

MANUAL UNDER RTI 2025-26



SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(Women's University)
Accredited with NAAC A+, ISO 9000 Certified
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 7,96,375 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/workshops/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 advise 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 of 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 and 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. Director, R & D Cell

Director Research and Development cell is responsible for foster national and international collaborations, Enhance research capacity through workshops, seminars and lectures by experts ,Information regarding funding opportunities from various funding agencies like DBR, DST, ICSSR, CSIR, DSIR etc, Data collection regarding paper publications, Research funding, patents PhDs awarded etc. Organizing symposia, seminars.

2.15 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.

2.16 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.

2.17 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.

2.18 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.

2.19. 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.

2.20. 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.

2.21. Dean Development:

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.

2.22. Placement Officer:

To provide job opportunities by bringing the companies for campus recruitment to all the eligible students of final year. To enhance current technical and practical knowledge of students. To have strong Industry-Institute Interaction.

Placement Cell Organizes Career Guidance Programs and Campus Recruitment Training Programs such as Mock Interviews, Group Discussions, Communication Skills, Technical Skills, Workshops, etc., for all the Students.

Invite HR executives from various Industries to Conduct Training Programs.

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 or 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 VISVAIDYALAYAM : TIRUPATI
SCHOOL OF SCIENCES

ENROLEMENT OF STUDENTS ADMITTEED FROM VARIOUS COURSES FOR THE ACADEMIC YEAR - 2025-26

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	35+6+5	9	1	1	1	-	1	2	-	3	-	9
2	M.Sc., Applied Microbiology	15+15+4	28	10	7	1	-	4	2	1	3	-	28
3	M.Sc. Industrial Microbiology	15+2	16	1	5	-	-	1	1	-	8	-	16
4	M.Sc., Biochemistry	30+3	13	3	6	-	-	2	-	-	2	-	13
5	M.Sc. Biotechnology	30+5+4	36	7	8	2	-	4	4	1	9	1	36
6	M.Sc., Organic Chemistry	120+12	87	11	26	3	-	18	13	1	15	-	87
7	M.Sc., Physics	60+6	8	2	4	1	-	1	-	-	-	-	8
8	M.Sc., Sericulture	10+1	9	-	2	3	-	-	-	1	3	-	9
9	M.Sc., Zoology	30+3	36	2	11	2	-	9	-	-	11	1	36
10	M.Sc., Botany	30+3	25	2	8	1	-	6	1	-	4	3	25
11	M.Sc., Statistics	50+5	6	3	2	-	-	1	-	-	-	-	6
12	M.Sc., Clinical Nutrition And Dietetics (HS)	16+2	17	2	4	1	-	4	4	-	2	-	17
13	M.Sc., Community Health and Nutrition(HS)	16+2	15	1	1	1	-	4	4	-	3	1	15
14	M.Sc., Food Science and Quality Control(HS)	16+2	16	2	6	2	-	2	2	-	2	-	16
15	M.Sc., Human Development& Family Studies (HS)	16+2	6	1	3	-	-	-	2	-	-	-	6
16	M.Sc. Clinical Psychology	15+5+2	20	5	6	-	-	2	4	-	3	-	20
17	M. Pharmacy	66+10	69	20	16	1	-	7	8	-	15	2	69
18	MCA	100+10	106	27	20	1	-	14	13	-	28	3	106
19.	M.Sc., Integrated Food Technology (5 Years)	40+4	37	5	14	4	-	8	2	-	3	1	37
20.	M.Sc., Integrated Biotechnology(5Years)	40+4	42	10	12	2	-	5	6	-	5	2	42
21	B.Voc.,Fashion Technology & Apparel Designing	50+5	30	11	7	1	-	2	7	-	1	1	30
22	B.Voc. Nutrition & Health Care Science	50+5	12	3	2	-	-	1	3	-	3	-	12
23	B. Pharmacy	40+4	37	8	6	3	-	4	3	-	11	2	37
24	B. Sc. Honours (Statistics)	40+4	13	1	4	1	-	2	3	-	1	1	13
	TOTAL:	1065	693	138	181	31	-	102	84	4	135	18	693

SRI PADMAVATHI MAHILA VISVAVIDYALAYAM: TIRUPATI
SCHOOL OF SOCIAL SCIENCES HUMANITIES & MANAGEMENT
On Roll Students Strength for the Academic Year – 2025-26

S.No	Name of the Course	Admitted	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	121	120+12+10	24	6	19	19	-	22	8	23	-	121
2	M.A. English Language & Literature	11	30+3+6	8	-	1	-	-	1	-	1	-	11
3	Master's Course in Law (L.L.M)	12	32+4	2	1	1	2	-	2	-	4	-	12
4	Master's Course in Social Work	4	30+3+18	3	-	-	-	-	1	-	-	-	4
5	M.A. Telugu Language, Literature and Translation	6	30+3	3		1	-	-	1	-	1	-	6
6	Bachelor course in Law (3 Yrs.)	44	40+4EWS(R) 20+2EWS(SF)	13	3	5	10	-	3	-	10	-	44
7	Bachelor course in Law(5 Yrs.)	62	40+4EWS(R) 20+2EWS(SF)	14	4	11	7	-	13	1	12	-	62
8	Bachelor course in Education	80	100	29	10	15	7	-	8	2	9	-	80
9	Bachelor course in Special Education	26	30+3	6	3	4	5	-	5	-	3	-	26
10	Bachelor course in Physical Education	15	100	5	2	-	-	-	2	-	6	-	15
11	MBA Media Management (Regular &SF)	20	60	3	2	2	4	-	7	-	2	-	20
14	M.A. Economics	4	25+3	1	-	2	-	-	-	-	1	-	4
15	M.A. Music (Veena, Vocal & Bharatanatyam)	5	10+10+10+3	1	-	1	-	-	-	-	3	-	5
16	M.C.J	4	20+2+10	1	-	1	1	-	-	-	1	-	4
17	M. Com.,	18	65+7	9	2	1	1	-	2	-	3	-	18
Total		432	891	122	33	64	56	-	67	11	79	-	432

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

Enrolment of students for the academic year: 2025-'26

S.NO.	Name of the course	Branch/ Specialization	Intake	No. of students under category of										
				Total Admitted	SC	ST	BC				Minority E	EWS	OC	Total
							A	B	C	D				
1	B.Tech	Computer Science and Engineering	120+12*	129	23	7	18	20	-	20	6	-	35	129
		Electronics and Communication Engineering	120+12*	130	26	7	18	24	-	23	4	-	28	130
		Electrical and Electronics Engineering	60+06*	54	18	1	7	8	-	8	1	-	11	54
		Mechanical Engineering	60+06*	14	9	-	1	1	-	1	-	-	2	14
			396	327	76	15	44	53	-	52	11	-	76	327
2	M.Tech	Computer Science and Engineering (CSE)	21+2*+3**	15	4	1	2	4	-	1	-	-	3	15
		Digital Electronics and Communication Systems (DECS))	21+2*+3**	2	2	-	-	-	-	-	-	-	-	2
		Power Electronics and Drives (PED)	21+2*+3**	1	-	-	1	-	-	-	-	-	-	1
		Machine Design (MD)	21+2*+3**	2	-	-	1	-	-	-	-	-	1	2
			104	20	6	1	4	4	-	1	-	-	4	20

Note:

* EWS Quota.

**Sponsored seats - 3.

SRI PADMAVATHI MAHILA VISVAVIDYALAYAM: TIRUPATI
SCHOOL OF NURSING

Total number of students admitted for the Academic Year – 2025-26

Sl. No.	Name of the Course	Total in Take	Total Admitted Students	OC	SC	ST	PHC	BC					TOTAL
								A	B	C	D	E	
1.	B.Sc Nursing	40+4	36	5	13	3	-	3	2	1	6	3	36
2.	GNM	40+4	29	1	17	-	-	3	4	-	4	-	29

CHAPTER-9

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

Name of the University: Sri Padmavati Mahila Visvavidyalayam

Place: Tirupati

District: Chittoor

State: Andhra Pradesh

Pin code: 517502

Website: www.spmvv.ac.in

S.No	Name of the Officer	Designation	Official Email ID	Phone Numbers		
				Office No	Mobile No	Fax – no
1	Prof V.Uma	Vice – Chancellor	vcspmvv@yahoo.com	0877-2248417	09848185222	-
2	Prof R.Usha	Registrar (FAC)	registrarmahila@yahoo.com	0877-2248588	09848185802	-
3	Prof T.Sudha	Dean, School of Sciences	sciencedean1@gmail.com	0877-2284500	9885430801	-
4	Prof.P.Vijayalakshmi	Dean, School of Social Sciences, Humanities & Management	deanssshm@gmail.com	0877-2284548	0877-2284501	-

SRI PADMAVATI MAHILA VISVAVIDYALAYAM : TIRUPATI
(WOMEN'S UNIVERSITY)

List of Teachers for the Academic Year 2025-26

Sl.No	Name of the Faculty	Designation
SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND MANAGEMENT		
I. DEPARTMENT OF COMMUNICATION & JOURNALISM		
1	Dr.V.Durga Bhavani	Professor
2	Dr.C.Vani	-do-
3	Dr.P.Vijayalakshmi	-do-
4	Dr.Kiran Prasad	-do-
5	Dr.T.Tripura Sundari	-do-
6	Dr.B.N.Neelima	-do-
7	Dr.T.Sobha Rani	-do-
II. DEPARTMENT OF EDUCATION		
8	Dr.T.G.Amuthavalli	Professor
9	Dr.G.Suneetha Bai	-do-
10	Dr.P.Renuka	-do-
11	Dr.V.Madhavi	-do-
12	Dr.T.Sireesha	Associate Professor
13	Dr.N.Anuradha	Assistant Professor
14	Mrs.Ch.Baby Prasuna	-do-
15	Dr.Y.Anitha	-do-
III. DEPARTMENT OF ENGLISH LANGUAGE & LITERATURE		
16	Dr.T.Bharathi	Professor
17	Dr. Y.S.Sharada	-do-
18	Dr.P.Hari Padma Rani	-do-
19	Dr.M.Neeraja	-do-
20	Dr.V.Nirmala	-do-
IV. DEPARTMENT OF LAW		
21	Dr.T.Sitakumari	Professor
22	Dr.S.Madhuri Paradesi	-do-
23	Dr.K.Sunitha	Assistant Professor
24	Dr.G.Indira Priyadarshini	-do-
V. DEPARTMENT OF MUSIC & FINE ARTS		
25	Dr.R.N.S. Saileswari	Professor
26	Dr.U.Hima Bindu	Assistant Professor
VI. DEPARTMENT OF SOCIAL WORK		
27	Dr.K.Anuradha	Professor
28	Dr.I.V.Lalitha Kumari	-do-
29	Dr.P.Thavita Thulasi	Associate Professor
30	Dr.G.Malleswaramma	Assistant Professor
31	Dr.S.Vajeeha Bhanu	Assistant Professor

Sl.No.	Name of the Faculty	Designation
VII. DEPARTMENT OF TELUGU STUDIES		
32	Dr.K.Madhu Jyothi	Professor
33	Dr.Y.Subhashini	Assistant Professor
34	Dr.D.Yuvasri	-do-
VIII. DEPARTMENT OF WOMEN'S STUDIES		
35	Dr.P.Neeraja	Assistant Professor
36	Dr.P.Madhavi	-do-
37	Dr.M.Padmavathi	-do-
IX. DEPARTMENT OF PHYSICAL EDUCATION		
38	Dr.G.Sarah Sarojini	Professor
X. DEPARTMENT OF BUSINESS MANAGEMENT		
39	Dr.J.Katyayani	Professor
40	Dr.B.Vijayalakshmi	-do-
<u>SCHOOL OF SCIENCES</u>		
XI. DEPARTMENT OF BIOTECHNOLOGY		
41	Dr.R.Usha	Professor
42	Dr.P.Josthna	-do-
43	Dr.B.Kishori	-do-
44	Dr.N.John Sushma	-do-
XII. DEPARTMENT OF COMPUTER SCIENCE		
45	Dr.T.Sudha	Professor
46	Dr. M.Usha Rani	do-
47	Dr.K.Usha Rani	-do-
48	Dr.P.Venkata Krishna	-do-
49	Dr.P.Bhargavi	Assistant Professor
50	Dr.N.V.Muthu Lakshmi	-do-
XIII. DEPARTMENT OF HOME SCIENCE		
51	Dr.M.Aruna	Professor
52	Dr.S.Vijaya Jyothi	-do-
53	Dr.N.Rajani	-do-
54	Dr.V.Bindu	-do-
55	Dr.G.Sireesha	Assistant Professor

Sl.No	Name of the Faculty	Designation
XIV. DEPARTMENT OF APPLIED MICROBIOLOGY		
56	Dr.P.Suvarnalatha Devi	Professor
57	Dr.P.Uma Maheswari Devi	-do-
58	Dr. Ch.M. Kumari Chitturi	-do-
59	Dr.R.Jaya Madhuri	-do-
XV. DEPARTMENT OF APPLIED MATHEMATICS		
60	Dr.C.Venkatalakshmi	Assistant Professor
61	Dr.M.Siva Parvathi	-do-
XVI. DEPARTMENT OF SERICULTURE		
62	Dr. P.Sujathamma	Professor
63	Dr. G.Savithri	-do-
64	Dr. D.M.Mamatha	-do-
65	Dr. N.Vijayakumari	-do-
XVII. DEPARTMENT OF PHARMACY		
66	Dr. R.Nagaraju	Professor
67	Dr. B.Jeevana Jyothi	-do-
68	Dr. M.Vidyavathi	-do-
69	Dr. A.Sreedevi	-do-
70	Dr. G.Rajitha	-do-
71	Dr. Y.Indira Muzib	do-
72	Dr. B.Sailaja	-do-
73	Dr. K.Madhavi	-do-
74	Dr. B.Ramya Kuber	-do-
75	Dr.K.Swathi	-do-
76	Dr. Shaheen Begum	-do-
77	Dr.D.Sujatha	Assistant Professor

LIST OF NON-TEACHING EMPLOYEES FOR THE YEAR 2025-26

SRI PADMAVATI MAHILA VISVAVIDYALAYAM: TIRUPATI (Women's University)			
Details of Non-Teaching Staff			
Sl.No.	Name of the Nonteaching employee	Designation	Department/ Section
1	Prof.V.Uma	Vice -Chancellor	
2	Prof.R.Usha	Registrar	
3	Dr. B.Geethavani	Deputy Registrar	Teaching Estt./Academic Section
4	Smt M. Bharathi	Accounts Officer	
5	Sri. A.Sai Kumar	Junior Assistant	Teaching Estt. section
6	Sri R. Guravaiah	Superintendent	Academic section
7	Smt.N.Saraswathi	Junior Asst (TEMP)	
8	Sri C.Muni Sankaraiah	Attender (TS)	
9	Smt T. Maremma	Deputy Registrar	Accounts section
10	Smt. K. Kalavathi	Senior Assistant	
11	Smt M. Manorama Devi	Key punch operator	
12	Smt S. Girija	Junior Assistant	
13	Sri.S.Mohan Krishna	Junior Assistant	
14	Sri K. Neeraja	Junior Assistant	
15	Sri.S.C.Azmathulla	Junior Assistant	
16	Smt. J. Jayalakshmi	Superintendent	Non-Teaching Estt.
17	Smt.G.Suneetha	Superintendent	UGC Section
18	Sri.G.R.Pradeep Kumar	Senior Assistant	
19	Sri M. V .Sreenivasulu	Dy.Exe. Engineer	Engg. Section
20	Smt M. Mohini	Assistant Engineer	
21	Sri S. Ramachandraiah	Assistant Engineer	
22	Sri. M. Anand	Assistant Engineer	

23	Sri Y. Narasimha Rao	Senior Assistant	
24	Sri E.H.Dwarakanath	Electrician	
25	Sri G. Muniraja	Office Subordinate	
26	Sri S. Khadar Shariff	Driver	Engg. Section
27	Sri J. Williams	Driver	
28	Sri T. Chengalrayulu	Helper {Ele}	
29	Sri P. Venkataiah	Watchmen	
30	Sri A. Ramachandra Naidu	Watchmen	
31	Smt.A.Jhansi	Watchmen	
32	Smt.V.Roop Kumar	Sweeper	
33	Sri B. Sekhar	Watchmen (TS)	
34	Smt A. Leelavathi	Superintendent	SoET
35	Dr. C.S.Jhansilakshmi Bai	Systems Analyst	
36	Sri S. Ameerjan	Typist	
37	Sri K.Munikrishna	Office Subordinate	
38	Smt V.V.Krishna Seshu	Typist	O/o Dean, School of Sciences
39	Sri.M.Damara Selvam	Senior Assistant	
40	Smt P. Sobha	Senior Assistant	
41	Smt V.J. Shelliny	Office Subordinate	
42	Smt T. Vallemma	Superintendent	Hostel office
43	Smt V. Prameela	Matron	
44	Ms. M. Jyothi	Senior Assistant	
45	Sri S. Raghuchandra	Store Boy	
46	Smt P. Lakshmi	Rice Cleaner	
47	Smt K. Komala	Helper	
48	Smt. M. Reddemma	Superintendent	V.C's Peshi
49	Sri C.Sravan Kumar	Office Subordinate	

50	Smt. K. Padmavathi	Senior Assistant	Registrar's Peshi
51	Sri G. Chiranjeevulu	Junior Assistant	
52	Dr. G. Sumana	Programmer	CNF
53	Sri K. Kannaiah	Junior Assistant	Despatch section
54	Smt C. Lalitha	Office Subordinate	
55	Sri A. Venkata Ramana	Cycle Orderly	
56	Smt G. Shakila	Senior Assistant	Library
57	Sri A. Krishna Reddy	Book-Bearer	
58	Smt. P. Naveena	Book-Bearer	
59	Sri K. Hari Babu	Senior Assistant	MBA Dept.
60	Sri S. Chandra Mohan	Senior Assistant	Examinations
61	Smt.A.Usha Rani	Junior Assistant (Temp)	
62	Sri S. Allah Baksh	Office Subordinate	Spot valuation
63	Sri K. Jayakrishna	Senior Assistant	Education Dept.
64	Sri.M.Geetha	Junior Assistant	
65	Smt B. Nagarathnam	Senior Assistant	O/o Dean, School of Social Sciences
66	Smt C. Rukmini	Office Subordinate	English Dept.
67	Smt A. Baby Kumari	Lab-Assistant	Home Science Dept.
68	Sri P. Rudraiah	Junior Assistant	
69	Ms. K. Nagaraju	Lab Attendant	
70	Smt G. Venkatakumari	Lab-Technician	Microbiology Dept.
71	Smt K. Padmavathi	Computer Operator	Computer Centre
72	Smt B.J.Annie Neeraja	Computer Operator	
73	Dr. S. Sarada	Lab-Assistant	C & J Dept.
74	Smt N. Aruna Kumari	Lab-Assistant	IPT
75	Sri G. Dhanunjaya Naidu	Lab-Assistant	
76	Smt V. Anjali	Lab-Technician	

77	Sri Y. Koteswaraiah	Lab-Technician	IPT
78	Sri P.C.V.Ramanamurthy	Lab-Technician	
79	Smt K. Krishnaveni	Sweeper	
80	Smt P. Rani	Office Subordinate	Sericulture Dept.
81	Ms. D. J. Varalakshmi	Junior Asst (Temp)	CDOE
82	Sri J. Reddeppa	Watchman (TS)	Social work
83	Smt S.K.C. Bharathi	Attender(T.S)	Centre for Women Studies
84	Smt B. Anasuya	Sweeper(T.S)	Engineering Section

List of Deans/Directors/Other Officers - 2025-26

S.No	Name and Department	Position	Land Line No.	E-mail ID
1	Prof.T.Sudha	Dean, School of Sciences	0877-2284500	sciencedean1@gmail.com
2	Prof.P.Vijayalakshmi	Dean, School of Social Sciences Humanities & Management	0877-2284501	deanssshm@gmail.com
3	Prof.K.Anuradha	Dean of Examinations	0877-2284561	ce.spmvv1@gmail.com
4	Dr.Kiran Prasad	Dean Academic Affairs	0877-2284550	deanacademic.spmvv@gmail.com
5	Prof.M.Neeraja	Dean Student Affairs	0877-2284513	deanstudentaffairs@gmail.com
6	Dr.T.Bharathi	Dean Development	0877-2284544	ugcsection2014@gmail.com
7	Prof.P.Vijayalakshmi	Dean International Relations	0877-2284520	dirspmvv@gmail.com
8	Prof.T.G.Amuthavalli	Associate Dean International	0877-2284518	dirspmvv@gmail.com
9	Prof.M.Aruna	Director for Centre for Distance & online education (CDOE)	0877-2284524	dec.spmvv@gmail.com
10	Prof.V.Madhavi	Deputy Director for Centre for Distance & Online Education	0877-2284524	dec.spmvv@gmail.com
11	Prof.B.Kishori	Placement Officer	0877-2284531	placement.spmvv@gmail.com
12	Prof.M.Usha Rani	Director, Centre for University Consultancy & allied Services	0877-2284511	consultancy@spmvv.ac.in
13	Dr.P.Venkata Krishna	Director, Centre for University Ranking	0877-2284531	ranking@spmvv.ac.in
14	Dr.P.Bhargavi	Director, Computer Centre	0877-2284521	computercenterspmvv@gmail.com
15	Prof.M.Neeraja	Co-ordinator for English Language Lab	0877-2284515	maenglishspmvv@gmail.com
16	Prof P.Josthna	DBT Coordinator	0877-2284519	dbtspmvv@gmail.com
17	Dr.V.Bindu	Nodal Officer for B.Voc, NHCS	0877-2284520	hoscienspmvv@gmail.com
18	Dr.Ch.Baby Prasuna	B.Ed Special Education Programme of SPMVV	0877-2284510	education.spmvv@gmail.com

List of Heads/ Coordinators

S.No	Name and Department	Department	Land Line No.	E-mail ID
1.	Dr.C.Venkatalakshmi	Applied Mathematics	0877-2284512	mathsspmvv56@gmail.com
2.	Prof.P.Suvarnalatha Devi	Applied Microbiology	0877-2284518	spmvmicrobio@gmail.com
3.	Prof.N.Vijaya Kumari	Bio Sciences & Sericulture	0877-2284526	spmvvsericulture83@gmail.com
4.	Prof.B.Kishori	Biotechnology	0877-2284519	genbiotechspmvv@gmail.com
5.	Prof.J.Katyayani	Business Management	0877-2284530	spmvvbusinessmang@gmail.com
6.	Prof.T.Tripura Sundari	Communication & Journalism	0877-2284516	mcjspmvv@gmail.com
7.	Prof.P.Venkata Krishna	Computer Science	0877-2284521	mca.spmvv.office@gmail.com
8.	Prof.P.Renuka	Education	0877-2284510	education.spmvv@gmail.com
9.	Prof.P.Hari Padma Rani	English	0877-2284515	maenglishspmvv@gmail.com
10.	Prof.N.Rajani	Home Science	0877-2284520	hoscienspmvv@gmail.com
11.	Prof.K.Madhavi	Institute of Pharmaceutical Technology	0877-2284531	spmvvpharmatechnology@gmail.com

12.	Prof.T.Sita Kumari	Law	0877-2284513	spmvvlaw@gmail.com
13.	Prof.R.N.S.Saileswari	Music & Fine Arts	0877-2284514	mamusicspmvv@gmail.com
14	Prof.G.Sarah Sarojini	Physical Education	0877-2284523	mpedspmvv@gmail.com
15	Prof.B.Sailaja	Physical Sciences	0877-2284525	spmvvphysicalsciences@gmail.com
16	Prof .N.Rajani	Psychology	0877-2284520	psychologystudents14@gmail.com
17.	Prof.K.Anuradha	Social Work & Economics	0877-2284511	swspmvv@gmail.com
18	Dr.M.Siva Parvathi	Statistics	0877-2284512	mscstatisticsspmvv@gmail.com
19	Prof.K.Madhu Jyothi	Telugu Studies	0877-2284509	matelugu@spmvv.ac.in

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	2,25,000+5000 Special Pay
2.	Principal	1,44,200-2,18,200
3.	Professor	1,44,200-2,18,200
4.	Associate Professor – Less than 3 years	1,31,400-2,17,100
5.	Associate Professor – 3 years' service	79,800-2,11,500
6.	Assistant Professor (Stage 3 to 4)	68,900-2,05,500
7.	Assistant Professor	57,700-1,82,400
8.	Assistant Directress of Physical Education	57,700-1,82,400

SRI PADMAVATI MAHILA VISVAVIDYALAYAM: TIRUPATI
(Women's University)

Details of Pay Scales of Non-Teaching categories

S.No.	Name of the Category	Existing Scale -2015 (Rs.)	Revised Scale -2022 (Rs.)
1.	Registrar	73270-108330	112610-174790
2.	Finance Officer	52590-103290	80910-166680
3.	Deputy Registrar	46060-98440	70850-158880
4.	Controller of Examinations	46060-98440	70850-158880
5.	Assistant Registrars	37100-91450	57100-147760
6.	Accounts Officer	40270-93780	61960-151370
7.	Medical Officer	40270-93780	61960-151370
8.	Assistant Librarian (UGC Scale)	15600-39100+AGP 6000	57700
9.	Library Assistants	40270-93780	61960-151370
10.	Executive Engineer	49870-100770	76730-162780
11.	Deputy Exe. Engineer	42490-96110	65360-154980
12.	Assistant Exe. Engineer	37100-91450	57100-147760
13.	Assistant Engineer	31460-84970	48440-137220
14.	Programmers(UGC Scale)	15600-39100+AGP 6000	57700
15.	Systems Engineer (UGC Scale)	37400-67000+AGP 6000	131400
16.	Systems Analyst (UGC Scale)	15600-39100+AGP 6000	57700
17.	Systems Manager (UGC Scale)	37400-67000+AGP 6000	131400
18.	Superintendents	28940-78910	44570-127480

19.	Dy. Statistical Officer	28940-78910	44570-127480
20.	Sec. to Vice-Chancellor	28940-78910	44570-127480
21.	Staff Nurse	25140-73270	38720-118390
22.	Senior Assistants	22460-66330	34580-107210
23.	Stenographers	22460-66330	34580-107210
24.	Junior Assistants	16400-49870	25220-80910
25.	Store-Keepers	16400-49870	25220-80910
26.	Typists	16400-49870	25220-80910
27.	Jr. Asst.- Cum- Typist	16400-49870	25220-80910
28.	Steno-Typist	16400-49870	25220-80910
29.	Draughtsman Gr. III	22460-66330	34580-107210
30.	Work-Inspectors	17890-53950	27500-87480
31.	Electrician	17890-53950	27500-87480
32.	Operator for Generator	17890-53950	27500-87480
33.	Plumber	17890-53950	27500-87480
34.	Carpenter	<u>15030-46060(Q)/</u> 13000-40270 (UQ)	<u>23120-74770 (Q) /</u> 20000-61960 (UQ)
35.	Field Assistant	16400-49870	25220-80910
36.	Lab. Assistants (IPT)	24440-71510	37640-115500
37.	Lab. Assistants (Home Science)	21230-63010	32670-101970
38.	Lab. Assistants (Communication and Journalism)	21230-63010	32670-101970
39.	Matrons	16400-49870	25220-80910
40.	Lab Technician (Pharmacy)	24440-71510	37640-115500
41.	Lab. Technician (Micro biology)	22460-66330	34580-107210
42.	Computer Operator	<u>25140-73270(EIP)/</u> 16400-49870(FE)	<u>38720-118390(EIP)</u> 25220-80910(FE)

43.	Technician	15460-47330	23780-76730
44.	Technician (Music)	15460-47330	23780-76730
45.	Key Punch Operator	<u>19500-58330(EIP)</u> 16400-49870(FE)	<u>29980-94500(EIP)</u> 25220-80910(FE)
46.	Drivers (Heavy Scale)	17890-53950	27500-87480
47.	Drivers (Light Vehicle)	15460-47330	23780-76730
48.	Roneo Operator	15030-46060	23120-74770
49.	Cooks	13780-42490	21200-65360
50.	Office Subordinates	13000-40270	20000-61960
51.	Cook-cum-Helper	13000-40270	20000-61960
52.	Care-taker	13780-42490	21200-65360
53.	Gardener	13000-40270	20000-61960
54.	Lab. Attendants	13390-41380	20600-63660
55.	Watchman	13000-40270	20000-61960
56.	Sweeper/ Scavenger	13000-40270	20000-61960
57.	Sweeper	13000-40270	20000-61960
58.	Rice-Cleaner	13000-40270	20000-61960
59.	Store-Boy	13000-40270	20000-61960
60.	Helper (Eletrical)	13000-40270	20000-61960
61.	Book-Bearer	13000-40270	20000-61960
62.	Helper (Hostel)	13000-40270	20000-61960
63.	Cycle Orderly	13000-40270	20000-61960
64.	Cleaner	13000-40270	20000-61960
65.	Pump Operators	<u>17890-53950</u> <u>13000-40270</u>	<u>27500-87480(ITI</u> <u>Qualified)</u> 20000-61960 (UQ)

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

2025-2026

1.	B.Vocational Course	--
2.	IQAC	--
3.	Centre for Women's Studies	Rs.1,15,47,921/-
4.	UGC MRP/Fellowships	--
5.	Any other	--

Grants sanctioned by the Government of Andhra Pradesh to Sri Padmavati Mahila Visvavidyalayam, Tirupati, for the financial year (2025-2026)

Sl.No.	Period	Block Grant in Rs.		RUSA in Rs.	
1.		Sanctioned	Released	Sanctioned	Released
	2025-2026	57,33,08,000	57,33,08,000	0	0

Grants sanctioned by Tirumala Tirupati Devasthanams for the financial year 2025-2026.

Sl.No.	Details	Amount Sanctioned Rs.
1.	TTD Grant sanctioned and released to SPMVV	1,00,00,000

UGC (2025-2026)

S.No.	Research Projects	Sanctioned Rs.	Released Rs.
I.	UGC Major Research Projects	-	-
II.	Research Projects from other agencies		
1.	DRDO	13,36,974/-	12,13,545/-
2.	DBT-Builder	64,63,576/-	64,63,576/-
3.	Tepp	12,00,000/-	7,00,000/-

II. SAP Funds during (2025-2026): 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

The Statement Showing the Details of the Post Metric Scholarship Released for the Ay 2025-2026

1	2025- 26	1286	SC	359	5596944	MTF Amounts is being credited to respective students mother's account
			ST	48	1829600	
			BC	583	28708091	
			EBC	155	7116659	
			MW	51	1661832	
			DW	0	0	
			KAPU	88	6528082	
			TOTAL	1284	51441208	

SCHOOL OF SOCIAL SCIENCES HUMANITIES&MANAGEMENT Statement Showing The Scholarship Details For Category-Wise for The Year 2025-2026

S.No.	Department Name	Vidyadeevana Release Count	Vidyadeevana Released Amount
1	SC WELFARE	186	19,24,959-00
2	ST WELFARE	13	3,02,450-00
3	BC WELFARE	333	60,19,862-00
4	EBC	72	12,03,967-00
5	MINORITY	32	5,35,454-00
6	KAPU	55	12,26,296-00
Total			1,12,12,988-00

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 ENGINEERING AND TECHNOLOGY			
STATEMENT SHOWING THE SCHOLARSHIP DETAILS FOR CATEGORY WISE FOR 2025-26			
S.NO	CATEGORY	NUMBER OF STUDENTS	SANCTIONED AMOUNT
1	SC	245	5576344
2	ST	34	1829600
3	BC	136	6966496
4	OC	81	4146871
5	Minority	13	652707
Total		509	19172018

SCHOOL OF NURSING							
STATEMENT SHOWING THE SCHOLARSHIP DETAILS FOR CATEGORY WISE FOR 2025-26							
B.Sc Nursing				GNM Nursing			
S.No	Caste	No.of students	Amount	S.No	Caste	No.of students	Amount
1	ST	Not sanctioned	0	1	ST	3	45000
2	SC	23	172000	2	SC	18	108000
3	BC	40	561750	3	BC	35	356250
4	EBC	9	126750	4	EBC	5	45000
5	KAPU	4	57000	5	KAPU	4	30000

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.

SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI
SPMVV LIBRARY

1. Total Books / Documents - 94,374
2. Total Titles - 61,807
3. Books Banks - 6,507
4. Back Volumes - 10,567
5. Gift Books - 9,351
6. Print Journals - 31
7. Audio Books
(Visually Impaired) - 452
8. Dissertations }
9. Thesis } - 1,432
10. News Papers - 9 (English - 4 Nos
Telugu - 5 Nos)
11. CD (Books) -
12. CDS (Theses) - 448 No's (Uploaded in Shodhganga)
13. E-Books - 10,622 thro DELNET
14. E-Journals - i) 24,802 thro DELNET
ii) 13,000 + thro ONOS

15. Resources:

1. E - School Language Ph.D EBLR
(<https://shodhganga.inflibnet.ac.in>)
2. E - Shodhsindhu - Students / Scholarships
(<https://ess.inflibnet.ac.in>)
 - I. J-Gate
 - II. ISID
 - III. Springer Nature
 - IV. EPW
3. DELNET - (<https://delnet.in>)
4. Library Website - <https://spmvlb.wordpress.com/>

16. Working Hours :

Week Days	Timings
Monday - Saturday	8.00 A.M To 6.00 PM
Second Saturday & Sunday	10.00 A.M to 4.00 PM
All Public Holidays	Closed

17. Any Other Information - E-Journals are accessible through ONOS within the campus as well as remotely.

SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI
SPMVV LIBRARY
STATEMENT SHOWING THE DETAILS

1.	Back Volumes	-	10,567	
2.	Gift Books	-	9,351	
3.	Books / Docs	-	94,374	
4.	Dissertations	}	- 1,432	
5.	Theses			
6.	CD (Books)			-
7.	CDS (Theses)			- 448 No's (Uploaded in Shodhganga)
8.	E-Books	-	10,622 thro DELNET	
9.	E-Journals	-	i) 24,802 thro DELNET ii) 13,000 + thro ONOS	

10. Resources:

1. E - School Language Ph.D EBLR
(<https://shodhganga.inflibnet.ac.in>)
2. E - Shodhsindhu - Students / Scholarships
(<https://ess.inflibnet.ac.in>)
 - I. J-Gate
 - II. ISID
 - III. Springer Nature
 - IV. EPW
3. DELNET - (<https://delnet.in>)
4. Library Website - <https://spmvlb.wordpress.com/>

11. Working Hours :

Week Days	Timings
Monday - Saturday	8.00 A.M To 6.00 PM
Second Saturday & Sunday	10.00 A.M to 4.00 PM
All Public Holidays	Closed

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. V.Uma 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@spmvv.ac.in
2.	Prof. R.Usha 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@spmvv.ac.in
3.	Dr. N.Sree Rajani Public Relations Officer Assistant Professor (OC) Dept. of Business Management Sri Padmavati Mahila Visvavidyalayam, Tirupati.	Assistant Public Information Officer under Section 5(2) of RTI Act 2005	0877-2284538 (O) pro@spmvv.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
2	Applied Microbiology	M.Sc. Applied Microbiology M.Sc. Industrial 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.	Physical Sciences	M.Sc. Organic Chemistry M.Sc. Physics
8	Biosciences & Sericulture	M.Sc. Sericulture M.Sc. Botany M.Sc .Zoology
9	Psychology	M.Sc. Clinical Psychology M.Sc. Counselling Psychology
10	Statistics	M.Sc. Statistics B.Sc Statistics (Honours)

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 (BA LLB) 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 BSW Honours
8	Telugu Language, Literature and Translation	M.A. Telugu Language, Literature and Translation
9	Women's Studies	M.A. Gender Studies M.A. Economics
10	Physical Education	B.P.Ed. M.P.Ed.

III. SCHOOL OF ENGINEERING AND TECHNOLOGY	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	1. GNM 2. B.Sc Nursing

DISTANCE EDUCATION CENTRE
SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI
(Women's University)
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

Sri Padmavati Mahila Visvavidyalayam being the only Women's' University in the Andhra Pradesh state realizes the significance of the need and intends to offer Higher Education Programmes in Distance mode exclusively for women covering the entire state with encherished vision and mission.

Vision:

To empower women as major partners in socio-economic-political and cultural developments of the society with value system through higher education and making them self – reliant.

Mission:

- i) To equip women with necessary knowledge, skills and work ethics coupled with values to develop professionally with high self-esteem and dignity.
- ii) To enable women to enhance their skill development through higher education for gainful occupation.

ELIGIBILITY AND COURSE FEE

S. No.	Name of the Programme	Duration	Eligibility for Admission	Course fee		Medium of Instruction
GRADUATE PROGRAMME						
1.	B.Ed	2 Years	1. Trained in-service women teachers with minimum 2 years of experience in Elementary Education with a minimum of 50% of marks in UG or in PG Degree 2. Women candidates having completed a NCTE recognized Teacher Education programme through face – to – face mode with a minimum of 50% of marks in UG or in PG Degree 3. However, the candidates belonging to all other reserved categories i.e S.C., S.T., B.C. (A/B/C/D/E), and Physically handicapped should have secured a minimum of 40% marks in the qualifying examination.	I Year	25,400	English
				II Year	25,400	

POSTGRADUATE PROGRAMMES						
2.	Master of Commerce	2 Years	Any Graduate of a recognized University	I Year	7,000	English
				II Year	7,000	
3.	Master of Arts (Telugu)	2 Years	Any graduate Degree from a recognized University with Telugu as one subject at graduate level.	I Year	6,000	Telugu
				II Year	6,000	
4.	Master of Arts (Music)	2 Years	- Any Degree with Vocal Music or Vocal Music as one of the main subjects - Any Degree with diploma/ certificate in Vocal Music. - Any Degree with grading in Vocal conducted by Music Audition Board of All India Radio. - Degree with Four year systematic training from Guru.	I Year	15,000	English
				II Year	15,000	
Diploma Programmes						
5.	Diploma in Music - Sankeertana,	6 Months	SSC with fundamental knowledge in Music	5,000		English
	Diploma in Music – Varnam	6 Months	SSC with fundamental knowledge in Music	5,000		English
	Diploma in Music - Annamaiah Antharangam	6 Months	SSC with fundamental knowledge in Music	5,000		English
Certificate Programme						
6.	B.Ed Additional Methodology	6 Months	B.Ed /B.Ed Spl. Degree from a recognized University	15,400		English

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.

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.

Day Care Centre:

In a significant move to support working women and students day care centre started by Home science Department & designed to provide safe nurturing and engaging space for children and allowing their parents to concentrate on work.

OTHER CENTRES:

1. DST Curie
- 2.DST Curie-AI
- 3.TRICA
4. Placement Cell
- 5.Women's studies centre
- 6.Day care centre
- 7.Central Networking Facility
- 8.Women's safety & Protection cell

SPMVV Campus Synergy

- 1.SSIIE-TBI
- 2.SPMVV-WBIF
- 3.Livelihood Business Incubator
- 4.Tocic

5.DST Curie AI

6.IIC

7.RWTP

8.WIFI

SPMVV- International Relations Office:

Spmvv is having vibrant international relations office to explore the world of new educational and research opportunities. Experience global education under the tutelage of our stellar faculty. Teaching staff at SPMVV hold prestigious honors such as the Fulbright Fellowship, Raman Fellowship, DBT Fellowship, Susi Fellowship, Scholarships from the Department of Science and Technology and Department of Biotechnology, Government of India.

SPMVV-R&D Cell

R & D cell established with a motto of Enhance research capacity through workshops, seminars and lectures by experts & Information regarding funding opportunities from various funding agencies like DBR, DST, ICSSR, CSIR, DSIR etc.

Extracurricular / Co-Curricular activities

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

MULTIGYM AND OUTDOOR GAMES

The University has a multigym, a 400 mt track an indoor stadium facilities like : Badminton, Carroms, Chess, Table Tennis and for outdoor Sports and games : Kabaddi, Kho-Kho, Cricket, Basket Ball, Hand Ball ,Hokey and Foot Ball , Tennikoit and throw ball.

Students are also thought on self defence activities like: Taekwondo, Pencak silat , Karate.

Admission Procedure:

Student admission process takes place through different CET examinations .