

MANUAL UNDER RTI 2020-21



SRI PADMAVATI MAHILA VISVA VIDYALAYAM
(Women's University)
Tirupati – 517 502
Andhra Pradesh

**Hand book of Sri Padmavati Mahila Visvavidyalayam for public purpose.
This Handbook contains the following chapters**

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INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to acquire secured access to information under the control of each public authority, the Government of India has brought out an Act namely the “Right to Information Act, 2005”, (RTI Act) which came into force on 12-10-2005. In accordance with the provisions of Sections 4 (I) (b) of this Act, Sri Padmavati Mahila Visvavidyalayam (Women’s University) has brought out this hand book for information and guidance of the general public. Established with the aim of imparting higher education to women, the University is a non-profit and autonomous body bound by Government policies in Academic and Financial matters.

The purpose of this book is to inform the general public about matters such as the setup of this Women’s University, the functions and duties of its officers and employees and the records and documents available in the University.

This hand book is aimed at the public in general and users of the services provided and the courses offered projects and research programmes being carried out by the University under its various departments.

CHAPTER – I

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES [Sec. 4 (1) (b) (i)]

1.1 Sri Padmavati Mahila Visvavidyalayam (Women's University) was established and constituted by Andhra Pradesh Act under 16, 1983, as amended by Act No.5 of 2006 (Annexure –I). The Act is called Sri Padmavati Mahila Visvavidyalayam Act, 16 of 1983 (herein after called the Act).

1.2 The University's headquarters is located at Tirupati. It has an area of 130.62 acres with a total built up area of 5,26,616.92 sq.ft.

1.3 The objectives of the University include promotion and transmission of knowledge and employability skills; raising awareness of social issues and human values; and the development of character, personality and leadership.

1.4 Functions of the University

According to Sec.5 of the Act the powers and functions of the University are as follows:

- i) To provide for instruction in such branches of learning as the University may from time to time determine and to make provisions for research and for the advancement and dissemination of knowledge;
- ii) To grant, subject to such conditions as the University may determine, diplomas or certificate to and confer degrees and other academic distinctions on the basis of examinations, evaluations or any other method of testing on, persons.

- iii) To organize and to undertake extramural studies and extension services;
- iv) To confer honorary degrees or other distinctions in the manner prescribed by the statutes.
- v) To provide instructions, for such courses of study including the course of Study by correspondence, to such persons as are not members of the University, as it may determine;
- vi). To institute Professorships, Readerships, Lectureships, Principalships, and other teaching or academic posts required by the University and to appoint persons to such Professorships, Readerships, Lectureships, Principalships or other posts.
- vii) To recognize persons working in any institution associated with the University for imparting instruction or supervising research or both, and to withdraw such recognition;
- viii) To appoint persons working in any other University College or institution or organization as teachers of the University for a specified period;
- ix) To create administrative, ministerial and other posts and to make appointments thereto;
- x) To co-operate or collaborate or associate with any other University or authority or institution of higher learning manner and for such purposes as the University may determine.

CHAPTER – 2

II. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Sec.4 (1)

(b) (ii)]

2.1 POWERS AND FUNCTIONS OF THE VICE-CHANCELLOR

1. To appoint the employees of the University in the sanctioned posts below the rank of Assistant Registrars in the case of non-teaching and lecturers under teaching in the prescribed scales and to suspend, remove and dismiss such employees provided that when the Vice-Chancellor exercises these powers of punishment, the person punished shall be entitled to prefer an appeal to the Executive Council within 90 days of from the date of serving the order.
2. To appoint members of the teaching and non-teaching staff of the University on honorarium or part-time basis and fix their emoluments not exceeding the total emoluments based upon the prescribed scale applicable to equivalent posts, provided that the expenditure does not exceed the budget grant of the establishment in which such members are appointed.
3. To grant leave of all kinds, as admissible to, employees of Government of Andhra Pradesh, to all the University employees and sanction consequential arrangements and pay and allowances to substitutes for the discharge of work during such leave.
4. To sanction annual grade increments of all the University employees, to declare completion of probation and confirmation on the basis of satisfactory reports of their work and conduct or to withhold their annual grade increments, the declaration of probation and confirmation provided that the Vice-Chancellor shall submit to the Executive Council at its next meeting a full statement regarding such withholding of increments, extension of probation in respect of teaching holding posts of and above the rank of Lecturers and non-teaching employees holding posts of and above the rank of Assistant Registrar.

5. To depute University employees to attend Seminars/Congresses/work-shops/summer schools and other such Conferences and to sanction their travelling allowances out of the budgeted grant.
6. To grant permission to the employees of the University not exceeding 15 days in an academic year for attending meetings of the Committees appointed by other Universities under the State/Central Governments and other public bodies and to treat their absence as duty.
7. To invite persons as visiting teachers (Professors/Readers/Lecturers) to deliver lectures to the students and to fix their remuneration.
8. To open Accounts on behalf of University with the Banks.
9. To sanction expenditure for purchase of vehicles, furniture, machinery, equipment, apparatus and other stores of non-recurring nature the cost of which at any one time does not exceed Rs.1-00 lakh per article or more articles of the same kind or class subject to provision made in the budget and subject to procedure laid down by the Finance Committee.
10. To sanction purchase of stores, apparatus and raw materials of a recurring nature the cost of which at any one time does not exceed Rs.50,000/- per article or more articles of the same kind or class subject to provision made in the budget and subject to procedure laid down by the Finance Committee.
11. To sanction recurring and non-recurring expenditure chargeable to contingencies other than those mentioned at S.Nos.9 and 10 above up to a maximum of Rs.50,000/- at a time within the budget provisions.
12. To sanction the installation of Telephones and inter-communication apparatus at offices and institutions of the University and at the residences of the officers of the University, subject to the guidelines issued by the State Government to their departments in this regard.
13. To sanction expenditure up to Rs.25,000/- at any time on unforeseen items for which no provision has been made in the budget provided that such expenditure shall be reported to the Executive Council at the next meeting.

14.To re-appropriate funds from one budget head to another to meet any expenditure sanctioned by the Executive Council.

Provided that no recurring liability is involved and that funds earmarked to a unit of the University shall not be diverted to another unit without the approval of the Executive Council.

15.To rent buildings for the use of institutions of the University and sanction payment of rents in accordance with the assessment of rent by the University Engineer subject to the provision in the budget.

16.To sanction estimates and plans prepared by the University Engineer for building constructions and additions to University buildings not exceeding Rs.1-00 lakh subject to provision in the budget.

17.To sanction expenditure on urgent repairs to buildings in accordance with the estimates prepared by the University Engineer not exceeding Rs.50,000/- subject to provision in the budget.

18.To sanction remission and writing off of irrecoverable losses and damages of stores, equipment and other property of the University not exceeding Rs.10,000/- in each case.

2.2. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

The Executive Council shall have the following powers, namely:-

1. to direct the form, custody and use of common seal of the University,
2. to hold, control and administer the property and funds of the University,
3. to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it by this Act and the Statutes.
4. a. to accept on behalf of the University, endowments, bequests, donations and other transfers of property made to it;
b. to administer all funds placed at the disposal of the University for specific purposes;

- c. to approve the budget of the University
5. a. to appoint the teachers of the University below the rank of Assistant Professor
 - b. to appoint the teachers of the University of and above the rank of Assistant Professors on the recommendation of the Selection Committee constituted, for the purpose;
- Provided that the Executive Council may invite any person of high academic distinction and professional attainments to accept a post of Professor in the University and appoint him/her to that post;
- c. to fix emoluments of the teachers of the University and define their duties and conditions of service.
6. to suspend, remove or dismiss the teachers of the University subject to such statutes as may be made in this behalf,
 7. to appoint, dismiss, remove or suspend the employees of the University
 8. to fix the emoluments of the employees of the University and define their duties and the conditions of service
 9. to award fellowships, travelling fellowships, scholarships, exhibitions, bursaries, studentships, medals and prizes in accordance with the regulations.
 10. to appoint examiners in consultation with the Board of Studies and to fix their fees.
 11. to conduct University Examinations and to approve and publish the results thereof
 12. to prescribe the fees to be charged for admission to the examinations, certificates, degrees, diplomas and oriental titles of the University
 13. to charge and collect such tuition and other fees as may be prescribed by the statutes for admission to courses of study in the University.

14. to manage and control all centres, libraries, laboratories, museums and the like, instituted and maintained by the University.
15. to establish, manage and control a Department of publications, a University Press and Employment Bureau, University Extension Boards, University Athletic Clubs and other similar associations.
16. to make, amend or repeal statutes.
17. to delegate any of its powers to the Vice-Chancellor or to a committee from among its own members or to any employee of the University.
18. to regulate and determine all matters concerning the administration of the University in accordance with the statutes and the regulations, and to exercise such other powers or duties as may be conferred or imposed by this Act.

2.3 POWERS OF THE ACADEMIC SENATE

1. The Academic Senate shall, subject to the provisions of this Act and Statutes, have the power by regulations prescribing all courses of study and of determining curriculum and have general control of the University and to make arrangements for the maintenance of the standards thereof. It shall have power to make Regulations consistent with this Act and the statutes relating to all matters which by this Act and the Statutes may be provided for by Regulations and to amend or repeal such Regulations.
2. In particular and without prejudice to the generally of the foregoing power, the Academic Senate shall have power:
 - a. to advice the Executive Council on all academic matters including the control and the management of the libraries:

- b. to make recommendations to the Executive Council for the institution of Professorships, Associate Professorships, Assistant Professorships and other teaching posts of and in regard to the duties and emoluments thereof;
- c. to make recommendations to the Executive Council for the selection of a centre in the University area;
- d. to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching;
- e. to make regulations regarding the enrolment of students to the University.
- f. to make regulations regarding the examinations of the University and the conditions on which students shall be admitted to such examinations;
- g. to make regulations relating to courses of study, leading to degrees, certificates, diplomas and titles of oriental learning in the University;
- h. to make regulations, prescribing equivalence of examinations, certificates, degrees and diplomas of other Universities and Boards;
- i. to make regulations, prescribing the manner in which exemption, relating to the enrolment of students to examinations may be given.
- j. to make recommendations to the Executive Council regarding post-graduate teaching and research.
- k. to make recommendations to the Executive Council regarding the qualifications to be prescribed for teachers in the University.
- l. to make regulations for the encouragement of co-operation and reciprocity among centres to promote academic life;
- m. to appoint a standing committee composed of not more than one fifth of the total number of members of the Executive Council.
- n. to delegate to the standing committee or to any other committee or to the Vice-Chancellor, any of its powers.

- o. to exercise such other powers and perform such other duties, as may be conferred or imposed on it by or under the provisions of this Act.

2.4. PLANNING AND MONITORING BOARD

The board shall be the principal planning and reviewing body and it shall also arrange for periodical monitoring of the developmental programmes and of teaching and research in the University.

2.5 THE FINANCE COMMITTEE

There shall be constituted a Finance Committee which shall be a sub-committee of the Executive Council with the following as members, namely:

- a) The Vice-Chancellor (Chairperson)
- b) Two members of the Executive Council nominated by it
- c) One member of the Executive Council to represent Banking or Accounting.
 - 1. The Finance Officer shall be the Secretary of the Finance Committee.
 - 2) The Finance Committee shall have the following duties and powers namely:
 - a. to examine the annual accounts of the University and to advise the Executive Council thereon;
 - b. To prepare the annual budget estimates and submit the same to the executive council.
 - c. To fix the ceiling of expenditure, both recurring and non-recurring, after taking into account the resources likely to be available;
 - d. To review the financial position of the University from time to time;
 - e. To make recommendations to the Executive Council on all proposals, involving expenditure for which no provision has been made in the Budget, or which involve expenditure in excess of the amount provided in the budget;
 - f. To perform such other functions and discharge such other duties as may be delegated to it by the Executive Council.

2.6. POWERS AND DUTIES OF THE RECTOR

1. The Rector is an ex-officio member of the Executive Council, Academic Senate and Standing Committee of the Academic Senate.
2. The Rector shall organize the preparation of the annual report and prospectus by 31st December of every year for submission to the Executive Council and the Academic Senate.
3. She is responsible for introduction of new courses and academic programmes with the approval of the Vice-Chancellor and other respective bodies.
4. She is responsible for appointment of BOS members and conduct of BOS meetings with the approval of the Vice-Chancellor.
5. She shall be responsible to approve all the files relating to the appointment of Examiners in respect of M. Phil., U.G., P.G. and Diploma Courses which are submitted by the Dean/Controller of Examinations except Ph.D.
6. She shall be responsible for sanction of ON DUTY/DUTY LEAVE/SPECIAL CASUAL LEAVE to teaching/non-teaching staff within the country without financial assistance.
7. She shall be responsible to act as Chairman for suspected malpractices enquiry committee.
8. The Rector, on the advice of the Vice-Chancellor, may be present at any meeting of any authority, body or committee of the University, and address, but is not entitled to vote unless she is a member of that committee, body or authority.
9. She may delegate any of her powers and duties to any members of the staff with the approval of the Vice-Chancellor.
10. The Rector shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to her by the Vice-Chancellor.
11. Verification of certificates, receiving from Government offices, Private Organizations'/Institutions.
12. Tabulated Registers prepared by the section for all the courses offered by the University.

13. Attestation of transcripts, submitted by the students for pursuance of their higher studies at abroad.

2.7 POWERS AND DUTIES OF THE REGISTRAR:

Subject to the provisions of the Act and Statutes the Registrar shall have the following powers 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 in to 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 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 in charge of the 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 TA to the employees of the University for the 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 may from time to time be delegated or assigned by the Executive Council or the Vice-Chancellor and render such assistance as may be 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.

2.8. DELEGATION OF POWERS TO THE REGISTRAR

The following powers of the Vice-Chancellor are delegated to the Registrar for the smooth running of the administrative set up and day to day functions in the University:

- I. Application for leave of the Principal of the following nature may be sanctioned by the Registrar (1) Casual leave (2) Earned leave (if within the eligibility limit) (3) Special Casual leave.
- II. Leave of other regular teaching staff, namely, Professors, Associate Professors and Assistant Professors may be sanctioned by the Registrar and in extraordinary cases where the Registrar feels the file has to be sent to the Vice-Chancellor she/he may do so when the teaching staff are on continuous long leave or are continuously absent, habitual defaulters etc.
- III. The Registrar is also authorized to depute teaching staff (Professors, Associate Professors and Assistant Professors) to refresher courses, conferences, seminars, workshops, etc., within the country depending upon the merit of each case and following the usual procedures. Any overseas visits will require the formal approval of Vice-Chancellor.
- IV. The Registrar may also permit the teaching staff to convene Boards of Studies meetings, pass T.A. and D.A. bills of members as per the University rules and to permit the members to travel by air in case of exigency, declaration of probation; sanction of increments; paying the regular salary, D.A. etc.
- V. With regard to the part-time teaching staff, the Registrar may take a decision to appoint part-time staff on consolidated pay and sanction them leave as per eligibility and forward their letters to outside agencies depending upon the merit of each case.
- VI. The Registrar is also authorized to invite guest lecturers and pay them T.A. and D.A. as per the University / U.G.C. norms. In exceptional cases where the Registrar feels it is necessary to bring it to the notice of the Vice-

Chancellor he/she may do so. Similarly, the Registrar shall pay their remuneration as per the U.G.C. guidelines and all files relating to them which are of regular routine nature will be disposed off by the Registrar. Research Officers / Research Associates may be appointed by the Registrar following usual procedures. Programmers, Systems Analysts, Systems Manager may also be appointed by the Registrar, and in exceptional cases the matter may be brought to the notice of the Vice-Chancellor.

VII. In the case of non-teaching staff, the Registrar can sanction casual leave, earned leave, extra-ordinary leave, special leave, special casual leave, etc., for all staff, less than and equal to the cadre of Superintendent and below.

VIII. The appointment of all non-teaching staff from Senior Assistant and below may be finalized by the Registrar, following the prescribed rule position and procedure in that matter. The probation of staff of these cadres may also be declared by the Registrar. Annual increments may be sanctioned, monthly salary, D.A. etc., paid to all the above cases. In exceptional cases whenever the Registrar feels the matter has to be referred to the Vice-Chancellor, to promote discipline, or to bring it to the notice of the Vice-Chancellor in some extra ordinary cases, the Registrar may do so.

IX. Regarding purchase of equipment, the requests coming from various departments for the purchase of equipment in principle may be approved by the Vice-Chancellor. The other procedures like calling for quotations, processing of quotations, and placing final orders, making stock entry, payment of bills etc., may be done by the Registrar if the value of the equipment is less than Rs.5,000/-. If it is above Rs. 5,000/- final orders may be placed with the approval of the Vice-Chancellor and final payment of bills may be paid with the approval of the Vice-Chancellor. The procedures involved will however be attended to by Registrar. Similarly, in the case of purchase of library books and journals, the Registrar may scrutinize the request from the departments, place them before for library committee, place

final orders and make stock entries. Payment of final bills may be made by the Registrar and the matter may be informed to the Vice-Chancellor. In the case of building activities, small works such as preparing of estimates, calling for tenders, processing of tenders, finalization of tenders, entering into agreement, watching the progress of the work, submission of bills, forwarding of bills and payment of bills may be approved by the Registrar. A completion report may be submitted to the Vice-Chancellor for information. In all major works and works sanctioned by the U.G.C., approval in principle and approval of estimates may be got done by the Vice-Chancellor, and finalization of tenders may be done by the Vice-Chancellor for information. In case of fine; non progress of work within the stipulated time and if there is slow rate of progress or any other matter in which the Registrar feels the Vice-Chancellor needs to be informed and orders taken from the Vice-Chancellor, the same may be submitted to the Vice-Chancellor by the Registrar. Similarly, for regular repairs and maintenance of building and vehicles up to the level of Rs.5,000/- the Registrar may take a decision to carry out the repair and pay the final bills. For all works above Rs.5,000/- estimates and approval of the work would be got done with the approval of Vice-Chancellor and payment of bills with the approval of the Vice-Chancellor. Other procedures for works above Rs.5000/- may be looked after by the Registrar.

X. Deposits of G.P.F., L.I.C., electricity bills telephone bills, etc., the Registrar may act, the Registrar may approve the bills and whenever the bills are abnormally high, the Vice-Chancellor's approval may be taken. In all Advisory Committee meetings where the Vice-Chancellor is not the chairperson, the meetings will be conducted by the Registrar and minutes of the meeting be put up to the Vice-Chancellor for approval. Similarly, the conducting of examination, examination date and appointment of Chief Superintendent may be done by the Registrar. Other matters like sending

time table, finalization of paper setters, and examiners, sending papers for valuation and publication of results, may be done by the Registrar. However, where the Vice-Chancellor's approval is required; the matter may be submitted to the Vice-Chancellor for approval.

XI. All transfers of staff below the levels of the Heads of the Departments both in teaching and non-teaching may be done by the Registrar and in case of transfer of all heads of department, the matter may be recommended by the Registrar and done after the approval of the Vice-Chancellor. The University may become member of related educational and other associations with the permission of the Registrar and the Vice-Chancellor will be kept informed of this. Confidential reports below the Heads of the Departments may be obtained by the Registrar. All hostel affairs will be maintained by Registrar and in exceptional cases, will be brought to the notice of the Vice-Chancellor.

POWERS AND DUTIES OF THE FINANCE OFFICER

Subject to the provisions of the Act of the Finance Officer shall be in-charge of the Finance, Accounts, and Audit Branches of the University.

1. She/He shall be under the control of the Registrar/Vice-Chancellor.
2. She/He shall be the principal Adviser of the University on matter connected with Finance, Accounts and Audit of the University.
3. She/He shall act as Secretary of the Finance Committee and arrange for the meetings of the Finance Committee in consultation with the Vice-Chancellor.
4. She/He shall be responsible for the preparation and submission of annual accounts of the preceding financial year, Budget estimates for the ensuing financial year and the revised estimates for the current financial year to the Finance Committee and to the Executive Committee on or before the due date prescribed in the Statues.

5. She/He shall be responsible for fixing the ceiling of expenditure both recurring and non-recurring after taking in to account the resources likely to be available and also for the proper maintenance of accounts of the University.
6. She/He shall review the financial position of the University from time to time and keep a constant watch on the cash balance of the University.
7. She/He shall make recommendations to the Finance Committee/Executive Committees on all proposals involving expenditure for which no provision has been made in the Budget or which involve expenditure in excess of the amount provided in the Budget.
8. She/He shall watch the progress of collections of revenues of the University.
9. She/He shall be responsible for obtaining the reconciliation statements from Banks.
10. She/He shall prepare and submit to the Finance Committee during each Financial Year the annual accounts of the University of the preceding year and get them audited before the end of the financial year.
11. She/He shall be responsible for the annual audit of the accounts of the University, production of relevant records, and vouchers to the auditors, furnishing of replies to the audit objections and to submit the audit reports to the Finance Committee and Executive Council with replies to the audit objections, if any.
12. She/He shall be responsible for the proper maintenance of cash books of the University Office and have periodical checks and satisfy himself whether the cash on hand tallies with the cash books. She/He shall check the acquittance rolls and cash books whenever disbursements are made.
13. She/He shall be responsible for furnishing accounts to the State Government/University Grants Commission and Government of India and to release the grants due to the University from the concerned Bodies.

14. She/He shall ensure that the limits fixed for recurring and non-recurring expenditure for the financial year are not exceeded and that all the amounts are spent for the purpose for which they are allotted.
15. She/He shall be responsible for the proper maintenance of registers of buildings, lands, furniture, equipment and other articles in the University and also for the annual stock verification of the articles in the University, Departments, Institutions and centers' maintained by the University.
16. She/He may call for any financial information required from any Section in the University, College, Departments, Centres and other Institutions maintained by the University.
17. She/He shall fix duties and responsibilities of the Deputy Registrar (Accounts)/Assistant Registrars (Accounts) working under him/her with the approval of the Vice-Chancellor and exercise control over these officers and other staff working under her/his control.
18. She/He shall bring to the notice of the Vice-Chancellor periodically the financial position of the University, grants due to the University from various agencies and grants released from them etc.
19. She/He shall perform such other financial functions and discharge such other duties as may be delegated to her/him by the Executive Council/and Vice-Chancellor.

2.9 FUNCTIONS OF THE DEANS

Deans of schools shall be responsible for the administration of the respective schools and they shall be responsible for the Vice-Chancellor for the administration of the schools. They shall exercise the supervisory role for the organization and conduct of teaching, research and extension work in their respective schools. For the above purpose they shall convene meetings and take necessary decisions for effective discharge of the functions. The Deans shall report the work progress of their respective schools to the Vice-Chancellor. They shall supervise the admission, registration, and progress of

the students in their School. The deans shall have the powers to give directions and control the staff of the school.

2.10. DEAN OF ACADEMIC AFFAIRS

Subject to the provisions of the Act, Dean of Academic Affairs shall discharge her/his duties as per the instructions of the Vice Chancellor. He/she shall be responsible in general for all aspects of academic programmes of the university. She/he is typically responsible for ensuring the success, and monitoring of academic programs impacting involved in student success.

2.11 DEAN OF STUDENT AFFAIRS

Subject to the provisions of the Act, Dean of Student affairs shall discharge her duties as per the instructions of the Vice-Chancellor. She shall be responsible in general for student discipline and counselling and shall act as a liaison for solving problems if any of the students. She shall communicate to the parents and guardians about the welfare of students.

2.12 DEAN OF INTERNATIONAL AFFAIRS

The Dean, International Relations networks with Foreign Universities, International Institutions, Embassies and Consulates of other countries and Association of Indian Universities.

Monitors the admission of International women students and co-ordinates with the Directorate of admissions in SPMVV.

- Organizes student Exchange programmes by entering into MOU with Foreign Universities.
- Collaborates with Foreign Universities to offer Integrated Degree and Post Graduate programmes with placement/ Training of students in Foreign Universities.

- Coordinates Twin/Dual/Integrated degree programmes in collaboration with Foreign Universities.
- Organises training programmes for Indian and International students in foreign languages like English, Chinese, Japanese, French, and German.

2.13 CULTURAL COORDINATOR

Cultural Coordinator is required to coordinate students' cultural activities, competitions. She shall be responsible for selecting the teams for participating in intra-University, inter-university, national or international events.

2.14 CHAIRPERSON OF THE BOARD OF STUDIES

Chairpersons of the Boards of Studies are responsible for periodic conduct of the Board for upgrading, updating and enriching the curriculum compulsorily once in 3 years and if necessary as and when required.

2.15 HEADS OF THE DEPARTMENTS

The Head of the Department is responsible in consultation with other faculty members for the conduct of teaching, research and extension work in the Department and for that purpose the prior approval of the authorities of the University may be taken up as and when required from time to time. She is responsible for the conduct of departmental committee meetings at least once in a month and minutes thereof shall be recorded and sent to the university authorities for necessary action. She shall assist in the admission work and shall monitor the progress of the students in the department. She shall discharge such other functions as entrusted by the authorities of the University in relation to the department.

2.16 POWERS AND FUNCTIONS OF THE WARDEN

- a. Monitoring the admissions of the students in the hostel.
- b. Mess maintenance
- c. To monitor and maintain the sanitation and sanitary conditions in the premises.
- d. To find the needs of students and provide services
- e. To prepare a budget for the purchase of the provisions, electrical and water work appliances.
- f. To monitor the payment of mess bills by the students.

2.17 POWERS AND FUNCTIONS OF THE CHIEF SUPERINTENDENT OF EXAMINATIONS

1. Preparation of Examination Schedule
2. Allotment of invigilators of respective departments
3. Norms to be laid down for the Chief Superintendent of Examinations
4. Monitoring theses of various departments (M.Phil./Ph.D.) by coordinating with the Controller of Examinations.
5. Other matters relating to examinations conducted by outside agencies as well as the University.
6. Planning common valuation for all departments including spot Valuation for external examiners.
7. Monitoring the announcement of results of all courses.
8. Issuance of Marks lists, Provisional Certificates, Migration and Convocation Certificates.
9. Such other related matters as entrusted by the Vice-chancellor.

2.18. POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall have the following powers and duties:

1. The Controller of Examinations shall be responsible for smooth conduct of the University examinations and publication of results as per the academic calendar of the University.
2. She is the receiving authority of application forms for the examinations and collection of fee thereof.
3. She shall arrange for preparation of time tables, nominal rolls and issue of Hall tickets and sending them to the Chief Superintendent, Deans of schools, Heads of all departments ensuring that they reach the students.
4. She shall exercise general control over the conduct of University examinations.
5. She is in charge of all confidential matters and works relating to the examinations and shall be accountable to the Vice-Chancellor.
6. She shall organize conduct of practical examinations, viva-voce examinations, and valuation of dissertations by the examiners as nominated by the Vice-Chancellor.
7. She shall organize revaluation of UG/PG Diploma answer scripts whenever there are applicants.
8. She shall organize preparation and issue of Marks statements, Provisional Certificates, Migration Certificates and Degree certificates.
9. She shall be responsible for conduct and announcing of results of Research Entrance Test and SPMVV Common Entrance Test.
10. She processes M.Phil./Ph.D. correspondence related to recognition of Research Supervisors, extension of time to the Research scholars for submission of their theses, and refers files to the Board of Research Studies when required.
11. She facilitates conduct of Board of Research Studies meetings.
12. She shall monitor the conduct of University Convocation under the guidance of the Vice-Chancellor.

13. She shall be responsible for furnishing the information about examination results to the Government, UGC and preparing data base with regard to professional courses to the State Council of Higher Education and other organizations.
14. She shall be responsible for submitting the annual budget for examinations and convocation and also responsible for processing claim bills of examiners for making payment.
15. She shall discharge such other duties as may be assigned to her by the Vice-Chancellor.

2.19. DEAN OF EXAMINATIONS

The Dean Examinations supervises the examination process and ensures the smooth flow of examination procedure without any non-conformity to the instructions. The main functions of Dean Examinations are:-

- 1) To co-ordinate examination related work of various teaching departments.
- 2) To plan, in consultation with registrar, the work related to the conduct of examination at department level in consultation with the CE.
- 3) To organize, evaluation of answer books, showing answer books to students, solving cases of dispute and uploading of final awards for preparing grades and final results.

2.20.UGC COORDINATOR

She deals with the UGC Section of the University, where correspondence with University Grants Commission, New Delhi for sanction and release of grants for implementing various schemes, programs and projects of UGC is made.

CHAPTER – 3

III. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY [Sec.4 (1) (b) (iii)]

Academic Matters:

The decisions taken at departmental committee meetings are channelled through the chairperson, Board of Studies who proposes the convening of the meeting of BOS. After passing the necessary resolution in the BOS, the matter will be placed before the Standing Committee of the Academic Senate or Board of Research Studies if the matter is pertaining to the research for discussion and appropriate resolution. The matter in issue thus will be placed before the academic senate for approval. Academic senate is the final authority as per the Act to accept, revise or modify the existing curricula and various bodies are responsible for reporting the academic matters to the Academic senate.

Administrative and Financial Matters:

The Executive Council shall be the ultimate administrative authority of the University and functions as per the Act. All important policy decisions of the administration are taken and monitored by this body. The powers and functions are already mentioned. The financial matters above Rs.5.00 lakhs shall be approved by the Executive Council. They are also monitored by the intermediary body namely Finance Committee. It is to be noted that proposal for requirement of the departments will emanate from departmental purchase committees up to Rs. 10,000/-. From Rs. 10,000/- to Rs. 50,000/-, the proposals emanate from the School's Purchase Committee. More than that amount, the proposals emanate from Central Purchase Committee. For all purchases administrative sanction is essential and subject to scrutiny by the Audit and Accounts Section.

The powers and functions of the above bodies providing checks and balances at every stage as notified in the powers and functions of each authority, is hallmark of the functioning of the University.

Grievance Cell and Standing Board of Enquiry

The University has grievance cell for redressing the problems, if any, faced by its employees. In case of necessity the matter will be referred to a standing board of enquiry. After appropriate recommendations, the grievance requires approval of the Executive Council and the matter will be placed before the Executive Council for its decision.

CHAPTER – 4

IV. NORMS SET FOR THE DISCHARGE OF FUNCTIONS [Sec.4 (1) (b) (iv)]

The norms of the authority, powers and functions of various personnel are evolved through the act and statutes made there under.

- 1) The University shall have the following powers and functions:
 - a. to provide for instruction in such branches of learning as the University may from time to time determine and to make provisions for research and for the advancement and dissemination of knowledge;
 - b. to grant, subject to such conditions as the University may determine, diplomas or certificates to and confer degrees and other academic distinctions on persons on the basis of examinations, evaluations or any other method of testing.
 - c. to organize and undertake extramural studies and extension services;
 - d. to confer honorary degrees or other distinctions in the manner prescribed by the statutes;
 - e. to provide instructions, for such courses of study including the course of study by correspondence, to such persons as are not members of the University, as it may determine;
 - f. to institute professorships, Readerships, Lectureships, Principalships, and other teaching or academic posts required by the University and to appoint persons to such Professorships, Readerships, Principal ships, or other posts;
 - g. to recognize persons working in any institution associated with the University for imparting instruction or supervising research or both, and to withdraw such recognition;
 - h. to appoint persons working in any other University College or institution or organization as teachers of the University for a specified period;

- i. to create administrative, ministerial and other posts and to make appointments thereto;
- j. to co-operate or collaborate or associate with any other university or authority or institution of higher learning, and for such purposes, as the University may determine;
- k. to establish, such campuses, special centers, specialized laboratories or other units for research and instructions as are, in the opinion of the University necessary for the furtherance of its objectives;
- l. to institute and award fellowships, scholarships, studentships, medals and prizes;
- m. to establish, maintain and manage colleges and hostels in the University campus, and to establish and maintain colleges, institutions and hostels in any part of the headquarters of the University;
- n. to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
- o. to declare a department as an autonomous department;
- p. to determine standards for admission into the University which may include examination, evaluation or any other method of testing;
- q. to demand and receive payment of fees and other charges;
- r. to supervise the residence of the students of the University and to make arrangements for promoting their health and general welfare;
- s. to regulate and enforce discipline among the teachers and other employees and students of the University and take such disciplinary measure in this regard as may be deemed by the University to be necessary;
- t. to make arrangements for promoting the health and general welfare of the teachers and other employees;

- u. to receive donations and to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purpose of the University.
- v. to borrow, with the prior written approval of the Government, on the security of the property of the University, money for the purpose of the University;
- w. to institute and manage publication bureau, employment bureau and University extension boards;
- x. to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

2) No college or institution affiliated to or associated with or recognized or maintained by any other University in the University area of this University shall be affiliated to or associated with or recognized by Sri Padmavati Mahila Visvavidyalayam for any purpose except with the prior approval of the Government, and the concerned University and the management of the college or institution concerned.

CHAPTER – 5

V. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS [Sec.4 (1) (b) (v)]

The Act, statutes and service rules governing Sri Padmavati Mahila Visvavidyalam are as in the Annexure. As per the provisions of the SPMVV Act, the Executive Council has the power to make the statutes on the following aspects (The first statutes of the University are set out along with the Act of 1983).

- a) constitution, powers and duties of the authorities of the University;
- b) powers, duties and conditions of service of the officers of the University other than the Chancellor;
- c) classification and the method of appointment of teachers of the University;
- d) holding of convocations to confer degrees;
- e) constitution of pension, insurance, gratuity or provident fund for the benefit of the officers, teachers and other employees of the university;
- f) registration of graduates and maintenance of a register of registered graduates;
- g) administration of endowment and the institution of fellowships such as travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award;
- h) all other matters which by this Act are to be or may be provided by the statutes

The Academic senate is competent to make regulations governing admissions of the students of the University, equivalence of the degrees of other universities, courses of study, regulations governing the conduct of examinations for the degrees, diplomas, certificates, etc., and grant of exemptions.

CHAPTER – 6

VI. CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL [Sec. 4(1) (b) (vi)]

ENGINEERING SECTION

- a) Register of tenders
- b) Stock register
- c) Register of buildings
- d) Register of estimates
- e) Register of agreements
- f) Register of electricity demands
- g) Register of auctions
- h) Register of vehicles

HOSTEL OFFICE

- a) Attendance Register (Office)
- b) Student attendance registers in all hostels
- c) Register of casual leave
- d) Register of advances recoverable
- e) P.A. amount register
- f) Register of investments
- g) Hostel advisory committee register
- h) Cheque particulars register
- i) Cash books for account
- j) Stock register of provisions
- k) Tools and plats register
- l) Scholarship acquaintance register of EPP, BC, SC, ST
- m) Caution deposit register

- n) Admission register of hostels
- o) Mess bill register
- p) Dispatch register
- q) Local dispatch Register
- r) Stamps account register
- s) Stock and issue register of electrical items
- t) Register of complaints of all hostels separately
- u) Stock and issue register of stationery items
- v) Stock and issue register of water works material purchased
- w) Register of utensils, vessels etc.
- x) Register of vegetables received
- y) Register of milk received
- z) Register of gas received

UGC SECTION

- a) Major/minor research project grants
- b) DBT grants
- c) DST Grants
- d) BRNS-BARC grants
- e) ICHR grants
- f) ICSSR grants
- g) MODROBS grants
- h) NCERT (ERIC) grants
- i) Centre for women's studies grants
- j) Adult & Continuing education, Extension & Field outreach grants
- k) APCOST Grants
- l) TEPSE / HEPSN grants
- m) Grants received for UGC-NET coaching
- n) Grants received for scheme of Remedial Coaching for SC/ST students

- o) Grants received for M.Sc. Biotechnology teaching programme
- p) UGC X Plan grants
- q) SAP account
- r) Grants received from AICTE
- s) INFLIBNET grant
- t) INFONET grant
- u) JRF/SRT bill registers

TEACHING SECTION

- a) Service Registers for permanent teachers
- b) Roster registers group wise
- c) Register for all the posts sanctioned by the Government
- d) Advertisements register
- e) G.Os. register
- f) Suits register
- g) Stock register
- h) Bill register
- i) Leave register
- j) Personal register

NON-TEACHING ESTABLISHMENT

1. Service Registers for Permanent Non-Teaching Employees
2. Roster Registers Cadre-wise
3. Registers for posts sanctioned by the Government
4. Advertisement Register
5. G.Os. Register
6. Stock Register
7. Bill Register
8. Leave Register

9. Personal Register – Seat-wise

10. Acquaintance Register

ACADEMIC SECTION

a) RTI Registers I & II

b) Stock register for furniture, equipment, consumables and miscellaneous

c) Minutes books of Board of studies meetings of all the courses

d) Appointment of NSS programme coordinators and programme officers -
Register with names and tenure

e) Stock register – printing of admission application, academic calendar,
students hand book and college magazines.

f) Maintenance of STD booth and canteen – rent and electricity charges register

g) Bill register – sending bills to accounts section

h) Personal registers of all seats

CENTRAL PURCHASE

i) Equipment register

j) Furniture register

k) Stationery register

l) Central stock register

m) Consumables register

n) Printing and stationery register

o) CPC bill register – sending bills to accounts section

p) CPC minutes register

q) Maintenance of personal register

ACCOUNTS SECTION

- a) Budget estimates
- b) Cash books
- c) Annual accounts
- d) Budget allotment register
- e) Posting register
- f) Salary particular registers
- g) Advances recoverable registers
- h) Investment registers
- i) Contractor's deposit registers
- j) Tax deduction at source registers
- k) Cheque particular registers
- l) Sub-treasury registers
- m) Utilization certificates
- n) Dispatch registers
- o) Attendance registers
- p) Casual leave registers
- q) General provident fund individual registers
- r) General provident fund abstract registers
- s) Endowment registers
- t) Audit report
- u) Audit establishment registers

ACADEMIC AFFAIRS

1. Admission Registers
2. Daily Fee Registers
3. Term Fee Registers
4. SC/ST/BC etc. Scholarship Registers
5. Transfer Certificate / Conduct Certificate Books

6. Cash Books for A/c Nos. 2,3,11,14,15
7. Acquaintance Registers for Scholarships & Library Refundable amounts
8. Tappal Registers
9. Attendance Register
10. Stock Registers
11. Casual Leave Register
12. Contingency Register

EXAMINATION SECTION

1. Documents related to M.Phil./Ph.D. Entrance Test Notification / Conduct of Examination and announcement of results.
2. Documents of M.Phil./Ph.D. research Scholars enrolled in all Departments – Files
3. M.Phil./ Pre-Ph.D. Written Examination Tabulated Marks / Tabulated Results Registers.
4. Documents related to Synopses and Adjudication of Ph.D. theses of individual candidates
5. Files of conduct of Ph.D. Viva Voce Examinations
6. Notification for award of M.Phil/Ph.D. Degrees
7. Marks Statements / Provisional Pass Certificate / Degree and Migration Certificates – Registers
8. Fee Structure of Research Scholars – Registers
9. Extension of time for submitting the Ph.D. Thesis / M.Phil. Dissertations – Registers
10. Files on cancellation of registration of Research Scholars
11. Circulars to conduct the University Examination / Viva Voce Examinations/ Dissertation Files
12. Nominal roll/ Hall Tickets - Files

13. External Examiner / Internal Examiners Lists
14. University Practical Examinations / Viva Voce Examinations / Dissertation Files
15. Tabulated Marks Registers for announcement of the results
16. Lower Degree Certificates entry Register
17. PG Diploma /UG Courses – Revaluation Files
18. List of Examiners within the State / Outside the State for all papers of all Subjects
19. Marks Memos / Provisional Pass Certificates / Degrees in Advance and Migration Certificates
20. Remuneration to the External / Internal Examiners towards setting and valuation – Files
21. Spot Valuation – Files
22. SMPVV Common Entrance Test – Files
23. Old Answer Scripts up to Five Years
24. Verification and issue of Transcripts - Files
25. Award of Original Degree Certificates under In Advance / In Absentia and In Person Category - Registers
26. List of Gold Medals / Silver Medals / Book Prizes and Cash Prizes
27. Procedure Book of the Convocation
28. Vice-Chancellor's Report
29. Chief Guests Report
30. Minute to Minute Programme of the Chancellor

31. Board of Research Studies Meeting - Files
32. Academic Senate Meeting – Items related to Examination Section
33. Standing Committee Meeting – Items related to Examination Section
34. Maintenance of Stock Register for Miscellaneous items

CHAPTER – 7

VII. PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF [Sec.4(1) (b) (vii)]

The executive council of the University functional representation of various public persons is provided as such transparency of in the matters of the University is concerned. As Per Clause 2 Sub-clause 1 of the first statutes of the University, the membership of executive council includes besides for eminent persons of whom, three shall be women members from the fields of industries and commerce or legal, engineering or medical professions of from such other fields of public life as the Government may consider useful to the University, to be nominated by the Government. These members will be members of the Academic Senate automatically.

Accordingly to Clause 3 of the first statutes of the University functional representation for the representatives of the people and teachers is provided besides the members to be nominated by the Government include, six women of whom one each shall belong to the members of the scheduled castes and the scheduled tribes and two shall belong to the backward classes. 5 persons to represent professionals belonging to the fields of medicine, engineering, business, law, banking, etc., of whom at least two shall be women.

The Planning and Monitoring board includes two educationalists nominated by the Government and two nominees from the University Grants Commission besides others.

Alumni association is formed with erstwhile students of Sri Padmavati Mahila Visvavidyalayam.

CHAPTER – 8

VIII. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC; (Sec.4(1) (b) (viii))

In view of the composition of various policy making bodies of the University having public representation, the policies do reflect public opinion and are accessible to the members.



SRI PADMAVATI MAHILA VISVAVIDYALAYAM : TIRUPATI

SCHOOL OF SCIENCES

ENROLEMENT OF STUDENTS ADMITTEED FROM VARIOUS COURSES FOR THE ACADEMIC YEAR - 2020-21

Sl. No.	Name of the Course	Total in Take	Total Admitted Students	OC	SC	ST	PHC	BC					TOTAL
								A	B	C	D	E	
1.	M.Sc., Applied Mathematics	41	44	10	11	-	-	7	9	-	7	-	44
2.	M.Sc., Applied Microbiology	29	32	15	4	1	-	3	3	-	3	3	32
3.	M.Sc. Biotechnology	49	34	15	7	2	-	3	4	1	1	1	34
4.	M.Sc., Organic Chemistry	120	114	40	25	2	-	15	18	-	8	6	114
5.	M.Sc., Physics	60	57	26	7	1	-	5	12	-	4	2	57
6.	M.Sc., Biochemistry	30	34	14	8	-	-	2	5	-	4	1	34
7.	M.Sc., Zoology	30	33	8	14	2	-	3	4	-	2	-	33
8.	M.Sc., Botany	33	33	10	7	2	-	1	4	-	6	3	33
9.	M.Sc., Human Development & Family Studies	16	12	1	5	-	-	3	-	-	3	-	12
10.	M.Sc., Community Health & Nutrition (HS)	16	19	4	6	1	-	2	4	-	1	1	19
11.	M.Sc. Clinical Nutrition & Dietetics (HS)	16	20	8	4	1	-	-	1	-	6	-	20
12.	M.Sc., Food Sciences & Quality Control(HS)	16	19	9	3	-	-	2	2	1	2	-	19
13.	M.Sc. Integrated Food Technology(5 Years)	44	43	22	3	1	-	7	6	-	4	-	43
14.	M.Sc., Integrated Biotechnology(5Years)	38	48	23	4	1	-	6	3	1	9	1	48
15.	B.Sc., Vocational Fashion Technology & Apparel Designing	55	28	10	6	-	-	-	4	1	7	-	28

Sl. No.	Name of the Course	Total in Take	Total Admitted Students	OC	SC	ST	PHC	BC					TOTAL
								A	B	C	D	E	
16.	B.Sc.,Vocational Nutrition & Health Care Sciences	55	34	12	5	-	-	7	4	1	5	-	34
17.	M.Sc.Statistics	45	55	22	5	-	-	10	9	-	9	-	55
18.	M.Sc.Sericulture	10	11	3	2	-	-	1	4	-	1	-	11
19.	MCA (40R+60SF)	105	105	48	13	2	-	8	16	-	15	-	105
20.	B. Pharmacy Lateral Entry	52	52	22	9	1	-	9	8	-	2	1	52
21.	M. Pharmacy	72	70	28	14	-	-	6	12	1	6	3	70
22.	M.Sc.,Industrial Microbiology	15	17	5	3	-	-	3	2	-	4	-	17
23.	M.Sc.,Clinical Psychology	35	14	3	4	2	-	2	3	-	-	-	14
TOTAL:		989	928	358	169	19	-	105	137	6	109	25	928

COLLEGE OF NURSING

**SRI PADMAVATHI MAHILA VISVAVIDYALAYAM: TIRUPATI
DEPARTMENT OF NURSING**

Total number of students admitted for the Academic Year – 2020-21

S.No	Name of the Course	SC	ST	BC					OC	PHC	No.of Students
				BC-A	BC-B	BC-C	BC-D	BC-E			
1	B.Sc Nursing	12	1	09	02	---	04	05	07	---	40
2	GNM Nursing	13	01	03	01	----	01	---	---	---	19
	Total	25	02	12	03	----	05	05	07	---	59

SRI PADMAVATHI MAHILA VISVAVIDYALAYAM: TIRUPATI
SCHOOL OF SOCIAL SCIENCES HUMANITIES & MANAGEMENT
On Roll Students Strength for the Academic Year – 2020-21

S. No	Name of the Course	Year	In Take Strength	SC	ST	BC					OC	PHC / M.B.C/ E.B.C	TOTAL
						A	B	C	D	E			
1	Masters course Business Administration	I Year	120+12+10	21	3	18	19	-	11	2	48	-	122
		II Year	120+12+10	18	03	12	18	01	12	05	45	01	115
2	M.A. English Language & Literature	I Year	30+3+6	7	1	1	3	1	3	-	7	-	23
		II Year	30+3+6	12	01	01	02	03	01	-	13	-	33
3	Master's Course in Law (L.L.M)	I Year(MBL) I Year(MCL)	8+2EWS(SF) 8+2EWS(SF)	3	3	2	-	-	-	-	5	-	13
		II Year	24	4	2	1	-	-	2	2	3	-	14
4	Master's Course in Social Work	I Year	30+3+18	8	1	3	4	-	3	-	3	-	22
		II Year	30+3+18	10	-	-	04	-	04	-	04	-	22
5	M.A. Telugu Language, Literature and Translation	I Year	40+4+6	2	1	1	-	-	1	-	5	-	10
		II Year	40+4+6	07	01	03	04	-	01	-	03	-	19
6	Bachelor course in Law (3 Yrs.)	I Year	40+4EWS(R) 20+2EWS(SF)	8	3	26	-	-	-	-	14	-	51
		II Year	60	12	4	7	6	-	6	-	17	-	52
		III Year	60	11	01	07	04	-	03	06	24	-	56
7	Bachelor course in Law(5 Yrs.)	I Year	40+4EWS(R) 20+2EWS(SF)	6	4	24					26	-	60
		II Year	60	12	3	8	8	-	9	2	20	-	62
		III Year	60	13	03	04	07	01	08	03	21	-	60
		IV Year	40+20	14	05	04	05	-	01	01	20	-	50
		V Year	40	05	02	-	02	-	02	01	16	-	28
8	Bachelor course in Education	I Year	100	34	7	11	07	-	7	5	13	-	84
		II Year	100	30	5	5	7	-	10	-	15	-	72
9	Bachelor course in Special Education	I Year	30+3	6	3	1	2	-	3	-	6	-	21
		II Year	30+3	07	-	02	01	-	01	01	03	-	15

S. No	Name of the Course	Year	In Take Strength	SC	ST	BC					OC	PHC/ M.B.C/ E.B.C	TOTAL
						A	B	C	D	E			
10	Bachelor course in Physical Education	I Year	100	2	-	1	3	-	2	3	1	-	12
		II Year	100	1	-	-	1	-	1	-	2	-	05
11	MBA Media Management (Regular &SF)	I Year	60	6	-	7	3	-	6	-	9	-	31
		II Year	60	2	-	1	1	-	1	-	2	-	07
12	Master's Course in Physical Education	I Year	40+4	2	2	-	3	-	3	-	1	1	12
		II Year	40+4	6	2	1	2	-	2	-	3	-	16
13	M.A. Women's Studies	I Year	25+3	-	-	-	-	-	-	-	-	-	-
		II Year	25+3	02	01	-	01	01	-	-	02	-	07
14	M.A. Economics	I Year	25+3	5	1	6	1	-	2	2	3	-	20
		II Year	25+3	09	01	04	01	-	02	01	04	-	22
15	M.A. Music (Veena, Vocal & Bharatanatyam)	I Year	30+3	1	-	-	5	-	2	-	-	-	08
		II Year	30+3	01	01	-	-	-	-	-	02	-	04
16	M.C.J	I Year	20+2+10	-	-	-	-	-	-	-	-	-	-
		II Year	20+2+10	01	-	03	-	-	-	-	01	-	05
17	M. Com.,	I Year	65+7	24	3	8	1	-	8	2	22	-	68
		II Year	65+7	23	01	12	10	-	06	01	18	-	71
18	B.A / M.A Public Policy & Anthropology	I Year	75+8	9	2	1	5	-	4	1	12	-	34
		II Year	75+8	04	02	02	01	01	03	-	09	-	22
TOTAL												1348	

SRI PADMAVATI MAHILA VISVAVIDYALAYAM
SCHOOL OF ENGINEERING & TECHNOLOGY
B.Tech

S.No	I-Year	Branch	Sanctioned Intake (EAMCET/ECET)&BTH	Total No. admitted	SC	ST	BC					OC	Total
							A	B	C	D	E		
1	2020-21	CSE	120+12**	128	20	6	14	21	0	15	6	46	128
		LE***	12	15	4	-	-	1	-	5	1	4	15
		*BTH	10	6	-	-	1	3	-	-	-	2	6
		ECE	120+12**	131	23	6	17	22	1	16	3	43	131
		*BTH	10	-	-	-	-	-	-	-	-	-	-
		LE***	12	14	4	-	1	1	-	2	-	6	14
		EEE	60+06**	66	15	2	7	7	-	14	2	19	66
		*BTH	10	-	-	-	-	-	-	-	-	-	-
		LE***	6	8	1	-	-	2	-	-	-	5	8
		ME	60+6**	38	9	-	6	1	-	4	-	18	38
		*BTH	10	-	-	-	-	-	-	-	-	-	
		LE***	6	5	-	-	1	1	-	1	2	5	
Total			472	411	76	14	47	59	1	57	12	145	411

***Note:** BTH (Sweden) students' 06 members admission taken into CSE Dept.

** EWS students' admission taken into CSE-8, ECE-11, EEE-6 & MECH-0.

*** Lateral entry actual intake seats - 12 & 06, remaining seats filled by the Convener based on previous year vacancy.

M.Tech

	I-Year	Branch	Sanctioned Intake (EAMCET/E CET)	Total No. admitted	SC	ST	BC					OC	Total
							A	B	C	D	E		
1							A	B	C	D	E		
	2020-21	CSE	21+3*=24	16	5	1	-	1	-	2	-	7	16
		ECE	21+3*=24	16	4	0	-	4	-	5	-	3	16
		EEE	21+3*=24	5	3	-	-	-	-	-	-	2	5
		ME	21+3*=24	4	-	-	3	1	-	-	-	-	4
Total			84+12=96	41	12	1	3	6		7	-	12	41

Note: * Sponsored seats - 3

Sl. No.	Name of the Officer	Designation	Duration	E-mail ID	Phone Numbers			
					Office No.	Residence No, Mobile No	Fax No.	Mobile No.
1	2	3	4	5	6	7	8	9
1.	Prof.Jamuna Duvvuru	Vice-Chancellor	-	vcspmuv@yahoo.com	0877-2248417	0877-2284555	0877-2284568	09848185222
2.	Prof.K.Sandhya Rani	Rector	Upto 11-2020	rectorspmuv@gmail.com	0877-2284566		0877-2284566	09848306555
3.	Prof.D.M.Mamatha	Registrar	-	registrarmahila@yahoo.com	0877-2248588	0877-2284599	0877-2248416	09848185802
4.	Prof.A.Jyothi	Dean, School of Sciences	Upto 11-2020	sciencedean1@gmail.com	0877-2284500	0877-2260652	-	09885430801
	Prof.R.Nagaraju	Dean, School of Sciences	2020-21					
5. 6.	Prof.K.Murugaiah	Dean, School of Social Sciences, Humanities & Management	Upto 6-2020	deanssshm@gmail.com	0877-2284548	0877-2284501	-	9440854417
	Prof.T.Bharathi		2020-21					

CHAPTER – 9

IX. DIRECTORY OF OFFICERS AND EMPLOYEES [Sec.4(1) (b) (ix)]

Name of the University:

Place: Tirupati

District: Chittoor

State: Andhra Pradesh

Pincode: 517502

Website: www.spmvv.ac.in

S.No	Name and Department	Position	Land Line No.	E-mail ID
1	Prof.R.Nagaraju	Dean, School of Sciences	0877-2284500	sciencedean1@gmail.com
2	Prof.T.Bharathi	Dean, School of Social Sciences Humanities & Management	0877-2284501	deanssshm@gmail.com
3	Prof.K.Madhu Jyothi	Dean of Examinations	0877-2284561	dbharathi@yahoo.com
4	Prof.D.Bharathi	Dean Academic Affairs	0877-2284550	moolevijayalakshmi@gmail.com
5	Prof.Y.S.Sharada	Dean Student Affairs	0877-2284513	drkalaprof@gmail.com
6	Prof.D.Sarada	Dean Development	0877-2284544	profnagaraju@gmail.com
7	Prof.P.Vijayalakshmi	Dean International Relations	0877-2284520	d_sarada04@yahoo.co.in
8	Prof.T.Tripura Sundari	Associate Dean International	0877-2284518	Umadevi66@yahoo.co.in
9	Prof.E.Manjuvani	Director for Directorate of Distance Education	0877-2284524	dec.spmvv@gmail.com
10	Prof.R.Usha	Placement Officer	0877-2284531	vidyasur@rediffmail.com
11	Prof.D.Sarada	Director, Centre for University Consultancy & allied	0877-2284511	komanduriradha@gmail.com

		Services		
12	Prof.P.Vijayalakshmi	Director, Centre for Translational Research	0877-2284516	Vijaya.cj@gmail.com
13	Prof.J.Katyayani	Director, Innovation Society	0877-2284530	jkatyayani@yahoo.co.in
14	Prof.P.Venkatakrisna	Director, Centre for University Ranking	0877-2284531	profnagarajur@yahoo.co.in
15	Prof.T.Sudha	Director, Computer Centre	0877-2284521	musha_rohan@yahoo.com
16	Prof.P.Haripadma Rani	Co-ordinator for English Language Lab	0877-2284515	sheelaswarupa@rediffmail.com

List of Heads /Co-ordinator

S.No	Name and Department	Department	Land Line No.	E-mail ID
1.	Prof.S.Jyothi	Computer Science	0877-2284521	mca.spmvv.office@gmail.com
2.	Prof.M.Aruna	Home Science	0877-2284520	hoscienspmvv@gmail.com
3.	Dr.C.Venkatalakshi	Applied Mathematics	0877-2284512	hoscienspmvv@gmail.com
4.	Prof.P.Uma Maheswari Devi	Applied Microbiology	0877-2284518	hoscienspmvv@gmail.com
5.	Prof.Y.Indira Muzib	Institute of Pharmaceutical Technology	0877-2284531	spmvvpharmatechnology@gmail.com
6.	Prof.G.Savithri	Sericulture	0877-2284526	spmvvsericulture83@gmail.com
7.	Prof.A.Sreedevi	Physical Sciences	0877-2284525	phyorgspmvv@gmail.com
8.	Prof.R.Usha	Biotechnology	0877-2284519	genbiotechspmvv@gmail.com
9.	Prof.P.Vijayalshmi	Communication & Journalism	0877-2284516	maenglishspmvv@gmail.com
10.	Prof.T.G.Amuthavalli	Education	0877-2284510	education.spmvv@gmail.com
11.	Prof.Sheela Swarupa Rani	English	0877-2284515	maenglishspmvv@gmail.com

12.	Prof.T.Sita Kumari	Law	0877-2284513	spmvlaw@gmail.com
13.	Prof.Dwaram V.J.Lakshmi	Music & Fine Arts	0877-2284514	spmvlaw@gmail.com
14.	Prof.K.Anuradha	Social Work	0877-2284511	spmvlaw@gmail.com
15.	Prof.K.Madhu Jyothi	Telugu Studies	0877-2284509	moolevijayalakshmi@gmail.com
16.	Prof.G.Sandhya Rani	Women's Studies	0877-2284508	moolevijayalakshmi@gmail.com
17.	Prof.J.Katyayni	Business Management	0877-2284530	moolevijayalakshmi@gmail.com
18.	Prof.G.Sarah Sarojini	Head Dept. of Physical Education	0877-2284523	mpedspmvv@gmail.com

CHAPTER – 10

X. MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS [Sec.4(1) (b) (x)]

SCALE OF PAY OF THE TEACHING POSTS CATEGORY-WISE

Sl.No.	Designation	Scale of Pay Rs.
1.	Vice Chancellor	2,10,000+5000 Special Pay
2.	Principal	37400-67000+AGP10000
3.	Professor	37400-67000+AGP10000
4.	Associate Professor – Less than 3 years	15600-39100+AGP 8000
5.	Associate Professor – 3 years' service	37400-67000+AGP 9000
6.	Assistant Professor (Stage 3 to 4)	15600-39100+AGP 8000
7.	Assistant Professor	15600-39100+AGP 6000
8.	Assistant Directress of Physical Education	15600-39100+AGP 6000

Sl. No.	Category	Pay Scales Rs.
1.	Registrar	73270-108330
2.	Finance Officer	52590-103290
3.	Deputy Registrar	46060-98440
4.	Controller of Exams	46060-98440
5.	Medical Officer	40270-93780
6.	Library Assistant	40270-93780
7.	Accounts Officer	40270-93780
8.	Assistant Registrar	37100-91450
9.	Superintendent	28940-78910
10.	Secretary to Vice-Chancellor	28940-78910
11.	Deputy Statistical Officer (Formerly known as Statistical Assistant)	28940-78910
12.	Staff Nurse	25140-73270
13.	Senior Assistant (Including P.A. to Registrar)	22460-66330
14.	Stenographer / Steno. II (Including P.A to V.C.)	22460-66330
15.	Lab Technician Formerly Technician (B. Pharmacy)	24440-71510
16.	Work Inspector	17890-53950
17.	Operator for Generator	17890-53950
18.	Pump Operator	<u>17890-53950</u> 13000-40270
19.	Junior Assistant	16400-49870
20.	Junior Assistant – cum- Typist	16400-49870
21.	Store Keeper / Store Clerk	16400-49870
22.	Typist	16400-49870
23.	Steno Typist	16400-49870
24.	Carpenter	<u>15030-46060(Q)</u> 13000-40270 (UQ)

25.	Attender	13000-40270
26.	Lab Attendant	13390-41380
27.	Gardener	13000-40270
28.	Watchman	13000-40270
29.	Sweeper	13000-40270
30.	Sweeper-cum-Scavenger	13000-40270
31.	Helper	13000-40270
32.	Book Bearer	13000-40270
33.	Cycle Orderly	13000-40270
34.	Store Boy	13000-40270
35.	Rice Cleaner	13000-40270
36.	Care Taker	13780-42490
37.	Cook-cum-Helper	13000-40270
38.	Cleaner	13000-40270
39.	Helper (Electrical)	13000-40270
TECHNICAL & MISCELLANEOUS:		
40.	Executive Engineer	49870-100770
41.	Deputy Executive Engineer	42490-96110
42.	Assistant Executive Engineer	37100-91450
43.	Assistant Engineer	31460-84970
44.	System Analyst	15600-39100 +AGP 6000
45.	Programmer	15600-39100 +AGP 6000
46.	Computer Operator	25140- <u>73270(EIP)</u> 16400- 49870(FE)
47.	Lab Assistant (Institute of Pharmaceutical Sciences)	24440-71510
48.	Key Punch Operator	<u>19500-58330</u> (EIP) 16400-49870

		(FE)
49.	Draughtsman Gr-III	22460-66330
50.	Electrician	17890-53950
51.	Plumber	17890-53950
52.	Driver (Heavy Vehicle)	17890-53950
53.	Lab Assistant (Home Science)	21230-63010
54.	Lab Assistant (Communication & Journalism)	21230-63010
55.	Lab Technician (Formerly Technician Microbiology)	22460-66330
56.	Field Assistant	16400-49870
57.	Matron	16400-49870
58.	Technician (Computer Science)	15460-47330
59.	Technician (Music)	15460-47330
60.	Driver (Light Vehicle)	15460-47330
61.	Roneo Operator	15030-46060
62.	Cook	13780-42490

CHAPTER – 11

XI. BUDGET ALLOCATED TO EACH AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [Sec.4(1) (b) (xi)]

Sri Padmavati Mahila Visvavidyalayam, Tirupati

Plan and Non-plan grants

UGC accounts receipts

2020-2021

1.	B. Vocational course	-----	-	-----
2.	IQAC	-----		-----
3.	Centre for women's studies	-----		-----
4.	UGC MRP/ Fellowships	-----		-----

Grants sanctioned by the Government of Andhra Pradesh to Sri Padmavati Mahila Visvavidyalayam, Tirupati, for the financial year (2020-21)

Sl.No.	Period	Block Grant in Rs.		RUSA in Rs.	
		Sanctioned	Released	Sanctioned	Released
1.	2020-2021	53,23,94,000/-	43,07,58,223/-	25,00,00,000/- (2018-19)	5,70,00,000/-

Grants sanctioned by Tirumala Tirupati Devasthanams for the financial year 2020-2021.

Sl.No.	Details	Amount Sanctioned Rs.
1.	TTD Grant sanctioned and released to SPMVV	Nil

UGC (2020-2021)

Sl.No.	Research Projects	Sanctioned Rs.	Released Rs.
1.	UGC Major Research Projects	-	-
2.	Research Projects from other agencies	36,70,120/-	36,70,120/-

II. SAP Funds during 2020-21 : Nil

CHAPTER – 12

XII. MANNER EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Sec.4(1) (b) (xii)]

SCHOOL OF SCIENCES

Statement showing the particulars of different Scholarships sanctioned for the academic year 2020 - 2021.

RTF 2020-21														
S.No	SC		ST		BC		EBC		Muslim Minority		Kapu		Christian Minority	
	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount
1	201	13,94,653	19	1,20,922	499	35,91,724	375	29,67,720	47	3,91,459	140	9,36,444	3	13,762
Total	201	13,94,653	19	1,20,922	499	35,91,724	375	29,67,720	47	3,91,459	140	9,36,444	3	13,762
MTF 2020-21														
S.No	SC		ST		BC		EBC		Muslim Minority		Kapu		Christian Minority	
	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount
1	205	20,60,000	19	1,90,000	503	50,40,000	377	37,80,000	45	4,50,000	138	13,80,000	3	30,000
Total	205	20,60,000	19	1,90,000	503	50,40,000	377	37,80,000	45	4,50,000	138	13,80,000	3	30,000

CHAPTER – 13

**XIII. PARTICULARS OR RECIPIENTS OF CONCESSION, PERMITS OR
AUTHORISATIONS GRANTED BY PUBLIC AUTHORITY [Sec.4(1) (b) (xiii)]
SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI
SCHOOL OF SCIENCES, HUMANITIES AND MANAGEMENT
NUMBER OF STUDENTS SANCTIONED FOR SCHOLARSHIP FOR THE YEAR
2020-2021**

Sl. No.	CATEGORY	No. of candidates applied	(MTF) Rs.	(RTF) Rs.
1	SC	209	20,90,000	10,78,572
2	ST	33	3,30,000	1,31,734
3	BC	297	29,70,000	17,41,567
4	EBC	135	13,50,000	7,81,164
5	MINORITY	28	2,80,000	1,32,575
6	KAPU	107	10,70,000	5,99,623
7	Christian Minority	3	30,000	19,498
TOTAL		812	81,20,000	44,84,733

SCHOOL OF ENGINEERING & TECHNOLOGY
SRI PADMAVATI MAHILA VISVA VIDYALAYAM
(Women's University)
TIRUPATI – 517502

Statement showing the particulars of Scholarships containing of RTF and other
fee received for the Academic year 2020-2021

Sl. No.	No. of students of all years	Caste	RTF- Amount Sanctioned Rs.	MTF- Amount Sanctioned Rs.
1	207	SC	29,53,494	21,70,000
2	48	ST	6,54,292	4,90,000
3	470	BC	64,90,139	47,50,000
4	294	EBC	4,58,206	29,80,000
5	34	M-Minority	4,99,034	3,60,000
6	95	Kapu	13,58,810	9,60,000
7	01	C-Minority	12,875	10,000
Total	1149		1,60,26,850	1,17,20,000

For the academic year 2020-21 out of 4 quarters 1st quart amount of RTF and MTF Jagananna Vidyadevena and Jagananna Vasathi Devena

College of Nursing (B.Sc) Vasathi & Vidya Deevana First Quarter Released Report 2020-21

MTF/RTF	Totals		SC		ST		BC		EBC		Muslim Minority		Kapu		Christian Minority	
	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount
MTF	70	70000	30	300000	3	30000	24	240000	2	20000	6	60000	5	50000	0	0
RTF	62	427800	30	207000	3	20700	19	131100	1	6900	4	27600	5	34500	0	0

School of Nursing (GNM) Vasathi & Vidya Deevana First Quarter Released Report 2020-21

MTF/RTF	Totals		SC		ST		BC		EBC		Muslim Minority		Kapu		Christian Minority	
	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount	Total Students	Released Amount
MTF	37	370000	13	130000	4	40000	13	130000	2	20000	3	30000	2	20000	0	0
RTF	38	169500	13	61650	3	11550	15	69350	2	7700	3	11550	2	7700	0	0

CHAPTER – 14

XIV. INFORMATION AVAILABLE IN ELECTRONIC FORM

[Sec. 4(1) (b) (xiv)]

Details in respect of the information relating to the University are placed and updated in the website of the University and are also available in the following documents contain information regarding the University.

- a) Newsletter (Lab journal of the Department of Communication & Journalism) bimonthly.
- b) Annual reports of Sri Padmavati Mahila Visvavidyalayam.
- c) Academic calendar
- d) Prospectus

CHAPTER – 15

XV. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE [Sec. 4(1)

(b) (xv)]

The library serves the information needs of the Students, Research Scholars, Teaching Faculty and Non-Teaching Staff and it is the central facility for 40 departments including the University College of Engineering.

The University Library, centrally situated and easily accessible to all the departments on the campus has steadily grown over the years and it has 83,513 documents as on today (May 2017). It includes Text Books, Reference Books, Reports, General Books, Book Bank, Gift Books, Back Volumes of Journals, M.Phil., & Ph.D., Dissertations. The Library subscribes to about 150 current journals of National importance by spending Rs. 4 lakhs per year.

In order to provide better service to the users of the library, the huge and perennial growth of its collection has been arranged in such a manner that books on Science and Technology and back volumes of journals and books on Social Sciences, Arts and Humanities are housed in two floors of the Stack Area of the library building, so that readers may not find any difficulty in locating the documents of their choice.

In order to achieve functional efficiency, the library is organized into different sections. They are Circulation Section, Book Acquisition Section, Periodical Section, Technical Processing Section, Stack Area (Science & Technology), Stack Area (Arts & Humanities), Reference Section, Competitive Examinations Cell, Binding Section, Electronic Processing & Administrative Section.

The library is kept open for readers between 8-00 AM and 6-00 PM on all working days with transactions from 8-00 AM to 6-00PM at the circulation counter except on Sundays and Holidays, on which days the library will function from 10-00 AM to 4-00 PM for study and consultation purpose only.

The Library has acquired 1000 CDs on books and 300 floppies on Indexing and Abstracting Journals. If any request comes from the departments the CDs are transferred to them. The Digital Library has about 1500 e-books and e-journals related to 39 subjects with the help of the Director, SVETA, the Central Library, TTD, all the theses available in the library have been digitized in CD forms. Automated Circulation System is in operation in the library.

In order to provide access to E-Journals and Databases available under UGC-INFONET Program, SPMVV Library has established a Computer Lab. We have the facility to accommodate 12 users at a time.

JCCC-UGC INFONET provides a common gateway of journal literature subscribed under UGC INFONET Program and also common access and search interface for the journals subscribed by the consortium. The facilities available are:

- E-mail request for the photocopies of articles could be sent from one consortium member to the other
- Common access to Table of Contents and full text articles
- Common Table of Contents and Database search facilities for both print as well as online journals with scholarly content
- Links to full text of articles, where available
- Facility to search a bibliographic database of articles and links to full text from JCCC interface.

BEST PRACTICES

Benchmarking 'Best practice' as a means for continuous learning through sustainable innovations is familiar in the world of business management. The Best Practices followed by SPMVV Library in order to provide effective information services to our stakeholders are given below.

Competitive Examinations Cell

Competitive Examination Cell was established with the main objective of providing source material for student community preparing for various competitive examinations. The collection as on today is about 1000 documents.

Online Journals under UGC-INFONET Program

The SPMVV Library provides electronic journals and databases published across the globe covering broad subject areas starting from Agriculture to Zoology under UGC-INFONET Program. Open Access Journals which are being published in electronic form over the Net by different organizations, can be accessed free of cost.

The departments carrying on the extension activity disseminate information regarding the University.

- a) Computer centre of the University maintains database regarding employees and pay rolls.
- b) Dean of Academic Affairs maintains database relating to the Hostels.
- c) Details about hostellers are maintained by the Warden in the Hostel Office.

CHAPTER – 16

XVI. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [Sec. 4(1) (b) (xvi)]

Sl.No.	Nomination and Designation of authority in the University	Authorities under sections of the Act Right to Information Act	Contact Information
1.	Prof. Jamuna Duvvuru Vice-Chancellor Sri Padmavati Mahila Visvavidyalayam, Tirupati.	Appellate Authority under Section 19(1) of RTI Act 2005	0877-2248417 (O) 0877-2284567 (O) 0877-2284568 (FAX) vc@spmuv.ac.in
2.	Prof. D.M. Mamatha Registrar Sri Padmavati Mahila Visvavidyalayam, Tirupati.	Public Information Officer under Section 5(1) of RTI Act 2005	0877-2284588 (O) 0877-2284566 (O) 0877-2248416 (FAX) registrar@spmuv.ac.in
3.	Dr. T. Sobha Rani Public Relations Officer Associate Professor Dept. of Communication & Journalism Sri Padmavati Mahila Visvavidyalayam, Tirupati.	Assistant Public Information Officer under Section 5(2) of RTI Act 2005	0877-2284538 (O) pro@spmuv.ac.in

CHAPTER – 17

**XVII. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THERE
AFTER UPDATE THESE PUBLICATIONS EVERY YEAR [Sec. 4(1) (b) (xvii)]**

I. SCHOOL OF SCIENCES

Sl.No.	Name of the Department	Courses Offered
1	Applied Mathematics	M.Sc. Applied Mathematics M.Sc. Statistics
2	Applied Microbiology	M.Sc. Applied Microbiology M.Sc. Biochemistry
3.	Biotechnology	M.Sc. (2Y) Biotechnology M.Sc. (5Y) Integrated Biotechnology
4	Computer Science	Master's in Computer Applications –MCA
5	Home Science	M.Sc. Clinical Nutrition & Dietetics M.Sc. Community Health and Nutrition M.Sc. Food Science & Quality Control M.Sc. Human Development and Family Studies M.Sc. Food Technology(5 year Integrated) B.Voc. Fashion Technology and Apparel Designing B.Voc. Nutrition and Health Care Sciences P.G. Diploma in Pre-School Education
6	Inst. of Pharmaceutical Technology	B. Pharmacy M. Pharmacy
7.	Organic Chemistry	M.Sc. Organic Chemistry
8	Physics	M.Sc. Physics
9	Sericulture	M.Sc. Sericulture M.Sc. Botany M.Sc. Zoology
10	Psychology	M.Sc. Clinical Psychology M.Sc. Counselling Psychology

II. SCHOOL OF SOCIAL SCIENCES, HUMANITIES & MANAGEMENT

Sl.No.	Name of the Department	Courses Offered
1	Business Management	MBA-Master's in Business Administration M.Com., MBA Integrated with B.Tech.
2	Communication & Journalism	MCJ-Master's Course in Communication & Journalism MBA in Media Management
3	Education	B.Ed B.Ed Spl. Education (H.I) Master's in Education –M.Ed M.Ed Special Education (H.I)
4	English Language & Literature	M.A .English Language & Literature
5	Law	LL.B 3 year LL.B 5 Year LL.M 2 Year
6.	Music & Fine Arts	M.A. Music (Veena& Vocal) M.A. Bharathanatyam M.A. Fine Arts (5 year Integrated) Certificate Courses (Evening Courses) Vocal Veena Devotional Music Bharathanatyam Kuchipudi Violin Key Board Traditional folk Music Guitar
7	Social Work	MSW (Master of Social Work) P.G. Diploma in Family Health and HIV/AIDS Counseling
8	Telugu Language, Literature and Translation	M.A.Telugu Language, Literature and Translation
9	Women's Studies	M.A. Women's Studies M.A. Economics
10	Physical Education	B.P.Ed. M.P.Ed.
11	Anthropology	BA/MA Public Policy and Anthropology

III. SCHOOL OF ENGINEERING AND TECHNOLOGY	<ol style="list-style-type: none"> 1. B.Tech. Computer Science & Engineering 2. B.Tech. Electronics & Communication Engineering 3. B.Tech. Electrical and Electronics Engineering 4 . B.Tech. Mechanical Engineering 5. M.Tech. Computer Science & Engineering 6 . M.Tech. Electronics & Communication Engineering 7. M.Tech. Electrical and Electronics Engineering 8. M.Tech . Mechanical Engineering
IV. SCHOOL OF NURSING	<ol style="list-style-type: none"> 1. GNM 2. B.Sc Nursing

DISTANCE EDUCATION CENTRE

The Centre provides higher education to women through distance mode making them self-reliant. The courses serve the purpose of extending academic excellence, orientation and motivation to students for creative interaction with the society.

Sl. No.	Name of the Course	Duration	Elegibility for Admission
1.	M.Sc. Mathematics	2 years	B.A./B.Sc. with Mathematics
2.	M.Sc. Zoology	2 years	B.Sc With Zoology as one of the Subjects in Part-II and 50% Marks in Zoology and 50% of marks on aggregate
3.	M.A. English	2 years	Any graduate of a recognized University
4.	M.A. Women's Studies	2 years	Any graduate of a recognized University

5.	M.A. Telugu Language, Literature	2 years	Any Graduate Degree from a recognized University with Telugu as one of the subjects.
6.	M.A. Music	2 years	Any degree with Diploma or Certificate Course in Music or Degree in Music or any degree with 5 years learning experience in Music from eminent personalities.
7.	LL.M Two Branches Constitutional Law & Administrative Law. Criminology & Torts	2 years	Degree in Law from a recognized University
8.	P.G. Diploma in Family and Health Counselling	1 year	Any graduate of a recognized University
9.	P.G. Diploma in Pre- School Education	1 year	Any graduate of a recognized University with 45% marks in group
10.	P.G. Diploma in Application Software	1 year	Any Graduate Degree of a recognized University
11.	P.G.Diploma in Public Relations	1 year	Graduates and Post Graduates in any discipline from any recognized University
12.	Diploma in Music	6 months	SSC with fundamental knowledge in Music

Community and Outreach Programme:

Departments such as Social Work, Women's Studies, Law, Home Science and Education are actively involved in community outreach programmes. Other departments like Sericulture, Applied Microbiology and Communication & Journalism also undertake extension activities. Outreach programmes include conducting community surveys, forming self help groups, associations, training government and non-government functionaries, organizing programmes on nutrition and health, legal aid, family counselling, entrepreneurial counselling etc. Many of the departments contribute their technical expertise in developing resource material for the non-government organizations engaged in developmental work. Most of the faculty members from various extension departments are also involved in consultancy work. Besides, there are certain centres such as family counselling centre, centre for women's studies, and legal aid centre, which organize exclusive community outreach programmes.

Adult Continuing Education, Extension and Field Outreach:

The Department is established with the financial support of UGC under X plan. Department started with 3 dimensional objectives of providing 1) Education 2) Health and 3) Self-support in four domains namely Adult Education, Continuing Education, Extension and Field Outreach Services to empower women who are below poverty line.

Health Centre:

A six bedded health centre with a basic laboratory and surgical facilities is provided on the campus. A medical officer attends 8 hours a day to the medical needs of the students and staff.

Computer Centre:

The Computer Centre has advance computer equipment and provides numerous services to meet a whole range of computer needs of the University. The Centre has the latest Hardware such as two servers and 25 PCs of latest configuration, which are connected through LAN in addition to SCO-UNIX SERVER. It also provides windows NT and Linux Operating systems and Softwares like Visual Studio and Java to the users.

Centre for Women's Studies:

The Centre for Women's Studies, supported by the UGC, undertakes different activities relating to women development and empowerment. The centre provides training on various leadership qualities and gender sensitization to the students to enrich their personalities and recognize their hidden talents. It creates awareness on crucial issues related to women by motivating the students to participate in several competitions held to celebrate important days during the year. It provides a strong resource base on Women's Studies through its books and other material in the CWS library and helps the students of various disciplines in the University to have a knowledge base on women's issues.

The centre is also running a student-counselling centre to counsel the students on academic and personal issues. It also runs a family-counselling centre to amicably solve disputes in the family. The Centre works in collaboration with the District Police in preventing violence and atrocities against women.

LANGUAGE LAB:

Soft skill improvement and Language Lab was established in 2005 with 10 lakhs grant provided by the University Grants Commission. This lab helps the students to improve their communication skills and functional grammar besides improving the listening skills.

FAMILY COUNSELLING CENTER:

Family Counselling centre is started in the year 1995 in collaboration with District Police and Family Court of Tirupati by the Department of Social Work. The Department of Social work is identified as Notary Agency for monitoring, evaluating and training of family counsellors. It is funded by Central Social Welfare Board, New Delhi.

REMEDIAL COACHING CENTRE:

The UGC sponsored remedial coaching centres for NET and PG courses were established in 2005.

OTHER CENTRES:

1. IGNOU Programme Study Centre for M.Sc. (Dietics and Food Management)
2. Dr. Ambedkar's Study Centre
3. Indira Gandhi Study Centre
4. Jawahar Knowledge Centre
5. Centre for Research Studies
6. Guidance and Counselling Centre
7. Placement Cell

Extracurricular / Co-Curricular activities

1. N S S
2. Sports and Games
3. Literary / Cultural activities

MULTIGYM AND OUTDOOR GAMES

The University has a multigym, a 400 mt track an indoor stadium and facilities for outdoor games.