a relaxation upto a maximum of three years could be given with the prior approval of the Academic Council.
- iii) The post of a Principal shall not be kept vacant for more than a period of six months. Ad hoc arrangements like appointing incharge Principals and Special Officers should under no circumstances be continued beyond a period of six months.
- b) In case of a Professional College, the minimum qualifications for the Principal shall be the same as those prescribed from time to time for a similar post in the University or if there is no corresponding post in the University, the minimum qualifications shall be as prescribed by Ordinance that may be made in this behalf from time to time. For the College of Education, a Master's Degree, I or II division (55%) and a Master's Degree in Education I or II Division.

II. TEACHERS:

- a) The minimum qualification for every member of the teaching staff in an affiliated college shall be a Master's Degree I or II Division, the latter with not less than 55% of the aggregate marks, in one of the subjects which he is assigned in the college or any qualification which is recognized by the University as equivalent thereto.
- b) In case of Professional Colleges, the qualifications shall be similar to those prescribed for the corresponding post in the University, the qualifications shall be as prescribed by Ordinance that may be made in this behalf from time to time.

- c) In case where the Managements of the colleges do not find persons with the required qualification and teaching experience, they may address the University. The University Syndicate may take a decision in individual cases on its merits.
- d) Full-time Lecturers shall be appointed wherever the workload justified such appointments. Part-time appointments shall be made, only for marginal adjustments in the work-load.

21. Scale of Pay of Teachers:

Pay and Allowances to the teaching staff will be paid as stipulated by the State Government from time to time. Non-payment of pay and allowances in full, to teachers will entail disaffiliation of the College.

22. Other conditions of service and teachers, such as probation, leave, provident fund:

I. Every Affiliated College shall frame rules governing the service conditions of their teachers which shall include provisions relating to:

- i) Probation
- ii) Age of retirement
- iii) Leave
- iv) Fixation of Pay
- v) Provident Fund

The rules so framed shall be submitted to the University Syndicate which may if necessary direct the Colleges concerned to amend the rules to its satisfaction which shall be complied with by the College concerned.

II. Teachers appointed permanently in the Affiliated Colleges of University shall be entitled to serve till they complete the age of (58) years.

23. Staff Council:

Every Affiliated College shall have a duly constituted Staff Council properly representative of the Senior Teaching Staff, to advise the Principal regarding the internal affairs of the College and on such other matters as the Principal may determine.

24. Levies and cuts:

No College shall imposed levies on its teaching staff for instituting recurring or non-recurring scholarships or for meeting the general or special expenditure of the college or impose cuts for any other purposes without prior sanction of the Syndicate.

25. Ceiling of students:

- a) The enrolment in an Affiliated College shall not ordinarily exceed 1,000.
- b) The ceiling of a class shall be 60.

26. The terms, vacations, admissions, attendance, examinations, etc.:

The terms, vacations, conditions for admission of students, attendance, examinations, promotions and hours of work in an affiliated college shall be the same as those prescribed for the constituent college of the University from time to time.

Provided, however, that if any affiliated College wishes to effect changes, it may do so only with the prior approval of the Vice-Chancellor.

27. Residence of students:

When Hostel accommodation is provided for students by any affiliated College, the arrangements shall be of a standard to be approved by the University Syndicate.

28. Facilities for Games & Physical Training:

Every affiliated College shall provide the facilities for the students for playing games and for physical training and shall make adequate arrangements for instructors, playgrounds and proper equipment for this purpose.

29. Registers to be maintained:

Every Affiliated College shall maintain the following Registers.

- a) A Register of Admissions and withdrawals.
- b) A Register of Attendance for each class in each subject.
- c) A Register of Fees paid, showing date of payments.
- d) A counterfoil fee receipt book
- e) A Register of Merit Scholarships.
- f) A Register of Bursaries and Freeships.
- g) A counterfoil book of Transfer of Certificates.
- h) A Register of Marks obtained by each student at the College Examination.

- i) A Register of members of the staff showing their qualifications, salaries, number of hours of work, classes and subjects they take and other personal records.
- j) A Register of Endowments and Donations.
- k) Account Books showing the financial transaction of the College.
- l) Other Registers as may be found necessary.

30. Periodical Returns to be maintained:

- i) Every affiliated college shall forward to the University at the end of the first term in each academic year a list of its teaching staff, the number of students enrolled in various classes and additions to the laboratories and the library.
- ii) Every affiliated college shall furnish such other information as the University may require from time to time to enable it to judge the efficiency and progress of the college.
- iii) Any change in the staff shall be reported to the University within fifteen days of its occurrence.

31. General:

Every College affiliated to or recognized by the University shall conform to and be bound by the rules of the University that are now in force or that may be framed from time to time.

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STATUTE No. XVII

AWARD OF BURSARIES AND FREESHIPS IN THE UNIVERSITY COLLEGES

In exercise of the powers conferred by the Clause (o) of Section 27 of the Kakatiya University Act No. 44 of 1976, the Syndicate hereby makes the following Statute relating to the rules for the award of Bursaries and Freeships in the University Colleges.

GENERAL:

- (a) Bursaries and Freeships shall be awarded on the recommendation of a Committee consisting of the Principal of the College as Chairman and three teachers and two student representatives as members. The Committee shall be nominated by the Vice-Chancellor, after consulting the Principal.
- (b) Applications for Bursaries and Freeships shall be submitted to the Principal on or before the date prescribed by the Principal. No application shall be entertained under any circumstances after that date.
- (c) The application shall be in the prescribed form.
- (d) After the last date fixed for the receipt of applications, the Committee shall consider all applications. A report of the awards made shall, together with the names of the students awarded be sent to the University.
- (e) Decisions regarding the award of Bursaries and Freeships shall be announced in 2nd term of the academic year.
- (f) Award of Bursaries and Freeships to all the classes shall be in the following manner:
 - 1. For B. Pharmacy & Law courses : On the basis of merit in the Entrance Examination.
 - 2. For M.A./M.Sc./M.Com. courses : On the basis of combined merit at the Entrance Examination and qualifying examination.
 - 3. For B.A./B.Sc./B.Com. courses : On the basis of merit in the qualifying examination.

For the awards during the subsequent years, the basis shall be their performance in the previous examination of the course conducted by the University.

- (g) The Principal may suspend, reduce or cancel the award of Bursary or Freeship to any student owing to unsatisfactory progress, conduct or attendance of Bursary or Freeship holder.
- (h) In awarding Bursaries and Freeships, preference shall be given to those who are not receiving Merit Scholarship or substantial financial assistance from some approved fund or public institution, provided, that student receiving Merit Scholarship or other assistance may also be given Freeship in deserving cases, but not Bursaries.
- (i) The income limit shall be as follows:

- a) Bursaries : Rs. 12,000/- per annum
- b) Freeships : Rs. 9,000/- per annum

The award of Bursary shall be delinked from the award of Freeship.

Explanatory Note:

If a candidate is enjoying Freeship offered by any agency other than the University, he shall be awarded only Bursary, if eligible.

BURSARIES:

- a) Bursaries shall be given upto 10% of the total number of students in each class at the beginning of the 1st term.
- b) Students who are in receipt of bursaries shall also be exempted from payment of tuition fees, subject to the condition that he/she is not exempted from payment of tuition fee by any other agency.
- c) The value of the Bursary shall be as follows:
 - i) Rs. 150/- per annum for Under-Graduate Courses.
 - ii) Rs. 200/- per annum for Post-Graduate Courses.
- d) Bursaries shall be granted only to those students who have passed last examination securing not less than 45% in the aggregate.
- e) Bursaries shall not be granted to those students, who without valid reasons, have failed in one or more papers at the last examination or did not appear for one or more papers and have passed subsequently in a Supplementary Examination.

FREESHIPS:

- a) In all classes in the University, exemption from payment of Tuition Fees shall be granted upto 10% of the total number of students in addition to Bursary holders in each class of the beginning of the 1st term.
- b) Exemption from payment of Tuition Fees shall not ordinarily be granted to those who are in receipt of Merit Scholarship or those who are receiving, substantial assistance from some other fund, and shall be granted only to those who produce satisfactory evidence of their poverty.
- c) No student, who having failed in a University Examination has been enrolled in the same class shall be eligible for exemption from Tuition Fee.
- d) Freeships shall not be granted to those students who having failed in one or more papers at the last examination or did not appear in one or more papers and have passed in the Supplementary Examination.
- e) Freeship shall be awarded on the basis of merit to 75% of students and remaining 25% on the basis of poverty.

This Statute shall come into force from the academic year 1981-82.

...

ORDINANCE No. I

UNIVERSITY EXAMINATIONS AND RESULTS THEREOF

In exercise of the powers conferred by Clauses (f) and (i) of Sub-Section (2) of Section 20 of the Kakatiya University Act No. 44 of 1976, the Vice-Chancellor with the previous approval of the Government of Andhra Pradesh hereby makes the following Ordinance to regulate the University Examinations, valuation of the answer papers, results thereof, payment of remuneration to the paper-setters, valuers, their T.A., D.A. etc. and the conduct of the examinations, namely:-

1. The Vice-Chancellor shall conduct the University Examinations and the results thereof shall be approved and published by the Results Committee separately constituted for Under-Graduate and Post-Graduate Examinations; the composition of which shall be as follows:-
 - a) Under-Graduate Examinations:
 - i) The Vice-Chancellor .. Chairman
 - ii) The Dean of the Faculty concerned
 - iii) The Head of the Department concerned
as the Ex-officio Chairman of the
Board of Examiners

The Results Committee shall also decide the punishment to be awarded to candidates who resort to malpractices taking into consideration the report of the Board of Examiners.

Appointment of Examiners:

2. The Examiners for various University Examinations shall be appointed by the Syndicate in consultation with the Board of Studies.
3. There shall be external paper-setters for all the Examinations of Master's degree and Bachelor's and Master's Degree of Professional Faculties. For the Under-Graduate Examinations, ordinarily half the number of paper-setters shall be external and the remaining internal.

Explanation:-

For purposes of this Ordinance, 'External Examiners' shall mean a person who is not a teacher in the University, Constituent or Affiliated Colleges.

4. In the case of Engineering & Technology Examinations, however, the examination schedule, the appointment of examiner and paper-setters and the remuneration thereof, shall be subject to the rules of Regional Engineering College, Warangal.
5. The Vice-Chancellor may appoint persons who are on the staff of the University, Constituent or Affiliated Colleges or Recognised Institutions as paper-setters, in case external paper-setters are not available.

Cancellation of Appointment:

6. The Vice-Chancellor, may at any time cancel, withhold or suspend the appointment of any examiner without assigning any reason.

Category of Examiners:

7. The following shall be the categories of examiners appointed:
 - i) Paper-setters and/or Chief Examiners
 - ii) Valuers
 - iii) Examiners for Practicals
 - iv) Additional examiners for Practicals.

Eligibility:

8. Paper-setters shall ordinarily have at least five years of teaching experience in the subject and for the standard for which they are required to set the papers.
9. No one shall ordinarily be appointed as valuer who has not had at least two years of teaching experience and who is not on the teaching staff of any of the University, Constituent or Affiliated Colleges. However, the Vice-Chancellor shall have the power to relax this rule if the number of persons available is not sufficient.

Examiners for Practicals:

10. For each practical examination at the Under-Graduate level and Pre-Professional course, there shall be two joint-examiners, one of whom shall be an examiner from another College.
 - i) For Post-Graduate Examinations, there shall be double valuation for each theory and practicals at the term examinations.

- ii) a) The theory papers shall be set by external paper-setters only.
- b) For the I and III term examinations, both the valuers shall be internal only. In case of non-availability of internal valuers, the vice-Chancellor shall nominate external valuers in consultation with the Head of the Department concerned.
- c) For the II and IV term examinations, one of the valuers shall be external. For conducting practical examinations of II & IV terms, there shall be two examiners, one of whom shall be an external, whereas for the I and II terms both examiners in practicals shall be internal only.

For promotion from I to II or III to IV terms, candidates must have passed 50% of the papers. For promotion to III term from II term in Post-Graduate classes, candidates must have passed all the papers securing not less than 40% in each paper.

Term of Office:

11. Paper-setters and examiners shall be appointed for two years and shall ordinarily be eligible for re-appointment for one more year. The Vice-Chancellor shall have the power to relax the rule in such cases as he may deem desirable.

M.Phil. Examinations & Ph.D. Examinations:

12. Appointment of examiners for the Ph.D. & M. Phil. Examinations shall be made as per rules in this behalf.

Board of Paper-Setters:

13. For all examinations of the degree classes, the Head of the Department or a senior teacher recommended by him shall be the Chairman. For Post-Graduate Examinations, the Syndicate, on the recommendation of the Vice-Chancellor shall constitute a Board of Paper-setters as and when it is deemed necessary. The Chairman may co-opt members for translation work, whenever necessary with the prior approval of the Vice-Chancellor.

The question papers of M.Phil. shall be set as per the rules to be framed.

14. The Vice-Chancellor shall nominate the translators of the question papers from among the panel of translators submitted by the Head of the Department concerned.

15. The Board for Degree Examinations shall moderate the question papers keeping in view the following points:
- i) Maintenance of standards of Examinations.
 - ii) Sufficiency of choice in the questions, in subjects and in papers where such choice is usually permitted.
 - iii) Even distribution of the questions in the paper over the whole course;
 - iv) Elimination of questions
 - a) Outside the syllabus, and
 - b) Asking for an expression of religious opinion
 - v) Removal of ambiguity or obscurity in the wording of a question or questions so as to define clearly and precisely the scope of the answer expected for the question.
 - vi) To verify that marks are noted against each question on the question paper except where it is stated that all questions carry equal marks.
16. The Chairman or any member of the Board of Paper-setters shall, if required to do so, correct the proof that may be sent to him.

Board of Examiners:

17. i) There shall be a Board of Examiners in each subject consisting of not more than three members, one of whom shall be the Head as Ex-Officio Chairman. However, there shall be a Board of Examiners for each course of studies in the Faculty of Medicine;
- ii) The Board of examiners shall meet to consider and pass the award lists;
- iii) If the Board of Examiners considers the valuation of any particular paper too stiff after reviewing a few papers, or for any other valid reason, it may recommend to the Vice-Chancellor, addition of marks not exceeding five (5) for every candidate in that particular paper, and not for candidate whose papers have been valued by any particular examiner. The Board of Examiner may also, if considered necessary, recommend revaluation of all the papers. The Vice-Chancellor taking into consideration the recommendation of the Board of Examiners, may take such action as he deems appropriate.

- iv) The Board of Examiners shall consider and express its opinion on cases of malpractice referred to it by the Controller of Examinations on the basis of reports received from the Chief Superintendents of various centers or by the examiners.

Duties of Examiners:

18. Chief Examiners: The duties of the Chief Examiner will be:
- a) To set the standard of valuation by proposing a scheme of valuation;
 - b) To supervise the work of his assistants;
 - c) To value the answer papers;
 - d) To approve the valuation of his assistants;
 - e) To report on the results of the Examinations;
 - f) To do such other work as may be assigned to him by the Vice-Chancellor.
 - g) In case an additional Chief Examiner is appointed, he shall be paid for valuation of 5% of the papers of the other valuers in addition to the payment of valuation of his papers he does;
 - h) In case of Post-Graduate Degree examinations, there shall be independent valuation by two examiners for each paper. For I & III terms, both the valuers will be internal and II & IV one of them shall be the paper-setters.
19. i) The Chief Examiner of a paper in which he is assisted by less than four Assistant Examiners shall issue written instructions to his assistant examiners with regard to the standard of marking so as to secure uniformity of valuation. The Chief Examiner shall also indicate in such written instructions the scope of each answer and give general directions with regard to the marking of each answer.
- ii) For the annual and supplementary examinations, the Chief Examiner if he is assisted by four or more Assistant Examiners shall call a meeting to issue instructions to the examiners regarding the standard of marking so as to secure uniformity in valuation. Examiners shall attend the meeting called by the Chief Examiner for this purpose. The Controller of Examinations shall send the notice of such meetings to all examiners. Unless specially exempted by the Vice-Chancellor, on the recommendation of the Chief Examiners, every examiner shall attend such a meeting and failure to do so will be reported to the Vice-Chancellor for such action as he deems appropriate.
20. The Chief Examiner shall review the valuation of 5% of the scripts marked by his assistants as per his instructions issued in this behalf. In case the Chief Examiner is not satisfied with the valuation of any of his assistant examiners, he can ask for revaluation of the scripts of all the candidates by the examiner concerned.

21. The Chief Examiner shall be responsible for the submission of the results of the valuation done by him and his assistants together with answer books to the Controller of Examinations within 15 days from the date of issue of first instructions.

Valuers:

22. The duties of the valuers shall be to value answer papers under the directions of the Chief Examiners.
23. Instructions from the Chief Examiner to the Assistant Examiners shall be regarded as confidential and the strictest secrecy shall be maintained with regard to marks assigned to candidates.

Examiners for Practicals:

24. The duties of the Examiners for practicals will be to set the papers and conduct the practicals and value the scripts jointly.

General:

25. If for any reason an examiner cannot value all the scripts valuers may be appointed to assist him.
26. Every Examiner must strictly conform to the instructions, also the time and manner of submitting marks, results of valuation and answer-books to the Chief Examiner by the specified date. Failure to do so shall entail deduction from the remuneration to paid @Rs. 5/- per diem.
27. All Examiners shall carry out the instructions which the syndicate or the Vice-Chancellor may issue from time to time
28. Canvassing for Examinership will be treated as a disqualification.

Principals to furnish teaching staff list :

29. The Controller of Examinations shall by the 1st July of each year notify the Principals of the University, Consistent and Affiliated colleges and recognized institutions of Oriental Learning that they should send to him before 15th July, the statement in duplicate in respect of the teaching staff working under them.

Copies of the those statements will be forwarded by the Controller of Examinations to the respective Boards of studies for their consideration.

Boards of Studies to send Panels :

30. The respective Boards of Studies shall make recommendations of Examiners for each paper of the various grades of Examinations. While doing so, the Board shall take into consideration the rules contained in this Ordinance and such other rules as may be laid down from time to time.

Appointment of Tabulators :

31. Tabulators for all Examinations shall be appointed by the Vice-Chancellor provided that no person appointed as such will be allowed to tabulate results of more than 750 candidates. For every 750 candidates or part thereof, there shall be two Tabulators who will be selected from amongst the members of the University teaching staff. Each one of the Tabulators shall be required to tabulate the results independently.

32. The selection of Tabulators for March/April Examinations shall be made from amongst the members of the teaching staff of the University, Constituent and Affiliated colleges. As regards September/October Examinations, teachers of the campus colleges and of Evening colleges only shall be appointed as Tabulators.

List of Scrutinizers and Tabulators :

33. The Controller of Examinations shall compile a list of scrutinizers and tabulators taking into consideration the recommendations of the Principals of colleges.

Appointment of Scrutinizers:

34. Scrutinizers for all Examinations shall be appointed by the Vice-Chancellor. Each Scrutinizer shall be allotted approximately 3,000 answer books for scrutiny.

Chief Superintendents & Invigilators:

35. Chief Superintendents and Invigilators shall be appointed by the Vice-Chancellor.

Disparity cases:

36. In the event of disparity of more than 20% marks between the two valuations in regard to Master's Degree Examination of M.A., M.Sc., M.Com., M.Ed., M.D., M.S., the scripts shall be valued by third examiner and average of the higher two shall be taken for the award.

Tabulation of Marks:

37. As soon as the award lists are returned by the Chairman of the Board of Examiners with the Board's recommendations and after the Vice-Chancellor's orders thereon, the marks will be entered from the award lists in the Results Register by the Tabulators appointed for the purpose under the supervision of the Controller of Examinations.

38. Remuneration to Examiners:

	<u>Existing</u> <u>Rs. - Ps.</u>	<u>Proposed</u> <u>Rs.- Ps.</u>
<u>B.A.,B.Sc., B.Com., B.O.L., B.Ed., LL.B. (Previous and Final)</u>		
For setting a paper for which the time allowed is 3 hours	65-00	75-00
For valuing an answer paper for which the time allowed is 3hours or more	1-00	1-50
For setting a paper for which the time allowed is less than 3 hours	40-00	50-00
For valuing an answer paper for which the time allowed is less than 3 hours	0-75	1-00
For setting each paper of Practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the papers).	30-00	30-00
For conducting the practical examinations prescribed according to syllabus, per candidate (with a minimum of Rs. 20/-) for each examiner, not exceeding two examiners	1-50	1-50
For conducting B.Ed. practical examination, per candidate (with a minimum of Rs. 30/-, (existing 20/-) per examiner of candidates appearing in different subjects.	1-00	1-50
For valuing the thesis of essay prescribed for B.O.L. per candidate	5-00	8-00
For translating the question papers into any one of the regional languages a fee of 40% of the setting fee per paper be paid.	30-00	40-00
<u>M.A. (Previous & Final), M.Com. (Previous & Final), M.Sc. (Previous & Final), LL.M. and M.Ed.:</u>		
For setting a paper for which the time allowed is 3 hours or more	70-00	100-00
For setting a paper for which the time allowed is less than 3hours	--	75-00
For valuing an answer paper for which the time allowed is 3hours or more	2-00	3-00
For valuing an answer paper for which the time allowed is less than 3 hours	2-00	2-00

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	40-00	50-00
For setting each paper of practical examination prescribed according to syllabus (to be divided amongst the examiners engaged in setting the papers)		
For valuing the field work record of M.Com. (Previous) per candidate for each examiner	15-00	18-00
For conducting the Viva-Voce Examination prescribed according to syllabus per candidate (with a minimum of Rs. 30-00 existing 20-00 for each examination, not exceeding two examiners)	2-00	3-00
For valuing the field work practical record prescribed for M.A. (final) Economics per candidate to each examiner.	15-00	20-00
For conducting the practical examination prescribed according to syllabus, per candidate (with a minimum of Rs. 60/- existing Rs. 40/- for external and Rs. 30/- existing Rs. 20/- for internal) not exceeding two examiners	2-00	3-00
For valuing a dissertation, thesis or monograph prescribed according to syllabus, per dissertation thesis or monograph of each examiner, not exceeding two examiners	20-00	35-00
M.A. (Public Admn.) (Monograph)	35-00	35-00
<u>M.Phil.:</u>		
M.Phil. for setting a paper	--	125-00
M.Phil. for valuation of each script	--	5-00
For setting a paper for practicals to be divided between two examiners	--	60-00
Conducting practical per candidate per examiner	--	5-00
For reading a dissertation	--	100-00
For Viva-Voce per candidate (with a minimum of Rs. 50/-) per examiner	--	5-00
<u>Pre-Ph.D. Examination:</u>		
For setting a paper for which the time allowed is 3 hours or more	--	70-00
For setting a paper for which the time allowed is less than 3hours	--	50-00
For valuing an answer paper	--	2-00
For setting the practical question paper (to be divided between two examiners)	--	60-00
For conducting the practical examination prescribed according to syllabus per candidate (with minimum of Rs. 30/-)	--	3-00
<u>Explanation:</u>		
(1) If a paper is set jointly by more than one examiner, the remuneration shall be equally divided amongst the joint paper-setters.		
(2) If the whole answer book is valued by two independent examiners, each examiner shall be paid the full remuneration prescribed for valuing that answer book		

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Ph.D.:

For reading a thesis per examiner	125-00	150-00
For conducting Viva-Voce per examiner	20-00	25-00

Examinations in Medicine:

1/1¹/₂ years degree examinations M.B.B.S., & Diploma courses:

For setting a theory paper for which the time allowed is 3 hours	--	75-00
For valuing an answer script for which the time allowed is 3 hours	--	2-00
For setting a paper for practicals (to be divided equally amongst the paper-setters)	10-00	30-00
For conducting Practical examination per candidate	1-00	2-00
Viva-Voce per candidate	1-00	1-00
For setting a question paper	--	70-00
Valuing each answer book:		
i) For M.D., M.S. & M.Sc. Examination (irrespective of the duration of paper)	--	4-00
ii) For reaching a Thesis to each examiner for thesis (with a minimum of Rs. 100/-) to each Examiner.	--	20-00
iii) For the Diploma Examination in Medical Subjects	--	3-00
iv) For the Final M.B.B.S. Degree Examination	--	2-00
v) For all other Medical Examinations	--	1-25

Explanation:

When a paper is divided in parts and each part is valued separately would be divided equally.

Practical, Oral and Clinical Examinations:

PRACTICAL:

Medical Examinations (for the whole batch)	--	40-00
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N.B.:-

1. If the examination is conducted in more than one batch, Rs. 30/- will be paid for each batch. (This amount will be equally divided among the examiners appointed).

2. Preparation for conducting and superintending the examination and judging the merits of the candidates, per candidate	2-00
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ORAL:

For judging the merits of the candidates, per candidate:

2-00

N.B.:

1. The above rate will be paid to each examiner (not exceeding two) actually engaged in each oral examination).
2. Where there are more than two examiners, the total fee is to be equally divided among them.
3. No payment will be made in respect of those oral examinations which are held only in conjunction with practical examinations.

CLINICAL

Preparing for an examination and prescribing the work to be done at it, conducting the examination or superintending the candidates during the same and valuing the work done by the candidates to each examiner (not exceeding two) – per candidate:

Final M.B.B.S.:

5-00

Diploma Examination in Medical Subjects:

7-00

M.D., M.S., and M.Sc.:

9-00

Explanation:

For the Clinical subjects of the final M.B.B.S., degree examination, viz., Ophthalmology, Medicine, Surgery, Obstetrics & Gynaecology, the rates for practical and oral separately – shall be Rs. 1-50 per candidate for each examiner, the total number of examiners not exceeding six.

Sl. No	Name of the teacher	Qualification s Degrees with class, date and name of the University	Design nation	Present grade and date of appointment to the present post	Class and subject of which he teaches	No. of years of teaching experience	Previous appointments as examiner etc., showing year and grade	R E M A R K S
1	2	3	4	5	6	7	8	9

GENERAL:

- A) Rate of remuneration for conducting practical examinations include charges for valuing the answer books also.
- B) If an examiner for any reasons, whatsoever is unable to value the answer books after setting a question paper, he shall be paid only for setting the paper.
- C) If a paper is set jointly by more than one examiner, the remuneration shall be equally divided amongst the joint paper-setters.
- D) If a paper is set and/or valued by two persons, the remuneration will be shared equally.
- E) When the whole answer book is examined by two independent examiners, each examiner shall be paid the full remuneration prescribed for examining that answer book.
- F) All Examiners shall be paid actual postal expenses incurred by them in connection with examinations on production of original postal vouchers.
- G) Any Examiner appointed as a 3rd valuer will be paid as per rates prescribed for that particular examination.
- H) (Subject to Government Rules)

T.A. & D.A. for Examiners:-

- a) 1-1/3 rd of first class train fare or @ 12 paise per mile, in case of journey by road.
- b) Daily Allowance at Government rates for each day on which a meeting is held, provided no mileage by Rail or Road is drawn for that day.
- c) External Examiners who are required at Warangal a day prior or a day after or both, in connection with the conduct of examination or in respect of a meeting, the timing of which may be inconvenient and does not permit of the Examiner departing or arriving on the day of the meeting or examination, shall, however, be allowed halting allowance, for such extra days as well.
- d) External Examiners shall also be entitled to the halting allowance for the days intervening any two days on which their presence is necessary for the conduct of the practical examination or in respect of a meeting.

ORDINANCE No. II

**PROCEDURE TO BE FOLLOWED BY THE SELECTION COMMITTEES FOR
TEACHING POSTS**

In exercise of the powers conferred by Clause (1) of Section 29 of the Kakatiya University Act No. 44 of 1976, the Kakatiya University hereby makes the following Ordinance to regulate the procedure to be followed by the Selection Committee for teaching posts formed under Clause (15), item (5) of the schedule viz.

1. The advertisement for the posts shall be made in at least three national newspapers.
2. While calling for applications to fill the posts of teachers of and above the rank of Lecturers of Colleges and institutions maintained by the University, (30) clear days time shall be fixed for receiving the application forms, from the candidates with effect from the date of the Advertisement or Notification calling for such applications.
3. The candidates shall be intimated the date of the interview, (20) days prior to this date; provided that the period of (20) days shall be reckoned from two days next after posting of the letters to the candidates, notwithstanding the fact that the candidate is a resident of a Country other than India; and also the period of (20) days for such candidates shall be reckoned from two days next after the posting of the Air Mail letter. The University shall not, under any circumstances be held responsible for the delay caused by the Postal Department or any other person or agency.
4. The date of interview shall be fixed in accordance with the consent and convenience of the Selection Committee members including the outside experts.

Provided that after advertising the posts, the University shall not be under any obligation to conduct the interviews, if in meantime due to administrative or other reasons, the selection and appointment of the candidates become not feasible.

5. The candidate shall bear the expenses of the travel to and stay at Warangal. They shall bear the return journey expenses also.

6. The candidates shall generally be selected on the basis of the Viva-Voce, academic qualifications and research contributions, but the Selection Committee shall be competent to hold such other tests as are deemed necessary for proper appreciation of the talent and ability of the candidates.
7. All the members of the Selection committee and the Heads of the Departments shall interview the candidates and express their opinions.
8. The experts shall state their opinion on the qualifications, research experience and ability of the candidates. Keeping in view the opinion of the experts, the candidate shall be selected as per the opinion of the majority of the members of the Selection Committee; and in the case of the opinion being evenly divided, the opinion of the Vice-Chancellor be the deciding factor.
9. The candidate shall not be selected if in the opinion of the experts he or she is below standard.
10. The selection of a candidate by the Committee shall be recommendatory in character and shall not be final until the selection is ratified or confirmed by the Syndicate, which shall have power to reject the selection made by the Committee.
11. The proceedings of the Selection Committee regarding each individual candidate shall be privileged and confidential and they shall be kept in the custody of the Registrar.
12. Soon after the selections, the proceedings shall be kept before the Syndicate for approval.
13. After selections of the candidates, the actual appointment can be postponed by the Vice-Chancellor on administrative or other grounds which need not be divulged to the selected candidates.
14. The interview and the tentative selections shall not be construed as creating any binding contract between the candidate and the University, notwithstanding the approval of the selections by the Syndicate till the time appointment orders are not actually communicated to the candidate. The candidates shall not make any claim whatsoever against the University on the ground of appointment orders not being sent to them.

15. If none of the candidates is found eligible to hold the posts advertised, the Selection Committee shall have power to reject all the candidates and advertise the posts afresh.

Provided that the same candidates shall not be debarred from applying for the posts and appearing for the interview.

16. All the selections approved by the Syndicate shall be valid for one year. The selected candidates shall be kept on probation for a period of two years. Later they may be confirmed provided that the performance of the candidate during that period is satisfactory.

EXCEPTIONS:

- a) The Indian Nationals residing in foreign countries and who have applied for the post may be selected on the basis of the evaluation of their qualifications, research work, experience and other record without requiring them to appear personally.
- b) Persons of outstanding ability may be invited and appointed by the Syndicate without the involvement of the procedure of applying for the post, etc.

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REGULATION

In exercise of the powers conferred by section 30 read with Clause (1) of Section 11 of Statute with in the Kakatiya University Act No. 44 of 1976 the Academic Senate hereby makes regulation for the constitution of Standing Committee of the Academic Senate.

1. There shall be a Standing Committee of the Academic Senate consisting of:
 1. The Vice-Chancellor .. CHAIRMAN
 2. All the Deans of Faculties .. Members
 3. Dean, College Development Council .. Member
 4. Principals of the University Colleges .. Members
 5. Five persons to be nominated by the .. Members
Academic senate from among its
members
2. The Standing Committee members shall hold office for a period of three years or so long as they continue to be members of the Academic Senate, whichever is earlier.
3. The Standing Committee shall assist the Vice-Chancellor in the preparation of the agenda for the meetings of the Academic Senate, or its committees, and the preparation of notes and memoranda on any matter included in the agenda of these bodies, and to place the same before them.
4. The Standing Committee shall exercise such powers and perform such duties which the Academic Senate may by resolution, delegate or assign to it, or which may be imposed on it by the Act, the Statutes, the Ordinances and the Regulations.
5. The Standing Committee shall exercise the following powers of the Academic Senate:
 - a) to prescribe qualifications for admission to University courses;
 - b) to recognize examinations, degrees, diplomas and oriental titles of other Universities and Educational bodies as equivalent to the Examinations, Degrees, Diplomas and Oriental Titles of this University.

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- c) To recommend to the Vice-Chancellor the grant of exemption in special cases, from production of attendance certificates;
 - d) To consider any other matter, referred to it by the Executive Council or the Vice-Chancellor.
6. There shall ordinarily be two meetings of the Standing Committee of the Academic Senate in a year, on the dates to be fixed by the Vice-Chancellor. He may, whenever, deems it necessary, convene meetings of the Standing Committee, at other times of the year. It shall be open to the Vice-Chancellor to obtain the opinion of the Standing Committee, by circulation.
7. At least seven days' notice shall be given for a meeting of the Standing Committee when convened. The quorum for a meeting of the Standing Committee shall be half the number of members that constitute the Standing Committee.
8. The proceedings of the Standing Committee shall be communicated by the Registrar to the Academic Senate and any other authority concerned for information.

THIS SUPERCEDES REGULATION No. (I)

