

New Book

**MANUAL UNDER RTI 2015-16**



**SRI PADMAVATI MAHILA VISVAIDYALAYAM**  
**(Women's University)**  
**Tirupati – 517 502**  
**Andhra Pradesh**

Hand book of Sri Padmavathi 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. This university in general is defined as nonprofit, autonomous body established to impart education for women according to the industry requirements and in turn helping the industry in research and development.

The purpose of this book is to inform the general public about the Women's University set up, functions and duties of its officers and employees, records and documents available in the university etc.

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 - 1

### **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. 17 of 1985, Act No.25 of 1986, Act No. 13 of 1991, Act No. of 1993 and Act No. 5 of 2006 (Annexure - D). The Act is called Sri Padmavati Mahila Visvavidyalayam Act, 16 of 1983 (herein after called the Act).
- 1.2. The University's head quarter is located at Tirupati. It has a land ambience of 130.62 acres with a total built up area 5,26,616.92 sq.ft.
- 1.3 The objectives of the University include promotion and distribution of knowledge and skills particularly those relating to employment, awareness of social issues and human values and the development of the character, personality and leadership in all aspects of life.
- 1.4 The University has the following functions namely

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

The University shall have the following powers and functions, namely;

- 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;
- i) To grant, subject to such conditions as the University may determine, diplomas or certificates to and confer degrees and other academic distinctions on the basis of examinations, evaluations or any other method of testing as is deemed fit by the university;
- ii) 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 and the act of the university.
- 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, principal-ships, and other teaching or academic posts required by the University and to appoint persons to such professors, readers, lecturers, principals, 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) Co-operate or collaborate or associate authority 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. The Vice Chancellor shall be the Principal Executive and Academic Officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University;
2. The Vice chancellor may if she is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act, and shall report to such authority the action taken by her on such matter; Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Executive Council within three months from the date on which decision on such action is communicated to him/her and there upon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor;

3. The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the statutes or regulations.
4.
  - a. The Vice Chancellor shall, by virtue of her office be a member and Chairman of the Executive Council, Academic Senate and of the Planning and Monitoring Board; she shall preside at the meeting of the convocations of the University in the absence of the Chancellor.

- b. The Vice-Chancellor shall have power to convene meetings of the Executive Council, Academic Senate and the Planning and Monitoring Board.
- c. The Vice-Chancellor shall be entitled to be present at an address at any stage of any meeting of any authority of the University but not to vote there at, unless she is a member of the authority concerned.
- d. It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the statutes and the regulations are duly observed and she may exercise all powers necessary for the purpose.
- e. She shall have power to interpret the provisions of this Act, the statutes and the regulations. Any person or authority aggrieved may within such time as may be prescribed by the regulations, appeal to the Chancellor.

Provided that

- i) If such interpretation was given at meeting of the Executive Council, the appeal shall lie to the Chancellor direct;
  - ii) If such interpretation was given otherwise than at a meeting of the Executive Council, the appeal shall be forwarded to the Chancellor through the Executive Council.
5. She shall give effect to the decisions of the authorities of the University taken in accordance with the powers conferred by or under the Act.

## **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, carryout 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 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 and above the rank of Assistant Professors on the recommendation of the Selection Committee constituted, for the purpose; provided that the Executive Council may consider 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 thereon
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, traveling fellowships, scholarships, exhibitions, bursaries, studentships, exhibitions, medals and prizes in accordance with the regulations.
10. to appoint examiners in consultation with the Board of Studies and to fix the fees as per the rules framed by the university .
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, degree, 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 centers, 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 Board, 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 to any employees 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 the 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 and the statutes may be provided for by Regulations and to amend or repeal such regulations.
2. In particular and without prejudice to 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, 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;

- b) Two members of the Executive Council nominated by it
- c) One member of the Executive Council to represent Banking or Accounting.

The Finance Officer shall be the secretary of the Finance Committee.

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 manner functions and discharge such other duties as may be delegated to it by the Executive Council.

#### **2.6 POWERS AND DUTIES OF THE RECTOR:**

There shall be a Rector who shall be appointed by the executive council on the recommendation of the Vice-Chancellor in such manner and on such terms and conditions as may be prescribed by the statutes from among the senior professors. He /She shall exercise such powers and perform such duties as may be prescribed by statutes.

#### **2.7 POWERS AND DUTIES OF THE REGISTRAR:**

In addition to the powers and duties conferred and imposed upon the Registrar, under the Act, shall have the following powers and duties, namely;

- i) It shall be the duty of the Registrar to issue under direction of the Board or the Vice-Chancellor all notices concerning meetings of all the Board and committees and attend the meetings and maintain the minutes thereof;
- ii) He/she shall, in the execution of his/her duties, be subject to immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him/her in the performance of his/her official duties.
- iii) Subject to the provisions of the Act and the Statutes, the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
- iv) He/she shall be the custodian of property of the University.
- v) He/she shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.
- vi) He/she shall be in charge of registration of the University and shall maintain a register of all degrees and diplomas conferred by the University.
- vii) He/she shall be responsible for admission of students to the University including the supervision of the entrance examination.
- viii) He/she shall prepare and maintain a register of all registered graduates in the prescribed form.
- ix) He/she shall, with respect to the employees working under him/her, exercise powers drawing, disbursing and collection of money under relevant statutes and regulations.
- x) He/she shall have the power to countersign the Traveling Allowance bills and sanction leave of the employees working under him/her.
- xi) He/she shall have power;
  - a. to incur expenditure chargeable to contingencies with the approval of the Vice-Chancellor/Executive Council as the case may be.

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 Board of Studies meetings, pass T.A. and D.A. bills of members as per the University rules and to permit the members to travel by air in case of exigency, declaration of probation; sanction of increments; paying the regular salary, D.A. etc.
- V. With regard to the part-time teaching staff, the Registrar may take a decision to appoint part-time staff on consolidated pay and sanction them leave as per eligibility and forward their letters to outside agencies depending upon the merit of each case.
- VI. The Registrar is also authorized to invite guest lecturers and pay them T.A. and D.A. as per the University/U.G.C. norms. In exceptional cases where the Registrar feels it is necessary to bring it to the notice of the Vice-Chancellor he/she may do so. Similarly, the Registrar shall pay their remuneration as per the U.G.C. guidelines and all files relating to them which are of regular routine nature will be disposed off by the Registrar. Research Officers/Research Associates may be appointed by the Registrar following usual procedures. Programmers, Systems Analysts, Systems Manager may also be appointed by the Registrar, and in exceptional cases the matter may be brought to the notice of the Vice-Chancellor.
- VII. In the case of non-teaching staff, the Registrar can sanction casual leave, earned leave, extra-ordinary leave, special 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-

She/He shall enter into all contracts and sign them on behalf of the University.

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

She/He shall draw over her/his signature, cheques on behalf of the University on Banks in which the University maintains its accounts.

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.

The cheques, bills and other negotiable instruments payable to SPMVV issued in the name of the Registrar may be negotiated by the Registrar.

She/he may delegate any of her/his power 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 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,

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 the library committee, place final orders and make stock entries. Payment of final bills may be made by the Registrar and matter may be informed to the Vice-Chancellor. In the case of building activities, small works may be approved in like 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. Payment of bills, watching the progress of work, etc., done by the Registrar and the completion report may be submitted to 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.5000/- the Registrar may take a decision to carry out the repair and pay the final bills. For all works above Rs.5000/- 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 chair person, 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. The other matters like sending time table, finalization of paper setters, and examiners, sending papers for valuation, publication of results, etc., may be done by the Registrar. However, in the case, where as per the rules, 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.

## **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 to the Vice-Chancellor of their respective schools. He/She shall supervise the admission, registration, and progress of the students in the School. The deans shall have the powers to give directions and exercise the power of control of 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 duties as per the instructions of the Vice Chancellor. She shall be responsible in general for all aspects of academic program of the university. She is typically responsible for ensuring the success, and monitoring of academic programs 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 the students discipline, counseling and act as liaison for solving problems if any of the students. She shall communicate to the parents and guardians about the welfare of students.

#### **2.11 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 admission 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.
- Organises Twin/Duel/Integrated degree programmes in collaboration with Foreign Universities.
- Organises training programmes for Indian and International students in foreign languages –English, Chinese, Japanese, French, and German etc.

## **2.12 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.

## **2.13 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.

## **2.14 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 of the 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.

## **2.15 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 providing services.
- e) To prepare the budget and purchase of the provisions, electrical and water work appliances.
- f) To monitor the collection of mess bills from the students.

## **2.16 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 examiner
7. Monitoring the announcement of results of all faculties
8. Issuance of Marks lists, Provisional Certificates, Migration and Convocation Certificates.
9. Such other related matters as entrusted by the Vice-chancellor.

## **2.17 POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS**

The Controller of Examinations shall have the following powers and duties; namely;

1. The Controller of Examinations shall be responsible for smooth conduct of the University examinations and publication of results there for as per the academic calendar of the University.
2. She is the receiving authority of application forms for the examinations and collection of fee there for.
3. She shall arrange for preparation of time tables, nominal roll and issue of Hall tickets and sending it to the Chief Superintendent, Deans of schools, Head of all departments so as to bring it to notice of 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 responsible and accountable to the Vice-Chancellor.
6. She shall organize for conduct of practical examinations, viva-voce examination, and valuation of dissertations by the examiners as nominated by the Vice-Chancellor.
7. She shall organize for revaluation of UG/PG Diploma answer scripts whenever there are applicants.
8. She shall organize for 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, 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, referring the 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 control of the Vice-Chancellor.
13. She shall be responsible to furnish the information about examination results to the Government, UGC, prepare data base information 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.

#### **2.18 Dean of Examinations**

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

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

### **2.19 UGC Coordinator**

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

## CHAPTER – 3

### **III. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

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

#### **Academic Matters:**

The decisions taken at departmental committee meetings are channeled through the chairman, 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 final authority as per the Act to accept, revise or modify the existing curricula and various bodies are responsible to report the academic matters to the Academic senate.

#### **Administrative and Financial Matters:**

The Executive Council shall be 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 to the level of Rs.10, 000/- will emanate from departmental purchase committees up to Rs.10, 000. From Rs.10, 000/- to Rs.50, 000/-, the proposals emanate from 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 a hallmark of the functioning of the University.

**Grievance Cell and Standing Board of Enquiry:**

The University has a grievance cell for redressing all the problems faced by its employees. In case of necessity the matter will be referred to the 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.

- j. to co-operate or collaborate or authority associate with any other university or authority or institution of higher learning manner, 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 objects;
- 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 departments;
- 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 moneys for the purpose of the University;



## 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.

5. 1) The University shall have the following powers and functions, namely;
- 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 the basis of examinations, evaluations or any other method of testing on, persons;
  - c. to organize and to 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, Lecturer ships, Principal ships, and other teaching or academic posts required by the University and to appoint persons to such Professorships, Readerships, Lectureships, 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;

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 affiliate 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 Visvavidyalayam are as in the Annexure. As per the provisions of the SPMVV Act, the Executive Council has to power to make the statutes on the following aspects (The first statute 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 traveling 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 and conduct of examination or 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

- ) Tools and plants register.
- ) Scholarship acquaintance register of EPP, BC, SC, ST
- o) Caution deposit register
- o) Admission register of hostels
- o) Mess bill register
- o) Dispatch register
- o) Register of local deliver
- ) Stamps account register
- ) Stock and issue register of electrical items
- ) Register of complaints of all hostels separately
- o) Stock and issue register of stationery items.
- ) Stock and issue register of water works material purchased
- v) Register of utensils and vessels etc.
- o) Register of vegetables received
- ) Register of milk received
- ) Register of gas received.

#### JGC SECTION

- o) Major/minor research project grants
- o) DBT grants
- o) DST Grants
- o) BRNS-BARC grants
- o) ICHR grants
- o) 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/SRF 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) Board of studies meeting of all the courses minutes books
- 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

- m) Sub-treasury registers
- n) Utilization certificates
- o) Dispatch registers
- p) Attendance registers
- q) Casual leave registers
- r) General provident fund individual registers
- s) General provident fund abstract registers
- t) Endowment register
- u) Audit report

#### 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



- g) Bill register – sending bills to accounts section
- h) Personal registers of all seats.

## CENTRAL PURCHASE

- ) Equipment register
- ) Furniture register
- ) Stationery register
- ) Central stock register
- n) Consumables register
- i) Printing and stationery register
- ) CPC bill register – sending bills to accounts section
- ) CPC minutes register
- j) Maintenance of personal register.

## ACCOUNTS SECTION

- i) Budget estimates
- ) Cash books
- ) Annual accounts
- l) Budget allotment register
- ) Posting register
- ) Salary particular registers
- g) Advances recoverable registers
- i) Audit establishment registers
- ) Investment registers
- ) Contractor's deposit registers
- c) Tax deduction at source registers
- ) Cheque particular registers

## EXAMINATION SECTION

- . Documents related to M.Phil./Ph.D. Entrance Test Notification/ Conduct of Examination and announcement of results.
- . Documents of M.Phil./Ph.D. research Scholars enrolled in all Departments - Files
- . M.Phil./Pre-Ph.D. Written Examination Tabulated Marks/Tabulated Results Registers.
- . Documents related to Synopses and Adjudication of Ph.D. Theses of individual candidates
- . Files of conduct of Ph.D. Viva Voce Examinations
- . Notification for award of M.Phil./Ph.D. Degrees
- . Marks Statements/Provisional Pass Certificate/Degree and Migration Certificates – Registers
- . Fee Structure of Research Scholars – Registers
- . Extension of time for submitting the Ph.D. Thesis/M.Phil. Dissertations – Registers
- 0. Files on cancellation of registration of Research Scholars
- 1. Circulars to conduct the University Examinations/Time Tables
- 2. Nominal roll/Hall Tickets – Files
- 3. External Examiners/Internal Examiners Lists
- 4. University Practical Examinations/Viva Voce Examinations/ Dissertation Files
- 5. Tabulated Marks Registers for announcement of the results
- 6. Lower Degree Certificates entry Register
- 7. 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 Certificate
20. Remuneration to the External/Internal Examiners towards setting and valuation - Files
21. Spot Valuation – Files
22. SPMVV 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 educationists nominated by the Government and two nominees from the Universities 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 due reflect public opinion and accessible to the members.

S.No	Name of the course	Intake Capacity	No. of candidates admitted in various courses during 2015-16							Remarks
			Total Admitted	SC	ST	BC	Minority	PHC	OC	
<b>1. SCHOOL OF SOCIAL SCIENCES</b>										
1.	M.Sc Applied Mathematics	100	41	6	2	17	-	-	16	
2.	M.Sc Applied Microbiology	27	14	-	1	9	-	-	4	
3.	M.Sc Biochemistry	30	10	4	-	-	-	-	6	
4.	M.Sc Biotechnology	30	30	9	1	12	-	-	8	
5.	M.Sc Botony	20	27	11	3	10	-	-	3	
6.	M.Sc Food And Nutrition Sciences (CN&D)		11	2	1	3	-	-	5	
7.	M.Sc Food And Nutrition Sciences (CH&N)		10	4	-	4	-	-	2	
8.	M.Sc Food And Nutrition Sciences (FS&QC)	40	11	3	-	5	-	-	3	
9.	M.Sc Human Development & Family Studies	21	7	3	-	2	-	-	2	
10.	M.Sc Organic Chemistry	120	94	26	2	38	-	-	28	
11.	M.Sc Physics	60	49	7	-	22	-	-	20	
12.	M.Sc Sericulture	20	4	4	-	-	-	-	-	

13.	M.Sc Zoology	20	31	14	-	13	-		4
14.	MCA	100	65	3	1	20	-		41
15.	M.Pharmacy	26	40	8	1	12	-		19
16.	B.Pharmacy	40	45	9	-	18	-		18
17.	M.Sc Integrated Bio-Technology (5 years)	40	44	9	-	12	-		23
18.	M.Sc Integrated Food Technology (5 years)	40	36	5	2	17	-		12
19.	B.Sc Nursing	40	29	10	2	8	-		9
20.	General Nursing & Midwifery (GNM)	40	24	8	1	12	-		3
21.	B.Voc. Fashion Technology and Apparel Designing		36	8	1	14	-		13
22.	B.Voc. Nutrition & Health Care Science		33	8	1	15	-		9
23.	Statistics		26	1	-	9	-		16
	<b>Total</b>	<b>814</b>	<b>717</b>	<b>162</b>	<b>19</b>	<b>272</b>	<b>0</b>	<b>0</b>	<b>264</b>



## II. School of Social Sciences Humanities and Management

1.	M.A. Economics	30	18	12	1	3	-	-	2
2.	M.A. English Language & Literature	36	22	8	1	7	-	-	6
3.	M.A. Telugu Language Literature & Translation	46	19	9	3	7	-	-	-
4.	M.A. Women's Studies	25	12	7	1	2	-	-	2
5.	M.A. Music Veena (Bharatanatyam)	10	4	1	-	1	-	-	2
6.	M.A. Music Vocal	10	6	1	-	-	-	-	5
7.	M.Ed.	25	12	1	2	4	-	-	5
8.	M.C.J. (Communication & Journalism)	30	5	-	-	2	-	-	3
9.	MSW (Master of Social Work)	48	19	14	-	3	-	-	2
10.	M.P.Ed (2 years)	40	40	6	3	21	-	-	10
11.	B.Ed	100	81	29	8	29	-	-	15
12.	B.Ed (Special)	25	14	6	-	5	-	-	3
13.	B.P.Ed	50	27	8	6	11	-	-	2
14.	MBA	90	120	14	2	38	-	-	66
15.	MBA Media Management	60	27	5	-	7	-	-	15
16.	LLM	16	2	-	-	1	-	-	1

Sl. No.	Name of the Officer	Designation	e-mail ID	Phone Numbers			
				Office No.	Residence No, mobile no.	Fax No.	Mobile No.
1	2	3	4	5	6	7	8
1	Prof. V. Durga Bhavani	Vice-Chancellor	vespnmvv@yahoo.com	0877-2248417	0877-2284555	0877-2284568	09848185222
2	Prof. V. Uma	Rector	rectorspnmvv@gmail.com	0877-2284566			
3	Prof. P. Vijayalakshmi	Registrar	registrarmahila@yahoo.com	0877-2248416	0877-2284599	0877-2248416	09848185802
4	Prof. E. Manjuvani	Dean, School of Sciences		0877-2284500	0877-2260652		9440793310
5	Prof. M. V. Ramnathamma	Dean, School of Social Sciences, Humanities & Management	mvprof@yahoo.co.in	0877-2284501			8790213951

17.	LL.B (3 years)	40	30	9	2	12	-	-	7
18.	LL.B (5 Years)	40	31	8	6	6	-	-	11
19.	M.Com		60	15	3	22	-	-	20
	<b>Total</b>	<b>721</b>	<b>549</b>	<b>153</b>	<b>38</b>	<b>181</b>	<b>0</b>	<b>0</b>	<b>177</b>
<b>III. School of Engineering and Technology</b>									
1.	B.Tech; CSE	120	107	22	2	44	-	-	39
2.	B.Tech; ECF	120	113	27	6	46	-	-	34
3.	B.Tech; IT	60	-	-	-	-	-	-	-
4.	B.Tech IBT	60	-	-	-	-	-	-	-
5.	B.Tech; EEE	60	58	15	2	20	-	-	21
6.	B.Tech ME	60	47	4	-	24	-	-	19
7.	M.Tech; CSE	26	15	3	-	3	-	-	9
8.	M.Tech; ECE	26	15	2	-	5	-	-	8
9.	M.Tech; E.F.E		15	3	-	5	-	-	7
10.	M.Tech; M.E		6	-	1	2	-	-	3
11.	<b>Total</b>	<b>532</b>	<b>376</b>	<b>76</b>	<b>11</b>	<b>149</b>	<b>0</b>	<b>0</b>	<b>140</b>

## CHAPTER – 9

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

**Name of the University** : Sri Padmavati Mahila Visvavidyalayam  
(Women's University)

**Place** : Tirupati    **District**: Chittoor    **State**: Andhra Pradesh

**Pin Code**:517 502    **Website**: [www.spmvv.ac.in](http://www.spmvv.ac.in)

SL. No.	Name of the Officer	Designation	e-mail ID	Phone Numbers			
				Office No.	Residence No.	Fax No.	Mobile No.
1	2	3	4	5	6	7	8
6	Prof.K.V.S.R.G.Prasad	Dean, Development	kvsgprasad@yahoo.com	0877-2284544	0877-2241625		9440432507
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11	Prof.P.Umamaheswari Devi	Associate Dean, International Relations	Umadevi66@yahoo.co.in	0877-2284519			9848894900
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13	Prof.K.Bharathi	Director Directorate of Distance Education	bharathikongati@yahoo.co.in	0877-2245838	0877-2241625		9490922956
14	Prof.P.Venkata Krishna	Director, Computer Centre	Dr.krishna@icee.org	0877-2284522			9443215749
15	Prof.T.Sudha	Placement Officer	Thatimabala_sudha@yahoo.com	0877-2284521			9949360190
16	Prof.M.Krishnaiah	Co-ordinator, Physical Sciences					
17	Prof.G.Sheela Swarupa Rani	Co-ordinator, English Language & Literature Lab	sheelaswarupa@rediffmail.co in	0877-2284515			9440163424

18	Ms.B.Ganga Bhavani	Principal, College of Nursing	Gangabhavani259@gmail.com	0877-2284532	-	-	9619198309
19	Dr.T.Sobha Rani	Public Relations Officer	spmvprv@gmail.com	0877-2284538	-	-	9032759261
20	Prof.k.Usba, Rani	Warden University Hostel	usharanikuruba@yahoo.co.in	0877-2249626	-	-	9440451010
21	Sri.M.Srinivasulu	University Engineer I/e	deespmv@gmail.com	0877-2284547	-	-	9848785250
22	Dr. C. Rangappa	Finance Officer	drrangappa@gmail.com	0877-2284560	-	-	9160053529
23	Dr.B.Geethavani	Deputy Registrar (Teaching & Academic Sections)	Vanigeetha47@yahoo.com	0877-2284601	0877-2287379	-	9441014555
24	Smt.G.Nirmala	Deputy Registrar (Accounts Section)	Nirmala59@gmail.com	0877-2284542 0877-2284600	0877-2240813	-	9989867658
25	Smt.C.V.Bhagya Lakshmi	Controller of Examinations	cespmv@gmail.com	0877-2284561	-	-	9951916186
26	Dr. D. Prabhavathi	University Library I/C	prabhadoriginti@gmail.com prabhavathi@spmv.ac.in	0877-2284540	-	-	9346393308
27	Dr. K. Padmavathi	Medical Officer	katamanetupadma@yahoo.com	0877-2284557	0877-2249763	-	9490086096

S.No	Name of the Teacher	Department	Land Line	Mobile No.	E-mail ID
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1.	Prof. K. Usha Rani	Head, Dept. of Computer Science	0877-2284521	924762666	usharanikuruba@yahoo.co.in
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S.No	Name of the Teacher	Department	Land Line	Mobile No.	E-mail ID
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8	Prof.G.Sandhya Rani	Head, Dept of Women's Studies	087722284508	9441480536	sandhyagudipudi@yahoo.co.in
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12	Prof.P.Venkata Krishna, Dept. of Computer Science	Head I/c, Dept. of CSE & IT, SET	087722284522	9443215749	Dr.krishna@ieee.org



**CHAPTER – 10**

**X. MONTHLY REMUNERATION RECEIVED BY EACH OF 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**

S. No.	Designation	Scale of pay Rs.
1.	Vice Chancellor	75000+5000 AGP
2.	Principal	37400-67000 + AGP10000
3.	Professor	37400-67000 + AGP10000
4.	Associate Professor – Less than 3 years	15600-39100 + AGP 8000
5.	Associate Professor – 3 years' service	37400-67000 + AGP 9000
6.	Assistant Professor (Stage 3 to4)	15600-39100 + AGP 8000
7.	Assistant Professor	15600-39100 + AGP 6000
8.	Assistant Directress of Physical Education	15600-39100 + AGP 6000

56	Field Assistant	16400-49870
57	Matron	16400-49870
58	Technician (Computer Science)	15460-47330
59	Technician (Music)	15460-47330
60	Driver (Light Vehicle)	15460-47330
61	Roneo Operator	15030-46060
62	Cook	13780-42490

## CHAPTER -11

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

Sri Padmavati Mahila Visvavidyalayam, Tirupati

#### Plan and Non-plan grants

#### UGC accounts receipts

2014-2015

1.	B. Vocational course	-----	Rs.59,20,000
2.	IQAC	-----	Rs. 4,50,000
3.	Centre for women's studies	-----	Rs.91,37,948
4.	UGC MRP	-----	Rs. 3,67,720
5.	Fellowships	-----	Rs.36,26,836
			-----
	Total		Rs.1,95,02,504

Grants sanctioned by the Government of Andhra Pradesh to Sri Padmavati Mahila Visvavidyalayam, Tirupati, for the financial year (2015-16)

Sl.No.	Year	Amount
1.	2015-16	33,76,00,000-00

Grants sanctioned by Tirumala Tirupati Devasthanams for the financial year 2015-16

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

UGC (2015-16)

S. No.	Research Projects	Sanctioned Rs.	Released Rs.
1.	UGC Major Research Projects	38,80,900-00	25,68,900-00
2.	Research Projects from other agencies (DBT Projects)	38,46,171-00	20,41,371-00

SAP Funds during 2015-2016

S. No.	Details	Amount Sanctioned (Rs.)
1.	SAP Education	4,20,620-00

## CHAPTER 12

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

#### SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI

#### SCHOOL OF SCIENCES

Statement showing the particulars of different Scholarships sanctioned for the  
academic year 2015-1016

2015-2016\*

S.No	Name of the Scholarship	Number of students sanctioned	Total amount received	
			RTF Rs.	MTF Rs.
1.	SC Scholarships (F/R)	186	23,21,213	11,45,240
2.	ST Scholarships (F/R)	14	1,41,844	1,11,305
3.	BC Scholarships (F/R)	418	33,26,656	18,76,631
4.	PHC Scholarships(F/R)	--	--	--
5.	EBC Scholarships(F/R)	--	---	---
6.	Minority Scholarships (F/R)	19	2,06,307	82,151

\* The respective Welfare Departments have sanctioned Scholarship amounts partially as on 13<sup>th</sup> March, 2016 for the academic year 2015-16.

**CHAPTER – 13**

**XIII. PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR  
AUTHORISATIONS GRANTED BY PUBIC AUTHORITY [Sec.4 (1) (b)**

(xiii)]

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM: TIRUPATI**

**SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND MANAGEMENT**

**NUMBER OF STUDENTS SANCTIONED FOR SCHOLARSHIP FOR THE  
YEAR 2015-16**

**2015-2016**

S.No.	CATEGORY	No. of students sanctioned S.ship	RTF	MTF
1	SC Welfare(F/R)	194	10,96,399-00	10,96,270-00
2	ST Welfare(F/R)	36	50,145-00	1,66,880-00
3	BC Welfare(F/R)	204	6,70,414-00	7,69,052-00
4	EBC(F/R)	220	-	-
5	Minority(F/R)	24	66,699-00	75,938-00
6	Disabled(F/R)	01	Not Released	Not Released
	<b>Total</b>	<b>679</b>	<b>18,83,657-00</b>	<b>21,08,140-00</b>

**SCHOOL OF ENGINEERING & TECHNOLOGY**  
**SRI PADMAVATI MAHILA VISVAVIDYALAYAM**  
**(Women's University)**  
**TIRUPATI)-517502**

Statement showing the particulars of Scholarships containing of RTF and other fee received for the Academic year 2015- 2016

S.No	No. of Students of all years	Caste	Amount Sanctioned Rs	Amount Disbursed Rs.	Under Process Rs.
1	167	SC	33,00,000	33,00,000	-
2	24	ST	1,70,500	1,70,500	-
3	341	BC	20,15,250	20,15,250	-
4	379	EBC	-	-	-
5	-	Disable	-	-	-
6	32	Minority	1,71,250	1,71,250	-
7	943		56,57,000	56,57,000	

## CHAPTER - 14

### **XV. 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 besides the following documents contain information regarding the University.

- a) News letter (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 around 4000 and it is the central facility for 40 departments including 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 2016 ). 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 to 6-00 PM on all working days with the transactions from 8-00 AM to 6.00 PM 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 requirement from the departments the CDs are transfer to the departments. We collected about 1500 e-books and e-journals related to 39 subjects for Digital library. With the help of the Director, SVETA, the Central Library, TTD, all the Theses available in the library have been digitized in CD forms. We have started the generation and pasting of Barcode Labels and we have completed the work for the books. We have introduced Automated Circulation System 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. We have procured 1 Server, 19 computer Systems, 2 Inkjet Printers and 1 TVS printers. We are providing access to total Library collection to all the University people at their own desks.

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 efficient and 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, any one can access the full text at 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) Information regarding hostellers maintained by the Warden in the Hostel Office.

**CHAPTER – 16**

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

Sl. No.	Nomination and Designation of authority in the University	Authorities under sections of the Act  Right to Information Act	Contact Information
1.	Prof. V.Durga Bhavani 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) <a href="mailto:vc@spmvv.ac.in">vc@spmvv.ac.in</a>
2.	Prof. P.Vijayalakshmi 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) <a href="mailto:registrar@spmvv.ac.in">registrar@spmvv.ac.in</a>
3.	Dr. T.Sobha Rani Public Relations Officer Assoicate Professor Dept. of Communication & Journalism Sri Padmavati Mahila Visvavidyalayam Tirupati.	Assistant Public Information Officer under Section 5 (2) of RTI Act 2005	0877-2284538 (O) <a href="mailto:pro@spmvv.ac.in">pro@spmvv.ac.in</a>

## CHAPTER – 17

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

### 1. School of Sciences

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

## 2. School of Social Sciences, Humanities & Management

Sl.No	Name of the Department	Courses Offered
1	Business Management	MBA-Master's Course in Business Administration M.Com., MBA Integrated with B.Tech.
2	Communication & Journalism	MCJ-Master's Course in Communication & Journalism MBA in Media Management M.A. Public Relations
3	Education	B.Ed B.Ed Spl. Education (H.I) Master's course in Education -M.Ed M.Ed Special Education (H.I)
4	English Language & Literature	M.A .English Language & Literature
5	Law	LL.B 3 year LL.B 5 Year LL.M
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
7	Social Work	MSW(Master of Social Work) P.G. Diploma in Family Health and HIV/AIDS Counseling Certificate Course in Micro Finance
8	Telugu Language, Literature and Translation	M.A.Telugu Language, Literature and Translation
9	Women's Studies	M.A. Women's Studies M.A. Economics
10	Physical Education	B.P.Ed. M.P.Ed.

### 3. School of Engineering and Technology

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

#### DISTANCE EDUCATION CENTRE

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

The following are the courses offered from the year 2015-16:

<i>S.N</i>	<i>Name of the</i>	<i>Duration</i>	<i>Eligibility for Admission</i>
1.	M.Sc. Mathematics	2 years	B.A./B.Sc. with Mathematics
2.	M.Sc. Zoology	2 years	B.Sc With Zoology as one of the Subjects in Part-II and 50% Marks in Zoology and 50% of marks on
3.	M.A.English	2 years	Any graduate of a recognized University
4.	M.A.Women's Studies	2 years	Any graduate of a recognized University
5.	M.A.Telugu Language, Literature & Translation	2 years	Any Graduate Degree from a recognized University with Telugu
6.	M.A.Music	2 years	Any degree with Diploma or Certificate Course in Music or Degree in Music or any degree with 5 years

7.	LL.M Two Branches Constitutional Law & Administrative Law. Criminology & Torts (Subject to the approval	2 years	Degree in University	La w	fro m	a	recognize d
8.	P.G.Diploma in Family and Health Counselling	1 year	Any graduate of a recognized University				
9.	P.G.Diploma in Pre- School Education	1 year	Any graduate of a recognized University with 45% marks in group				
10.	P.G.Diploma in Application Software	2 years	Any Graduate Degree of a recognized University				
11.	P.G.Diploma in Public Relations	1 year	Graduates and Post Graduates in any discipline from any recognized				
12.	Diploma in Music	2 years	SSC with fundamental knowledge in Music				



**SRI PADMAVATI MAHILA VISVAVIDYALAYAM**

**(WOMEN'S UNIVERSITY)**

**TIRUPATI - 517 502**

**List of students admitted during the Academic year 2015-16**

S.No	Name of the Course	Course Duration in years	Total Intake
<b>I. SCHOOL OF SCIENCES</b>			
1.	M.Sc Applied Mathematics	2	100
2.	M.Sc Applied Microbiology	2	27
3.	M.Sc Biochemistry	2	30
4.	M.Sc Biotechnology	2	30
5.	M.Sc Botony	2	20
6.	M.Sc Food And Nutrition Sciences (CN&D)	2	40
7.	M.Sc Food And Nutrition Sciences (CH&N)	2	
8.	M.Sc Food And Nutrition Sciences (FS&QC)	2	
9.	M.Sc Human Development & Family Studies	2	21
10.	M.Sc Organic Chemistry	2	120
11.	M.Sc Physies	2	60
12.	M.Sc Seri Biotechnology	2	20
13.	M.Sc Zoology	2	20
14.	M.Sc Integrated Bio-Technology (5 years)	5	40
15.	M.Sc Integrated Food Technology (5 years)	5	40
16.	MCA	3	100
17.	M.Pharmacy	2	26
18.	B.Pharmacy	4	40
19.	B.Sc Nursing	4	40
20.	General Nursing & Midwifery (GNM)	3½	40
		<b>Total</b>	

<b>II. SSSH&amp;M</b>			
1.	M.A. Economics	2	30
2.	M.A. English Language & Literature	2	36
3.	M.A. Telugu Language Literature & Translation	2	46
4.	M.A. Women's Studies	2	25
5.	M.A. Music Veena	2	10
6.	M.A. Music Vocal	2	10
7.	M.Ed.	1	25
8.	M.C.J. (Communication & Journalism)	2	30
9.	MSW (Master of Social Work)	2	48
10.	M.P.Ed (2 years)	2	40
11.	B.Ed	1	100
12.	B.Ed (Special)	1	25
13.	B.P.Ed	1	50
14.	MBA	2	90
15.	MBA Media Management	2	60
16.	L.L.M	2	16
17.	L.L.B (3 years)	3	40
18.	L.L.B (5 years)	5	40
		<b>TOTAL</b>	
<b>III. School of Engg. &amp; Technology</b>			
1.	B.Tech; CSE	4	120
2.	B.Tech; ECE	4	120
3.	B.Tech; EEE	4	60
4.	B.Tech; ME	4	60
5.	M.Tech; CSE	2	26
6.	M.Tech; ECE	2	26
		<b>TOTAL</b>	

## SRI PADMAVATI MAHILA VISVAIDYALAYAM : TIRUPATI

### Courses offered and intake for the year 2015-16

S.No	Name of the Course	Course Duration in years	Total Intake	No. of Students admitted
<b>I</b>	<b>SCHOOL OF SCIENCES</b>			
1	M.Sc Applied Mathematics	2	100	
2	M.Sc Applied Microbiology	2	27	
3	M.Sc Biochemistry	2	30	
4	M.Sc Biotechnology	2	30	
5	M.Sc Botony	2	20	
6	M.Sc Food And Nutrition Sciences (CN&D)	2	40	
7	M.Sc Food And Nutrition Sciences (CH&N)	2		
8	M.Sc Food And Nutrition Sciences (FS&QC)	2		
9	M.Sc Human Development & Family Studies	2	21	
10	M.Sc Organic Chemistry	2	120	
11	M.Sc Physics	2	60	
12	M.Sc Seri Biotechnology	2	20	
13	M.Sc Zoology	2	20	
14	M.Sc Integrated Bio-Technology (5 years)	5	40	
15	M.Sc Integrated Food Technology (5 years)	5	40	
16	MCA	3	100	
17	M.Pharmacy	2	26	
18	B.Pharmacy	4	40	
19	B.Sc Nursing	4	40	
20	General Nursing & Midwifery (GNM)		40	
	<b>Total</b>			
<b>II</b>	<b>SSSH&amp;M</b>			
1	M.A. Economics	2	30	
2	M.A. English Language & Literature	2	36	
3	M.A. Telugu Language Literature & Translation	2	46	
4	M.A. Women's Studies	2	25	
5	M.A. Music Veena	2	10	
6	M.A. Music Vocal	2	10	
7	M.Ed.	1	25	

8	M.C.J. (Communication & Journalism)	2	30	
9	MSW (Master of Social Work)	2	48	
10	M.P.Ed (2 years)	2	40	
11	B.Ed	1	100	
12	B.Ed (Special)	1	25	
13	B.P.Ed	1	50	
14	MBA	2	90	
15	MBA Media Management	2	60	
16	L.L.M	2	16	
17	L.L.B (3 years)	3	40	
18	L.L.B (5 years)	5	40	
	<b>Total</b>			
III	<b>School of Engg. &amp; Technology</b>			
1	B.Tech; CSE	4	120	
2	B.Tech; ECE	4	120	
3	B.Tech; EEE	4	60	
4	B.Tech; ME	4	60	
5	M.Tech: CSE	2	26	
6	M.Tech: ECE	2	26	
	<b>Total</b>			

**I. SCALE OF PAY TO DIFFERENT NON-TEACHING CADRES AS PER REVISED PAY SCALES -2015.**

S.No	Category	Pat Scales (Rs.)
1.	Registrar	73270-108330
2.	Finance Officer	52590-103290
3.	Deputy Registrar	46060-98440
4.	Controller of Exams	46060-98440
5.	Medical Officer	40270-93780
6.	Library Assistant	40270-93780
7.	Accounts Officer	40270-93780
8.	Assistant Registrar	37100-91450
9.	Superintendent	28940-78910
10.	Secretary to Vice-Chancellor	28940-78910
11.	Deputy Statistical Officer (Formerly known as Statistical Assistant)	28940-78910
12.	Staff Nurse	25140-73270
13.	Senior Assistant (Including P.A. to Registrar)	22460-66330
14.	Stenographer / Steno. II (Including P.A to V.C.)	22460-66330
15.	Lab Technician Formerly Technician (B. Pharmacy)	24440-71510
16.	Work Inspector	17890-53950
17.	Operator for Generator	17890-53950
18.	Pump Operator	17890-53950 13000-40270
19.	Junior Assistant	16400-49870
20.	Junior Assistant – cum- Typist	16400-49870
21.	Store Keeper / Store Clerk	16400-49870
22.	Typist	16400-49870
23.	Steno Typist	16400-49870
24.	Carpenter	15030-46060(Q) 13000-40270 (UQ)
25.	Attender	13000-40270
26.	Lab Attendant	13390-41380
27.	Gardener	13000-40270

28.	Watchman	13000-40270
29.	Sweeper	13000-40270
30.	Sweeper-cum-Scavenger	13000-40270
31.	Helper	13000-40270
32.	Book Bearer	13000-40270
33.	Cycle Orderly	13000-40270
34.	Store Boy	13000-40270
35.	Rice Cleaner	13000-40270
36.	Care Taker	13780-42490
37.	Cook-cum-Helper	13000-40270
38.	Cleaner	13000-40270
39.	Helper (Electrical)	13000-40270
<b>TECHNICAL &amp; MISCELLANEOUS:</b>		
40.	Executive Engineer	49870-100770
41.	Deputy Executive Engineer	42490-96110
42.	Assistant Executive Engineer	37100-91450
43.	Assistant Engineer	31460-84970
44.	System Analyst	15600-39100 +AGP 6000
45.	Programmer	15600-39100 +AGP 6000
46.	Computer Operator	25140-73270(EIP) 16400-49870(FE)
47.	Lab Assistant (Institute of Pharmaceutical Sciences)	24440-71510
48.	Key Punch Operator	19500-58330 (EIP) 16400-49870 (FE)
49.	Draughtsman Gr-III	22460-66330
50.	Electrician	17890-53950
51.	Plumber	17890-53950
52.	Driver (Heavy Vehicle)	17890-53950
53.	Lab Assistant (Home Science)	21230-63010
54.	Lab Assistant (Communication & Journalism)	21230-63010
55.	Lab Technician (Formerly Technician Microbiology)	22460-66330
56.	Field Assistant	16400-49870

57.	Matron	16400-49870
58.	Technician (Computer Science)	15460-47330
59.	Technician (Music)	15460-47330
60.	Driver (Light Vehicle)	15460-47330
61.	Roneo Operator	15030-46060
62.	Cook	13780-42490

#### **Community and Outreach Programme:**

The 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 counseling, entrepreneurial counseling 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 counseling centre, centre for women's studies, and legal aid centre, which organize exclusive community outreach programmes.

#### **Adult Continuing Education, Extension and Field Outreach :**

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

#### **Health Centre:**

A six bedded health centre with basic laboratory and surgical facilities is provided on the campus. A medical officer will attend 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 the whole range of computer needs of the University. The Centre has 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, Software like Visual Studio, Java etc; to the users as per their needs.

### **Centre for Women's Studies:**

The Centre for Women's Studies supported by 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 enhance their personality 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-counseling centre to counsel the students on academic and personal issues. It also runs a family-counseling centre to amicably solve disputes in the family. 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 counseling 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 and evaluation and training of family counselors. It is funded by Central Social Welfare Board, New Delhi.

### **REMEDIAL COACHING CENTRE:**

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

### **OTHER CENTRES:**

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

### **Extracurricular / Co-Curricular activities**

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

### **MULTIGYM AND OUTDOOR GAMES**

The University has multigym and 400 mts track, indoor stadium and facilities for outdoor games.