



SRI PADMAVATI MAHILA VISVAVIDYALAYAM

(Women's University)

TIRUPATI - 517 502, Chittoor District, Andhra Pradesh.



STATUTES

APPROVED BY THE CHANCELLOR

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
TIRUPATI**

STATUTES APPROVED BY THE CHANCELLOR

S.No.	Title	Page No.
1.	Statutes regarding salary and conditions of service of the Vice-Chancellor	2
2.	Statutes regarding time limit for appeals to be made by the employees or students of the University	3
3.	Statutes regarding the mode of appointment to the post of Registrar and terms and conditions of service	4
4.	Statutes fixing the time limit for preparation and submission of Annual Report of the University to Government	8
5.	Statutes prescribing the data for the preparation of the financial estimates for the ensuring financial year along with the annual accounts of the preceding financial year.	9
6.	Statutes relating to formation of Departments of teaching under each school in the University	10
7.	Amendments to the Statute 2(1) under Section 26(1) of the University Act to receive Central Assistance under Section 12(B) of the UGC Act	12
8.	Statutes prescribing the powers and functions of the Planning Board	13

Statute was approved vide Executive Council Resolution dated 18.03.86 and assent of the Chancellor vide letter No. A2/3259/S/86 dated: 23.01.1988.

Executive Council Resolution dated: 18.03.86

197. (A-2) Approval of the Statutes regarding salary and conditions of service of the Vice-Chancellor.

RESOLVED that the following Statutes relating to salary and other emoluments and conditions of service of the Vice-Chancellor be approved:

Salary and
conditions of
services of the
Vice-Chancellor

i) The Vice-Chancellor shall be a whole time Officer of the University. She shall be paid salary and other emoluments as fixed by the Government, uniformly to all the Vice-Chancellors in the State.

Leave

ii) She is eligible for earned leave on full pay for 30 days for each year of service.

(Letter No.A-
2/3103/S/83
dated 20-12-
1983 of the
secretary to
government)

iii) She is eligible for encashment of leave for not more than 15 days in a year during the term of appointment as Vice-Chancellor

iv) The Vice Chancellor is eligible for leave other than earned leave referred to under item (ii) above as in the case of Vice-Chancellors of other Universities in the state.

Statute was approved vide Executive Resolution dated: 17.04.1986 and assent of the Chancellor vide letter No. A2/3257/S/86 dated: 19.08.1987.

APPENDIX-E

SRI PADMAVATI MAHILA VISVAVIDYALAYM, TIRUPATI

As per Section 34 of Sri Padmavati Mahila Visvavidyalayam Act every employee or student of the University shall, not with-standing anything contained in the Act, have a right to appeal within such time as may be prescribed by the Statutes to the Executive Council against the decision of any officer or authority of the University and thereupon the Executive Council may confirm, modify or revise the decision appealed against.

The following Statutes are prescribed under the said Section of the Act.

STATUTES

1. Every employee or student of the University shall within a period of 3 months from the date of receipt of the order shall appeal to the Executive Council against the decision of any officer or authority of the University other than the Chancellor. The Executive Council may confirm, modify or revise the decision appealed against.
2. Every employee or student of the University shall within a period of 3 months from the date of receipt of the order shall appeal to the Chancellor against the decision of the Executive Council. The Chancellor may confirm, modify or revise the decision appealed against.
3. Every employee or student should send the appeal through the Head of the Office or Institution where he or she is working or studying.
4. No appeal shall be entertained under any circumstances if it is not preferred within the time limit prescribed.

Statute was approved vide EC Resolution dated 17.4.86 and assent of the Chancellor vide letter No.A2/10721/S/92 dated 7.11.92.

APPENDIX-A

Statute – Mode of appointment to the post of Registrar, Terms and Conditions of Service.

NOTE:-

As per Section 12(1) of Sri Padmivati Mahila Visvavidyalayam Act, the Registrar shall be a whole time paid Officer of the University appointed by the Executive Council on the recommendations of a Selection Committee, comprising of such members as may be prescribed by the Statutes. The terms and conditions of service of the Registrar shall be such as may be presented by the Statutes.

The following statutes are proposed for appointment as Registrar.

STATUTES:

1. The Registrar shall be a whole time paid officer of the University appointed by the Executive Council on the recommendations of a Selection Committee comprising of the following members.
 1. Vice-Chancellor (Chairman)
 2. External experts to be nominated by the Vice-Chancellor.
2. The post may be filled in by (i) Direct recruitment (ii) or by deputation from any other University or Educational Institutions or Government or (iii) appointment from among the Professors of the University or (iv) by promotion from among the internal Candidates (v) or by contract appointment.

3. The Selection Committee interviews the candidates and recommends the names of the candidates to the Executive Council in the order of priority for appointment.

By Direct Recruitment:

Qualifications:

- i. A I or II class Master's Degree along with a doctorate degree.
- ii. Experience in a post not lower in rank than that of a Deputy registrar or as a principal of a college or as reader for a period of at least 5 years.

Age: Not exceeding 50years as on 1st July of the years in which recruitment is made.

NOTE: The above qualifications and age rule are not applicable to internal Candidates working in Sri Padmavati Mahila Visvavidyalayam or to those to be appointed on deputation.

TERMS AND CONDITIONS OF SERVICE:

- 1) The scale of pay of the Registrar shall be Rs: 1800-65-2125-75-2350 or as revised by the state Government from time to time.
- 2) (a) If a Professor is appointed as Registrar she will continue to draw her own pay in the Scale of pay of Professor or the Scale of pay of the post whichever is advantageous to her.

(b) Similarly if a Candidate is appointed on deputation she will continue to draw her own pay in the scale of pay applicable to her or she may opt for the scale of pay of the post whichever is advantageous to her.

TENURE OF APPOINTMENT:

- 3) The appointment shall be on tenure basis for a period of 2 years in the first instance. She is eligible for reappointment to be made on the recommendation of the vice-Chancellor, by the Executive Council, for the period to be fixed by the Executive Council.
- 4) The Candidate shall be under a written contract to be entered into within 3 months from the date of her appointment. Persons appointed on deputation from Government or any other institution need not enter into any contract.
- 5) If an internal candidate or any outsider is appointed she shall be on probation for a period of 1 or 2 years as the case may be.
- 6) She is eligible for leave as in the case of other Employees of the Non Vacation Department of the University.
- 7) The candidate appointed to the post of Registrar cannot have permanent rights to the post unless otherwise decided by the Executive Council on the recommendation of the Vice-Chancellor.

(A-2) Approval of the draft Statutes prescribing the powers and duties of the Registrar.

NOTE: 1. As per Section 25 (b), Chapter VI of Sri Padmavati Mahila Visva Vidyalayam Act the Executive Council shall have power to make Statues regarding the, powers and duties of the Officers of the university other than the chancellor. As per Section 12 (3) of the Act, the Registrar shall exercise such other powers and discharge such other duties as may be prescribed by the Statutes. In pursuance of the said Section, the following draft statutes are framed regarding the powers and duties of the Registrar.

Powers and Duties of the Registrar

Subject to the provisions of the Act and Statutes the Registrar shall have the following power and duties:-

1. The Registrar shall act as the Secretary of the Executive Council, Academic Council and Planning Board, attend the meetings of these bodies and keep the minutes of the meetings.
2. She/He shall enter into all contracts and sign them on behalf of the University.
3. She/He shall be custodian of all movable and immovable properties of the university including valuable securities, grants title deeds, all records, common seal, stock and cash of the University.
4. She/He shall be responsible for the general discipline of the university office and shall have disciplinary control over the employees of the University.
5. She/He shall conduct official correspondence on behalf of the University and be responsible for proper maintenance of the records of the University.
6. She/He shall be responsible for the preparation of the financial estimates and annual accounts of the University.
7. She/He shall realize and receive all, grants or other money due to the University from whatever source they source they may be and issue receipts for the amounts received wherever necessary.

8. She/He shall draw over his signature cheques on behalf of the University on Banks in which the University maintains its accounts.
9. She/He shall pass bills for payment of contingent charges, salaries of duly sanctioned staff within the budget amount and shall also be responsible for all the disbursements in the university.
10. She/He shall issue under directions of the Vice-Chancellor all notices convening meetings of the Executive Council, Academic Council, Planning Board, Boards of Studies, Faculties, Boards of Examiners, etc.
11. She/He shall be responsible for the general conduct of the examinations held under the authority of the university.
12. The cheques, bills and other negotiable instruments payable to SPMVV issued in the name of the Registrar may be negotiated by the Registrar.
13. Subject to the general directions and control of the Vice-Chancellor, The Registrar shall be incharge of administration of the University office shall have powers to fix, define the functions and duties of the officers and other employees of the University.
14. The Registrar shall be competent to sanction advance T.A to the employees of the University for all journeys performed on University work with the approval of the Vice-Chancellor.
15. She/He shall make arrangements for the conduct of the Elections to the various authorities and bodies of the University under directions of the Vice-Chancellor.
16. She/He shall maintain a Register of all the registered graduates in the prescribed form.
17. She/He shall perform such other work as maintain time to time be delegated or assigned by the Executive Council or the Vice-Chancellor and render assistance as may directed by the Vice-Chancellor in the performance of her official duties.

18. She/He may delegate any of her/his powers and duties to any member of the staff with the approval of the Vice-Chancellor.

Statute approved vide Executive Council Resolution dated 14.8.86 and assent of the Chancellor or vide letter No.A3/5350/S/86 dated 7.3.87.

APPENDIX-F

SRI PADMAVATI MAHILA VISWA VIDYALAYAM, TIRUPATI

Preparation and submission of Annual Report of the University

STATUTE

The Executive Council shall prepare, an annual report of the University for the financial year covering the activities and the work done in the University in various fields on or before 31st July of each year. A copy of the report with a copy of the resolution thereon shall be submitted to be submitted to the Government for information on or before 30th September of each year.

Statute was approved vide Executive Council Resolution dated 14.8.86 and assent of the Chancellor or vide letter No.A2/5347/S/86 dated 2.3.1987.

APPENDIX-E

SRI PADMAVATI MAHILA VISWA VIDYALAYAM, TIRUPATI

Preparation and submission of Financial Estimates and Annual Accounts

STATUTES

1. The Finance Committee shall prepare before 15th February of each year the Budget estimates for the ensuing financial year along with annual accounts whether audited or not of the preceding financial year and serviced estimates for the current financial year and submit them to the Executive Council.

2. The estimates and the accounts shall be finally approved by the Executive Council. The Executive Council may if consider it necessary revise the estimates in consultation with the Finance Committee.
3. Unspent balance of budget allotments at the close of the financial year shall lapse and a succeeding year except under the budget of that year.

Statutes was approved vide EC Resolution dated 14.8.86.

SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI

STATUTES

1. The school of **Fine Arts** shall consist of the following departments of teachings.
 - i) Music & Fine Arts
 - ii) Painting & Sculpture
 - iii) Theatre/Performing Art
 - iv) Dance
2. The school of **Sciences** shall consist of the following departments of teachings.
 - i) Computer Programming
 - ii) Home Science
 - iii) Sericulture
 - iv) Microbiology
 - v) Applicable Mathematics
 - vi) Pharmacy
 - vii) Bio-Chemistry
 - viii) Physical Education
 - ix) Applied Statistics
 - x) Applied Electronics
 - xi) Applied Nutrition/Food Technology

3. The school of **Social Sciences** shall consist of the following departments of teaching.
 - i) Social work
 - ii) Applied Economics
 - iii) Law
 - iv) Library Science
 - v) Applied Psychology
4. The school of **Commerce** shall consist of the following departments of teaching:
 - i) Commerce including Office Secretaryship
 - ii) Business Management.
5. The school of **Humanities** shall consist of the following departments of teaching:
 - i) Master's course in Communication & Journalism.
 - ii) Telugu Studies
 - iii) English Language & Literature
 - iv) Hindi
 - v) Foreign Language other than English
 - vi) Philosophy
6. The School of women's Development Studies shall consist of the following department of teaching.
 - i) Women's Studies.
7. The school of **Education** shall consist of the following department of teaching.
 - i) Education
 - ii) Special Education
 - iii) Women's Education
 - iv) Physical Education

Statute was approved vide EC Resolution dated 14.08.86 and assent of the chancellor vide letter No.A2/4704/S/86 dated 1.12.86.

SRI PADMAVATI MAHILA VISWA VIDYALAYAM, TIRUPATI

Statute 2 (1) Under Section 26(1) of the Act

AMENDMENTS

Under Class I Ex-Officio Members for

- I. Item (V) "Chairmen of the T.T.D. Board and"

Substitute the following:

(V) Chairmen of the T.T.D. Board or his nominee Add the word "and" after item (iV).

- II. Item (vi) the Executive Officer of the T.T.D. shall be deleted

Under class II-Other Members

- III. "For Item (i) one preference of the University to be co-opted by the Executive council by rotation in order of seniority for a period of one year".

Substitute the following:

- (i) One Dean/ One Preference of the University to be nominated by the Executive council by rotation for a period of 2 years.

- IV For Item (iii) three eminent persons representing the Educational institutions interested in the University are to be nominated by the Government.

Substitute the following:-

- (iii) Three eminent persons Representing Educational Institutions in the University area to be nominated by the Chancellor in consultation with the state Government.

**SRI PADMAVATHI MAHILA VISWA VIDYALAYAM
TIRUPATI- 517 502, CHITTOOR Dt. (AP).**

APPENDIX-A

SRI PADMAVATI MAHILA VISWA VIDYALAYAM

Powers and functions of the Planning Board:-

The planning Board shall advise the Executive Council and Academic Council regarding:-

- I. New Courses to be started in the University, if any;
- II. New P.G. Courses to be started in the affiliated college in the University area if any;
- III. Formulation of schemes for the development of the University;
- IV. Development of the University Library;
- V. Formulation of schemes for the constitution of departments of teaching or restructuring the existing departments of teaching;
- VI. Matters relating to research in the University; and
- VII. On any other academic matter.

Statute was approved vide E.C. Resolution dated 7.1.1987 and assent of the Chancellor vide letter No.A2/2245/S/87 dated 19.8.1987.

STATUTES CONCERNING CONDUCT OF INTERACT TEST

While exercising the Power under Sections 25 and 26 of Sri Padmavathi Mahila Visva Vidyalayam Act. 1983 and Section 5 (16) of the first Statutes of the University the Executive Council makes the following statutes subject to the assent of the chancellor under Section 26 (4) and (5) of the Act on days of 1996.

Section 1.

1. Admission into such courses as the Vice-chancellor deems fit may be regulated by conducting Entrance Examination which shall be known as Mahila University Common Entrance Test.
2. The minimum eligibility for sitting for such entrance examination and syllabus therefore may be prescribed by the respective Boards of studies.
3. The pattern of question paper shall be maintained as far as possible uniform for all the courses.
4. Objective pattern of question paper may be preferred.

Section 2.

The Vice-chancellor shall appoint a Co-ordinator to conduct entrance examination and to manage all the matters relating consequential and incidental to the conduct of the entrance.

Section 3.

The co-ordinator shall be one of the professions of the University College for such a period as prescribed by the Vice-chancellor.

Section 4.

The Professor appointed as a Co-ordinator is not entitled to any extra remuneration for discharging his functions as co-ordinator.

Section 5.

The fee payable for the entrance by the students shall be as fixed by the university from time to time.

Section 6.

- 1) The Co-ordinator shall issue a notification of the common entrance in all the leading news papers calling for the applications from eligible students.
- 2) The conduct of entrance examination, remunerations Payable to the paper setters, examiners and any work connected there with shall be fixed by the university.
- 3) The results of the entrance shall be released by the Registrar of the University and necessary ranking be given to the qualified candidates.

Section 7.

Admission to various courses for which entrance had been conducted shall be in accordance with the rank obtained in the entrance subject, however, to the rules of reservation to various categories.

Emancipation of
WOMEN through acquisition of **KNOWLEDGE**....Since 1983



SRI PADMAVATI MAHILA VISVAVIDYALAYAM

(Women's University)

TIRUPATI - 517 502, Chittoor District, Andhra Pradesh.

www.spmvv.ac.in

RE - 99496 33420