



## SRI VENKATESWARA UNIVERSITY

Accredited By 'NAAC' With 'A+' Grade



6.1.1: The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance



### **6.1.1: The governance of the institution is reflective of and in tune with the vision and mission of the institution**

#### **SVU: Governance and Management**

##### ***Vision:***

To be a centre of excellence in Education and Technology committed towards Socio-Economic advancement of the country.

##### ***Mission:***

- To impart advanced knowledge in all branches all branches of teaching and learning.
- To transform young minds towards professional competence by inculcating values and developing skills.
- To promote research and ensure continuous value addition among students and employees.
- To strengthen association with industry, research organizations and alumni to enhance knowledge on current technologies.
- To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.

The University follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration to deliver value based and advance education which bring significant benefits to the society. The governing board comprises of distinguished administrators, academicians and faculty representatives. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and section in-charges play significant role in framing the institutional policies and implementing the same. Institute strikes a balance between compliance with regulatory matters and keeping a strong pulse on improving the college's performance along with long term sustainability by forming a strategic direction towards Centre of excellence.

##### **Strategic / Perspective plan:**

1. To enrich curriculum
2. To incorporate digital platform to improve teaching-learning process
3. To encourage research and consultancy, industry-institute interaction and entrepreneurship activities.
4. To strengthen alumni engagement and enhance student experience.
5. To enhance contribution towards society and the environment.

6. To initiate new courses at PG and UG level.
7. To formulate development plans to improve the overall quality of the University.

### **Participation of Teachers in Decision-Making Bodies:**

Teachers discharge an important role in implementing the vision and mission of the college and department by being the members of various governing bodies and in implementing the policies. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units. Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, R&D committee, etc. Academic committee determines various innovative teaching-learning practices and pedagogical practices to be adopted. Teachers also discharge driving pervasive role as motivators for cultural and socially conscious activities in the University by steering the NSS unit, the Women's development cell. The formal and informal arrangements in the premises to co-ordinate the academic and administrative planning and implementation reflects the Colleges efforts in achieving its vision. All Campus Constituent Colleges function on the same line to keep up the standards and values in teaching and learning activities.

### **Nature of Governance:**

- ❖ The University follows the guidelines from UGC, AICTE and Anna University and aims for continuous improvement through the implementations of ISO 9001 and IQAC norms and participating in NBA, NAAC, NIRF, ARIIA, etc.
- ❖ Well-structured systems, procedures and policies have been developed, approved by the EC and documented.
- ❖ A Governing Council has been formulated with members from The University, nominees from AICTE, UGC, APSCHE, State Govt., Industry, External and Internal faculty members and convened by the Vice-Chancellor.
- ❖ Development of various policy decisions are done through Academic Council and are percolated to departments through Board of Studies, CDC's & HOD's meetings and Department Meetings.
- ❖ Office automation has been introduced to make the system faster and user friendly.
- ❖ Financial freedom is extended to the Principal and each Head of the departments to approve at a time a sum of Rs. 50,000/- and Rs. 5,000/- respectively to utilize it for college and department activities.
- ❖ The manpower, infrastructure and financial requirements are identified at

department level based on which college level requirements on these aspects are finalized.

- ❖ Whenever there is an additional intake or a new program, faculty strength and infrastructure requirements are identified and necessary action is taken to ensure the adequacy.
- ❖ In all the activities connected with development, implementation and continuous improvement, the top Management extends total support and reviews the proceedings when required.

### **Perspective/Strategic Plan**

- ❖ Implementation of National Education Policy (NEP) and National Innovation and startupPolicy (NISP) within the University.
- ❖ Involving more numbers of faculty and students in consultancy and problem solving for industries through the Industry Institute Partnership Cell (IIPC).
- ❖ Establishing Research Centers / Centers of Excellence and promoting the culture of research among the faculty and students.
- ❖ Motivating the students and faculty to do applied research in Technology Business Incubator (TBI) in the campus leading to the development of innovative and commercially viable products useful for the industry and society.
- ❖ Operating Student Chapters of Professional Bodies and promoting industry linkage.
- ❖ Conducting more number of International and National Level Technical Conferences, Symposium, workshops and FDPs
- ❖ Organizing Open House Exhibition (OHE) every year on Science and Technology with total funding by the institution to bring out the hidden technical talents of the students

### **Participation of Teachers in Decision-Making Bodies:**

- ❖ Teachers discharge an imperative role in employing the vision and mission of the college and to that end play a proactive part in the decision-making process
- ❖ Head of each department has considerable administrative and academic autonomy in running the disciplinary units
- ❖ Teachers influence the institutional policy through the Council, through their representatives on the Governing Body, Finance, Infrastructure, maintenance and the Hostel Sub-Committee of the college
- ❖ Besides, Teachers are members and conveners of various committees that are instituted for the day-to-day functioning of the college. Some of these committees



are the Academic Council, the Planning Cell, IQAC, the Examination Cell, the Library, the R&D Cell, the Accreditation Cell, Industry Institution Partnership Cell, Placement and Training Cell etc.

- ❖ Teachers, through their autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine examination modalities, journal themes, library practices, various teaching- learning innovations and other academic priorities.
- ❖ Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NSS units, NCC wings, IIC, EMDC, Music and cultural club, Photography clubs, etc., among other laudable cells and societies.



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## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The University has a well-defined objective and strives consultancy to sustain and enhance its quality in teaching, research, extension and outreach activities. The University has set itself a unique goal National Needs, Global Standards. The University management believes in decentralization and participative management and leadership. The University takes policy decisions through its statutory bodies viz. Board of Studies for Academic matters, Finance Committee for fund management and Building Committee for infrastructure development.

Standing committee on Academic Affairs execute the taste of development, implementation and management of the system. The transparent administrative and academic governance are reflected in the form of e-governance, decentralization, faculty performance appraised, effective student assessment, demand driven research, systematic audits and participative management.

The Executive Council is the apex body of the university to consider and approve the decisions taken by other statutory body and act on policy matters. The leadership team consists of the Vice Chancellor, Registrar, Rector and other university officers. All the academic matters such as conduct of semester end examinations and declaration of results are handled by the office of the Controller of Examinations in close association with all the Principals, HODs and BOS Chairpersons. A broad spectrum of committees advices on matters pertaining to issues such as campus amenities, institutional collaborations, financial allocations, health care, have been taken by the university to develop e-governance strategies to promote management.

The University has a well laid out strategic, tactical and action plan giving due importance for professional practices, graduation outcome, outreach and perception. There are 420 regular faculty, 206 permanent and 214 on contract during 2020-21.

Faculty progress is assessed by performance appraisal mechanism. Many promotional avenues and welfare measures are available for both Teaching and Non-Teaching staff and further they are capacitated through professional development and administrative trainings. Till date the university has organized several Academic and Research meetings at National and International levels, benefitting all the stake holders of the university. The university also permitted reasonably a good number of faculty to attend faculty development programs either at SVU or in other institutions for capacity building.

University also mobilizes funds through students fee, affiliation fee, Block grant from Government etc. University also received Rs.13700 lakhs through special schemes such as RUSA, DST-FIST, UGC-SAP and also from non-government bodies, individuals and philanthropists. The University assets are efficiently distributed through annual budgets and are periodically subjected to internal and external financial audits.

Due to the qualitative initiatives of IQAC on administration, Academic, research and feedback have yielded fruitful results and hereby the University ranked 351-40 position in World Rankings, Diamond in QS Asia Ratings. NIRF overall Ranking 68, among Universities 38.



### **GOVERNANCE, LEADERSHIP & MANAGEMENT**

#### Summary:

- ❖ The university's governance structure is established and practiced on the conventional model of all universities in India and the guidelines of UGC.
- ❖ Effective governance for continuous and sustained growth and enhancement of quality in an educational institution demands certain unique management strategies which are not only democratic and consultative in nature, but also participative by all stakeholders.
- ❖ Both management and leadership, not only focus on to the stated vision and mission, but dynamically evolve ways and means to attain the set goals through a transparent involvement of all stakeholders.
- ❖ Certain salient strategies were centered around academic freedom, decentralized academic administration, sustainable audit and accountability through inbuilt feedback systems from all stake holders such as the students, parents, alumni, department audit committees etc.
- ❖ As a "not for profit" institution, the administrators sole focus is on achieving its vision and hence renders complete moral and financial support for the development.
- ❖ The document, "vision 2025" prepared for the university has set in clear goals with deliverables in the area of academic excellence, research contributions through a participatory management, interactive cross disciplinary debates, industry and inter-institutional collaboration and feedback from employer, parent and alumni.
- ❖ The thrust is laid on the basic parameters attaining of quality in teaching, learning and research with the critical mass, demographic diversity, internationalization and international collaborations, cross disciplinary programmes, flexibility and mobility of students, academic freedom, use of IT 24X7 access to information, inter-institutional collaboration and finally enormous thrust on research.



**SRI VENKATESWARA UNIVERSITY**  
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(<https://svuniversity.edu.in>)



## Executive Council



### MEMBERS OF THE EXECUTIVE COUNCIL

#### Prof. K. Raja Reddy

Chairman,  
VICE-CHANCELLOR  
Sri Venkateswara University, TIRUPATI  
0877-2289412(o),  
0877-2249727(o)  
fax : 0877-89555  
w.e.f.12-11-2019

#### Prof. V. Srikanth Reddy

Rector  
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#### Sri J.Syamala Rao, I.A.S.,

Secretary to Government Higher Education Department Government of Andhra Pradesh 4<sup>th</sup> Block,  
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#### Dr. K.S. Jawahar Reddy, I.A.S.,

Ex-Officio Member  
Executive Council, SVU & Executive Officer Tirumala Tirupati Devasthanams  
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#### Prof. K. Hemachandra Reddy

Chairman  
A.P State Council of Higher Education III,IV&V Floors, Neeladri Towers Sri Ram Nagar, 6<sup>th</sup> Battalilion





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**SRI VENKATESWARA UNIVERSITY**

Chairman,apsche@gmail.com (mailto:Chairmanapsche@gmail.com)

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## **Prof. Chinthala Paramageetham**

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SVU College of Sciences

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## **The Principal**

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Professor of Chemistry

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Principal

Govt., Degree College PUTTUR

Chittoor (Dist.,)

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bhaskarreddymatli@yahoo.co.in (mailto:bhaskarreddymatli@yahoo.co.in)

## **Dr. M. Hanumantha Rao**

Professor of Sociology (Retd.), SVU

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Gayatri Nagar, Tirupati – 517 502.

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## **Dr. Y. Aparna**

Professor of Physics

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## **Sri Chintala Dwarakanatha Reddy**

S/o Chinthala Srinivasulu Reddy

Correspondent Sri Sai Dwaraka Degree College ROMPICHARLA (MD) Chittoor (Dt)

cdnreddys@gmail.com (mailto:cdnreddys@gmail.com)

## **Sri M. Madhu, M.A.,**





S/o M. Venkatesam

D No. 6-11-251

**SRI VENKATESWARA UNIVERSITY**

Maruthi Nagar, Alipiri Road

Tirupati – 517 002

Accredited By 'NAAC' With 'A+' Grade

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(<https://svuniversity.edu.in>)

**Prof. O. Md. Hussain**

Registrar

Sri Venkateswara University TIRUPATI

0877-2289414

registrarsvu@gmail.com (mailto:registrarsvu@gmail.com)

## ABOUT US

- › OVERVIEW
- › VISION & MISSION
- › SVU IN THE NEWS
- › OUR PREDECESSORS
- › ACT & ORDINANCE
- › FOUNDER

## ADMINISTRATION

- › VICE CHANCELLOR
- › RECTOR
- › REGISTRAR
- › EXECUTIVE COUNCIL  
([HTTPS://SVUNIVERSITY.EDU.IN/EXECUTIVE-](https://svuniversity.edu.in/executive-council)
- › ~~ACADEMIC~~ SENATE
- › OFFICERS OF SVU

## COLLEGES

- › COLLEGE OF ARTS
- › COLLEGE OF SCIENCES
- › COLLEGE OF ENGINEERING
- › COLLEGE OF CM & CS
- › COLLEGE OF PHARMACY

## ACADEMICS

- › DOA
- › COURSES OFFERED
- › HRD CENTER
- › DDE CENTER





**SRI VENKATESWARA UNIVERSITY**  
**MEETING OF THE EXECUTIVE COUNCIL**  
**MEETING NOTICE**  
**(2017-2018)**

Urgent Meeting of the **EXECUTIVE COUNCIL** will be held at **04-00 P.M.**, on **Tuesday, the 21<sup>st</sup> November, 2017** in the Conference Hall of the Higher Education Department, A.P.Secretariat, Velagapudi.

The Agenda of the meeting will be placed on table.  
(BY ORDER)

  
**M. DEVARAJULU**  
**REGISTRAR**

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date: 17-11-2017 }

NOTE : TA / DA / OA shall be paid as per University rules.

To

The Members of the Executive Council.

Copy to all Principals of SVU Colleges, Tirupati.

Copy to all the Officers, S.V. University, Tirupati, for information.

Copy to P.R.O., S.V.U. Guest House, for information & necessary action.

Copy to all the Superintendents in Neelam Sanjiva Reddi Bhavan, S.V.U, Tirupati.

Copy to the Security Officer, A.P.Secretariat, Velagapudi, Amaravathi.

Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC,  
S.V.University, Tirupati

**SRI VENKATESWARA UNIVERSITY**  
**MEETING OF THE FINANCE COMMITTEE**  
**MEETING NOTICE**  
**(2017-2018)**

Urgent Meeting of the **FINANCE COMMITTEE** will be held at **03-00 P.M.**, on **Tuesday, the 21<sup>st</sup> November, 2017** in the Conference Hall of the Higher Education Department, A.P.Secretariat, Velagapudi.

The Agenda for the meeting will be placed on table.  
(BY ORDER)

  
**M. DEVARAJULU**  
**REGISTRAR**

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date : 17-11-2017 }

NOTE : TA / DA / OA shall be paid as per University rules.

To

The Members of the Finance Committee.

Copy to the Secretary & Deputy Registrar (Finance), S.V. University, for information & necessary action.

Copy to all Principals of SVU Colleges, Tirupati.

Copy to all the Officers, S.V. University, Tirupati, for information.

Copy to P.R.O., S.V.U. Guest House, for information & necessary action.



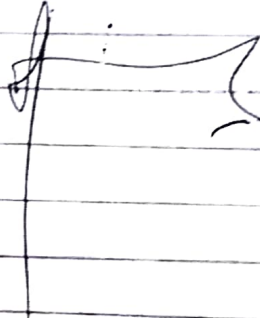
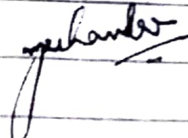
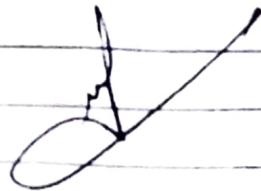
Copy to all the Superintendents in Neelam Sanjiva Reddi Bhavan, S.V.U, Tirupati.


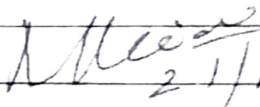

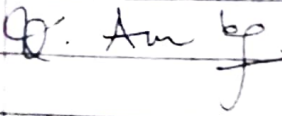
Copy to the Security Officer, A.P.Secretariat, Velagapudi, Amaravathi.

Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC,  
S.V.University, Tirupati

3rd Meeting of the Executive Council held on 24 11-2017  
at 4:00 AM, in the Committee Hall of the ~~U.S. Education Department~~  
A.P. Secretariat, Velagapudi

### MEMBERS PRESENT

S.No.	Name & Address	Signature
1.	Prof. A. DAMODARAM Vice-Chancellor & Chairman Executive Council, S.V. University TIRUPATI	 23/11/2017
2.	Prof. M. BHASKAR Rector & Ex-Officio member Executive Council, S.V.U TIRUPATI	
3.	Sri ADITYA NATH DAS, I.A.S., Principal Secretary to Government Higher Education Department Government of Andhra Pradesh A.P. Secretariat, VELAGAPUDI Amaraavathi	
4.	Sri Muddada RAVICHANDRA, I.A.S., Secretary to Government (R&E) Finance Department Government of Andhra Pradesh A.P. Secretariat, VELAGAPUDI	
5.	Sri G.S. PANDA DAS, I.A.S., Special Commissioner of College Edn. Government of Andhra Pradesh ANR Tower, Pratapadri Park VIZAYAWADA	

Sl. No	Name & Address	Signature
6	Sri. Anil KUMAR SINGHAL, I.A.S., Ex-officio Member Executive Council, SVU & Executive Officer, T.T.D TIRURATI	
7	Prof. M. HARI Professor & Population Studies SV. University, TIRURATI	
8	Prof. R. ABBAIAH Principal, SVU College & Sciences TIRURATI	 21/11/18
9	Prof. K. CHANDRAIAH Professor & Psychology SV. University, Tirupati Deputed to Yogi Vemana University, KADAPA as Registrar.	 21/11
10	Dr. K. ARUNA KUMAR Lecturer in Chemistry Government Degree College PUTTUR Chittoor (Dist.)	



SL. NO NAME & ADDRESS

Signature

11. Dr. P. BABU

Principal, Government Degree College

SATYAVEDU

Chittoor (Dist.)

*[Signature]*

12. Dr. GALLA RAMA CHANDRA NARAYAN

Chairman, Amal Raja Group

KARAKAMBADI

Rangipeta Mandal

TIRUPATI

*[Signature]*

13. Dr. G.V. PRASAD

Chairman & CEO

Dr. Reddy's Laboratories

8-2-337, Road No. 3, Bommarla Hills

HYDERABAD

*[Signature]*

14. Dr. PACADALA BALA SIDDAMUNI

D.No. 19-7-94B, Upstairs

Beside Palani Theatre

TIRUPATI - 517 501

*[Signature]*

15. Dr. R. GURU PRASAD

Secretary & Correspondent

Chennamlika Degree College

MADANA PALLE

Chittoor (Dist.).

*[Signature]*

**SRI VENKATESWARA UNIVERSITY  
MEETING OF THE EXECUTIVE COUNCIL  
MEETING NOTICE  
(2017-2018)**

Meeting of the **EXECUTIVE COUNCIL** will be held at **03-00 P.M.**, on **Thursday, the 22<sup>nd</sup> March, 2018** in the Conference Hall of the Higher Education Department, A.P.Secretariat, Velagapudi, Amaravathi.

The Agenda of the meeting will follow.  
(BY ORDER)

  
Prof. R.K. Anuradha  
REGISTRAR

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date: 08-03-2018 }

NOTE : TA / DA / OA shall be paid as per University rules.

To

The Members of the Executive Council.

Copy to all Principals of SVU Colleges, Tirupati.

Copy to all the Officers, S.V. University, Tirupati, for information.

Copy to the Director, SVU Engg., Dept., SVU, for information & necessary action.

Copy to the Officer In-charge, Transport Section, SVU, TPT.

Copy to P.R.O., S.V.U. Guest House, for information & necessary action.

Copy to all the Superintendents in Neelam Sanjiva Reddi Bhavan, S.V.U, Tirupati.

Copy to the Security Officer, A.P.Secretariat, Velagapudi, for information.

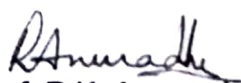
Copy the Security Officer, SVU, Tirupati, for information.

Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC,  
S.V.University, Tirupati

**SRI VENKATESWARA UNIVERSITY  
MEETING OF THE FINANCE COMMITTEE  
MEETING NOTICE  
(2017-2018)**

Meeting of the **FINANCE COMMITTEE** will be held at **02-00 P.M.**, on **Thursday, the 22<sup>nd</sup> March, 2018** in the Conference Hall of the Higher Education Department, A.P.Secretariat, Velagapudi, Amaravathi.

The Agenda for the meeting will follow.  
(BY ORDER)

  
Prof. R.K. Anuradha  
REGISTRAR

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date : 08-03-2018 }

NOTE : TA / DA / OA shall be paid as per University rules.

To

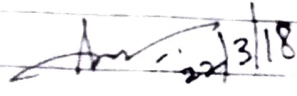
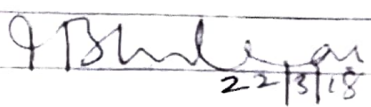

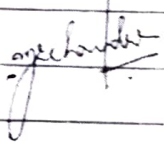
The Members of the Finance Committee.

Copy to the Secretary & Deputy Registrar (Finance), S.V. University, for  
information & necessary action.

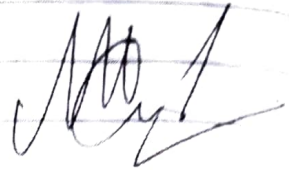

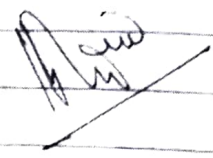
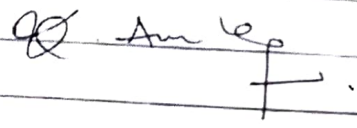
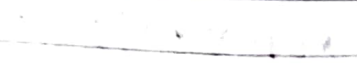

5<sup>th</sup> meeting of the Executive Council held on 22-03-2018  
at (3:00 P.M.) in the Conference Hall of the HE Dept, A.P. Secretariat,  
VELAMAPUDI. S.

Admonet 12:00PM Sunday


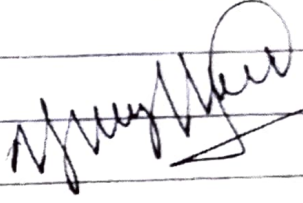
## MEMBERS PRESENT

Sl. No	NAME & ADDRESS	Signature
1.	Prof. A. DAMODARAM Vice-Chancellor & Chairman, Sri Venkateswara University	 22/3/18
2.	Prof. M. BHASKAR Rector & Ex-officio Member, SW	 22/3/18
3.	Sri ADITYA NATH DAS, IAS, Special Chief Secretary to Govt., Higher Education Department Government of Andhra Pradesh	
4.	Sri MUDDADA RAVI CHANDRA.. Secretary to Government (R&G) I.A.S., Finance Department Government of Andhra Pradesh	
5.	Sri G.S. PANDA DAS, I.A.S., Special Commissioner of Collegiate Education, Govt. of A.P.	
6.	Sri ANIL KUMAR SINGHAL, IAS, Executive Officer, T.T.D TIRUPATI.	



Sl. No.	NAME & ADDRESS	Signature
7.	Prof. M. HARI Professor of Population Studies S.V. University, TIRUPATI	
8.	The Principal SVU College of Sciences TIRUPATI	
9.	Prof. K. CHANDRASEKHAR Professor of Psychology, SVU Registered of YVU, KADAPA	
10.	Dr. K. ARUNKUMAR Lecturer in Chemistry Government Degree College NAGARI	
11.	Dr. P. BABU Principal Govt. Degree College BALAMANER	
12.	Dr. GALLA RAMACHANDRA NAIDU Chairman, Anna Raja Group KARAKAM BADI	



SL No.	NAME & ADDRESS	Signature
13	Sri G.V. PRASAD Chairman & CEO Dr. Reddys Laboratories, HYDERABAD	
14	Dr. PAGADALA BALASIDDAMUNI D.No. 19-7-94B, Upstary Beside Pdam Theatre, TIRUPATI	 22/5/18
15	Dr. R. GURU PRASAD Secretary & Correspondent Gnanambika Degree College MADANA PALLE	

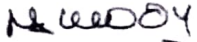
**SRI VENKATESWARA UNIVERSITY  
MEETING OF THE EXECUTIVE COUNCIL  
MEETING NOTICE  
(2019-2020)**

**Urgent Meeting of the EXECUTIVE COUNCIL will be held on Thursday, the 01<sup>st</sup> August, 2019 at 01-00 P.M., in the Conference Hall of the Principal Secretary to Government, Higher Education Department, A.P.Secretariat, Velagapudi.**

The agenda of the meeting will be placed on the table.

(BY ORDER)

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date: 27-07-2019 }

  
Prof. P. Sreedhara Reddy  
REGISTRAR

NOTE : TA / DA / OA shall be paid as per University rules.

To

The Ex-Officio Members of the Executive Council.

Copy to all Officers, S.V. University, Tirupati, for information.

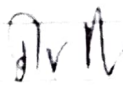
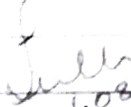
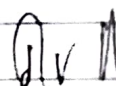
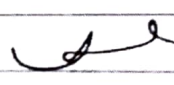
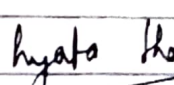
Copy to the Chief Security Officer, Gate - II, A.P.Secretariat Velagapudi.

Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC,  
S.V.University, Tirupati

2019-20

Meeting of The Executive Council held on 01-08-2019  
at 1.00 P.M. in the Conference Hall of the  
Principal Secretary to Govt, H.E. Dept, A.P. Secretariat, VELACHAPUDI

MEMBERS PRESENT

Sl. No.	Name & Address	Signature
1.	Sri J.S. VENKATESWARA PRASAD, I.A.S., In-Charge Vice-Chancellor S.V. University TIRUPATI	 11/8/19.
2.	Prof. G.M. SUNDARAVALLI In-Charge Rector S.V. University TIRUPATI	 1.08.2019
3.	Sri J.S. VENKATESWARA PRASAD, I.A.S., Special Chief Secretary to Government Higher Education Department A.P. Secretariat, VELACHAPUDI	 11/8/19.
4.	Sri SHAMSHER SINGH RAWAT, I.A.S., Principal Finance Secretary to Government Finance Department Govt. of A.P., A.P. Secretariat VELACHAPUDI	 11/8/2019
5.	Smt SUJATHA SHARMA, I.A.S., Commissioner of Collegiate Education Govt. of Andhra Pradesh VISAYAWADA	 11/8
6.	Sri ANIL KUMAR SINGHAL, I.A.S., Executive Officer Tirumala Tirupati Devasthanams TIRUPATI.	- Pre occupied -

**SRI VENKATESWARA UNIVERSITY  
MEETING OF THE EXECUTIVE COUNCIL  
MEETING NOTICE  
(2019-2020)**

Urgent Meeting of the **EXECUTIVE COUNCIL** will be held on **Thursday, the 09<sup>th</sup> January, 2020 at 11-30 A.M.**, in the Chambers of the Special Chief Secretary to Government, Higher Education Department, A.P.Secretariat, Velagapudi.

The agenda of the meeting will follows.

(BY ORDER)

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date: 03-01-2020 }

  
Prof. P. Sreedhara Reddy  
REGISTRAR

**NOTE : TA / DA / OA shall be paid as per University rules.**

**To**

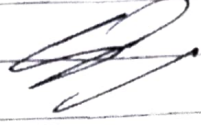
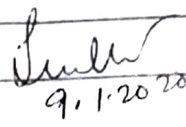
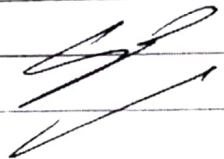
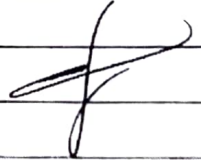
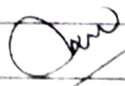
The Ex-Officio Members of the Executive Council.  
Copy to all Officers, S.V. University, Tirupati, for information.  
Copy to the Chief Security Officer, Gate - II, A.P.Secretariat Velagapudi.  
Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC,  
S.V.University, Tirupati

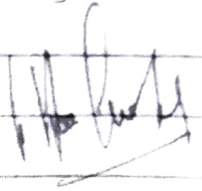


2019-2020

Meeting of the Executive Council held on 09-01-2020  
at 11.30 A.M., in the chambers of the Special Chief Secretary  
to Govt, Higher Education Department, A.P. Secretariat, VELAGAPUDI

## MEMBERS PRESENT

SL.NO.	NAME & ADDRESS	SIGNATURE
1.	Sri SATISH CHANDRA, I.A.S., Vice-CHANCELLOR (FAC) & CHAIRMAN of the EC S.V. University, TIRUPATI	
2.	Prof. G.M. SUNDARAVALLI Rector & Ex-officio Member of the EC S.V. University, TIRUPATI	 9.1.2020
3.	Sri SATISH CHANDRA, I.A.S., Special Chief Secretary to Government Higher Education Department A.P. Secretariat, VELAGAPUDI	
4.	Sri K.V.V. SATYANARAYANA, I.R.A.S., Secretary to Government Finance Department A.P. Secretariat, VELAGAPUDI	
5.	Sri M.M. NAYAK, I.A.S., Special Commissioner of Collegiate Edn Prasadam Padu, VIJAYAWADA	
6.	Sri ANIL KUMAR SINGHAL, I.A.S., Executive Officer Tirumala Tirupati Devasthanams TIRUPATI	

S/N	NAME & ADDRESS	Signature
7.	<p>Prof. K. HEMACHANDRA REDDY Chairman, A.P. State Council of Higher Education TADEPALLI Guntur (Dist).</p>	

**SRI VENKATESWARA UNIVERSITY**

Accredited By 'NAAC' With 'A+' Grade

<https://svuniversity.edu.in>

## ADMISSIONS STAFF



### LIST OF ACADEMIC SENATE MEMBERS

#### CLASS – I. EX-OFFICIO MEMBERS:

##### (1) ALL MEMBERS OF THE EXECUTIVE COUNCIL

#### **Prof. K. Raja Reddy**

Chairman,  
VICE-CHANCELLOR  
Sri Venkateswara University, TIRUPATI  
0877-2289412(o),  
0877-2249727(o)  
fax : 0877-89555  
w.e.f.12-11-2019

#### **Prof. V. Srikanth Reddy**

Rector  
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0877-2289559 (o)  
0877-2289410(o)  
rector.svu1954@gmail (mailto:rector.svu1954@gmail)

#### **Sri J.Syamala Rao, I.A.S.,**

Secretary to Government Higher Education Department Government of Andhra Pradesh 4<sup>th</sup> Block,  
1st Floor, Room No.268 A.P.Secretariat, Velagapudi, Amaravathi.  
0863 – 2444322  
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#### **Sri K.V.V.Satyanarayana, I.R.A.S.,**

Special Secretary to Government  
Finance Department Government of Andhra Pradesh 2<sup>nd</sup> Block, 1<sup>st</sup> Floor, Room No.284  
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# SRI VENKATESWARA UNIVERSITY

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Special Commissioner of Collegiate Education Government of Andhra Pradesh ANR Tower  
Prasadam Padu VIJAYAWADA

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Web: [www.apcpe.gov.in](http://www.apcpe.gov.in)



## Dr. K.S. Jawahar Reddy, I.A.S.,

Ex-Officio Member Executive Council, SVU & Executive Officer Tirumala Tirupati Devasthanams  
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0877-2264977 (o)

Fax: 0877-2264166

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[cottdtpt@gmail.com](mailto:cottdtpt@gmail.com) (<mailto:cottdtpt@gmail.com>)

## Prof. K. Hemachandra Reddy

Chairman

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[Chairman.apsche@gmail.com](mailto:Chairman.apsche@gmail.com) (<mailto:Chairman.apsche@gmail.com>)

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## The Principal

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## Dr. G. Madhavi

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## Dr. M. Bhaskar Reddy





Principal

Govt. Degree College PUTTUR,  
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S/o Chinthala Srinivasulu Reddy

Correspondent

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S/o M. Venkatesam

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Tirupati – 517 507

Madhumadhavv@gmail.com (mailto:Madhumadhavv@gmail.com)

**Prof. O. Md. Hussain**

Registrar

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registrarsvu@gmail.com (mailto:registrarsvu@gmail.com)

**(2) ALL DEANS OF FACULTIES : ( 08 )****The Dean, Faculty of Arts**

S.V.University TIRUPATI

**Prof. M. Srinivasa Reddy**

Dean, Faculty of Commerce

Dept., of M.B.A

S.V.U. College of Commerce,

Management &amp; Information Sciences

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**Prof. N. Savithramma**

Dean, Faculty of Sciences

Dept., of Botany

SVU College of Sciences





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**SRI VENKATESWARA UNIVERSITY**

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Dean, Faculty of Engineering

Dept. of ECE

SVU College of Engineering

TIRUPATI

**Prof. N.B. Chandrakala**

Temporary Dean, Faculty of Law

Sri Padmavathi Mahila Viswa Vidyalayam

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**Prof. G. Padmanabham**

Dean, Faculty of Oriental Learning

Dept., of Sanskrit

SVU College of Arts

TIRUPATI

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Dean, Faculty of Education

Dept., of Adult Education

S.V.University

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Dept., of Bio-Chemistry

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Tirupati

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### (3) ALL EX-VICE-CHANCELLORS OF THE UNIVERSITY CONCERNED; (09)

**Prof. P. Jayarama Reddy**

(Former Vice-Chancellor of SVU)

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Near ESI Hospital, Sundarnagar

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**SRI VENKATESWARA UNIVERSITY**  
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### **Prof. P. Murali**

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### **Prof. W. Rajendra**

(Former Vice-Chancellor of SVU)  
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### **Prof. A. Damodaram**

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School of Information Technology(SIT)  
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Hyderabad , Telangana State.  
damodarama@rediffmail.com (mailto:damodarama@rediffmail.com)

### **Prof. V.V.N. Rajendra Prasad**

(Former Vice-Chancellor of SVU)  
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Near Pongal Road  
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vvnprasad@gmail.com (mailto:vvnprasad@gmail.com)

### **The Director of Technical Education**

Government of Andhra Pradesh  
5<sup>th</sup> floor, ANR Towers, Jammichettu Road  
Prasadam Padu, Vijayawada – 521 108.  
admin.sbtet@gmail.com (mailto:admin.sbtet@gmail.com)

### **The Director of Medical Education**

Government of Andhra Pradesh  
(old Government General Hospital)





Hanumanpeta, Amaravathi

Vijayawada – 520 003.

**SRI VENKATESWARA UNIVERSITY**

Accredited By 'NAAC' With 'A+' Grade

**The Director of School Education**



(<https://svuniversity.edu.in>)

Government of Andhra Pradesh

4<sup>th</sup> Floor, D Block, Anjaneya Towers

Ibrahimpattanam, Beside Police Station

Vijayawada – 521 456.

## **The Director of Adult Education**

Government of Andhra Pradesh

Anjaneya Towers, Lanco Circle

Ibrahimpattanam, Vijayawada

## **The Director of Intermediate Education**

Board of Intermediate Education

Government of Andhra Pradesh

D.No.48-18-2/A

Nagarjuna Nagar Colony

Opp. NTR Health University

VIJAYAWADA – 520 008

## **The Chairman / Vice-Chairman**

A.P State Council of Higher Education

III,IV&V Floors, Neeladri Towers

Sri Ram Nagar, 6<sup>th</sup> Battalioin Road,

Atmakur (V), Mangalagiri (M)

Guntur – 522 503, Andhra Pradesh

[acapsche@gmail.com](mailto:acapsche@gmail.com) (<mailto:reddytlsvu@gmail.com>)

## **The Director**

Telugu Akademi

Government of Andhra Pradesh

House of Viswanadha Satyanarayana

Ground Floor Door, Masjid Street

Maruthi Nagar, Vijayawada – 520 004.

[info@teluguacademy.net](mailto:info@teluguacademy.net) (<mailto:info@teluguacademy.net>)

## **ALL MEMBERS OF THE UNIVERSITY PLANNING AND MONITORING BOARD**

### **(i) Chairman**

#### **Chairman**

The Vice-Chancellor

S.V.University

TIRUPATI

### **(ii) four from among the Principals of the University and Professional Colleges, Dean / Chairmen of Faculties nominated by the Vice-Chancellor.**

The Principal SVU College of Sciences TIRUPATI

**The Principal SVU College of Arts TIRUPATI**







0877-2289538

Prof. Muralidhar

**SRI VENKATESWARA UNIVERSITY**

Accredited By 'NAAC' With 'A+' Grade

**The Dean**

(<https://svuniversity.edu.in>)

Faculty of Engineering

SVU College of Engineering

TIRUPATI

**The Dean**

Faculty of Education

SVU College of Arts

TIRUPATI

Two Educationists nominated by the State Government

**Sri N. Balakrishnan**

Associate Director

Supercomputer Education and Research Centre

Indian Institute of Science

BANGALORE – 560 012

Two nominees of the University Grants Commission :

**Prof. H.D. Devaraj**

Dept., of Zoology , Unit of Bio-Chemistry

University of Madras

Maraimalai Campus (Guindy Campus)

CHENNAI – 600 025.

044-22202832 / 22202740

**Prof. R.C. Thakran**

Head, Dept., of History

University of Delhi

DELHI – 110 007

**CLASS-II : LIFE MEMBERS**

**Dr. M. Munirathanam Naidu**

Professor of Computer Science and Engineering (Retired)

3, Professors Quarters

Prakasam Nagar, SVU Campus ,

TIRUPATI – 517 502

[mmnaidu@yahoo.com](mailto:mmnaidu@yahoo.com)

**ABOUT US**

➤ OVERVIEW

➤ VISION & MISSION

➤ SVU IN THE NEWS

➤ OUR PREDECESSORS





# SRI VENKATESWARA UNIVERSITY, TIRUPATI

No. CH/AC/2020/1001

Date: 11/01/2021

From

To

The Vice-Chancellor

S.V. University,

Tirupati

Sir

1. P. Member of the Committee

Standing Committee of the Academic Senate

S.V. University, Tirupati

Re: S.V. University - Academic Branch - Reconstitution of Standing Committee of Academic Senate - 2020 - Rev.

Ref: CH/AC/2020/1001 Date: 11/01/2021

cc/000-

According to section 24, Sub Section (2), Clause (1), Regulations Para 2 of Chapter VI of the of AP Universities Act and In pursuance of the orders of the Hon'ble Vice Chancellor, the Standing Committee of Academic Senate for S.V. University is reconstituted with the following members nominated by Hon'ble Vice - Chancellor for finalization of Agenda to be placed before the ensuing Academic Senate for the year 2020-21.

Sl.No	NAME OF THE MEMBER	
1	Raja Reddy Konapalli Vice Chancellor S.V. University, Tirupati	Chairman
2	Prof G.M.Sundaravalli Rector S.V. University, Tirupati	Member
3	Prof B.V.Muralidhar Principal, S.V.U.I College of Arts S.V. University, Tirupati	Member
4	Prof S.Narayana Reddy Principal S.V.U.I College of Engineering, S.V. University, Tirupati	Member
5	Prof M.Bhaskar Reddy Principal Government Degree College Pottur S.V. University, Tirupati	Member
6	Dean Faculty of Arts S.V. University, Tirupati	Member
7	Prof M.Sreenivasa Reddy Dept of Business Management Dean, Faculty of Commerce S.V. University, Tirupati	Member



Zoology

8.	Prof.N.R.Choudhakar S.P.M. University Dept of Law Dean Faculty of Law S.V. University Tirupati	Member
9.	Prof. V. Savithamma Dept of Botany Dean, Faculty of Sciences S.V. University, Tirupati	Member
10.	Prof.S.Rajeswari Dept of Telugu Studies Dean Faculty of Oriental Learning S.V. University Tirupati	Member
11.	Prof.K.Sudharani Dept of Adult Education Dean Faculty of Education S.V. University, Tirupati.	Member
12.	Prof.G.Prabhakar Dept of Chemical Engineering, Dean Faculty of Engineering, S.V. University, Tirupati	Member
13.	Prof.S.D.Srinivasa Murthy Dept of Bio-Chemistry Dean Faculty of Pharmaceutical Sciences, S.V. University, Tirupati	Member
14.	Prof.M.Sreenivasulu Reddy Dept. of Zoology S.V.U. College of Sciences S.V. University Tirupati	Member
15.	Prof. M.Ravi Kumar Dept. of Telugu S.V.U. College of Arts	Member
16.	Prof.T.Ramasree Dept of E.C.E S.V.U. College of Engineering	Member
17.	Prof.P.Sreedhara Reddy Registrar S.V. University Tirupati	Convener

Further, it is requested to send the acceptance letter at the earliest to the undersigned so as to enable this office to conduct the meeting at an early date prior to the Academic Senate.

Yours faithfully  
Sd/-P.SREEDHARA REDDY  
REGISTRAR

Copy to the Members of the Standing Committee of the Academic Senate.  
Copy to Supdt C-II/C-III Sections, S.V.U. Office, Tirupati, for information, and necessary action.  
Copy to PS to Vice Chancellor, S.V. University for information.  
Copy to the P.A. to Rector / Registrar / Dean, CDC, S.V. University, Tirupati, for information.  
Copy to File/Spare

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DEPUTY REGISTRAR  
(ACADEMIC)



**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
(2020-2021)

The Annual Meeting of the **ACADEMIC SENATE** will be held at **11.00 A.M.**, on **Wednesday, the 31<sup>st</sup> March, 2021** in the **SENATE HALL** of S.V. University, Tirupati.

Any Member, who wishes to move a resolution at the meeting, shall forward a copy of the resolution to the Registrar, so as to reach this Office on or before **Saturday, the 27<sup>th</sup> February, 2021**.

A Member, who has forwarded the resolution may withdraw the same by giving a written notice, which shall reach this office on or before **Wednesday, the 03<sup>rd</sup> March, 2021**.

(BY ORDER)

UNIVERSITY OFFICE  
TIRUPATI – 517 502

DATE : 17-02-2021

**Sd/- Prof. P. Sreedhara Reddy**  
**REGISTRAR**

To

The Members of the Academic Senate.

Copy to all the Principals of SVU Colleges, Tirupati.

Copy to all the Officers / Heads of Institution in S.V. University for information.

Copy to the University Engineer, SVU Engineering Department, for favour of information and arrange to allot the Senate Hall with audio, video, transport and welcoming facilities on the date of Meeting.

Copy to the P.R.O., S.V.U. House, for information & necessary action, with a request to provide necessary boarding and lodging facilities to the Members of the Academic Senate and also for arranging lunch on the day of meeting (list enclosed).

Copy to the Security Officer, S.V.University, Tirupati, for information & necessary action.

Copy to the Officer I/c, SVU Press, Tirupati, for information and necessary action.

Copy to P.S to the Vice-Chancellor / P.A to the Rector / Registrar / Dean, CDC, S.V.University.



## SRI VENKATESWARA UNIVERSITY

### ANNUAL MEETING OF THE ACADEMIC SENATE (2020-2021)

		DAY	DATE
1	Issue of Meeting Notice	WEDNESDAY	17-02-2021
2	Last Date for receipt of Resolutions	SATURDAY	27-02-2021
3	Last Date for withdrawal of Resolutions	WEDNESDAY	03-03-2021
4	Issue of Preliminary Agenda	WEDNESDAY	10-03-2021
5	Last Date for receipt of amendments	THURSDAY	18-03-2021
6	Issue of Final Agenda	THURSDAY	25-03-2021

**DATE OF ANNUAL MEETING OF THE  
ACADEMIC SENATE**

**WEDNESDAY the 31<sup>st</sup> March, 2021  
at 11.00 A.M.,**

DRAFT SC OF AS MEETING NOTICE FOR APPROVAL SIR

**SRI VENKATESWARA UNIVERSITY:: TIRUPATI**

**MEETING OF THE STANDING COMMITTEE OF THE**

**ACADEMIC SENATE**

(2020-2021)

The Meeting of the STANDING COMMITTEE OF THE ACADEMIC SENATE will be held at 11.00 A.M. on Thursday, the 25<sup>th</sup> March, 2021 in the Chambers of the Vice-Chancellor, Neelam Sanjiva Reddy Bhavan, S.V.University, Tirupati.

(BY ORDER)

UNIVERSITY OFFICE

TIRUPATI - 517 502

DATED: 06-03-2021

Sd/-P.SREEDHARA REDDY  
REGISTRAR

**AGENDA**

Sl.No.	PARTICULARS	Page. No.
	THE FOLLOWING IS FOR CONSIDERATION	
1.	Consideration and Approval of the Preliminary Agenda relating to the Meeting of the Academic Senate scheduled to be held on 31-03-2021.	1
2	RATIFICATIONS	2

To

The Members of the Standing Committee of the Academic Senate.

Copy to all the Officers, S.V.University, Tirupati, for information.

Copy to A-III Section, Finance Branch, S.V.University, Tirupati for information to take necessary action.

Copy to C-II / C-III Sections, S.V.U.Office, Tirupati, for information.

Copy to the P.S to Vice Chancellor with a request to provide Hospitality to the members of the SC OF AS (25 Members).

Copy to the P.A. to Rector / Registrar / Dean, CDC, S.V.University, Tirupati, for information.

//t.c.f.b.o//

  
DEPUTY REGISTRAR  
(ACADEMIC)





**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
**(2020-2021)**

The Meeting of the ACADEMIC SENATE will be held at 11.00 a.m. on WEDNESDAY, the 31<sup>st</sup> MARCH, 2021 in the SENATE HALL of the University.

(BY ORDER)

NEELAM SANJIVA REDDI BHAVAN  
TIRUPATI - 517 502  
DATE : 25-03-2021

Prof.P. Sreedhara Reddy  
**REGISTRAR**

**FINAL AGENDA**

<b>CONTENTS</b>				
Sl. No.	Item No.	PARTICULARS	Page No.	Appendix
		<b>BUSINESS BROUGHT FORWARD BY THE EXECUTIVE COUNCIL</b> <b>A - GENERAL</b>		
1	A - 1	Ratification of the permission granted to extension of temporary conditional affiliation for the existing UG courses / combination of subjects / suspension of instructions / withdrawal of courses and temporary conditional affiliation for the new degree colleges / new courses / combinations / additional sections / change of combinations / withdrawals / extra seats in the existing affiliated degree colleges (Private/Govt.) in Chittoor District for the academic years 2018-19 & 2019-20.	1	A
2	A - 2	Ratification of the permission granted to extension of temporary conditional affiliation for the existing P.G. Courses / suspension of instructions / withdrawal of courses and temporary conditional affiliation for the new colleges / new courses / combinations / additional sections / change of combinations / withdrawals / extra seats offered in the existing affiliated degree colleges in Chittoor District for the academic years 2018-19 & 2019-20.	1	B
3	A - 3	Ratification of the permission granted to extension of temporary conditional affiliation / temporary suspension of instructions to MBA / MAM / MCA / M.Ed., / D.P.Ed., / B.P.Ed., Colleges and also granted temporary conditional affiliation for starting new D.P.Ed., / M.P.Ed., / M.Ed., Courses in new and existing colleges and revised intake of seats and additional intake of seats in MBA / MCA courses and Integrated Colleges offering Professional Courses in Chittoor District for the academic year 2018-19 & 2019-20.	2	C
4	A - 4	Ratification of the permission granted to extension of temporary conditional affiliation and permanent affiliation for the following Colleges in Chittoor District offering 3 year L.L.B., L.L.B (Hons.), 5 Year B.A., (L.L.B), B.Com, (L.L.B) B.A., L.L.B., (Hons.), B.B.A., and 2 year L.L.M., Degree Courses for the academic year 2018-19 & 2019-20.	2	--
5	A - 5	Ratification of the permission granted to extension of temporary conditional affiliation for the B.Ed., Courses in the affiliated B.Ed. Colleges (Private) in Chittoor District for the academic years 2018-19 & 2019-20.	2 and 3	D
6	A - 6	Ratification of the permission granted to extension of temporary suspension of instructions to Sri Sai Dwaraka Degree College, Bakarapeta, for the academic years 2017-18 to 2019-20.	3	--

Contd II

7	A - 7	Ratification of the permission granted to extension of temporary suspension of instructions to Sri Venkateswara Degree College, Cherlopalli, for the academic years 2011-12 to 2013-14, 2014-15 to 2016-17 and 2017-18 to 2019-20.	3	--
8	A - 8	Ratification of the permission granted to extension of temporary suspension of instructions to Rayalaseema College of Graduation, Tirupati, for the academic years 2015-16 to 2017-18 and 2018-19 to 2019-20.	3 and 4	--
9	A - 9	Ratification of the permission granted to extension of temporary conditional affiliation and extension of temporary suspension of instructions to Sri Venkateswara Degree College, Kothapallimitta for the academic years 2012-13 to 2014-15(TCA), 2015-16 & 2016-17 (TSI) and 2017-18 to 2019-20 (TCA).	4	--
10	A - 10	Ratification of the permission granted to extension of temporary conditional affiliation to 118 affiliated degree colleges (as contains in Annexure - I & Annexure-II) for the academic year 2020-21.	4 and 5	E
		<b>URGENT BUSINESS BROUGHT FORWARD BY THE EXECUTIVE COUNCIL A - GENERAL</b>		
11	A - 11	Consideration and approval of the Budget Estimates for the year 2021-22 and the Revised Estimates for the year 2020-21 (Part-I) and Schedule of Posts (Part-II) of the University, as per Section 21 of the A.P. Universities Act No.4 of 1991.	5	--
12	A - 12	Approval of the SIXTY SIXTH Annual Report of the University for the year 2019-20 covering the period from 1 <sup>st</sup> April 2019 to 31 <sup>st</sup> March 2020 under Section 22 of the A.P. Universities Act No.4 of 1991 and as per the format prescribed by the APSCHE.	5	--
		<b>BUSINESS BROUGHT FORWARD BY THE VICE-CHANCELLOR B- POST GRADUATE COURSES</b>		
13	B - 1	Ratification of substitution of papers from Core to Generic, Generic to Core in III and IV Semesters of 2 year M.A. Econometrics programme under CBCS offered in S.V.U College and Affiliated Colleges of S.V.U. from the academic year 2019-20.	6	--
14	B - 2	Ratification of the permission granted to the Chairman, BoS in Population Studies to act as the Chairman, BoS, for the courses of M.A., M.Phil & Ph.D Social Work also,	6	--
15	B - 3	Ratification of the revised scheme of examinations and syllabi relating to I,II,III & IV Semesters of 2 Year M.Sc., Virology (CBCS), effective from the batch of students admitted during the academic year 2020-21.	6 and 7	F
		<b>C - PROFESSIONAL COURSES</b>		
16	C - 1	Consideration and adoption of the scheme of instructions and examinations, Syllabi, list of text and reference books relating to I to IV Semesters of 2 Year M.Tech., in Power Electronics & Drives(PED) new Programme, by following Regulations-2018 from the batch of students admitted during the academic year 2021-2022.	7	G
17	C - 2	Ratification of the permission granted to the Principal, SVU College of Engineering, Tirupati, to start 2 Year M.Tech., Programme(Regular) with specialization of Power Electronics & Drives (PED) with an intake of 24 seats in the Department of EEE, SVU College of Engineering, Tirupati, from the academic year 2021-22.	7 and 8	--



18	C - 3	Ratification of the amendments to the Regulations-2018 relating to e-Learning and Internship of 4 Year B.Tech., (Regular) / (Lateral Entry) (CBCS) Programme, effective from the batch of students admitted during the academic year 2018-19 (Regular) and 2019-20 (Lateral Entry)	8 and 9	--
19	C - 4	Ratification of the revised Regulations, scheme of instructions and examinations, syllabi, list of text and reference books relating to 1st & IIInd Semesters of all disciplines of 4 Year B.Tech., (Regular), B.Tech., (Lateral Entry), B.Tech., (Honours) & B.Tech., (Major Minor) (CBCS) Programmes, effective from the batch of students admitted during the academic year 2020-21 (Regular) and 2021-22 (Lateral Entry)	9 and 10	H
20	C - 5	Ratification of (1) the revised Scheme of Instructions and Examinations, Syllabi, List of Text and Reference Books relating to I,II,III & IV Semesters of 2 Year M.C.A., Programm, effective from the batch of students admitted during the academic year 2020-21 and (2) The Sessional Marks be enhanced from 20 marks to 30 marks and the University Exam Marks be reduced from 80 marks to 70 marks, this shall come force from the batch of students admitted during the academic year 2020-21.	10	I
		<b>URGENT BUSINESS BROUGHT FORWARD BY THE VICE-CHANCELLOR D – PG DIPLOMA COURSES</b>		
21	D – 1	Consideration (1) to start one year PG Diploma in Clinical Psychology Programme in the Department of Psychology, SVU College of Sciences from the academic year 2021-22 with an intake of 22 students with fee of Rs.25,000/- per Semester and (2) adoption of Scheme of Examination, Syllabi, Model Question Paper for I and II Semesters of One year P.G. Diploma in Clinical Psychology programme (Semester System) from the batch of students admitted during the year 2021-22	10 and 11	J
22	D - 2	Consideration and implementation of the G.O. RT. No.17 Dt: 10-02-2021 of Higher Education Department, Government of Andhra Pradesh regarding 2 year diploma course from Acharya N.G. Ranga Agricultural University and Dr. Y.S.R. Horticultrual University for admission in to first year B.Sc., degree course from the date of issue of the aforesaid Government orders.	11 and 12	--
		<b>BUSINESS BROUGHT FORWARD BY THE MEMBER</b>		
23	M – 1	Resolution by Prof. M.M.Naidu	13	K

**BUSINESS BROUGHT FORWARD BY THE EXECUTIVE COUNCIL  
A – GENERAL**

**A – 1** The Executive Council reports that on the recommendations of the respective Inspection Commissions and as per the recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation for the existing UG courses / combination of subjects / suspension of instructions / withdrawal of courses and temporary conditional affiliation for the new degree colleges / new courses / combinations / additional sections / change of combinations / withdrawals / extra seats in the existing affiliated degree colleges (Private/Govt.) in Chittoor District for the academic years 2018-19 & 2019-20 and requests for ratification of the action taken by it.

(No.C.III (3, 5 & 6)/2018-19& 2019-20)

**NOTE**

1. Based on the recommendations of the Inspection Committee and the University Standing Affiliation Committee, the Vice-Chancellor has:
  - a) granted extension of temporary conditional affiliation /permission for the existing UG courses / combinations / suspension of instructions / withdrawal of courses etc., temporary conditional affiliation for the new courses / combinations / additional Sections / change of combinations / withdrawal of courses for the academic years 2018-19 & 2019-20.
  - b) accorded permission for starting of new private un-aided degree colleges with the courses / combinations sanctioned by the APSCHE, during the academic years 2018-19 & 2019-20, subject to fulfillment of the conditions stipulated in the Inspection Commissions' reports and subject to ratification of the Executive Council / Academic Senate.
  - c) granted extra seats / enhancement of seats to such of those Private affiliated Degree Colleges / Govt. Degree Colleges, respectively, in Chittoor District which had applied for the same for the academic years 2018-19 & 2019-20.
2. The Executive Council in its Resolution No.4-1-1, dated 17-12-2020, ratified the action taken by the Vice-Chancellor.
3. For a copy of the list of granting affiliation to the Affiliated Degree Colleges in Chittoor District vide Appendix – ( A ).

**Dr. M. Bhaskar Reddy** will move that the action taken by the Executive Council be ratified.

**A – 2** The Executive Council reports that on the recommendations of the respective Inspection Commissions and as per the recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation for the existing P.G. Courses / suspension of instructions / withdrawal of courses and temporary conditional affiliation for the new colleges / new courses / combinations / additional sections / change of combinations / withdrawals / extra seats offered in the existing affiliated degree colleges in Chittoor District for the academic years 2018-19 & 2019-20 and requests for ratification of the action taken by it.

(No.C-III (3)/PG Affiliation /2018-19&2019-20)

**NOTE**

1. Based on the recommendations of the respective inspection commissions and the USAC and in view of urgency of the matter, the Vice-Chancellor has granted extension of temporary conditional affiliation for the existing Degree Colleges offering P.G. Courses for the academic years 2018-19 & 2019-20.
2. The Executive Council in its Resolution No.4-1-2, dated 17-12-2020, has ratified the action taken by the Vice-Chancellor.
3. For a copy of the list of granting affiliation to the above affiliated degree colleges, vide Appendix – ( B ).

**Dr. M. Bhaskar Reddy** will move that the action taken by the Executive Council be ratified.



Based on the recommendation of the main  
affiliation for the main  
Colleges for the action  
The Executive  
action.

A - 3 The Executive Council reports that on the recommendations of the respective Inspection Commissions and as per the recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation / temporary suspension of instructions to MBA / MAM / MCA / M.Ed. / D.P.Ed. / B.P.Ed. Colleges and also granted temporary conditional affiliation for starting new D.P.Ed. / M.P.Ed. / M.Ed. Courses in new and existing colleges and revised intake of seats and additional intake of seats in MBA / MCA courses and Integrated Colleges offering Professional Courses in Chittoor District for the academic year 2018-19 & 2019-20 and requests for ratification of the action taken by it.

(No.C-III(4)Prof/Affili/2018-19& 2019-20)

#### NOTE

1. Based on the recommendations of the respective Inspection Committee and USAC, the Vice-Chancellor has granted extension of temporary conditional affiliation / temporary suspension of instructions for the existing MBA / MAM / MCA / M.Ed. / D.P.Ed. / B.P.Ed. Colleges offering Professional Courses for the academic year 2018-19 & 2019-20.
2. The Executive Council in its Resolution No.4-I-3, dated 17-12-2020, has ratified the action taken by the Vice-Chancellor.
3. For a copy of the list of MBA / MAM / MCA / M.Ed. / D.P.Ed. / B.P.Ed. Colleges granted temporary conditional affiliation / temporary suspension of instructions. **vide Appendix - (C).**

**Dr. M. Bhaskar Reddy** will move that the action taken by the Executive Council be ratified.

A - 4 The Executive Council reports that on the recommendations of the respective Inspection Commissions and as per the recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation and permanent affiliation for the following Colleges in Chittoor District offering 3 year L.L.B., L.L.B (Hons.), 5 Year B.A., (L.L.B), B.Com, (L.L.B) B.A., L.L.B., (Hons.), B.B.A., and 2 year L.L.M., Degree Courses for the academic year 2018-19 & 2019-20 and requests for ratification of the action taken by it.

(No.C-III(4)Prof/Affili/2018-19& 2019-20)

#### NOTE

1. Based on the recommendations of the respective Inspection Committee and USAC, the Vice-Chancellor has granted extension of temporary conditional affiliation / permanent affiliation for the following Law Colleges in Chittoor District offering 3 year L.L.B., L.L.B (Hons.), 5 Year B.A., (L.L.B), B.Com, (L.L.B) B.A., L.L.B., (Hons.), B.B.A., and 2 year L.L.M., Degree Courses for the academic year 2018-19 & 2019-20.

1. Sri Eshwar Reddy College of Law, Tirupati.
2. KKC College of Law, Puttur
3. S.V. College of Law, Tirupati
4. Sri R.K.M.Law College, Chittoor
5. Anantha College of Law, Tirupati
6. Dr. Ambedkar Global Law Institute, Tirupati.

2. The Executive Council in its Resolution No.4-I-4, dated 17-12-2020, has ratified the action taken by the Vice-Chancellor.

**Dr. M. Bhaskar Reddy** will move that the action taken by the Executive Council be ratified.

A - 5 The Executive Council reports that on the recommendations of the respective Inspection Commissions and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation for the B.Ed., Courses of the B.Ed. Colleges (Private) in Chittoor District for the academic years 2018-19 & 2019-20 and requests for ratification of the action taken by it.

(No.C-III(4)B.Ed/Affili/2018-19&2019-20)

NOTE

1. Based on the recommendations of the respective Inspection Commissions and in view of urgency of the matter, the Vice-Chancellor has granted extension of temporary conditional affiliation for the existing B.Ed., Colleges offering B.Ed., Courses in the affiliated B.Ed., Colleges for the academic years 2018-19 & 2019-20.
2. The Executive Council in its Resolution No. 4-1-5, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.
3. For a copy of the list of B.Ed., Colleges granted temporary conditional affiliation / temporary suspension of instructions. Vide Appendix – ( D ).

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 6 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Sri Sai Dwaraka Degree College, Bakarapeta, for the academic years 2017-18 to 2019-20 and requests for ratification of the action taken by it.

(No. C-III(5) / SSDC / Bhakarapeta / 2020-21)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2017-18 to 2019-20 and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-6, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 7 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Sri Venkateswara Degree College, Cherlopalli, for the academic years 2011-12 to 2013-14, 2014-15 to 2016-17 and 2017-18 to 2019-20 and requests for ratification of the action taken by it.

(No. C-III(6) / SVDC / UG / 2011- 2020)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2011-12 to 2013-14, 2014-15 to 2016-17 and 2017-18 to 2019-20 and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-7, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 8 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Rayalaseema College of Graduation, Tirupati, for the academic years 2015-16 to 2017-18 and 2018-19 to 2019-20 and requests for ratification of the action taken by it.

(No. C-III(6) / SVDC / UG / 2011- 2020)



NOTE

1. Based on the recommendations of the respective Inspection Commissions and in view of urgency of the matter, the Vice-Chancellor has granted extension of temporary conditional affiliation for the existing B.Ed., Colleges offering B.Ed., Courses in the affiliated B Ed., Colleges for the academic years 2018-19 & 2019-20.
2. The Executive Council in its Resolution No. 4-1-5, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.
3. For a copy of the list of B.Ed., Colleges granted temporary conditional affiliation / temporary suspension of instructions. Vide Appendix – ( D ).

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 6 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Sri Sai Dwaraka Degree College, Bakarapeta, for the academic years 2017-18 to 2019-20 and requests for ratification of the action taken by it.  
(No. C-III(5) / SSDC / Bhakarapeta / 2020-21)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2017-18 to 2019-20 and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-6, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 7 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Sri Venkateswara Degree College, Cherlopalli, for the academic years 2011-12 to 2013-14, 2014-15 to 2016-17 and 2017-18 to 2019-20 and requests for ratification of the action taken by it.  
(No. C-III(6) / SVDC / UG / 2011- 2020)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2011-12 to 2013-14, 2014-15 to 2016-17 and 2017-18 to 2019-20 and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-7, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Prof. N. Savithramma will move that the action taken by the Executive Council be ratified.

A – 8 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary suspension of instructions to Rayalaseema College of Graduation, Tirupati, for the academic years 2015-16 to 2017-18 and 2018-19 to 2019-20 and requests for ratification of the action taken by it.  
(No. C-III(6) / SVDC / UG / 2011- 2020)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2015-16 to 2017-18 and 2018-19 to 2019-20 and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-8, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Dr. G. Madhavi will move that the action taken by the Executive Council be ratified.

A - 9 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, it has ratified the action taken by the Vice-Chancellor in granting extension of temporary conditional affiliation and extension of temporary suspension of instructions to Sri Venkateswara Degree College, Kothapallimitta for the academic years 2012-13 to 2014-15(TCA), 2015-16 & 2016-17 (TSI) and 2017-18 to 2019-20 (TCA) and requests for ratification of the action taken by it.

(No. C-III(6) / SVDC / UG / 2012- 2020)

NOTE

1. Based on the recommendations of the Inspection Commission and in view of the urgency of online admissions, the Vice-Chancellor imposed a penalty of Rs.1,00,000/- for grant of temporary suspension of instructions to the existing courses of the College for the academic years 2012-13 to 2014-15(TCA), 2015-16 & 2016-17 (TSI) and 2017-18 to 2019-20 (TCA) and permitted to issue jnanabhumi user Id & password.
2. The Executive Council in its Resolution No. 4-1-9, dated 17-12-2020 has ratified the action taken by the Vice-Chancellor.

Dr. G. Madhavi will move that the action taken by the Executive Council be ratified.

A - 10 The Executive Council reports that, on the recommendations of the Inspection Commission and as per recommendations of the University Standing Affiliation Committee appointed by the University, extension of temporary conditional affiliation was granted to 118 affiliated degree colleges (as contains in Annexure - I & Annexure-II) for the academic year 2020-21 and requests for ratification of the action taken by it.

(C-III (3) (4) (6) (8) /online proposals / 2020)

NOTE

1. An Email dated 07.10.2020 is received from the Special Chief Secretary, Higher Education Department, Govt., of Andhra Pradesh to initiate the Affiliation Process. The University authorities instructed all the Principals / Correspondents of Affiliated Colleges offered UG / PG / MBA / MCA / Integrated MBA / B.Ed. / M.Ed/ B.P.Ed. / D.P.Ed./ M.P.Ed. / Oriental Language / LAW / Music & Dance Courses including Sampradayaam Sangeetha Natya Kala Gurukulam, Srikakulam to submit the ONLINE Proposals through Affiliation web portal for grant of extension of temporary conditional affiliation for the academic year 2020-21.
2. In reply, 141 Degree Colleges (Private aided - 6 & unaided - 118) Colleges, 26 B.Ed, 06 Law Colleges, 24 MBA / MCA Colleges, 05 Physical Education, 16 Government Colleges & 01 Autonomous College submitted their ONLINE Proposals in Affiliation web portal for the Academic year 2020-21.
3. D.O. Letter No.1023 / U.E/A2/2020, dated 29.10.2020 was received from the Special Chief Secretary to Government of Andhra Pradesh in which he instructed all the Universities that University Inspection Committees should visit all Colleges for verification of instructional and infrastructural facilities for grant of temporary conditional affiliation for the Academic year 2020-21.



4. Accordingly, at first spell, the University appointed the University Inspection Committees (UIC) to the 113 Unaided Degree Colleges and 5 Aided Degree College for verification of instructional and infrastructural facilities of the Colleges for grant of temporary conditional affiliation for the academic year 2020-21 from period 9<sup>th</sup> November to 17<sup>th</sup> November 2020.
5. The USCA recommended the 113 Unaided Degree Colleges and 5 Aided Degree College for Grant of Temporary Conditional Affiliation (ICA) for the academic year 2020-21. For a copy of the Annexure-I & II Vide Appendix - ( E ).
6. The Executive Council in its Resolution No. 3-1-1, dated 17-12-2020 has resolved to grant extension of affiliation as contained in Annexure-I & Annexure-II for the academic year 2020-21 to the Colleges, in view of the evidences produced and assurances given and subject to recommendations of the Inspection Commission and USCA.

Sri C. Dwarakanatha Reddy will move that the action taken by the Executive Council be ratified.

### URGENT BUSINESS BROUGHT FORWARD BY THE EXECUTIVE COUNCIL A – GENERAL

**A – 11** The Executive Council places before the Academic Senate for consideration and approval of the Budget Estimates for the year 2021-22 and the Revised Estimates for the year 2020-21 (Part-I) and Schedule of Posts (Part-II) of the University, as per Section 21 of the A.P. Universities Act No.4 of 1991.

( 2021 / A-VIII(3) / 2021-22)

#### NOTE

1. A copy of the Budget Estimates for the year 2021-22 and Revised Estimates for the year 2020-21 (Part-I) and Schedule of Posts (Part-II) will be placed on the table.
2. The Budget Estimates for the year 2021-22 and the Revised Estimates for the year 2020-21 were placed before the Executive Council at its Meeting held on 18-03-2021 and it resolved as follows:-  
“Accepting the recommendations of the Finance Committee, it is resolved that the draft Budget Estimates for the year 2021-22 and Revised Estimates for the year 2020-21 (Part-I) and Schedule of Posts (Part-II) of the University be approved and be submitted to the Academic Senate as per Section 21 of A.P Universities Act No.4 of 1991, for its consideration”.

Dr. Y. Aparna will move that the Budget Estimates for the year 2021-22 and the Revised Estimates for the year 2020-21 (Part-I) and Schedule of Posts (Part-II) of the University be approved.

**A – 12** Approval of the SIXTY SIXTH Annual Report of the University for the year 2019-20 covering the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 under Section 22 of the A.P. Universities Act No.4 of 1991 and as per the format prescribed by the APSCHE.

#### NOTE

1. The 66<sup>th</sup> (Sixty Sixth) Annual Report of the University was placed before the Executive Council Meeting held on 18-03-2021 and it resolved as follows:-  
“It is resolved that the 66<sup>th</sup> Annual Report of the University for the year 2019-20, for the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 be approved and be submitted to the Academic Senate as per Section 22 of A.P.Universities Act No.4 of 1991, for its consideration”.
2. For a copy of the 66<sup>th</sup> Annual Report of the University for the year 2019-20 will be placed on the table.

Prof. G.M.Sundaravalli will move that the Sixty Sixth Annual Report of the University for the year 2019-20, be approved.



## BUSINESS BROUGHT FORWARD BY THE VICE-CHANCELLOR

### B- POST GRADUATE COURSES

**B - 1** The Vice-Chancellor reports that on the recommendations of the Chairman, Boards of Studies in Econometrics (P.G.) and in view of urgency of the matter, he has approved the following substitution of papers from Core to Generic, Generic to Core in III and IV Semesters of 2 year M.A. Econometrics programme under CBCS offered by S.V.U. College and Affiliated Colleges of S.V.U. from the academic year 2019-20 and requests for ratification of the action taken by him.

PAPER CODE	SUBSTITUTE	PAPER CODE	FOR
302-	Computer Applications And Data Analysis	302-	Optimization in Economics
304-	Applied Econometrics	304-	Computer Applications and Data Analysis
401-	Time Series Econometrics	401-	Applied Econometrics
402-	Optimization in Economics	402-	Time Series Econometrics

(No. C-II (F)/Revised Syllabi/Arts/ Econometrics (P.G.)/2019-20)

#### NOTE

1. The Chairman, Boards of Studies in Econometrics (P.G) forwarded the minutes of the BoS meeting held on 13-05-2019. At its meeting it was resolved to substitute the papers from Core to Generic, Generic to Core in III and IV Semesters relating to IIInd year M.A. Econometrics with effective from the academic year 2019-20.
2. The approved revised Scheme of Instruction and Examination was communicated to the concerned. Vide this office letter No. C-II (F)/Revised Syllabi/Arts/ Econometrics (P.G.)/2019-20, dated 21-07-2019.

**Prof. S. Rajeswari** will move that the action taken by the Vice-Chancellor, be ratified.

**B - 2** The Vice-Chancellor reports that on the recommendations of the Chairman, Boards of Studies in Population Studies (Comb.) and in view of urgency of the matter, he permitted the Chairman, BoS in Population Studies to act as the Chairman, BoS, for the courses of M.A., M.Phil & Ph.D in Social Work also, and requests for ratification of the action taken by him.

(No. C-II (C)/BoS in Popu.Studies (Comb.)/2019)

#### NOTE

1. The Chairman, Boards of Studies in Population Studies (Comb.) initiated the meeting and explained the reasons for conducting the meeting of the Board.
2. The Board of Studies in Population Studies (Comb.) at its meeting held on 08-01-2019 and resolved to permit the Chairman, BoS in Population Studies to act as the Chairman, BoS, for the Social Work Courses.
3. The above recommendation were communicated to the concerned, vide this office letter No. C-II (C)/BOS in Popu. Studies (Comb.)/2019, dated 29-04-2019.

**Prof. S. Rajeswari** will move that the action taken by the Vice-Chancellor, be ratified.

**B - 3** The Vice-Chancellor reports that on the recommendations of the Chairperson, Board of Studies in Virology (PG) and in view of urgency of the matter he has approved the revised scheme of examinations and syllabi relating to I,II,III & IV Semesters of 2 Year M.Sc., Virology (CBCS), effective from the batch of students admitted during the academic year 2020-21 and requests for ratification of the action by him.

(No.C-II(A) / M.Sc., Virology(CBCS) / I to IV Sem / 2020-21)

#### NOTE

1. The Chairperson, Board of Studies in Virology (PG) in her letter dated 09-03-2020 has made the above recommendations to the revised scheme of examinations and syllabi relating to I to IV Semesters of 2 Year M.Sc., Virology (CBCS), P.G Degree Course from the academic year 2020-2021 of I Year and the academic year 2021-2022 of II Year effective from the batch of students admitted during the academic year 2020-21, in SVU College of Sciences, Tirupati.
2. The above information has already been communicated to the concerned with this office letter No.C-II(A) Revised Syllabus / M.Sc., Virology / 2020-21, dated 29-06-2020.
3. For a copy of the above revised scheme of examinations relating to I to IV Semesters of 2 Year M.Sc., Virology (CBCS), Degree Course from the academic year 2020-2021 of I Year and the academic year 2021-2022 of II Year effective from the batch of students admitted during the academic year 2020-21, in SVU College of Sciences, Tirupati, vide Appendix – ( F )

**Prof. N. Savithramma** will move that the action taken by the Vice-Chancellor, be ratified.

#### C – PROFESSIONAL COURSES

**C – 1** The Vice Chancellor on the recommendations of the Chairman, Board of Studies in Electrical and Electronics Engineering (PG) places before the Academic Senate for consideration and adoption of the scheme of instructions and examinations, Syllabi, list of text and reference books relating to I & II Semesters of First Year, with effect from the academic year 2021-2022 and III & IV Semesters of Second year, with effect from the academic year 2022-2023 effective from the batch of students admitted from the academic year 2021-2022 of New Programme of 2 Year M.Tech., Degree Course in Power Electronics & Drives as per M.Tech., regulations R-18 (Regulations prescribed for all M.Tech., Degree Courses offering in S.V.University).

(No.C-II(B) / M.Tech., PED / 2021-2022)

#### NOTE

1. The Meeting of the Board of Studies in Electrical and Electronics Engineering (PG) held on 15-02-2021 has made the above recommendations to the scheme of instructions and examinations, syllabi, list of text and reference books relating to I & II, III & IV Semesters of New Programme of 2 Year M.Tech., Degree Course in Power Electronics & Drives, as per M.Tech., regulations R-18, effective from the batch of students admitted from the academic year 2021-22, in SVU College of Engineering, Tirupati.
2. For a copy of the above scheme of instructions and examinations, syllabi, list of text and reference books relating to I & II, III & IV Semesters of New Programme of 2 Year M.Tech., Degree Course in Power Electronics & Drives, as per M.Tech., regulations R-18, in SVU College of Engineering, Tirupati, vide Appendix – ( G ).

**Prof. G.N.Pradeepkumar** will move that the above scheme of instructions and examinations, syllabi, list of text and reference books relating to I & II, III & IV Semesters effective from the batch of students admitted from the academic year 2021-22, of New Programme of 2 Year M.Tech., Degree Course in Power Electronics & Drives, as per M.Tech., regulations R-18, be approved and adopted.

**C – 2** The Vice-Chancellor reports that on request of the Head, Dept., of EEE, SVU College of Engineering, Tirupati, accorded necessary permission to the Principal, SVU College of Engineering, Tirupati, to start 2 Year M.Tech., Programme(Regular) with specialization of Power Electronics & Drives (PED) with an intake of 24 seats in the Department of EEE, SVU College of Engineering, Tirupati, from the academic year 2021-22 and requests for ratification of the action taken by him.



1. The Head, EEE, informed that the Department of Electrical and Electronics Engineering (EEE) is running with one UG Programme (B.Tech., EEE) and one PG Programme (M.Tech., Power Systems). Due to lack of demand the M.Tech., Instrumentation and Control Systems (ICS) programme is discontinued from the academic year 2015-16.
2. In view of the above, the Departmental Development Committee (DDC) in its Resolution dated 02-11-2020 & 21-11-2020, recommended to start a new 2 Year M.Tech., Programme with specialization in Power Electronics and Drives (PED) w.e.f. the academic year 2021-22 with an intake of 24 seats.
3. Accordingly, necessary permission was accorded to the Principal, SVU College of Engineering, Tirupati, to start the above Programme in the Department of EEE. Further, informed that to submit necessary proposals to the AICTE, New Delhi, for obtaining its approval. Vide this office letter No.C-III(1)/EEE/M.Tech., (PED)/New Pro/2020-21, dated 14-12-2020.
4. The Executive Council in its Resolution No.4-1-1, dated 18-03-2021, has ratified the action taken by the Vice-Chancellor.

**Prof. G.N.Pradeepkumar** will move that the action taken by the Vice-Chancellor be ratified.

**C – 3** The Vice Chancellor reports that on the recommendations of the Dean, Faculty of Engineering, SVUCE & The Chairmen, Joint Boards of Studies (Pass), SVUCE concerned and in view of the urgency of the matter, he has approved the following amendments to Open Elective Courses, MOOCs, e-Learning and Internship in the Regulations-2018 prescribed for B.Tech., (Regular) (CBCS) & the Regulations-2019 prescribed for B.Tech., (Lateral Entry) (CBCS) with immediate effect i.e., from the current academic year 2020-21, - II Year B.Tech., III Year B.Tech. and students admitted hereafter, effective from the batch of students admitted during the academic year 2018-19.

### SUBSTITUTE

#### MOOCs (Online Courses)

1. With effect from the academic year 2020-21, all the four Open Elective Courses prescribed for B.Tech., Programme are to be successfully completed on SWAYAM online portal of Government of India.
2. Courses offered by the concerned Department as Programmes Core / Programme Elective / Audit Courses shall not be opted as open elective.
3. A student is free to opt for any course relating to (a) Domain Engineering (b) General Engineering (c) management and (d) functional / technical English, in consultation with his / her Department. It should not be a course offered by the Department.
4. Opted course shall carry 3 credits and of 12 or more weeks of duration.
5. A student is free to enroll and complete an online course from III Semester to VII Semester of his / her B.Tech., Programme.
6. Performance Certificates in 2 out of the four courses shall be submitted by the student at the end of VI Semester B.Tech., for inclusion in the marks memorandum of VI Semester B.Tech.,
7. Performance certificates of the balance 2 online courses shall be submitted by the student at the end of VIII Semester for inclusion in the marks memorandum of VIII Semester B.Tech.,
8. Department shall make arrangement for collection, verification and consolidation of performance certificates in online courses for onward transmission to the University.
9. This will come into immediate effect i.e., from the current academic year 2020-21 – III Year B.Tech., class, II year B.Tech., class and students admitted hereafter.
10. Online courses on only SWAYAM portal shall be considered for credit transfer.

The above open elective courses specified at different locations in the schemes of instruction will be replaced by

Open Elective – I and Open Elective – II  
 Open Elective-III and Open Elective – IV

VI Semester B.Tech., and  
 VIII Semester B.Tech.,

Uniformly for all disciplines of B.Tech.,

### Internship

"Students who undergo summer internship of duration of 4 weeks after IV or VI semesters shall submit a certificate from the organization concerned and present a seminar on Internship in the beginning of VII Semester for its assessment and inclusion in the VII Semester marks statement"

### FOR

"Massive Open Online Courses (MOOCs) and e-learning platform can be utilized for learning the courses with the permission of the HoD concerned. Students can take any one open elective during V-VII Semesters from the list of courses suggested by the Department concerned, by registering it as MOOC of a minimum duration of 8 weeks in SWAYAM (UGC) / Spoken Tutorial (IIT, Mumbai) / NPTEL (AIIT). The certificate issued by the above platform(s) shall be submitted at the end of VII Semester in order to include it with an appropriate grade in accordance with the grading pattern as specified in clause 15 as decided by the Department in the VIII Semester marks statement".

"Students who undergo summer internship of duration of 4 weeks after IV or VI Semesters shall submit a certificate from the organization concerned and present a seminar on Internship in the beginning of VII Semester for its assessment and inclusion in the VII Semester marks statement".

to Open Elective Courses, MOOCs, e-learning and Internship in the Regulations-2018 prescribed for B.Tech., (Regular) (CBCS) & Regulations-2019 prescribed for B.Tech., (lateral entry) (CBCS) with immediate effect i.e., from the current academic year 2020-21 – II Year B.Tech., III Year B.Tech., and students admitted hereafter, effective from the batch of students admitted during the academic year 2018-19 and requests for ratification of the action taken by him.  
(C-II (B)/B.Tech(Regular)(Lateral)(CBCS)-Regulations/2020)

### NOTE

1. The Dean, Faculty of Engineering & the Chairmen, Joint Boards of Studies (Pass), SVUCE, met on 27-08-2020 have recommended the amendments to the Regulations-2018 (for B.Tech., Regular) and Regulations-2019 (for B.Tech., Lateral Entry) relating to e-Learning and Internship of 4 Year B.Tech., (Regular) / (Lateral Entry) (CBCS) Programm, effective from the batch of students admitted during the academic year 2018-19 (Regular) and 2019-20 (Lateral Entry), in SVU College of Engineering, Tirupati.
2. The above information has been communicated to the concerned vide this office letter No. CII(B)/B.Tech(Regular)(Lateral)(CBCS)-Regulations /2020, dated 21-09-2020.

**Prof. G.N.Pradeepkumar** will move that the action taken by the Vice-Chancellor be ratified.

C – 4 The Vice Chancellor reports that on the recommendations of the Dean, Faculty of Engineering, SVUCE & the Chairmen, Joint Boards of Studies (Pass) SVUCE, concerned and in view of the urgency of the matter, he has approved the revised Regulations, Scheme of Instructions and Examinations, Syllabi, List of Text and Reference Books relating to I & II Semesters of First Year with effect from the academic year 2020-2021, effective from the batch of students admitted from the academic year 2020-21 of all disciplines of 4 Year B.Tech., (Regular), B.Tech., (Lateral Entry), B.Tech., (Honours) & B.Tech., (Major Minor) (CBCS) Degree Courses and requests for ratification of the action taken by him.

(C-II (B)/B.Tech(Regular)(Lateral)(Honours)(Major-Minor)(CBCS)/2020-21)

### NOTE

1. The Dean, Faculty of Engineering & the Chairmen, Joint Boards of Studies (Pass), SVUCE, met on 09-12-2020 have recommended the revised Regulations, Scheme of Instructions and Examinations, Syllabi, List of Text and Reference Books relating to I & II Semesters of First Year with effect from the academic year 2020-21 effective from the batch of students admitted



from the academic year 2020-21 of all disciplines of 4 Year B.Tech., (Regular), B.Tech., (Lateral Entry), B.Tech., (Honours) & B.Tech., (Major Minor) (CBCS) Degree Courses.

2. The above information has been communicated to the concerned vide this office letter No. CII(B) B.Tech(Regular)(Lateral)(Honours)(Major-Minor)(CBCS)/2020-21, dated 11-01-2021.
3. For a copy of the revised Regulations, Scheme of Instructions and Examinations relating to I & II Semesters of all disciplines of 4 Year B.Tech., (Regular), B.Tech., (Lateral Entry), B.Tech., (Honours) & B.Tech., (Major Minor) (CBCS) Programmes, vide Appendix - (II).

**Prof. G.N.Pradeepkumar** will move that the action taken by the Vice-Chancellor be ratified.

C - 5 The Vice Chancellor reports that on the recommendations of the Chairman, Board of Studies in Computer Science(Combined), and in view of the urgency of the matter, he has approved (1) the revised scheme of instructions and examinations, syllabi, list of text and reference books relating to I&II Semesters of First Year with effect from the academic year 2020-2021 and III & IV Semesters of Second Year with effect from the academic year 2021-2022, effective from the batch of students admitted from the academic year 2020-21 and (2) the enhancement of Sessional Marks from 20 to 30 and University Exam Marks be reduced from 80 to 70, effective from the batch of students admitted from the academic year 2020-21 of 2 year M.C.A Degree Course and requests for ratification of the action taken by him.

(No.C-II (B) / MCA / 2020-21 / I,II,III & IV Sems / 2020-21)

#### NOTE

1. The Chairman, Board of Studies in Computer Science(Combined) in his letters 1) Lr.No.MCA / 2020, dt06-11-2020 and 2) Lr.NO.BOS / 2 year MCA Syllabus / 2020, dt.30-11-2020 has made above recommendations to the revise scheme of instructions and examinations, syllabi, list of text and reference books relating to I & II Semesters of First Year with effect from the academic year 2020-2021 and III & IV Semesters of Second Year with effect from the academic year 2021-2022 and enhancement of Sessional Marks from 20 to 30 and University Exam Marks to be reduced from 80 to 70, effective from the batch of students admitted from the academic year 2020-21 of 2 year M.C.A Degree Course.
2. The said revision has been communicated to the concerned vide this office even letters No. C-II(B) / MCA / 2020-21, dated 23-11-2020 and 12-12-2020.
3. For a copy of the revised Scheme of Instructions and Examinations relating to I,II,III & IV Semesters of 2 Year M.C.A., Programme, vide Appendix - (I).

**Prof. M. Srinivasa Reddy** will move that the action taken by the Vice-Chancellor be ratified.

### URGENT BUSINESS BROUGHT FORWARD BY THE VICE-CHANCELLOR

#### D - PG DIPLOMA COURSES

**D - 1** The Vice-Chancellor on the recommendations of the Board of Studies in Psychology (Combined) places before the Academic Senate for consideration (1) to start one year PG Diploma in Clinical Psychology Programme in the Department of Psychology, SVU College of Sciences from the academic year 2021-22 with an intake of 22 students with fee of Rs.25,000/- per Semester and (2) adoption of Scheme of Examination, Syllabi, Model Question Paper for I and II Semesters of One year P.G. Diploma in Clinical Psychology programme (Semester System) from the batch of students admitted during the year 2021-22 without any financial commitment in any manner for discharging the Liabilities of the course either from the State Government or from the University at present in future.

(C-III(1) / Starting of PG Dip. / 2020)

#### NOTE

1. Proposal and its enclosures were received from the Chairman, BoS in Psychology (Combined) to start P.G. Diploma in Clinical Psychology in the Department of Psychology.



2. The Departmental Development Committee and the Board of Studies in Psychology have recommended to start a PG Diploma in the department with an intake of 22 students, by fixing the fee of Rs.25,000/- per Semester.
3. For a copy of the above resolutions and scheme of examination, syllabi, model question paper for I & II Semester of one year P.G Diploma in Clinical Psychology Programme, vide Appendix - (J) .

Prof. N. Savithramma will move that the proposal to start one year PG Diploma in Clinical Psychology Programme in the Department of Psychology, SVU College of Sciences from the academic year 2021-22 with an intake of 22 students with fee of Rs.25,000/- per Semester and the scheme of examination, syllabi, model question papers relating to I and II Semester of One year PG Diploma in Clinical Psychology (Semester System) as contained in Appendix - (J) be approved and adopted from the academic year 2021-22.

D - 2 The Vice-Chancellor places before the Academic Senate for consideration and implementation of the G.O. RT. No.17 Dt: 10-02-2021 of Higher Education Department, Government of Andhra Pradesh regarding 2 year diploma course from Acharya N.G. Ranga Agricultural University and Dr. Y.S.R. Horticulture University for admission in to first year B.Sc., degree course from the date of issue of the aforesaid Government orders.

(C-1(3)/ 2 Year Diploma /2021)

#### NOTE

1. Kindly peruse the Government order cited, wherein It is informed that the APSCHE has extended the eligibility conditions for the students who have completed 2year Diploma course from Acharya N.G. Ranga Agricultural University and Dr. YSR Horticulture University for admission in to first year B.Sc., Degree Courses from the date of issue of the aforesaid Government order.
2. Further it is submitted that the APSCHE has requested the state Universities to implements the above changes in the respective Universities with the approval of their statutory bodies.
3. Further is submitted that the OAMDC of APSCHE has accorded permission to the students who passed 2 year diploma course from Acharya N.G. Ranga Agricultural University and Dr. YSR Horticulture University for admission in to 1<sup>st</sup> year B.Sc., degree course from the date of issue of the aforesaid Government order.
4. The Government noted that Acharya N.G. Ranga Agricultural University Dr. Y.S.R. Horticulture University and S.V. Veterinary University have been offering 2 year Diploma programs in the relevant disciplines and allowing the qualified candidates for admission into UG programs in their Universities. Whereas, the other Universities in the State of Andhra Pradesh are not considering these Diploma Holders for admission into regular B.A., B.Com., B.Sc., courses etc., and hence these Diploma Holders who are around 6000 in number per year deprived of access to higher education.
5. In the reference 1<sup>st</sup> read above, the UGC has prescribed Regulations for Minimum Standards of Instruction for the Grant of the First Degree through Formal Education Regulations, 2003 wherein the Regulation stated that no student shall be eligible for admission to a first degree programme in any of the faculties unless he/she has successfully passed the examination conducted by a Board/University at the + 2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.)
6. In the reference 2<sup>nd</sup> read above the Secretary, Board of Intermediate Education (BIE), A.P has clarified that the BIE, A.P has not considered Diploma equivalent to Intermediate Education as Acharya N.G. Ranga Agricultural and Dr. YSR Horticulture University are not member boards of the Council of Boards for Secondary Education and the BIE is not competent to decide on the requisite qualification for admission into Graduate Courses and will not have any objection on that front.

7. In the reference 3<sup>rd</sup> read above, the A.P. State Council of Higher Education stated that:
- (i) The Committee constituted by Andhra Pradesh State Council of Higher Education on the subject matter examined the content (Syllabi), pattern of examination, duration of diploma course of Agriculture and Horticulture Universities and found that they are similar to 2year Intermediate Education (BiPC) group and accordingly recommended that these Diploma holders may be accorded eligibilities for admission into B.Sc., (CBZ) Degree course along with B.Sc., (Bio-Chemistry / Bio-Technology / Microbiology).
  - (ii) The 2year Diploma programme are offered to the students after completion of 10<sup>th</sup> standard, which is after 10 years of formal education. Therefore the formal schooling for 12 years is years is satisfied as per UGC Regulations 2003
  - (iii) Acharya N.G. Ranga Agricultural University, Dr. YSR Horticulture University and S.V. Veterinary University came into existence through AP State Legislature Act and are empowered to award Certificates, Diploma, and Degrees in such branch of learning. The Academic Senate of the Universities are empowered to prescribe the admission policy for admission into the programmes offered by the University and its Colleges. Hence, the Universities do not come under the definition of a Board to equate these Diplomas to that of intermediate.
  - (iv) Acharya N.G. Ranga Agriculture University. Dr. YSR Horticulture University and S.V. Veterinary University are admitting the Diploma holders of their University for admission into B.Sc., programmes of their University, Hence, the Universities in A.P. cannot have dual admission policy for the same Diploma holders for admission into other Universities in A.P.
  - (v) The State of Andhra Pradesh have been considering the 3 year Diploma holders of SBTET for admission into 2<sup>nd</sup> year program into technical and non-technical courses vide G.O.Ms., No.16, Education (E.C) Department, dated 25-02-2004 and G.O.Ms. No.24, Education (E.C) Department, dated 18.03.2004.
  - (vi) The Diploma awarded by the Universities i.e., Acharya N.G. Ranga Agricultural University, Dr. YSR Horticulture University and S.V. Veterinary University are required to be considered for admission into B.Sc., Biology stream programs/combinations, B. Com and B.A. without mathematics and statistics in the Universities of the State of A.P for pursuing higher education by Diploma holders which is a means of providing equity and access and thereby improving GER in higher education.
8. In circumstances stated above and with a view to provide the equity and access of higher education to the Diploma holders and after careful examination of the matter, the Government hereby accords permission to the Universities, Colleges & Institutes etc., to admit 2 year diploma holders awarded by Acharya N.G Ranga Agricultural University, Dr. YSR Horticulture University and S.V. Veterinary University into B.Sc., Biology stream programs/combinations, B Voc programmes in Agriculture & Horticulture programmes and other relevant disciplines, B. Com., and B.A. without mathematics and statistics.
9. The Registrars of the Universities in the State of Andhra Pradesh are requested to implement these orders with the approval of the respective statutory bodies of the University.
10. The Registrars of the Universities in the State of A.P. and the Commissioner for Collegiate Education, Commissioner of Collegiate Education shall take necessary action in the matter.
- Prof. G.M. Sundaravalli** will move that the aforesaid Government order be adopted from the date of issue of the G.O.

## **BUSINESS BROUGHT FORWARD BY THE MEMBER**

### **M-1 Resolution by Prof. M.M.Naidu,**

- i) To constitute an Expert Committee to find the reasons for the worsening trend of NIRF rank and thereof offering suggestions for attaining better NIRF rank in future. Vide Appendix – ( K ).
- ii) Action taken report on point (i) of M-1 resolution, dated 16-05-2019 by Prof. M.M.Naidu, seeking clarification from the UGC regarding AICTE approval for MBA and MCA Programmes of SVU College of Commerce, Management and Computer Science. Vide Appendix – ( K ).
- iii) Action taken report on Point (ii) of M-1 resolution, dated 16-05-2019 by Prof. M.M. Naidu, Seeking clarification from the UGC regarding AICTE approval for Pharmacy Programme of SVU College of Pharmaceutical Sciences.
- iv) Action taken report on Point (iii) of M-1 resolution, dated 16-05-2019 by Prof. M.M. Naidu, constituting a committee for exploring the possibilities for establishing a New Technical Institution naming it as SVU Institute of Technology to start a 6 Year Dual Degree (4 Year B.Tech., and 2 Year M.Tech., ) Programme with the prior approval of AICTE from the academic year 2020-21.
- v) Action taken report on E-1 resolution, dated 17-12-2020, making the suggested modifications to the Revised Ph.D., Regulations-2019.







**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
(2016-2017)

The Meeting of the **ACADEMIC SENATE** will be held at 11.00 A.M., on **Tuesday, the 28<sup>th</sup> March, 2017** in the **SENATE HALL** of S.V. University, Tirupati.

Any Member, who wishes to move a resolution at the meeting, shall forward copy of the resolution to the Registrar, so as to reach this Office on or before **Saturday, the 25<sup>th</sup> February, 2017**.

A Member, who has forwarded the resolution may withdraw the same by giving written notice, which shall reach this office on or before **Wednesday, the 01<sup>st</sup> March, 2017**.

(BY ORDER)

UNIVERSITY OFFICE  
TIRUPATI – 517 502

DATE : 15-02-2017

  
M. DEVARAJULU  
REGISTRAR,

To

The Members of the Academic Senate.

Copy to all Principals of Constituent Colleges of SVU, Tirupati.

Copy to all the Officers / Heads of Institution in S.V. University for information.

Copy to the Deputy Registrar(Admn), SVU, with a request to arrange to provide hospitality to the members (list enclosed) on the day of Meeting.

Copy to the Director, SVU Engineering Department, for favour of information & arrange to allot the Senate Hall on the date of Meeting.

Copy to the P.R.O., S.V.U. House, for information & necessary action, with request to provide necessary boarding and lodging facilities to the Members of the Academic Senate and also for arranging lunch on the day of meeting (list enclosed).

Copy to the Security Officer, S.V. University, Tirupati, for information & necessary action.

Copy to the Officer I/c, SVU Press, Tirupati, for information and necessary action.

Copy to P.S to the Vice-Chancellor / P.A to the Rector / Registrar / Dean, SVU, S.V. University.

2016-17

Annual Meeting of the Academic Senate  
 scheduled on 28-03-2017 at 11.00 A.M.  
 in the Senate Hall, S.V.U.  
 MEMBERS PRESENT

S.N.	Name & Address	Signature
1.	Prof. D. USHA RANI (10) (14)	<i>Dr</i>
2.	Prof. T. KUMARASWAMY (16)	<i>Thy</i>
3.	Prof. B. Bhagavan Reddy (11)	<i>Bhagavan Reddy</i>
4.	Prof. K. Manikantan (15)	<i>Mani</i>
5.	Prof. P. Mallikarjuna (13) (38)	<i>P. Mallik</i>
6.	Prof. M. Bhaskar (2)	<i>M. Bhaskar</i>
7.	Dr. R. Chandrasekhar (9)	<i>R. Chandrasekhar</i>
8.	Prof. R. Aravind (1) (12)	<i>R. Aravind</i>
9.	Prof. K. Chandrasekhari (5)	<i>K. Chandrasekhari</i>
10.	Dr. K. Mani Kumar (6)	<i>K. Mani Kumar</i>
11.	Prof. M. Hari (3)	<i>M. Hari</i>





**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
(2017-2018)

The Meeting of the **ACADEMIC SENATE** will be held at **11.00 A.M.**, on **Thursday, the 29<sup>th</sup> March, 2018** in the **SENATE HALL** of **S.V.University, Tirupati**.

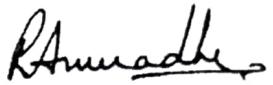
Any Member, who wishes to move a resolution at the meeting, shall forward a copy of the resolution to the Registrar, so as to reach this Office on or before **Monday, the 26<sup>th</sup> February, 2018**.

A Member, who has forwarded the resolution may withdraw the same by giving a written notice, which shall reach this office on or before **Thursday, the 01<sup>st</sup> March, 2018**.

(BY ORDER)

UNIVERSITY OFFICE  
TIRUPATI - 517 502

DATE : 16-02-2018

  
Prof. R.K. Anuradha  
REGISTRAR

To

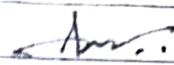
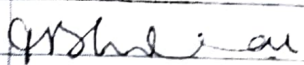
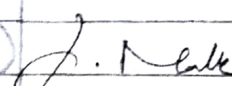
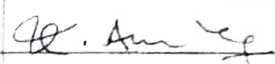

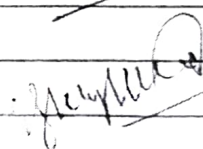
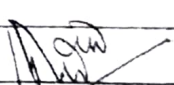



The Members of the Academic Senate.

- Copy to all the Principals of SVU Colleges, Tirupati.
- Copy to all the Officers / Heads of Institution in S.V. University for information.
- Copy to the Deputy Registrar(Admn), SVU, with a request to arrange to provide hospitality to the members (list enclosed) on the day of Meeting.
- Copy to the Director, SVU Engineering Department, for favour of information and arrange to allot the Senate Hall with audio, video, transport and welcoming facilities on the date of Meeting.
- Copy to the P.R.O., S.V.U. House, for information & necessary action, with request to provide necessary boarding and lodging facilities to the Members of the Academic Senate and also for arranging lunch on the day of meeting (li enclosed).
- Copy to the Security Officer, S.V.University, Tirupati, for information & necessary action.
- Copy to the Officer I/c, SVU Press, Tirupati, for information and necessary action.
- Copy to P.S to the Vice-Chancellor / P.A to the Rector / Registrar / Dean, C S.V.University.

Scheduled on 29-03-2018 at 11-00 A.M, in  
The Senate Hall of The University, TPT

## MEMBERS PRESENT

71

Sl. No.	Name & Address	Signature
1.	Prof. A. DAMODARAM Vice-Chancellor & Chairman (1)	
2.	Prof. M. BHASKAR Rector & Member	
3.	Prof. P. Mallikajuna Dean, Faculty of Engineering (20) (12) (31)	
4.	Dr. K. Arun Kumar Member of the EC & AS (5)	
5.	Dr. P. Babu Member of the EC & AS (39)	 
6.	Dr. R. Gumpalasa Member of the EC & AS (8)	
7.	Prof. K. CHANDRASEKHAR Member of the EC & AS (4)	
8.	Prof. P. Datta Suddamuni Member of the EC & AS (7)	
9.	Prof. <del>MAHESWARAN</del> R. RAMA MURTHY (16) <del>Member of the EC &amp; AS</del> Member of the AS (Former VC)	
10.	Prof. N. PRABHAKARA RAO (17) Former Vice-Chancellor of SVU.	



**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
**(2018-2019)**

The Annual Meeting of the **ACADEMIC SENATE** will be held on **Thursday, the 16<sup>th</sup> May 2019 at 11.00 A.M.**, in the **SENATE HALL** of **S.V.University, Tirupati**.

The Final Agenda of the meeting follows.

(BY ORDER)

UNIVERSITY OFFICE  
TIRUPATI – 517 502

DATE : 27-04-2019

**Sd/- xx xx xx xx xx**  
**REGISTRAR I/c**

To

The Members of the Academic Senate.

Copy to all the Principals of SVU Colleges, Tirupati.

Copy to all the Officers / Heads of Institution in S.V. University for information.

Copy to the University Engineer I/c, SVU Engineering Department, for favour of information and arrange to allot the Senate Hall with audio, video, transport and welcoming facilities on the date of Meeting.

Copy to the Officer In-charge, Transport Section, SVU, TPT, for information & necessary action.

Copy to the P.R.O., S.V.U. House, for information & necessary action, with a request to provide necessary boarding and lodging facilities to the Members of the Academic Senate and also for arranging lunch on the day of meeting (list enclosed).

Copy to the Technician, Audio & Visual Section, SVU, Engg Dept., for necessary action.

Copy to the Security Officer, S.V.University, Tirupati, for information & necessary action.


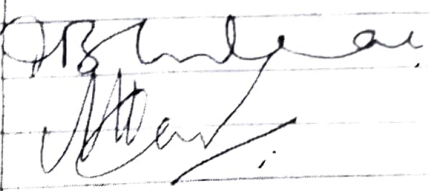
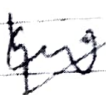

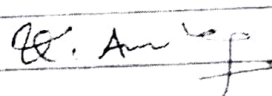
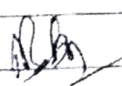
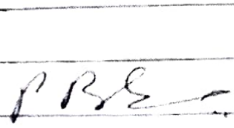


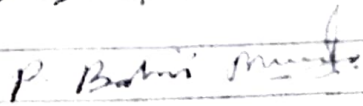
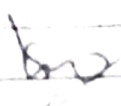

Copy to P.S to the Vice-Chancellor / P.A to the Rector / Registrar / Dean, CDC, S.V.University.



Annual Meeting of the Academic Senate scheduled  
on 16-05-2019 at 11-00 AM, in the Senate Hall  
of the University, Tirupati.

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# MEMBERS PRESENT

Sl. No	NAME & ADDRESS	Signature
1.	Prof. V.V.N. RAJENDRA PRASAD Vice-Chancellor & Chairman	
2	Prof. M. BHASKAR	
3	Prof. M. HARI	
4	Prof. K. THYAGARAJU	
5	Prof. K. Chandrasekh	
6	Dr. K. ARUNKUMAR	
7	Dr. P. BABU	
8	Dr. PANDORA BALASUBRAMINI	
9	Sri B. GURU PRASAD	
10	Prof. G. SANKARANATHAN	
11	Prof. P. BALAJI PRASAD	
12	Prof. K. THIMBARAJI	

(13)  
(21)



**SRI VENKATESWARA UNIVERSITY**  
**3<sup>rd</sup> MEETING OF THE EXECUTIVE COUNCIL**  
**MEETING NOTICE**  
**(2020-2021)**

Meeting of the **EXECUTIVE COUNCIL** will be held on **Thursday, the 17<sup>th</sup> December, 2020 at 03-00 P.M.**, in the Chambers of the Vice-Chancellor, Neelam Sanjiva Reddi Bhavan, Tirupati.

The agenda of the meeting will follow.

(BY ORDER)

UNIVERSITY OFFICE, }  
TIRUPATI, }  
Date: 03-12-2020 }

  
Prof. P. Sreedhara Reddy  
REGISTRAR

To

The Members of the Executive Council.

- 1) Copy to all Officers, S.V. University, Tirupati, for information.
- 3) Copy to the University Engineer I/c, SVU Engineering Department, Tirupati, for information & necessary action.
- Copy to the Officer In-charge, Transport Section, SVU,TPT, for information & necessary action.
- Copy to P.R.O., S.V.U. Guest House, for information & necessary action.
- Copy to all the Superintendents in Neelam Sanjiva Reddi Bhavan, S.V.U,Tirupati.
- Copy to P.S to the Vice-Chancellor / PA to the Rector / Registrar / Dean, CDC, S.V.University, Tirupati

2019-20

The annual Meeting of the ACADEMIC SCHEME  
Scheduled on 17-12-2020 at 11.00 A.M.,  
in SVU SENATE HALL

MEMBERS PRESENT 85

Sl. No	Name & Address	Signature
1	Prof. K. RAJA REDDY Vice-Chancellor & Chairman S.V. University, TIRUPATI	K. Raja Reddy 17.12.20
2	Prof. G.M. SUNDARA VALLI Rector, SV University TIRUPATI	G.M. Sundara Valli 17.12.20
3	Prof. K. HEMA CHANDRA RAO Chairman, APSARA Atmakur	K. Hema Chandra Rao
4	Prof. Chintale PARAMA GEETHAM Dept. of Micro Biology SVU College of Sciences	Chintale Parama Geetham 17/12/2020
5	Prof. N. SAVITHRAMMA Prin. P & Member of TREC	N. Savithramma
6	Dr. G. MADHAVI Dept. of Chemistry SVU College of Sciences	G. Madhavi
7	Dr. BANAZEER SHAIK Asst. Prof. PVKN Govt. Dyke College Chittoor	Banazeer Shaik 17/12/2020
8	Dr. M. BHASKAR REDDY Prin. P & Govt. Dyke College	M. Bhaskar Reddy 17.12.20



**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**ANNUAL MEETING OF THE ACADEMIC SENATE**  
**(2021-2022)**

The Annual Meeting of the **ACADEMIC SENATE** will be held at **11.00 A.M.**, on **Wednesday, the 30<sup>th</sup> March, 2022** in the **SENATE HALL** of S.V. University, Tirupati.

Any Member, who wishes to move a resolution at the meeting, shall forward a copy of the resolution to the Registrar, so as to reach this Office on or before **Saturday, the 26<sup>th</sup> February, 2022.**

A Member, who has forwarded the resolution may withdraw the same by giving a written notice, which shall reach this office on or before **Thursday, the 03<sup>rd</sup> March, 2022.**

(BY ORDER)

UNIVERSITY OFFICE  
TIRUPATI - 517 502

DATE : 18-02-2022 .

REGISTRAR

To

The Members of the Academic Senate.

Copy to all the Principals of SVU Colleges, Tirupati.

Copy to all the Officers / Heads of Institution in S.V. University for information.

Copy to the University Engineer, SVU Engineering Department, for favour of information and arrange to allot the Senate Hall with audio, video, transport and welcoming facilities on the date of Meeting.

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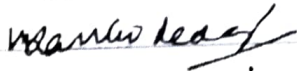
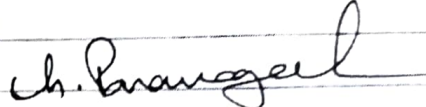
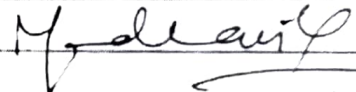
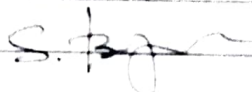
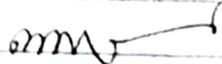

Copy to the Security Officer, S.V. University, Tirupati, for information & necessary action.

Copy to P.S to the Vice-Chancellor / P.A to the Rector / Registrar / Dean, CDC, S.V. University.

2021-22

The Annual Meeting of the Academic Senate  
Scheduled on ~~07-08~~ 2022 at 11:00 AM,  
in the Senate Hall of the University, Tirupati

MEMBERS PRESENT 97

Sl. No.	Name & Address	Signature
1.	Prof. K. RAJA REDDY Vice-Chancellor Sri Venkateswara University	
2.	Prof. V. SRIKANTH REDDY Rector Sri Venkateswara University	
3.	Prof. Ch. PARAMAGETHAM Member of the Executive Council, SVU	
4.	Prof. G. MADHAVI Member of the Executive Council, SVU	
5.	Dr. BENAZEER SHAIK Member of the Executive Council, SVU	
6.	Dr. M. BHASKAR REDDY Member of the Executive Council, SVU	
7.	Prof. M. HANUMANTHA RAO Member of the Executive Council, SVU	





## **STATUTORY COMMITTEES**

### **Internal Quality Assurance Cell (IQAC)**

IQAC is constituted as per the norms of the NAAC. IQAC Committee consist of Chairman as Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

#### **Main objectives**

- The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
  - Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
  - Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
  - Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
  - Dissemination of information on various quality parameters of higher education.
  - Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
  - Documentation of the various programmes /activities leading to quality improvement.
  - Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
  - Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
  - Development of Quality Culture in the institution.
  - Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
-



# SRI VENKATESWARA UNIVERSITY : TIRUPATI

Accredited by 'NAAC' with 'A<sup>+</sup>' Grade

## **Entrepreneurship Development Cell**

Entrepreneurship Development under the Government of India strives to promote resilient rural India and to empower the finance status.

### **Objectives:**

- To study rural society and rural economy through higher educational institutions in order to address the development needs and challenges through participatory mechanisms and appropriate technological responses basing on local resources.
  - To work with higher educational institutions covering Natural and Social Sciences, Management Sciences and Engineering for developing curricula addressing challenges of rural communities for finding appropriate technology options to promote a just and equitable economic and social development.
  - To adopt interdisciplinary approach through workshops for addressing challenges of the rural communities in finding appropriate social and economic responses as per the local and global opportunities in livelihoods.
  - To develop a pool of researchers and academics across the disciplines interested in and working for rural communities leveraging academic inputs for higher education.
  - To enable studies on issues and impediments in human resource development initiatives of the Government of India focused on rural India, studying failure and success stories and fine tuning the programmes and their implementation through curriculum interventions in higher education.
  - To network with educational institutions of higher learning, local governments, development agencies, Local Governments, gram sabhas and Industry in order to develop synergic convergence of human resources which are socially and economically just and inclusive for the vulnerable sections of rural India.
-



## **SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**Accredited by 'NAAC' with 'A+' Grade**

### **Alumni Committee**

SVU Alumni have distinguished careers at national and international levels and have been successful in their chosen area of expertise. SVU alumni are spread across the globe and they have been making their Alma Mater proud by excelling themselves as engineers, academicians, administrators, entrepreneurs, and technocrats. Several alumni have reached heights of excellence in their respective fields and are significantly contributing to the socio- economic development of the nation.

The Alumni association networks brilliant minds that have been interacting for many years with the aim of provide timely advice for the students at SVU. The interaction of Alumni has helped many a student at SVU to get motivated immensely and plan their careers in the right direction.

The Alumni is at the core of building a very positive image and reputation for the college and they have been very supportive in connecting the college to many industries which helped the SVU students in getting scholarships, innovative projects and internships apart from helping those getting placements in many reputed organizations.

The SVU Alumni Association is registered in December 2010 in order to fulfill the long felt need for a formal forum and the cherished desires of its alumni. It is registered as a society with Regd.No.- 46/2018.

To activate its functioning a committee has been constituted to provide vision, guidance and coordinate the all-round activities of the Alumni Association

---

## **Mission**

- To maintain a lifelong relationship with alumni and providing relationship between alumni and present students as well as among alumni.
- To develop plans to support the growth of institution to achieve its vision and to enable institute to add values to all its stakeholders.

## **Objectives**

- To establish and maintain an alumni association.
- To maintain a database of alumni, enabling them to reconnect with their friends.
- To provide guest lectures and employment opportunities for the present students through alumni.
- To strengthen relation between the Institute and alumni and encourage them to participate in the various cultural and social activities.
- To support the institute with resources that it will need for its various activities.
- To provide information about the current issues and trend going on in real-time environment.
- To assist students in availing project facilities.
- To help alumni in solving their technical problems through other alumni and faculty of the institute.
- To provide and organize funds for the needy and deserving students of the institute





# **SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**Accredited by 'NAAC' with 'A<sup>+</sup>' Grade**

## **Campus Facilities and Maintenance Committee**

### **Functions:**

- To ensure regular maintenance of the building and the equipments of the University.
- The committee's objective is to coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the job.
- To monitor routine maintenance in the University on daily basis.
- To monitor routine annual maintenance of the University and related infrastructure thereof.
- To monitor and arrange major and minor repairs of lab equipments and office accessories.

### **Responsibilities**

- To assess the quantum of annual maintenance every year and get approval of the same for execution of the work.
  - To arrange staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.
  - For complaint related maintenance, a complaint register is kept at central hall in which complainant enters the complaint and the complaint is resolved on daily basis and its stock is taken daily.
  - Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meetings every month to get budget allocated.
-



## **Grievances and Redressal Committee for Students & Parents**

Grievances and Redressal Committees formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College to promote cordial relationship among students and between students and teachers. This Cell records the complaints given by the students /parents and solves their problems. Suggestion / complaint boxes have been installed at different places in the College campus. The person concerned can personally approach /write / e-mail to any member of the Cell.

### **Functions**

- A grievance Redressal committee is formed to look in to the complaints from the aggrieved.
  - Suggestion/ Compliant Box are provided at Office of Principal for students to lodge their complaints/ suggestions.
  - The report of grievance committee is forwarded to Principal for further action
  - Corrective measures are taken and recorded in the register.
  - To provide the students access to immediate, hassle free resource to have their grievances redressed.
  - To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
  - To ensure a fair, impartial and consistent way for redressal of various complaints lodged by the stakeholders.
-



### **Internal Complaints Committee**

The aim of this Policy is to promote a social, physical and psychological environment through the following objectives.

- To create awareness among all students.
  - To prohibit the unwelcome behavior that constitutes sexual harassment or acts amounting to sexual harassment of any student.
  - To ensure that all individuals are treated with equal respect and no discriminatory treatment is meted out to anyone on grounds of gender alone
  - To provide unbiased yet empathetic redress process
-



## **Extra-Curricular Activities Committee**

Encourage students to participate in extra-curricular activities actively.

Roles and Responsibilities of extracurricular activities committee are:

- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The Committee shall display on the Notice Board/Website information about events to be conducted by the Cultural Committee like (a) Freshers' Day (b) Festival Celebrations (c) Independence Day (d) Republic Day (e) College Foundation Day etc.
- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To prepare budget for all cultural events and take necessary steps for its approval.
- To decide the date, time and agenda of the program.
- To prepare and maintain records of all cultural activities.
- To inform members of staff and students about the event.
- To arrange the venue and logistics (audio/video systems, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- Any other duties the Principal may assign.





### **Sports Committee**

The sports committee conduct meetings once a term to discuss sporting participation, coordination of teams, facilities, equipment, setting policies, funding opportunities and all issues relating to sports.

Roles and Responsibilities of Sports committee are

- The committee shall promote sports activities by motivating students and members of faculty.
  - Promoting team spirit by making healthy competition.
  - To organize regular sports events in order to train students for state and national level competitions.
  - To arrange for better coaching facilities.
  - Proper maintenance of sports accessories.
  - To provide necessary infrastructure for the sports.
-



**SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**Accredited by 'NAAC' with 'A<sup>+</sup>' Grade**

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### **NSS Committee**

NSS Committee aims to inculcate social welfare in students and to provide selfless service to society.

- The main objective of the Committee is to arouse social consciousness among students to work for the underprivileged and marginalized sections of our society.
  - It enables the students to identify the needs and solution to the problems of the community to which they belong. It facilitates not only to develop competence required for group living and sharing responsibilities but also to acquire leadership qualities and democratic attitude.
-



**SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**Accredited by 'NAAC' with 'A<sup>+</sup>' Grade**

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**Program Assessment Committee (PAC)**

- Monitors the attainment of POs and PEOs.
  - Prepares periodic reports /records on program activities, progress, status or other special reports for management and key stake holders.
  - Motivates the faculty and students towards attending workshops, developing projects, working models, paper publications and research.
  - Interact with students, faculty, and Program Coordinators, Module Coordinator and outside/community agencies (through their representation) in facilitating program educational objectives.
  - PAC meets at least once in 6 months to review the program and submits report to Department Advisory Board .
-



**SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**Accredited by 'NAAC' with 'A<sup>+</sup>' Grade**

### **Department Advisory Board (DAB)**

The DAB monitors these assessment parameters once in a year. The assessment parameters in relation to improvement into consideration are:

- Student's success rate
  - Student's achievements
  - Student's placements
  - Student's higher studies
  - Faculty research publications
  - R&D activities and consultancy
  - Lab Facilities and new facility creation as per the needs of the department.
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# SVU College of Sciences, Tirupathi

Minutes of the meeting of all the Heads of Departments, SVU College of Sciences, Tirupathi held on 25/03/2022 at 12.00 Noon in the Chamber of the principal, SVU College of Sciences, Tirupathi

Agenda: — 0 To Discuss about Implementation of Development Activities at S.V.U. College of Sciences.

## Members present:

<u>S.No.</u>	<u>Name of the Head</u>	<u>Dept.</u>	<u>Signature</u>
1	V PADMAVATHI	Chemistry	[Signature]
2	M. Hema	Physiology	[Signature]
3.	K.V. Sucharitha	Home Science	[Signature]
4.	DR. P. NAGAYOTHU	Agriculture	[Signature]
5.	PROF. V. SUBBUNATHA	Mathematics	[Signature]
6.	Prof. Ch. PARAMAGETTU	Microbiology	[Signature]
7.	DR. T. Madhu	Geology	[Signature]
8.	PROF. J.S.R. MURTHY	Botany	[Signature]
9	PROF. OVS Reddy	Biochemistry	[Signature]
10	PROF. K. Suresh Babu Reddy	Immunology	[Signature]
11	R. P. VISAYALAKSHMI	Physics	[Signature]
12	DR. S. Kishore	Zoology	[Signature]
13	DR. P. Venkatesh Reddy	Personality	[Signature]
14	DR. P. SATISH REDDY	Library	[Signature]
15	DR. T. DAMODARAN	Principal	[Signature]

## RESOLUTION:

1. Resolved to modify the sitting accommodation in the office of the Principal S.V.U. College of Sciences, Tirupati with cubicals with all facilities.
2. Resolved to repair & replace of water taps, pipelines and sanitary items etc. in the existing wash rooms and toilets under Principal control.
3. Resolved to purchase electrical items for all the departments of SVU College of Sciences, Tirupati for emergency replacement.
4. Resolved to Modify E. Class Room by providing
  - a) Net work facility
  - b) Replacement of benches with ideal chairs
5. Resolved to purchase of water coolers for the students of
  - a) Hostels : 1 Big size
  - b) Office of the Principal : 1 Medium size
6. Resolved to print and fabricate of Anti Ragging boards to be kept in the Departments/Hostels/Notice Boards of SVU College of Sciences, Tirupati.
7. Resolved to display of Scientists/Scientific Instruments Photos and significant events of the individual departments at the entrance of the concerned departments
8. Resolved to display Department name boards/sign boards in the department.
9. Resolved to purchase a Laptop for the Principal, SVU College of Sciences, Tirupati.
10. Resolved to procure the Alphabet letters and numbers to the display boards given to all the departments.
11. Resolved to purchase a Printer/scanner cum copier for the Principal, SVU College Sciences, Tirupati.
12. Resolved to replace old batteries in all the UPS systems with new Ones.
13. Resolved to purchase certain Electrical items for running of Computers.
14. Resolved to Print Identity Cards for the students of M.Sc 1<sup>st</sup> Semester.

S.No.	Name of the Head	Dept.	Signature
1	R.P. VIJAYALAKSHMI	PHYSICS	R.P.V.
2	K.V. Sushantha	Home Science	K.V.S.
3	Prof. V. SUGUNAMMA	Mathematics	V.Sugun
4	V. PADMAVATHI	Chemistry	V.P.
5	Dr. P. NAGA JYOTHI	AQUACULTURE	P.N.J.
6	Dr. T. Madhu	Geology	T.M.
7	Prof. J.S.R. MURTHY	Botany	J.S.R.
8	Prof. M. HEMA	VIROLOGY	M.H.
9	Dr. S. Viswanatha Reddy	Psychology	S.V.R.
10	Dr. T. Damodaram	Env. Scien	T.D.
11	Prof. V. S. Reddy	Biochemistry	V.S.R.
12	Prof. Ch. PARAMASIVAM	Microbiology	Ch.P.

S.No.	Name of the Head	Dept.	Signature
	Prof. V. V. Rao	SVU	Prof. V. V. Rao
	Prof. K. Sureshchandra	Anthropology	

**College Development Advisory Committee:**

S.No.	Name	Dept.	Signature
1.	Prof. CH. Appa Rao	Bio-Chemistry	
2.	Prof. V. Sugunamma	Mathematics	V. Sugunamma
3.	Prof. B. Deva Prasad Raju	Physics	Prof. B. Deva Prasad Raju
4.	Prof. S. Kishore	Zoology	Prof. S. Kishore
5.	Dr. K. Manjula	Home Science	Dr. K. Manjula

K. Manjula  
VICE-PRINCIPAL  
SVU COLLEGE OF SCIENCES  
TIRUPATI

PRINCIPAL  
SVU COLLEGE OF SCIENCES  
TIRUPATI





## SRI VENKATESWARA UNIVERSITY COLLEGE OF SCIENCES :: TIRUPATI

No SVUCS/Advisory Committee/2021

Date : 29-12-2021.

### CIRCULAR

The New College Development Advisory Committee with the following Members is constituted for a period of One year for giving recommendations for General Developments (Viz., Engineering Works, Sanitation Works, Purchase of the essential office objects and its Minor and Major repair works in the College) in the SVU College of Sciences, with immediate effect.

- |  |   |          |
|--|---|----------|
| 1. Principal                                   | - | Chairman |
| 2. Vice-Principal                              | - | Convener |
| 3. Prof. Ch. Appa Rao, Dept. of Biochemistry   | - | Member   |
| 4. Prof. V. Sugunamma, Dept. of Mathematics    | - | Member   |
| 5. Prof. B. Deva Prasad Raju, Dept. of Physics | - | Member   |
| 6. Prof. S. Kishore, Dept. of Zoology          | - | Member   |
| 7. Dr. K. Manjula, Dept. of Home Science       | - | Member   |

The above Committee will meet at least once in a month on the date suggested by the Chairman/Principal, SVU College of Sciences, Tirupati for the above purpose for incurring the expenditures meeting the Budget Heads of Miscellaneous Account and Principal 5% Share amount of Self Supporting Courses of SVU College of Sciences, Tirupati.

This is for your information.

**PRINCIPAL**  
**S.V.U. COLLEGE OF SCIENCES**  
**S.V. UNIVERSITY, TIRUPATI-517 502**

Copy to the Members of the Committee, for information.

Copy to all the Heads/Co-ordinators of the Departments concerned of SVU College of Sciences, for information.

Copy to PS to Vice-Chancellor, S.V. University, Tirupati for information.

Copy to PS to Rector/Registrar, S.V. University, Tirupati for information.

Copy to Spare/File.






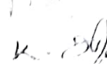

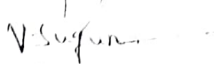
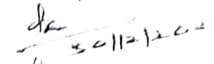
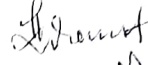

**SRI VENKATESWARA UNIVERSITY COLLEGE OF SCIENCES :: TIRUPATI**

Minutes of the Meeting of the College Development Advisory Committee held at 03.30 PM on 30-12-2021 in the Chambers of the Principal, SVU College of Sciences, Tirupati.

**AGENDA:**

1. To discuss the Printing of Main and Additional Answer sheets to conduct Internal Examinations.
2. Any other Item with the permission of the Chairperson

**MEMBERS PRESENT :**

1. Principal	--	Chairman	
2. Vice-Principal	--	Convener	
3. Prof. Ch. Appa Rao, Dept. of Bio-Chemistry	--	Member	
4. Prof. V. Sugunamma, Dept. of Mathematics	--	Member	
5. Prof. B. Deva Prasad Raju, Dept. of Physics	--	Member	
6. Prof. S. Kishore, Dept. of Zoology	--	Member	
7. Dr. K. Manjula, Dept. of Home Science	--	Member	

**RESOLUTIONS :-**

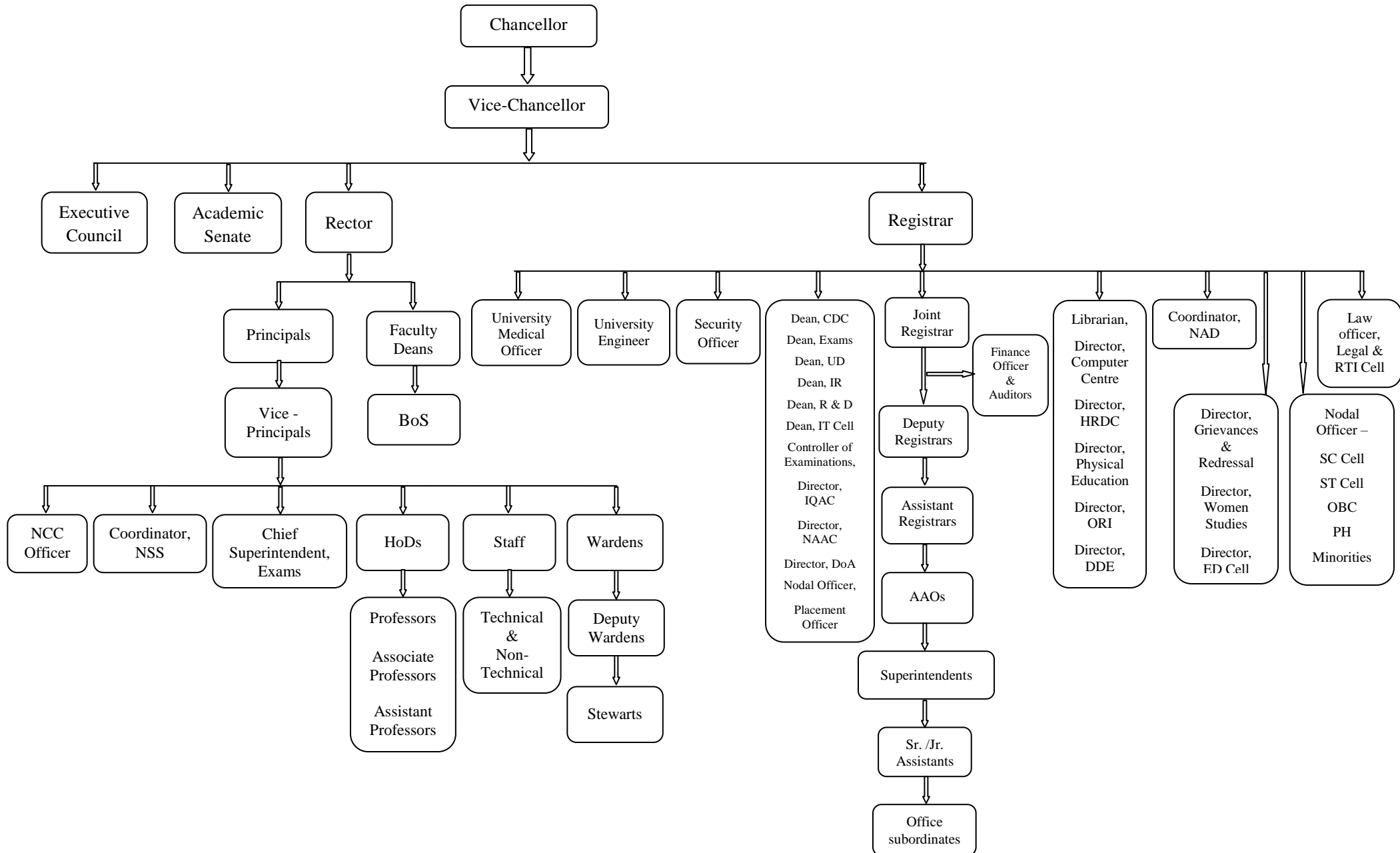
The Members of the College Development Advisory Committee met on 30-12-2021 at 3.30 PM and discussed about the Activities to be taken and to implement at Sri Venkateswara University College of Sciences, Tirupati. The following are the resolutions.

1. It is resolved unanimously by the College Development Advisory Committee to authorize the Principal, SVU College of Sciences, Tirupati and to invite quotations from local reputed printers for printing of 50,000 Nos. of Main Answer Sheets and 1,00,000 Nos. Additional Answer sheet to conduct Internal Examinations by following the existing University procedures by meeting expenditure from Principal Special Fee Account for the year 2021-2022 as the same work can not be taken up by the SVU Press.
2. Further resolved to establish e-class Room at least one each in both N.S. and P.S. Blocks with all amenities.
3. Resolved to restore drinking water faculty to students in the SVU College of Sciences Principal's Office Vicinity.
4. Resolved to revive Wash Room facilities on different blocks of SVU College of Science Campus both for Boys and Girls.
5. Resolved to go ahead with repairs of Wooden Furniture available in different departments for their use by students.
6. Resolved to Repair or Establish new Notice Boards at the entrance of P.S. and N.S. Blocks for display of important Notice materials.
7. Resolved to start Placement Cell to take up Placements for students of Science College by inviting different Companies/Agencies to the Campus.

The above developmental activities i.e. Resolutions No.2 to 7 can be taken up by meeting the expenditure from funds of 35% University Share of SSC Courses for the Academic year 2020-21 after obtaining appropriate permission from the University.

**PRINCIPAL**  
S.V.U. COLLEGE OF SCIENCES  
S.V. UNIVERSITY, TIRUPATI-517 507

# Organizational Chart of the Institution



Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1	Registrar	1. At least 15 years experience as lecturer and reader of which 5 years should be as Reader, with experience in educational administration.	The Registrar shall act as the Secretary of the Board of Management and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.
		2. Persons with comparable qualifications in research establishments and other institutions of higher education are also eligible.	It shall be the duty of the Registrar:-  (i) to be the custodian of the records, common seal, and such other property of the University as the BOM may commit to his charge.
		3. Persons with 10 years of administrative experience and who have qualifications comparable to those required for appointment to the post a Reader will also be considered.	(ii) to conduct official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
		4. In the case of internal candidates there can be relaxation of the above requirements.	(iii) to issue under the direction of the Vice-Chancellor, all notices, concerning meetings of the BOM, Academic senate, Board of studies and any committee thereof, and
			(iv) He shall, in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by his in the performance of his official duties.
2	Finance officer	Qualification not mentioned in G.O .Ms.No.64 Edn. Dept., dt.5.3.92, relating to the appointment of the Finance officers in all the Universities in the state by the State	He shall maintain the accounts of the University and also advice the University on all matters relating to income and expenditure.

		<b>Govt. (Copy enclosed)</b>	
<b>2(a)</b>	<b>One Dy. Registrar is working against the post of Finance Officer as at present.</b>		<p><b>He is under the Control of the Registrar.</b></p> <p><b>He is incharge of Collage of Engg. Account &amp; P.G. Centres A/cs., General A/c., Exams Account., Mis. Grants A/c.</b></p>
			<b>Passing of salary bills of the above accounts, pension bills, examinations bills, scholarship bills, maintenance of cash books/ledger books/registers for recovery of various advances, he is Secretary of the Finance Committee.</b>
			<b>Supervise the works of the Asst. Registrars working in finance &amp; Accounts Branch.</b>
<b>3</b>	<b>Controller of Examinations.</b>		<p><b>He is under the control of the Registrar</b></p> <p><b>Conduct of Exams – Scrutiny of applications – preparation of rolls – preparation of question papers – issue of hall tickets – declaration of results – sending of marks statements/ candidates – issue of certificates – migration certificates ect., - conduct of convocation degree certificates – furnishing of information to academic authorities – preparation of annual reports – preparation of ranks – submission of rank to the D.H.S for awarding national merit scholarship</b></p>
<b>4</b>	<b>Additional Controller of Examinations.</b>		<b>He will be under the direct control of controller of examinations and will assist controls of Examinations in all the centers relating to Examination branch as sanction above.</b>
<b>5.</b>	<b>Deputy controller of Finance and Accounts</b>		<b>He is under the control of the Registrar.</b>



			<p>He is incharge of SVU College Account, Capital Account, GPF/Pension/ GIS Account, endowment account, passing of salary bills, loan bills, subscription bills, pension bills.</p> <p>Allotment of Quarters to the University Employees, Preparation of Budget and Revised Budget estimates every year. Reconciliation and compilation of accounts, preparation of annual account, passing of work bills.</p>
6	Deputy Registrar (Administration)		<p>He is the under the control of the Registrar</p> <p>He will assists the Registrar in all matters relating to the University Administration. i.e. appointments transfers /promotions /fixation of pay to the teaching and non teaching staff of the University. – implementation of various changes to the teaching and non teaching staff. – sanction of increments and leaves granting of lien / deputation duty leave etc., / pensions to the university employees matters relating to court – district Forums / suits / lokayukta or upaloka-yukta – house buildings loans / educational / festival / marriage / vehicle / cycle advances and loan to the eligible university employees – implementation of G.Os. relating to service matters – issue of general circulars – correspondence relating to study centers and P.G. centers, maintenance of confidential reports – perform such other duties as may be entrusted to his from time to time by the Registrar</p>
7	Deputy Registrar (Academic)		<p>Granting of affiliations to all Degree Colleges and P.G. Courses including professional colleges, maintenance of corpus fund of various affiliated colleges – Recognition of</p>

			<p><b>Autonomous colleges – Nomination of members on Governing bodies, Seletion committees of Affiliated colleges – Framing of rules, syllable, Test &amp; Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. &amp; combined and under Graduate &amp; conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India &amp; abroad – conducting of Endoment Lectures and its printing work – Admission rules for three year Degree course, professional and P.G Courses of the University and affiliated colleges – combination of attendance relating to affiliated colleges in the University area and also from out-side University – Award of endowment scholarships/ recognition of research centers/ research guides/ doing research leading to Ph.D. – Information to AIU/ commonwealth Universities year book – Common entrance examinations – inclusion of colleges under UGC Act, - other information.</b></p>
<b>6 (c)</b>	<b>Deputy Registrar (Special Cell)</b>		<p><b>He is under the control of the Registrar</b></p> <p><b>Implementation of rule of reservation as per A.P. Govt. instructions – correspondence relating to SC/ST/BC/O.BC scholarships collection of data relating to admission of students in the University and affiliated colleges and sending the same to the UGC every year – Correspondence relating to purchase of books and equipment pertaining to all Departments of the</b></p>

			<p><b>University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc.</b></p> <p><b>Perform such other duties as may be entrusted to him from time to time by the Registrar.</b></p>
<b>7</b>	<b>Development Officer</b>		<p><b>He is under the direct control of the Registrar.</b></p> <p><b>Correspondence relating to UGC / State Govt. / Other Funding Agencies – works relating to seminars / Scholarships/ Fellow-ships / workshops /conferences/ research schemes/projects/ deputation of teachers under unassigned grants/teachers exchange programmes / educational tours / purchase of books and equipment to the University College under plan grant – claiming of building grants / salaries of teaching staff from UGC – Grants relating to affiliated colleges – setting up of the Boards by AICTE – Nomination of Academicians – Preparation of Utilisation certificates of the Development Branch.</b></p> <p><b>Perform such other duties as may be entrusted to his from time to time by the Registrar.</b></p>
<b>8</b>	<b>Asst. Registrar (Admn.,)</b>		<p><b>He is under the control of Deputy Registrar (Admin.) in all matters relating to University administration. – Record all entries in SRs of University employees. Receiving Tappal relating to Administration Branch.</b></p> <p><b>Perform such other duties as my be entrusted to him</b></p>

			<b>from time to time by the Deputy Registrar (Admn.)</b>
<b>9</b>	<b>Asst. Registrar (Academic)</b>		<b>He is under the control of Dy. Registrar (Academic).</b>  <b>Assist the DR(Academic) in all the matters relating to Academic Branch. Receiving Tappal relating to Academic Branch.</b>  <b>Perform such other duties as may be entrusted to him from time to time by the Dy. Registrar (Academic).</b>
<b>10.</b>	<b>Asst. Registrar (Exams) Asst. Controller of Exams</b>		<b>He is under the control of Controller of Exams.</b>  <b>Assist the C.E / Addl. C.E. in all matters relating to Examination Branch. Perform such other duties as may be entrusted to him from time to time by the controller of examinations.</b>  <b>Perform such other duties as may be entrusted to his from time to time by the Controller of Examinations.</b>
<b>11.</b>	<b>Asst. Registrar (Finance I), Finance (II) &amp; Finance III)</b>		<b>They are under the control of Dy. Registrars (Fin.I &amp; Fin. II).</b>  <b>Assist DRs in Finance &amp; Accounts Branch.</b>  <b>Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin &amp; Accounts, Branch.</b>



12.	Asst. Registrar (Development)		<p>He is under the control of Development Officer.</p> <p>Assist the Development Officer perform such other duties as may be entrusted to him by the Development Officer from time to time.</p>
13.	Assistant Registrar O/o the Principal, S.V.U. College of Arts and Sceinces, Tirupati.		<p>He is under the control of Principal, SVU College of Arts &amp; Sciences.</p> <p>Assist the Principal in all matters relating to University college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVU College.</p>
14.	Assistant Registrar, O/o the Principal, SVU College of Engg., Tirupati		<p>He is under the control of Principal, SVU college Engg.,</p> <p>Assist the Principal in all matters relating to Engg. college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVUC of Engg.</p>
15.	Assistant Registrar (Engg. Department)		<p>He is under the control of the University Engineer, SV University, Tirupathi.</p> <p>Assist the University Engineer in all matters relating to Engg. Dept.</p> <p>Performs such other duties as may be entrusted to him from time to time by the University Engineer.</p>
	Assistant Controller of		He is under the control of controller of Examinations

	<b>Examinations</b>		<p><b>Assist the C.E / Addl. C.E. in all matters relating to Exams, Branch.</b></p> <p><b>Perform such other duties as may be entrusted to him from time to time by the Controller of Examinations.</b></p>
	<b>Asst. Admn. Officer, SVU PG Centre, Kavali.</b>		<p><b>He is the under the control of special officer, SVU PGC, Kavali</b></p> <p><b>Assist the above Special Officer, in all matters relating to University / PG Centre Administration.</b></p> <p><b>Supervise the work of Staff under his control.</b></p> <p><b>Perform such other duties as may be entrusted to him from time to time by the Special Officer, SVUPG Centre, Kavali</b></p>
	<b>Asst. Admn. Officer, SVU PG Centre, Cuddapah</b>		<p><b>He is the under the control of special officer, SVU PGC, Cuddapah.</b></p> <p><b>Assist the above Special Officer, in all matters relating to University / PG Centre Administration.</b></p> <p><b>Supervise the work of Staff under his control.</b></p> <p><b>Perform such other duties as may be entrusted to him from time to time by the Special Officer, SVUPG Centre,</b></p>

			<b>Cuddapah.</b>
	<b>Asst. Admn. Officer, SVUC Hostels for Men, Tirupati.</b>		<b>He is under the control of the warden – Assist the Warden in the matters of Admin and Accounts of the Hostel – Checking cash collection and P.A. Accounts – dropping of Audit objections – Preparation of Hostel Committee Agenda maintenance of all records of Hostels – work that may be entrusted to him from time to time by the authorities.</b>
<b>11</b>	<b>Superintendents</b>		<p><b>The Superintendents shall be under the Administrative control of their immediate superior officers – they will Assist the officers concerned in related matters entrusted to them.</b></p> <p><b>General supervision of work turned out by all assistance working under their control.</b></p> <p><b>Guidance to the assistances working under their control.</b></p>
<b>12</b>	<b>Secretary to Vice-Chancellor (Superintendent's cadre)</b>		<p><b>He is under the control of the Vice-Chancellor.</b></p> <p><b>Perform the duties as may be entrusted to him from time to time by the Vice-Chancellor</b></p>
<b>13</b>	<b>Secretary to The Registrar (Superintendent's cadre)</b>		<p><b>He is under the control of the Registrar.</b></p> <p><b>Perform the duties as may be entrusted to him from time to time by the Registrar</b></p>
<b>14</b>	<b>Senior Assistants</b>		<b>They are under the control of the respective Superintendents,. Besides attending clerical work</b>

			entrusted to them, they will assist the superintendents in all the matters pertaining to the Section like furnishings of information to various bodies and institutions.
	<b>School Manager (Senior Asst. cadre)</b>		<b>-do-</b>
	<b>Hostel Manager (Senior Asst. cadre)</b>		<b>-do-</b>
	<b>P.A. to Vice- Chancellor (Senior Asst. cadre)</b>		<b>-do-</b>
<b>14</b>	<b>U.D. Stenographer</b>	<b>Degree with Type writing &amp; Short hand Higher Grade.</b>	<b>Perform the duty, as may be entrusted from time to time by the immediate superior officer attend the typing work/taking dictation work.</b>
	<b>Job- Receptionist UGC Post – (Senior Assistant level)</b>	<b>No Specific rules.</b>	<b>Perform the duties as may be entrusted from time to time by the Director, Computer Centre, SVU.</b>
	<b>Steno-Typist UGC Post</b>	<b>A) Academic Staff College – 1 post B) Dept. of Economics – 1 post</b>	<b>Perfrom the duties as may be entrusted from time to time by the immediate Superior Officers – attend the Typing work/taking dictation work.</b>
<b>15</b>	<b>Junior Assistants</b>	<b>Degree with Typewriting Higher Grade (English / Telugu)</b>	<b>He will be under the direct control of respective Supdt. And assist him in all the matters besides attending to the clerical work entrusted to him.</b>
<b>16</b>	<b>L.D. Stenographers</b>	<b>SSC or its equivalent with Typewriting &amp; Shorthand in English by Lower Grade. Preference will be given to those possessing higher qualifications.</b>	<b>They will be under the control of respective officers. They will perform the duties as may be entrusted from time to time by their immediate superior officers. They will attend the typing work/taking dictation work.</b>
<b>17</b>	<b>Roneo Operator</b>	<b>Reneo Operator training course certificate</b>	<b>Operating the Electrical Duplicating machine and</b>



		<b>given by the fires like (1) M/s. Gestetner duplicator, Madras (2) Stencils &amp; stencils Madras.</b>	<b>getting roneo copies as and when stenciled and required by the Sections.</b>
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<b>18</b>	<b>Record Assistants</b>	<b>1) Passed I or II Fors with 6 years of service as Attender.</b> <b>or</b> <b>2) Passed III from and no minimum service being insisted upon.</b>	<b>Laboratory work in the colleges, keeping books/files in order in the record room library/Depts./ Sections.</b>
<b>19</b>	<b>Attenders</b>	<b>V Class passed knowing cycling</b>	<b>Attending the official work basing on the instruction given by the concerned Head of the Dept/ Institution/ Officer/ Section supdt. Etc.</b>

**Unit : NSS**

1.	<b>University Programme Co-ordinator</b>	<ol style="list-style-type: none"> <li>1. A First or Second Class Mater's degree in Arts/Science/Commerce of this University or its equivalent. A higher academic degree will be preferred</li> <li>2. A Candidate should possess considerable drive personality and should be able to set personal example in organizing camps and conducting camps for the youth programmes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Executes all instructions received from the Central Government/State Governmernt and the decisions of the State Level and University advisory committees relating to the NSS</li> <li>2. Ensures timely release of grants to the colleges., selection of programme officers, submission of accounts and reports to the Government, assist and guide NSS Units in formulation of useful and innovative projects and publications of NSS bulletins.</li> <li>3. Ensures that material/equipment/vehicles created out of NSS funds are exclusively used by the NSS personnel for NSS purpose</li> <li>4. Helps in organizing inter college camps, orientation and training programmes.</li> <li>5. Visits from time to time the NSS units and special camps for providing guidance and to ensures proper implementation of NSS programmes.</li> <li>6. Keeps liasion with the officials of the Regional Centres of the Department</li> </ol>
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			of Youth Affairs and Sports, Government of India and Officers of the State Government connected with NSS Programmes.
<b>Unit – S.V.U Medical Helath Centre</b>			
<b>2.</b>	<b>Senior Medical Officer</b>	<b>1. M.B.B.S</b> <b>2. Should have registered in AP Medical Council</b> <b>3. Should have completed 12 months of Intership</b>	<b>1. To attend to the Out-patient and In-patient work in the Health Centre during working hours. To attend to any emergency cells outside working hours with the help of Municipal Health Officer to give inoculations against the disease like cholera whenever necessary. To attend to the immunization Programmes for children</b> <b>2. To supervise the work of the subordinate staff with the help of Junior Medical Officers and Pharmacist to prepare the list of drugs required and to place orders to the firms.</b>
<b>3.</b>	<b>Junior Medical Officer (Women)</b>	<b>1. M.B.B.S D.G.O</b> <b>2. Should have Registered AP Medical Council</b> <b>3. Should Have completed 12 months of Internship</b>	<b>1. To attend to the Out-patient and In-patient work in the Health Centre and to attend to any emergency calls as and when necessary. To asist the S.M.O in the preparation of indents relating to drugs and other matters</b>
<b>3.</b>	<b>Junior Medical</b>	<b>1 .M.B.B.S</b>	<b>-do-</b>



	<b>Officer</b>	<b>2. Should have Registered AP Medical Council</b> <b>3. Should Have completed 12 months of Internship</b>	
<b>4.</b>	<b>Staff Nurse</b>	<b>1) A pass in 10<sup>th</sup> class should have undergone 3 ½ years training in sick nursing conducted by Chairman Board of Exams for Nurses and Director Medical Education A.P</b> <b>2) Certificate of Registration for Midwife should have been obtained from the A.P nurses Midwives, Auxiliary nurse, Midwives and Health Visitor Council</b>	<b>1) Looks after the injection room and giving injections to patients, recording temperature, giving cold sponging for Hyperpyrexia, helping in administrecting Oxygen and in usage of suction operators, sterilisation of syrenge etc</b> <b>2) Takes care of inpatients in giving medicines and injections, recording temperature and helps in giving Ultravancus fluids and performs the duties of other nursing care.</b> <b>3) Attends on call duties on alternative weeks to attend to emergency cases.</b> <b>4) Looks after the maintenance of licen an other in-patient ward equipment.</b>
<b>5.</b>	<b>Pharmacist</b>	<b>1. Should have passed the qualifying examination for Componders (Board of Examiners and Director of Medical Services A.P)</b>	<b>1. Writing of Cash Bills and remitting the collected amount into the Bank, Assist the Senior Medical Officer in preparing indents and placing of order for the required drugs. To assist the S.M.O in maintaining the Stock Register regarding drugs.</b> <b>2. Looks after dispensive of drugs to the Out-patients and in-patients as per</b>

			the prescriptions of the Medical Officers.
6.	Radiographer	A) Diploma in Radiography given by the Medical & Health Service B) B) A Pass in SSLC	Attending X-Ray work
7.	Lab-Technician (Clinical Lab)	Should have passed Lab-Technician Course conducted by the A.P Government or its equivalent in Other States	Doing the clinical investigations viz, blood test, motion test and sputum test, blood grouping etc.
8.	Female Medical attendant	Should have studies upto VIII standard with one year training in a Government/in a recognized hospital	Attending the dressing rooms work and assist the Medical Officer in minor surgical procedure
9.	Male Nurse Orderly	Should have passed matric and passed Red Cross first Aid examination	-do-
10.	Hospital Boy	No qualifications prescribed	To look after the maintenance of the cleanness of the inpatient wards ie. Keeping inpatient ward cleanly. To help the inpatient students patient to get the diet.
<b>Unit-Archival Cell</b>			
1.	Archivist	MA in History with diploma in Archives Keeping	Collection and preservation of rare and valuable manuscripts, books etc. of the University and also many official records (Administrative reports, proceedings of the Senate, Syndicate and Academic Council, Reports on History of affiliated colleges) To supervise and coordinate the record room organizing work
2.	Assistant Archivist	1) BA Degree with History	1) Organization work of record rooms

		<p>2) Certificate in record Management in training or its equivalent awarded by the National Archives of India/any State Government Archives/any other University/Institutions</p>	<p>and separation of nonarchival material like other University calendar, magazine and annual reports.</p> <p>2) To attend minor repairs of torn and mutilated papers and proper stitching of old files in the record room</p> <p>3) Revaluation of old records in the record room-weeding or etc., after re assessing their official and historical value.</p> <p>4) Receiving closed files from the sections of the University and from Departments.</p> <p>5) Preparation of record retention schedule of the University (weeding rules for the destruction of old records in the Registrar's Office)</p> <p>6) Preparation of accession register, and weeding register of the records.</p> <p>7) Preparation of Office procedure hand book</p> <p>8) Conducting of orientation/in service lecture Programs in record management to the University staff.</p>
3.	Preservation Assistant	Diploma in Binding and experience in repair of documents.	<p>1. He will Assist the Archivist in preservation of rare and valuable manuscripts/books of the University and Official records</p>

			<p>2. He will assist the Asst., Archivist in the record management</p> <p>3. Supervise the work of Binding and repair of old books/documents.</p>
4.	Binder	<p>1. Should be a literate in English and Telugu</p> <p>2. Should be able to do all kinds of binding works including binding of old books</p> <p>3. Should be able to operate all kinds of folding, cutting, stitching and ruling</p>	<p>1. He is responsible for all binding works including old books of the University, operation of all kinds of folding and cutting, stitching and ruling machines.</p>
5.	Mender	<p>1. A pass in SSC/Matriculation (or its equivalent examination)</p> <p>2. A Certificate course in repair of records of any recognised institutions/National Archives/State Archives or its equivalent</p>	<p>He is jointly held responsible along with the binder for all the binding works of the University and operation of all kinds of folding, cutting, stitching, ruling machines and other binding tools.</p>
<b>Department of Physical Education</b>			
1.	Marker	No Qualifications Prescribed	<p>Preparing of Courts, fields, Cricket pitches and Athletic tracks as per exact specifications.</p>
2.	Asst. Maker	-do-	<p>Preparing of Courts, fields, Cricket pitches and Athletic tracks as per exact specifications.</p> <p>Assist the Marker in all the works.</p>
3.	Groundsman	-do-	<p>1. Preparation of grounds and marking of various field grounds &amp; Games Courts</p> <p>2. Rolling of Cricket Pitch and Tennis Courts.</p>
4.	Junior Grounds Man	-do-	<p>Assist the groundsman.</p>



<b>Unit : S.V.U Hostels for Women</b>			
<b>1.</b>	<b>House Keeper</b>	<b>1. Should have passed matriculation/ or its equivalent</b> <b>2. Diploma or Certificate from the Institute of Catering, Madras</b>	<b>1. Managing problems of the Hoster relating to Food Catering, Hygene, Health and General Discipline.</b> <b>2. Assisting the Deputy Warden on all the above problems connecting to Hostels.</b>
<b>Unit : Centre for Studies on Indo-China (Area Studies Programme)</b>			
<b>1.</b>	<b>Documentation Officer</b>	<b>1. M.A first or high second class of any Indian/Foreign University in History or Political Science.</b> <b>2. Ph.D degree or published work of an equally high standard in History or in Political Science or International Relations.</b> <b>3. Knowledge of Science/Vietnamese/Thai Language</b>	<b>1. Preparation of lists of article from the periodicals</b> <b>2. Preparation of lists of new arrivals, indexing and classifying them, author-wise, subject- wise and year- wise.</b> <b>3. Sorting of typed bibliography cards country- wise, year- wise, and topic- wise.</b> <b>4. Preparation of Newspaper clippings.</b> <b>5. Preparation of indents for books required</b> <b>6. Making news items in All India Radio bulletins.</b> <b>7. Processing of research material available and offering them to the scholars and staff.</b> <b>8. Accessioning and keeping of new arrivals in the Center.</b> <b>9. Collection of material for research work.</b> <b>10. Arrange translation service and interlibrary loan service to the scholars</b> <b>11. Arranging Xeroxing service</b> <b>12. Collection of Union catalogue from</b>

			<p>different libraries.</p> <p>13. Providing Bibliographical instruction, counselling research consultation.</p> <p>14. Supervise the activities in the sectional library.</p>
2.	Senior Technical Assistant	1. M.A First or Second class 55% or above in South	<p>1. Collection and processing of the data scattered in the micro-literature like periodicals</p> <p>2. Analyzing current periodicals and offering to the scho relating to latest developments in the Area Studies</p>
<b>Unit:- Telugu Department, S.V.U College of Arts &amp; Science</b>			
1.	Under UGC Special Assistance Programme 1. Documentation Assistant	<p>1. First or High Second class in Master's Degree in the subject other than the Library Science</p> <p>2. Master's degree in Library Science with first or high second class or Associateship from DRTC/ISDOC</p>	<p>1. Attending to the library work in the Department of Telugu Studies</p> <p>2. Preservation of rare manuscripts, documents, books etc.,</p> <p>3. Assist the Coordinator of the programme in all the works relating to library work, documentation etc.</p>
<b>Unit: S.V.U Oriental research Institute</b>			
1.	Curator-Cum-Librarian	<p>1. First or high second class MA in Sanskrit/History/Philosophy/Indian Culture/Telugu</p> <p>2. First or second class degree in Library Science.</p>	Organization, Maintenance, Classification, circulation of printed books and manuscripts preparation of Descriptive Catalogue
2.	Research Assistant	1. Siromani MA in Sanskrit/Telugu or equivalent.	1. Assisting the Director in editing manuscripts, writing articles, individual editing of manuscripts, preparation of press copy and proof reading of the

			<p>publication.</p> <p>2. Assisting cataloguing of printed books and manuscripts.</p>
<b>Unit : Centre for Studies in Peace and Non-Violence</b>			
<b>1.</b>	<b>Research Assistant</b>	<b>MA Second Class</b>	<p>1. Attending and organizing seminars and conferences.</p> <p>2. Doing Documentation work in the areas of Peace, disarmament, foreign policies war and other related areas</p> <p>3. Visiting and collecting data from sister centers both in India and Abroad.</p>
<b>Unit : Department of Psychology</b>			
<b>1.</b>	<b>Research Assistant</b>	<b>A First or high second class MA degree in the concerned subject and publication of articles in standard journals</b>	<p>1. To involve in the preparation of questionnaire to study the problems relating to subject</p> <p>2. Collection of required data by visiting different places and processing of data</p> <p>3. Consult various libraries for collection of secondary source material</p> <p>4. Attend seminars and conferences conducted by various funding agencies</p> <p>5. To attend to the report writing and other works assign by the head</p> <p>6. To attend teaching work assigned by the Head / Director /Executive Secretary</p>

<b>Centre for Human &amp; Social Development</b>			
<b>1.</b>	<b>Research Assistant</b>	<b>A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals</b>	<b>To involve in the preparation of questionnaire to study the problems relating to the subject from 2 to 6 as mentioned above.</b>
<b>Department of History</b>			
<b>1.</b>	<b>Research Assistant</b>	<b>A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals</b>	<b>From 1 to 6 as mentioned above.</b>
<b>Department of Economics</b>			
<b>1.</b>	<b>Research Assistant</b>	<b>A first or high second class M.A. degree in the concerned subject and publication of articles in standard journals</b>	<b>From 1 to 6 as mentioned above.</b>
<b>SVU Library:-</b>			
<b>1.</b>	<b>Library Asst., Gr.I.</b>	<b>Post Graduate qualification with a degree in library science from a recognised University</b>	<b>1) Acquisition and accessioning of books.</b> <b>2) Processing of indents, ordering of books and payment of bills.</b> <b>3) Classification, Cataloguing and physical preparation of books, filling of catalogue cards and preparation of recent additions list.</b> <b>4) Supervise the job relating to</b>

			<p>subscription of periodicals, payment of bills, recording of receipts, recording non-receipts and display of periodicals.</p> <p>5) Acquisition and maintenance of binding material and also to regulate the binding and repairing of books attended by the other staff.</p> <p>6) Regulating the issues and return of books, filling of charge tickets and pass books, enrolment of borrowers, answering enquiries, maintenance of borrowers register and register for no dues certificates, issue of reminder for over-due books, maintenance of register of statistics.</p> <p>7) Supervise cleaning of shelves, arrangement of books, retrieval of required books.</p>
2.	Library Asst. Gr.II	Graduate with a degree in Library Science	As mentioned above from 1 to 7
3.	Junior Library Asst. Gr.I	Should have passed SSC or its equivalent with certificate course in Library Science	<p>1) Attends to return of books, filling of charged tickets, preparation of daily statistics of visitors and the books issued.</p> <p>2) Attends to accessioning of books and preparation of statistics of books acquired.</p> <p>3) Arrangement and shelving of all back</p>



			<p>volumes of periodical relating to Science &amp; Technology besides readers assistance service.</p> <p>4) Attends to the processing of bills, recording of receipt of issues and periodicals, maintenance of various records.</p> <p>5) Answering the readers queries, attending to audit.</p> <p>6) Looks after classification, cataloguing, shelving, arrangement of books and to meet the research needs of students and researchers.</p> <p>7) Processing of indents and ordering of books.</p> <p>8) Maintenance of Children Section, recording of gift books, collection of xerxing charges etc.</p>
<b>4.</b>	<b>Junior Library Asst. Gr.II</b>	<b>-do-</b>	<b>-do-</b>
<b>Special Cell</b>			
<b>1.</b>	<b>Statistical Assistant</b>	<b>M.Sc. Statistics with I &amp; II Class experience in data analysis</b>	<p>1) Collection and compilation of statistical information in respect of admissions (University &amp; affiliated colleges) of students and appointment of teachers.</p> <p>2) Observing whether rule of reservation for SCs &amp; STs is observed as per the percentages specified in Gos and monitoring the same to the UGC, Central &amp; State Government.</p>

<b>1.</b>	<b>Assistant Directors, Dept. of Adult Education and Continuing Education and Extension SVU College Tirupati</b>	<b>Readers Category</b>	<b>Teaching</b>
<b>2.</b>	<b>Project Officer Dept. of Adult Education SVU College Tirupati</b>	<b>Lecturer Category</b>	<b>Teaching</b>

**S.V. University House:-**

<b>1.</b>	<b>Asst. Public Relation Officer</b>	<b>A Post-Graduate Degree Experience in maintaining Guest House/Public Relations</b>	<b>Maintenance of Guest House - Supervising the work of Manager, House Keeper, Office Staff Cook, Asst. Cook etc. – Correspondence relating to allotment of rooms to the VIPs/State/Central Govt. /UGC officials and Officers including BOS Members/Standing Council of Members and other important dignitaries visiting the University – Establishing cordial relations with public for the development and welfare of the University.</b>
<b>2.</b>	<b>Manager</b>	<b>No qualifications prescribed</b>	<b>Over all In-charge of the Guest House – Cheking of the registers viz., Accommodation Registers, Remittance Registers etc. – Maintenance of permanent advance – Attending to Audit work – Attending to the needs of all the VIPs and</b>

			other dignitaries staying in the University House – Making arrangements for all the inners arrangements by the University and outsiders permitted by the University. Perform such other duties has may be entrusted to him from time to time by the University authorities.
3.	House Keeper	No qualifications prescribed	Incharge of the stock position of entry, Linon etc. in the University House. And the maintainance of Guest House rooms. And attending to the needs of them.
4.	Steward-cum-Cook	Pass in SSLC or its equivalent  Maintenance of Rest House/ Hostels and experience in preparation of western and Indian variety dishes both veg. and non-veg. for big dinners and other functions	Incharge of the Guest House Kitchen Section
5.	Cook	Experience in preparation of variety of dishes both veg. and non-veg. for big dinners and other functions  Experience in College and University Hostels will be preferential qualification	Assistant the Steward –cum-Cook
6.	Asst. Cook	Literate and experience in preparation or variety dishes	Assisting the Steward-cum-Cook & Cook in Guest House Kitchen

<b>7.</b>	<b>Masaloni</b>	<b>III Form passed and experience in hostels</b>	<b>Masaloni assist the Asst. Cook</b>
<b>8.</b>	<b>Care Taker</b>	<b>Literate</b>	<b>Will be on duty round the clock in the reception counter of Guest House</b>
<b>S.V.U. Hostel Staff:-</b>			
<b>1.</b>	<b>Store Clerks</b>	<b>No specific qualifications is prescribed</b>	<b>Maintenance of general stores attached to the messes – Purchase of provisions etc. as per the tender rules – to issue the provisions to the messes as per indents – Issue of stationary articles to the blocks on indent – To maintain the stock register – preparation of average rates / monthly statements/stock verification statements – Passing of bills relating to messes – Disposal of used materials relating to provisions – Settlement of audit objections .</b>
<b>2.</b>	<b>Store Keepers</b>	<b>-do-</b>	<b>Similar to that of the duties of Store Clerks.</b>
<b>3.</b>	<b>Stewards</b>	<b>-do-</b>	<b>Incharge of the messes and supervision of menu in the kitchen and proper serving in the inner hall – maintenance of various mess registers / student attendance register and leave register/daily guest charges account and receipt books/ daily indents/stock registers and allotment of duties to the Head cooks and Asst. cooks etc.</b>
<b>4.</b>	<b>Asst. Stewards</b>	<b>-do-</b>	<b>Maintenance of the extract account. Drawing the provisions from the hostel stores and keeping the book as per the</b>

			indent prepared by the steward – Supervising the mess and of serving
5.	Head Cooks	No prescribed qualifications	To prepare lunch, supper, sweets, special items taking the help of Asst. Cook – to distribute the non-veg. Items to the Boarders. He is responsible for the preparation of menu
6.	Asst. Cooks	-do-	To prepare the breakfast items – to connect the indented milk and boil – to assist the head cook during the preparation of special items such as sweet and dinner items –to cook rice in both lower and upper – during the absence of head cook he shall attend to that work
7.	Head Servers	-do-	To serve the food to the boarders in the dinning halls – to help during the preparation of chapati and puri – To work in any mess concerned allotment by the setwarrrd
8.	Servers	-do-	To assist the head server and to work if any mess concerned allotment by the steward
9.	Cleaners	-do-	To clean the utensils, steel plates, stool and almarph etc – to clean the dinning halls and mess surroundings
10.	Rice cleaners	-do-	To clean the provisions, rice etc – and other work assign to them by the additional warden(stores and Store Clerks from time to time)
11.	Reading Room Boys	-do-	Maintenance of reading room , prepares



			the accounts of the daillies and periodicals and costodian for them.
12.	Water Boy	-do-	Supply of drinking water to the Boarders at the time of taking meals, breakfast and lunch
13.	Helpers	No qualifications prescribed	Grinds the food grains and spices, cut the vegetables and helps the head/assistant cooks in the kitchen
14.	Store Boys	-do-	To get the provisions from town to stores as per indents and also responsible for the any shortage are damage during transit and issue them to the mess and blocks – getting signature from additional warden (stores and by Deputy Wardens on indents, attendance and store bills – any other work assign to the additional warden from time to time.
15	Games Boys	-do-	Supplying of sports items like balls, bats, nets etc to the students and any other work assign by the Warden from time to time.
16	Store Attenders	-do	Distribution the quotations and indent bringing sealed quotations and bringing provisions required urgently for the mess

<b>Unit S.V.U School</b>			
<b>1.</b>	<b>Headmaster/Headmistress</b>	<b>1. P.G Degree</b> <b>2. B.Ed.,</b> <b>3. 8 years experience as B.Ed Asst/PG Teacher</b> <b>4. A Pass in Special Accounts test for Headmaster/Headmistress conducted by the Commissioner for Government Examinations.</b>	<b>1. Admission of School</b> <b>2. Supervising of Teaching work</b> <b>3. Class room Teaching</b>
<b>2.</b>	<b>Post-Graduate Teacher</b>	<b>1. I or II nd class PG Degree</b> <b>2. B.Ed</b>	<b>1. Teaching secondary school higher classes</b> <b>2. To provide guidance to other Teachers in their field of Specialisation</b>
<b>3.</b>	<b>Graduate Assistant</b>	<b>1. A Degree in the concerned subject with B.Ed with Methods of Teaching relevant subjects</b>	<b>1. To teach Secondary Classes</b>
<b>4.</b>	<b>Senior Telugu Pandit</b>	<b>1. BA with Telugu under part II</b> <b>2. B.Ed with Methods of teaching telugu or SSLC and Oriental title or Vidvan Title with Pandits training</b>	<b>1. Teaching Telugu as I Language for Secondary Classes.</b>
<b>05.</b>	<b>Telugu Pandit Gr-II</b>	<b>01. Oriental Title and Pandits Training</b>	<b>Teaching Telugu as first language VI and VII Classes in High School.</b>

06.	Hindi Pandit Gr-II	02. SSC Visaradha and Junior Hindi Pandit Training	Teaching Hindi as II language for Upper Primary Classes if Gr-I Pandit not available.
07.	Secondary Grade Assistant	01. Intermediate with TTC/SGBT	Teaching Primary classes
08.	Physical Director	01. Bachelor Degree with B.P.Ed. or D.P.Ed	Coordinating and Supervision of Physical activities of the school acquiring Physical Education material etc.,
09.	Physical Instructor/ Physical Instructress/ Physical Education Teacher	01. Intermediate with Diploma in Physical Education	Providing Physical Education to the Students conducting sports & games events in the school
10.	Drawing Cum Craft Teacher	01. SSC 02. Diploma / Certificate in Painting, drawing, / Sculpture	Teaching Drawing to Children of High School Classes
11.	Music Teacher	01. SSC 02. Diploma in Carnatic Music (Vocal) from the Govt. College of Music or from a recognised reputed Institution.	Teaching Music to Students
12.	Ayahs	01. No Qualifications Prescribed	Sweep all the Class room, cleaning the warahdahs in the Lunch Hours, Providing Drinking water to the children and attending to the needs of the children of Primary section.

**SVU ENGINEERING DEPARTMENT:**

<b>01.</b>	<b>University Engineer</b>	<b>01. Qualifications</b> <b>a) B. Tech (Civil) Degree of any recognised University of its equivalent.</b> <b>02. Desirable:</b> <b>a. Experience in the supervision of construction of major buildings formation of roads, water supply and sanitary works.</b> <b>b. Age will be relaxed in the case of experienced candidates.</b> <b>c. Age will also be relaxed in the case of candidates possessing P.G. qualifications to the extent of 2 years.</b> <b>d. Preference will be given to the candidates possessing P.G. qualifications</b>	<b>Is incharge of planning preparation of estimates execution of works relating to buildings, roads. He is also incharge of maintenance of works relating to buildings, roads, water supply, electricity and sanitary. The transport, Telephones and Garden Section are also under the control of University Engineer. Works under the control of the Registrar and Vice-Chancellor.</b>
<b>02.</b>	<b>Deputy Executive Engineer</b>	<b>-do-</b>	<b>The Dy. Executive Engineer is assisting the University Engineer in discharging the duties relating to the items mentioned under above. He also attends to the check measurements checking of estimates and designs relating to the works.</b>
<b>03.</b>	<b>Asst. Executive Engineer</b>	<b>1. Essential: B.E(Civil) degree</b>	<b>Will attended to the preparation of</b>

	(Civil)	<p>or any recognised or its equivalent.</p> <p>2. Desirable: a) Experience in the supervision of construction of major buildings, formation of roads, water supply and sanitary works.</p> <p>b) Age will be relaxed in the case of experienced candidates</p> <p>c) Age will also be relaxed in the case of candidates possessing P.G. qualifications to the extent of 2 years.</p> <p>d) Preference will be given to the candidates possessing P.G. qualifications</p>	<p>estimates and execution of works entrusted by the University Engineer and works under the supervision of the University Engineer and Asst. Engineer. He also attended to design and preparation of works bills.</p>
04.	Addl. Asst Engineer (Civil)	<p>1. L.C.E</p> <p>2. Not less than 2 years experience in the supervision of construction of major buildings, formation of roads, water supply and sanitary works.</p>	<p>Will attended to the preparation of estimates and execution of works entrusted by the University Engineer and works under the supervision of University Engineer and Asst. Engineer. He also attend to designs and preparation of works bills.</p>
05.	Draughtsman Gr-I	<p>1. Diploma in L.C.E or any other equivalent qualification (OR)</p> <p>2. Group certificate in building, drawing issued by the Dept . of</p>	<p>Will attend to the preparation of drawings and preparation of estimates relating to petty works entrusted by the University Engineer.</p>



		<b>Technical Education. (OR)</b> <b>3. Group Certificates in Civil Engineering issued by the Dept of Technical Education. (OR)</b> <b>4. A pass in Draughtsman course in a recognised institution.</b>	
<b>06.</b>	<b>Draughtsman Gr-II</b>	<b>-do-</b>	<b>-do-</b>
<b>07.</b>	<b>Tracer</b>	<b>1. A pass atleast in the Govt. Technical examination of Lower Grade in:-</b> <b>a) Free hand outline drawing and model drawings:</b> <b>b) Building drawing and estimating and</b> <b>c) Geometrical drawing : OR</b> <b>d) A Pass in SSC or its equivalent with pass in Engineering included as a special subject in bifurcated course in Secondary Schools.</b>	<b>Taking out tracing of drawing relating to works and taking out prints.</b>
<b>08.</b>	<b>Work – Inspector Gr-I And Work – Inspector Gr-II</b>	<b>1. Must have studied upto SSLC</b> <b><u>Desirable:</u> Minimum experience of atleast 5 years in major building construction. The educational qualifications will be relaxed in case of persons possessing 8 years experience in major buildings construction.</b>	<b>Work-Inspectors assists to the Asst. Engineer to look after the construction works and assists to take measurements for preparing bills and he works under the control of Asst. Engineer and University Engineer.</b>

<b>09.</b>	<b>Work – Inspector Gr-I (Stores)</b>	<b>A literate in English or Telugu with one year experience relating to the works in the maintenance of Engineering stores.</b>	
<b>10.</b>	<b>Asst. Exe. Engineer (Electrical)</b>	<b>B.E (Electrical) degree of any recognized University or its equivalent. Desirable: Experience in the maintenance of H.T lines LTOH lines and Electrical construction works.</b>	<b>Will attend to the preparation of estimates and execution of works relating to Electricity. He works under the control of University Engineer and Asst. Engineer.</b>
<b>11.</b>	<b>Line Inspector</b>	<b>1. L.E.E or equivalent qualification with 3 years practical experience in operation and maintenance or construction works (OR) Pass in IV form with 8 years practical experience in operation and maintenance and or construction works (OR) 2. Literate in English or Telugu with wiring certificate with 10 years experience as electrician.</b>	<b>Is Incharge of Maintenance of L.T.O.H lines and electrical equipments such as pump sets, transformers and other electrical installations. He will also assist Asst. Exe. Engineer (Elec.) / Supervisor (Elec.) in the preparation and execution of electrical works.</b>
<b>12.</b>	<b>Electrician</b>	<b>1. Pass in L.E.E or equivalent qualification (OR) A pass in IV form with wiring</b>	<b>Is Incharge of Maintenance of L.T.O.H lines and other electrical installations by assisting the Line</b>

		<p>certificate and with Practical experience of 4 years in the type of works (OR)</p> <p>A literate in English or Telugu with a wiring certificate and a practical experience of 6 years in the type of work concern.</p>	Inspector.
13.	Switch Board Operator	<p>1. A pass in JTS or ITI in concerned trade with 2 years experience. (OR)</p> <p>Should have passed III form with Electrical wiring certificate issued by the Technical Board of Examiners of any State with 3 years experience in operation and maintenance of Electrical lines and equipment of which one year (1) should be as switch board operator (or)</p> <p>Should pass SSLC or SSC with Electrical wiring Certificate with four years practical experience. (one year in type of work concerned and two years in operator and maintenance of Electrical equipment and</p>	Will attend to the operation Switch Board relating to street lights and also look after transformers, works under the control of J.E (Elec) / and Supervisor (Elec)

		<b>installation in buildings.</b>	
<b>14.</b>	<b>Asst. Electrician</b>	<p>A pass in III form with electrical wiring certificate issued by the Technical board of Examiners of any State with 1 year experience in operation and maintenance on electrical lines and equipment (OR)</p> <p>A literate in English or Telugu with a Practical experience of 2 years with wiring certificate.</p>	<b>Is Incharge of Maintenance of L.T.O.H lines and other electrical installations by assisting the Line Inspector.</b>
<b>15.</b>	<b>Lift Operators</b>	<b>A pass in III form with practical experience of 1 year in the operation of lifts, or any other electrical machinery.</b>	<b>Attend to the Maintenance and operation of lifts. Works under the control of Supervisor / J.E (Elec.)</b>

**SANITARY AND WATER WORKS BRANCH:**  
**WATER WORKS BRANCH:**

<b>16.</b>	<b>Plumber/Fitter Gr-1</b>	<b>A certificate of competency for waterworks, or experience for a minimum period of 5 years in the concerned field.</b>	<b>Will attend to the maintenance of water lines, Sanitary lines and water supply and Sanitary fitting works. He works under the control of A.A.E (Waterworks)</b>
<b>17.</b>	<b>Plumber/Fitter Gr-II</b>	<b>A certificate of competency for waterworks, or experience for a minimum period of 3 years in the concerned field.</b>	<b>-do-</b>

18.	Pumb Driver Gr-I	Must have passed III form and shall have 3 years experience in the post of Asst. Pump Driver or an equivalent service in pump installations and repairs pump machinery, provided that the required experience may be reduced two (2) years in respect of candidates who have undergone satisfactory course in Mechanical Engineering in a Govt. institution or any other institutions.	Will attend to look after the pump set and its maintenance works. He works under the control of A.A.E (Water works)
19.	Pump Driver Gr-II	-do-	Will attend to look after the pumpset and its maintenance of works. He works under the control of A.A.E (Water works)
20.	Asst. Plumber / Fitter	Pass in JTS or ITI in the concerned trade with 2 years experience to become eligible.	Will attend to repairs and replacement of water supply and sanitary materials and to the maintenance of Water works in the entire campus. He works under the control of A.A.E (Water works)
21.	Asst. Pump Driver	Must have passed III form and shall have one year experience for a minimum period 3 years in concerned field.	Will attend to the operation and maintenance of the pumpset. He works under the control of A.A.E (Water works)
22.	Wheel Valve Operator	Must have passed III form and shall have one year experience in operating pump set relating to water supply.	Will attend to the maintenance of water supply lines and regulation of water supply for various buildings in the campus. He works under the control of



			<b>AAE (water works)</b>
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#### **SANITATION:**

<b>23.</b>	<b>Sanitary Supervisor</b>	<b>Passed SSC or Intermediate. Should have passed the Govt. Sanitary Inspectors Examination, preference will be given to those trained in Anti malarial operations.</b>	<b>Incharge and Supervisor of works related to the sanitation and environment, maintenance of sewerage and drainages, effective solid waste collections, maintenance of water quality controlling of mosquitoes, chlorination of water tanks, wells in the campus, spraying D.D.T other insecticides removing blockages in the sanitary lines, cleaning of septic tanks, removing derbies and garbages and etc.</b>
<b>24.</b>	<b>Sanitary Maistry</b>	<b>Promoted from Sweeper-Cum-Scavenger</b>	<b>Will assist to the Sanitary Supervisor to look after the works related to the sanitation etc.</b>
<b>25</b>	<b>Sweeper-Cum-Scavenger</b>	<b>Illiterate</b>	<b>To attend the works as directed by the Sanitary Supervisor/ Sanitary Maistries.</b>

#### **OTHER ESTABLISHMENT:**

<b>26.</b>	<b>Technician</b>	<b>Should have a diploma in photography with an experience of 2 years or A pass in SSC or its equivalent, 5</b>	<b>Is In-charge of sound system and photography.</b>
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		years of experience in arranging lighting, with 3 phased supply for taking 16mm Cine films and colour photography, tape recording, operation of 16mm projector and fixing up Loud speaker units. Technical: 1. Certificate in T.V camera operator (or) 2 years experience in T.V camera operator.	
27.	Telephone Operators	1. SSLC passed 2. Diploma in Telephone operating	Will attend to the operation of PABX and attend to the preparation of bills relating to the telephones works under the control of University Engineer / Asst. Engineer.
28.	Carpenter	Not framed so far	
29.	Helpers	A literate in English or Telugu	Assisting the line inspector, electrician, Asst. Electrician, Switch Board Operator, fitter, Pump Driver under the control of A.A.E (ELEC./W.W)
30.	Helper to Technician	A literate in English or Telugu	Assisting the Technician.
31.	Telex Telephone Operator		

#### UNIVERSITY TRANSPORT:

32.	Drivers	A literate in English or Telugu with	
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		<b>Heavy Driving License.</b>	
<b>33.</b>	<b>Cleaners</b>	<b>A literate in English or Telugu</b>	<b>Cleaning the vehicles and to assist the drivers.</b>

#### **GARDENING & PLANTATION:**

<b>34.</b>	<b>Horticulturist</b>	<b>1. B.Sc degree in Agriculture (or) Diploma in Agriculture of any recognised college of Agriculture.(or) 2. P.G. Degree in Agriculture. 3. Experience to plan and organise Agricultural extension of community development.</b>	<b>Will attend to the Development &amp; maintenance of garden works. He works under the control of University Engineer.</b>
<b>35.</b>	<b>Watchmen</b>	<b>Illiterate</b>	<b>To watch gardens and pots and controlling the cattle menace in the campus during the night times.</b>
<b>36.</b>	<b>Gardeners</b>	<b>Illiterate</b>	<b>Gardening</b>
<b>37.</b>	<b>Agricultural Maistries</b>	<b>Promoted from senior most Gardeners</b>	<b>Checking the duties and works of the Gardeners and assis the Horticultarist.</b>
<b>38.</b>	<b>Road Coolies</b>	<b>Illiterate</b>	<b>---</b>
<b>39.</b>	<b>Gardener-Cum-Grounds-man</b>	<b>Illiterate</b>	<b>---</b>
<b>40.</b>	<b>Watchman at Steelyard</b>	<b>Illiterate</b>	<b>---</b>

#### **WATCH & WARD STAFF:-**

<b>41.</b>	<b>Watch &amp; Ward Security</b>	<b>Graduate with experience in NCC /</b>	<b>1. He will be under the direct control</b>
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	<b>Officer</b>	<b>Home Guards Qualifications relaxed in the experienced candidates</b>	<b>of the Registrar, SVU, Tirupati.</b> <b>2. Supervision overall the Hawaldars/Naicks/Watchmen/ Gurkhas who are under his control</b> <b>3. Protecting the University Properties and checking security measures over all the scattered buildings on the entire University campus including staff quarters round the clock on all days.</b> <b>4. Prevention of thefts on the University campus.</b> <b>5. Allowing the staff members only inside the Administrative Building and thereby restricting the entry of others to avoid untoward things and allowing outsiders including students on proper identification.</b>
<b>42.</b>	<b>Asst. Security Officer</b>	<b>Not prescribed so far</b>	<b>1. He will be under the direct control of the Principal, SVU College of Engineering.</b> <b>2. Supervision overall the Naicks/ Watchmen of SVU College of Engineering.</b> <b>3. Protecting the Engineering College properties and checking security measures over the buildings round the clock.</b>
<b>43.</b>	<b>Daffedars</b>	<b>Appointed from the cadre of</b>	<b>He will be under the direct control of</b>

		<b>Watchman</b>	<b>the Principal, SVU College of Arts &amp; Sciences / SVU College of Engineering and attends to the work of arranging furniture of various meetings held in the college and incharge of general supervision over sanitary and odd arrangements in the college.</b>
<b>44.</b>	<b>Naicks/Gurkhas/Hawaldar/ Watchmen/Forest Watcher</b>	<b>1. Must have passed III form (VIII class or its equivalent examination.</b> <b>2. Must not less than 1 mtr – 6.8 cms in height and 81-86 cms in chest</b>	<b>Watch over the University properties like building, furniture, equipments, etc.</b>

**S.V. UNIVERSITY PRESS:-**

<b>01.</b>	<b>Manager</b>	<b>1. Bachelor degree in any faculty</b> <b>2. Diploma in Printing Technology from any recognised institution.</b> <b>3. 5 years experience in a reputed printing press.</b>	<b>Overall in-charge of press + Administration and Head of the institution.</b>
<b>02.</b>	<b>Foreman</b>	<b>1. A pass in SSC or its equivalent examination.</b> <b>2. Technical:</b> <b>a. Degree or diploma in printing from any recognised University or institution.</b> <b>b. Should possess a minimum of 5 years of experience in various branches of a larger letter press printing in a responsible capacity.</b>	<b>Supervising in all sections</b>



		<ul style="list-style-type: none"> <li>c. Should possess working knowledge of all branches of letter press printing.</li> <li>d. Should be capable of supervising the works in all branches of letter press printing.</li> </ul>	
03.	Deputy Foreman	<ul style="list-style-type: none"> <li>1. A pass in SSC or its equivalent examination.</li> <li>2. Technical: <ul style="list-style-type: none"> <li>a. A degree or diploma in printing from any recognised University or institute</li> <li>b. Should possess working knowledge of all branches of letter press printing.</li> <li>c. Should possess a minimum of 3 years experience in various branches of a large letter printing press in responsible capacity</li> <li>d. Should be capable of supervising works in any branch of letter press printing.</li> </ul> </li> <li>(OR)</li> <li>a. A higher certificate in composing, Machine Minding or Binding of the Govt. Technical Examination.</li> <li>b. Should possess a minimum of 5 years experience in any of the</li> </ul>	Supervising in all sections

		<p>productive branches of letter press printing.</p> <p>c. Should have working knowledge of all branches of letter press printing.</p> <p>d. Should be able to supervise the work of all branches of letter press printing.</p>	
04.	Senior Machine Minder	<p>1. General: Should be literate in English and be able to speak, read and write Telugu fluently, A certificate in Machine minding should have experience of 2 years in handling</p> <p>2. Technical: Should be able to handle independently all kinds of letter press printing machines with automatic feeders and hand-fed machines (OR)</p> <p>1. Should have a minimum of 5 years experience in handling any letter printing machine.</p> <p>2. Should be able to print with good results any tri-colour and multi colour blocks.</p> <p>3. Should be able to give an out turn</p>	To run all kinds of machines of letter press

		of 1200 impression per hour on hand-fed cylinder machines.	
05.	Junior Machine Minder	<ol style="list-style-type: none"> <li>1. General: Should be literary person in English and able to speak read and write in Telugu fluently.</li> <li>2. Technical: Should be able to handle independently all kinds of hand-fed machines and machines with automatic feeders.</li> <li>b. Should be a minimum experience of 3 years in handling any letter press printing.</li> <li>c. Should be able to print single and multi colour blocks and to make ready and print forms of any kind upto 16 pages.</li> <li>d. Preference shall be given to those possessing certificate in a machine minding</li> </ol>	To run all kinds of machines of letter press.
06.	Head Compositor	<ol style="list-style-type: none"> <li>1. General: A pass in VII standard examination from any recognised school.</li> <li>2. Technical: Should possess a minimum of experience of 2 years as compositor.</li> <li>b. Should know to compose Hindi or Sanskrit or Urdu besides English and Telugu languages.</li> </ol>	Vide experience in job composing and make up.

		<p>c. Should possess a minimum speed of 850 corrected ens in English and 600 corrected ens in Indian languages including districution and initial correction.</p> <p>d. Should be able to compose display works and blank jobs.</p>	
07.	Compositor	<p>General: A pass in VII standard examination from any recognised school.</p> <p>Technical:-</p> <p>a. Should possess a minimum of 2 years experience in hand composing.</p> <p>b. Should know to compose Hindi or Sanskrit or Urdu besides English and Telugu languages.</p> <p>c. Should possess a minimum speed of 850 corrected ens in English and 600 corrected ens in Indian languages including districution and initial correction.</p> <p>d. Should be able to compose display works and blank jobs.</p>	Composing distribution, corrections.
08.	Imposer	<p>General: A pass in VII standard</p> <p>Technical:</p> <p>a. Should possess a minimum of 4 years experience as Compositor</p> <p>(OR)</p>	Imposing Machine corrections

		<p>Two (2) years as Senior Compositor</p> <p>b. Should be able to impose upto 32 pages both as sheet work and half sheet work and regular and irregular impositions.</p> <p>c. Should be able to compose and make up effectively display works.</p>	
09.	Computer (Task Writing Estimator)	<p>General: A pass in SSC or its equivalent examination</p> <p>Technical:</p> <p>a. Degree or Diploma in printing from any recognised University or Intitution.</p> <p>b. Should have working knowledge of all branches of letter press printing.</p>	Task writing estimating preparation of bills etc.,
10.	Senior Proof Reader	<p>General: Should be a graduate of a recognised University with Telugu as a language.</p> <p>c. Should have a good literary knowledge in English, Hindi, Sanskrit, Urdu or Tamil.</p> <p>Technical: Should have minimum experience of three years in proof reading in a letter press, possessing good knowledge of the use of the standard proof reading symbols and marks (or)</p>	Strike order proof reading

		<p><b>General : A pass in SSC or its equivalent examination.</b></p> <p><b>Technical: A Higher grade certificate in proof of the Govt. technical examination.</b></p>	
<b>11.</b>	<b>Junior Proof Reader</b>	<p><b>General: A Pass in SSC or its equivalent examination</b></p> <p><b>Technical:</b></p> <p>a) Should possess a minimum period of 3 years experience in proof reading in large printing press.</p> <p>b) Should have good literary knowledge in English, Telugu, and Hindi or Sanskrit, Urdu or Telugu (Candidates with Lower Grade Certificate in proof Reader's work of the Government Technical Examinations shall be preferred)</p>	<b>Strike order proof reading</b>
<b>12.</b>	<b>Copy Holder</b>	<p><b>General: A pass in SSC or its equivalent examination.</b></p> <p><b>Technical:</b></p> <p>a) Should possess a minimum experience of one year in proof reading</p> <p>b) Should have the full knowledge of the use of the standard Proof</p>	<b>Copy reading</b>



		<p>Reader's marks and symbols.</p> <p>c) Should be able to read and write in Hindi, English and Telugu. (Candidates with Lower Grade Certificate in Proof Reader's work of the Government Technical Examination shall be preferred.)</p>	
13.	Head Binder	<p>a)A Certificate in Binding with 2 years or experience in Binding works including over cast sewing and leather binding and guiding works.</p> <p>b)General: Should be a literate in English and be able to read and write in Telugu fluently.</p> <p>c)Should be able to operate all kinds of folding, cutting, stitching Ruling machines and other kinds of binding tools.</p> <p>d)Should have a good knowledge of various sizes of papers and boards and other binding materials.</p> <p>e)Should have a minimum experience of Five (5) years in</p>	Binding, Cutting, ruling and stitching, guilding

		various binding works	
14.	Binding & Machineman for Cutting & Floding	<p><b>General:</b> Should be a literate in English and Telugu</p> <p><b>Technical:</b></p> <ul style="list-style-type: none"> <li>a. Should be able to do all kinds of binding works including rebinding of old books.</li> <li>b. Should be able to operate all kinds of rolling, cutting, stitching and ruling machines and other kinds of binding tools.</li> <li>c. Should have a good knowledge of various papers and boards and other binding materials.</li> <li>d. Should have a minimum of 3 years experience in various binding works</li> </ul>	Binding, cutting, ruling and stitching, guilding
15.	Machine Attendant	<p><b>General:</b> A literate in English or Telugu</p> <p><b>Technical:</b></p> <ul style="list-style-type: none"> <li>a. Should have a minimum experience of 1 year in handling any hand-fed letter press machine.</li> <li>b. Should be able to feed the hand-fed machines to a speed of 1000 impressions per hour.</li> <li>c. Should be able to dress the</li> </ul>	Helping at all kinds of machines

		Cylinder machine and make ready the forms on Cylinder machines.	
16.	Binder Boy	a. Should be a able a literate in English and Telugu. b. Aptitude to do works in the binding section	Helping & Binding works
17.	Helpers	a. Should be literate in English and Telugu for all sections except for composing sections for which a pass in VII standard examination from any recognized school is necessary.	Help at machines and binding works
18.	Junior Mechanic (press Workshop)	Qualification not prescribed	

**SVU COLLEGE OF ENGINEERING:**

**DEPARTMENT OF CHEMICAL ENGINEERING:**

01.	Chemical Analyst	1. M.Sc degree in Chemistry or B.Sc in Chemistry with I class. 2. In case of M.Sc candidate a minimum of 3 years experience in chemical laboratories like industrial quality control / research and development, CSIR laboratories or in any higher educational institutions.	To look after the analytical instruments, to run the laboratory classes for UG & PG students.
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<b>02.</b>	<b>Senior Technician / Senior Mechanic</b>	<b>1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as Mechanic.</b> <b>2. General mechanic certificate having 3 years experience of which atleast 2 years experience should be as mechanic with technical competency in operation servicing and repairing of various instruments and machines in the appropriate laboratory.</b>	<b>Turner, fabrications of experimental setups maintenance and running the laboratory classes to under graduate and post graduate students.</b>
<b>03.</b>	<b>Junior Mechanic</b>	<b>1. ITI Turner certificate with 5 years experience in industry / educational institutions. (or)</b> <b>2. ITI electrician certificate with 5 years experience.</b>	<b>Welder, fabrication of experimental setups maintenance and running of lab classes to UG &amp; PG courses.</b>
<b>04.</b>	<b>Helper</b>	<b>1. Must be a literate in Telugu or English.</b>	

**DEPARTMENT OF CIVIL ENGINEERING:**

<b>05.</b>	<b>Senior Mechanic</b>	<b>1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as a Mechanic.</b> <b>2. General Mechanic certificate having 3 years experience of</b>	<b>He is responsible to the Head of the Department and senior instructions and proper utilisation of Technical men, materials and machines. He helps to procure and maintenance of departmental stores, materials and</b>
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		<p>which atleast 2 years experience should be as Mechanic with Technical confidence in operation, service and repairing various instruments and machines in the appropriate laboratory.</p>	<p>coordinate to arrange practical classes, to the laboratories.</p>
06.	Draughtsman Gr-I	<ol style="list-style-type: none"> <li>1. A diploma in LCE or any other equivalent qualification or</li> <li>2. Group certificate in buildings drawing issued by the dept. of Technical Education (OR)</li> <li>3. Group certificate in Civil Engg. Issued by the Dept. of Technical Education (OR)</li> <li>4. A pass in draughtsman course in a recognised institution. Should have 4 years experience as Gr-I Draughtsman.</li> </ol>	<p>He is responsible to the Head of Department concerned. He prepares and drafts of technical drawing, tracing Ammonia printings, letters printing, copying, photo copying etc., of the prepared drawing. Assist the laboratory project works and Research works in the preparation of sketches for the students and teachers. He helps the students for the drafting works. He helps in preparing question papers by drawing necessary sketches for B.Tech., M.Tech Classes . He procures and stores of drawing material and there accounting.</p>
07.	Mechanics	<ol style="list-style-type: none"> <li>1. Pass in JTS or ITI with 4 years experience which atleast 2 years experience should as a Junior Mechanic.</li> <li>2. General Mechanic certificate having 2 years experience as Junior Mechanic with a technical</li> </ol>	<p>He is responsible to the Head of the Dept. and Foreman concerned laboratory in the instructions, proper utilization of men, Material , machinery concerned to his wing. He look after laboratories and material with technical support , he carry out</p>

		<p>competency in operation, servicing and repairing of various instruments and machines in the appropriate laboratory.</p> <p>3. 6 years experience of which atleast 2 years should be as a Junior Mechanic in a trade with technical competency equivalent to ITI or JTS</p>	<p>laboratory instruction of the faculty in the proper guidance to the students along with his juniors he attend personally repair cements, rectification of the laboratory equipments. He also attends job works of the concerned trade as per the instructions of the Seniors and the faculty.</p>
08.	Junior Mechanics	<p>1. Pass in JTS or ITI with 2 years experience as a Junior Operator/Helper.</p> <p>2. General Mechanic certificate of Which atleast 1 year experience as Junior Operator / Helper.</p> <p>3. 5 years experience in the concerned laboratory</p>	<p>He is responsible to the Head and Foreman concerned in the Dept., laboratory. Having a thorough knowledge with the equipments, machines carryover the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operator/Helpers.</p>
09.	Junior Operator	<p>1. Pass in JTS or ITI</p> <p>2. III form pass with 3 years experience in a technical trade</p>	<p>He is responsible to the Head of the department and to the seniors in the execution works pertaining to the department. Having knowledge of tools and equipments, he assists the laboratory classes with his senior he keeps the laboratory workshop clean</p>



			and workable assisting his senior.
10.	Helper	1. ITI/JTS certificate with one of the following trades. Turning/carpentry/plumbing/fitter	He is responsible to the Head of the department and to the seniors. He assists in all the laboratory classes and attends work in the laboratory. He keeps the laboratory clean and transport laboratory materials and kits from one lab to other when necessary.

**DEPARTMENT OF ELECTRICAL & ECLECTONICS ENGINEERING:**

11.	Foreman	<ol style="list-style-type: none"> <li>1. Studied upto SSLC (or SSC passed) with technical certificate (ITI or its equivalent) and 6 years experience in electrical trade in a workshop of repute of which atleast 3 years should be in senior mechanics cadre.</li> <li>2. Ability to draft, read drawing, execute the works from the details drawings and conversant with atleast 3 major trades.</li> <li>3. Diploma holders in electrical engineering will be preferred</li> </ol>	He is responsible to the concerned Head of the Department and utilization of technical men materials, machines of all sections. He is one of the main person of planning studying blue prints and following technical rules in the aerations, insulation of plants, equipments tools and instruments. He helps to plants schedules organizes, co-ordinated and gives instructions to the students he also gives co-ordination of job works in various trades. He assist the students and faculty in the fabrication of project and research work he looks after preventive and break down maintenance of all equipments.
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12.	Senior Mechanic	<ol style="list-style-type: none"> <li>1. ITI Electrician or Radio mechanic or Instrument Mechanic (Electrical) or Wiring certificate with 5 years experience of which atleast 2 years experience should be a mechanic.</li> <li>2. General Mechanic certificate with 3 years experience of which atleast 2 years experience should be as a mechanic in a concerned electrical or electronics laboratory.</li> </ol>	He is responsible to the head of the dept and seniors. Instructions and proper utilisation of technical men, materials and machines. He helps to procure and maintenance of department stores materials and co-ordinate to arrange practical classes in the laboratories.
13.	Mechanic	<ol style="list-style-type: none"> <li>1. ITI Electrician or Radio mechanic or Instrument Mechanic (Electrical) or Wiring certificate with 4 years experience of which atleast 2 year experience should be junior mechanic.</li> <li>2. General Mechanic certificate with 2 years experience as junior mechanic in a concerned electrical or electronics laboratory.</li> </ol>	He is responsible to the Head of the Department and Foreman concerned. Laboratory in the instructions proper utilization of men, materials, machinery concerned to his wing. He look after laboratories and materials with technical support. He carryout laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements, rectifications of the laboratory equipments.
14.	Junior Operator	<ol style="list-style-type: none"> <li>1. ITI electrician or Radio mechanic or Instrument mechanic (Elec.) or Wiring certificate.</li> </ol>	He is responsible to the Head of the department and to the seniors in the execution works pertaining to the

		2. III form pass with 3 years experience in a technical trade.	department. Having knowledge of tools and equipments, he assists the laboratory classes with his Seniors. He keeps laboratory workshop clean and workable assisting his senior
15.	Helpers	ITI/JTS Certificate with any one of the trades in Electrical/Electronics/Instrumentation	He is responsible to the Head of the Department and seniors. He assists in all the laboratory classes and attends works in the laboratory. He keeps the laboratory clean and transporting laboratory materials and kits from one laboratory to other when necessary.

**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING:**

16.	Draughtsman Gr-1	<p>1. Passed diploma in electronics or Radio or communication Engg. (or)</p> <p>2. Passed ITI. Radio Engg., or its equivalent with 5 years experience.</p>	He is responsible to the head of the department concerned. He prepares and drafts of technical drawings, tracing ammonium printings, letters printings, copying, photocopying etc., of the prepared drawing. Assists the laboratory project works and research works in the preparation of sketches for the students and teachers. He helps the students for the drafting works. He helps in preparing question papers by drawing necessary sketches for B.Tech., M.Tech., classes. He procure and stores of
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			<b>drawing materials and their accounting.</b>
<b>17.</b>	<b>Foreman</b>	<ol style="list-style-type: none"> <li>1. Studied upto SSLC (or SSC passed) with technical certificate (ITI or its equivalent) and 6 years experience in a electrical trade in a workshop of repute of which atleast 3 years should be in a senior mechanic cadre.</li> <li>2. Ability to draft, read, drawing, execute the work from the detailed drawings and conversant with atleast 3 major trades.</li> <li>3. Diploma holders in electrical engineering will be preferred.</li> </ol>	<p>He is responsible to the concerned Head of the Department and utilisation of Technical men, materials, machines of all sections. He is one of the main person of planning, studying, blue prints and following technical rules in the creations, installation of plants, equipment, tools, and instruments. He helps to plans, schedules, organises, co-ordinates and gives instructions to the students. He also gives co-ordination of job work in various trades. He assists the students and faculty in the fabrication of project and research works. He looks after preventive and breakdown maintenance of all equipments.</p>
<b>18.</b>	<b>Mechanic</b>	<ol style="list-style-type: none"> <li>1. ITI electrician or radio mechanic or instrument mechanic (Elec.) or wiring certificate with 4 years experience of which atleast 2 years experience should be as a Junior mechanic.</li> <li>2. General mechanic certificate with 2 years experience as Junior Mechanic in a concerned Electrical or Electronics laboratory.</li> </ol>	<p>He is responsible to the Heads of the Department and Foreman concerned laboratory in the instructions proper utilization of men materials machinery concerned to his wing. He look after laboratories and materials with technical support. He carryout laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements, rectification of the laboratory equipments. He also attend</p>

			<b>job works of the concerned.</b>
<b>19.</b>	<b>Senior Mechanic/ Senior Technician</b>	<ol style="list-style-type: none"> <li><b>1. ITI Electrician or Radio Mechanic or Instrument Mechanic (Elec.) or Wiring certificate with 5 years experience of which at least 2 years experience should be a mechanic.</b></li> <li><b>2. General mechanic certificate with 3 years experience of which at least 2 years experience should be as a Mechanic in a concerned Electrical or Electronics laboratory.</b></li> </ol>	<b>He is responsible to the Head of the Department and seniors. Instruction and proper utilization of Technical men, materials and machines. He helps to procure and maintenance of department stores materials and coordinate to arrange practical classes in the laboratories.</b>
<b>20.</b>	<b>Junior Mechanic</b>	<ol style="list-style-type: none"> <li><b>1. ITI Electrician or Radio Mechanic or Instrument Mechanic (Elec.) certificate with 2 years experience as a Junior Operator / Helper.</b></li> <li><b>2. Wiring certificate with 3 years experience of which at least 2 years experience should be as a Junior Operator/ Helper.</b></li> <li><b>3. General Mechanic certificate with at least 1 year experience as a junior operator / helper.</b></li> </ol>	<b>He is responsible to the Head and the Foreman concerned in the Department laboratory. Having a thorough knowledge with the equipment's machines carry over the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operator/ Helpers.</b>

#### **DEPARTMENT OF MECHANICAL ENGINEERING AND WORKSHOP (GENERAL)**

<b>21.</b>	<b>Workshop Superintendent</b>	<b>1. B.E (Mechanical) with 7 years</b>	<b>He is the Head of the workshop and</b>
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		<p>experience or M.E (Mechanical) with 5 years experience.  Experience should be in planning and supervising in a general fabrication shop of repute or in the workshop of an engineering college  Note: This will be equivalent to a reader for the purpose of fixing the scale.</p>	<p>responsible in all matters and maintenance of workshop.</p> <ol style="list-style-type: none"> <li>1. Planning, scheduling, organizing, co-ordinating workshop classes and tasks of the college.</li> <li>2. Designs, develop and test instructional material and skilled training.</li> <li>3. Teaching theory and practical classes for B.Tech students.</li> <li>4. Procurement and storage of new materials, tools and instruments.</li> <li>5. Procurement, erection and commissioning of equipment's for the workshop.</li> <li>6. Advising the students and assisting the faculty in the fabrication of the project and research works.</li> <li>7. Managing and maintenance of equipments and tools in the workshop including preventive and breakdown maintenance.</li> <li>8. Participating in professional development activities.</li> </ol>
22.	Master Craftsman	<p>Studied upto SSLC or (SSC passed) or equivalent with a technical certificate (ITI or its equivalent) and 8 years experience in a workshop of</p>	<p>He is responsible to the Head of the Department and workshop superintendent in all matters connected with the workshop</p>



		<p>repute of which at least 2 years in a Foreman's cadre.</p> <p>Ability to draft letters, read drawings, execute the work from the detailed drawings, converse in English and Telugu freely and conversant with atleast 3 major trades.</p>	<p>instructions, proper utilisation of technicalmen, materials, machines and maintenance of all sections in the workshop / Laboratories. He is one of the main person of planning erection, installation of plants and equipments etc. He is assists in procuring an maintaining of departmental stores, accountancy of equipment, tools and instruments. He plans, schedules, organizes, co-ordination of job works in various trades. He quits the students and assists the faculty in the fabrication of project works and research works. He look after preventive and break-down maintenance of all the equipments.</p>
23.	Draughtsman Gr-I	<p>A pass in Draughtsman course in the concerned trade from a recognised institution.</p> <p>Desirable: 2 years experience in the concerned trade.</p>	<p>He is responsible to the head of the department concerned. He prepares and drafts of technical drawing, tracings ammonia printings, letters printing, copyings, photo copyings etc., of the prepared drawing. Assists the laboratory project works and research works to the students and teachers. He helps the students for the drafting works. He helps in</p>

			preparing question papers by drawing necessary sketches for B.Tech and M.Tech classes. He procures and stores of drawing materials and their accounting.
24.	Foreman	<p>Studied upto SSLC (or) SSC passed with technical certificate (ITI or its equivalent) and 6 years experience in any trade in a workshop of repute of which at least 3 years should be a Senior Mechanic cadre.</p> <p>Ability to draft, read, drawings execute the works from the detailed drawing and conversant with at least 3 major trades.</p>	<p>He is responsible to the concerned head of the department and utilisation of technical man, materials, machines of all sections. He is one of the main person of planning, studying blue prints and following technical rules in the erections installation of plants, equipment's, tools and instruments. He helps to plan, schedules, organises, coordinates and gives instructions to the students. He also gives coordination of job works in various trades. He assists the students and faculty in the fabrication of projects and research works. He looks after the preventive and breakdown maintenance of all equipment.</p>
25.	Senior Mechanic	<ol style="list-style-type: none"> <li>1. Pass in JTS or ITI with 5 years experience of which at least 2 years experience should be as Mechanic.</li> <li>2. With 8 years experience in a</li> </ol>	<p>He is responsible to the head of the department and seniors. Instructions and proper utilisation of technical man, materials and machines. He helps to procure and maintenance of</p>

		<p>trade of which at least 2 years experience should be as a Mechanic with technical competency to ITI or JTS</p> <p>3. General Mechanic certificate with 3 years experience of which at least 2 years experience should be as a Mechanic.</p>	<p>department stores materials and coordinate to arrange practical classes in the laboratories.</p>
26.	Mechanic	<p>1. Pass in JTS or ITI with 4 years experience of which at least 2 years experience should be as a Junior Mechanic.</p> <p>2. With 6 years experience of which at least 2 years experience should be as a Junior Mechanic in a trade with technical competency equivalent to ITI or JTS.</p> <p>3. General Mechanic certificate with 2 years experience as a Junior Mechanic.</p>	<p>He is responsible to the head of the department and Foreman concerned, laboratory in the instruction proper utilization of men, materials and machinery concerned to his wing,. He look after the laboratories and materials with technical support. He carry out the laboratory instructions of the faculty in the proper guidance to the students along with his juniors. He attends personally replacements rectifications of the laboratory equipments. He also attend job works of the concerned trade as per the instructions of the seniors and the faculty</p>
27.	Junior Mechanic	<p>1. Pass in JTS or ITI with 2 years experience as a Junior Operators / Helpers.</p>	<p>He is responsible to the Head and the Foreman concerned in the department laboratory. Having a</p>

		<ol style="list-style-type: none"> <li>2.</li> <li>3. 5 years experience in a trade with 1 year experience as a Junior Operator / Helper with technical competency equivalent to ITI or JTS.</li> <li>4. General Mechanic certificate with at least 1 year experience.</li> </ol>	<p>thorough knowledge with the equipments, machines carry over the instructions and guidelines of his seniors. He attends to maintain of all equipments and machines and circuits etc., and assists in the fabrication of project and research works. He keeps the laboratory clean and workable with the assistance of Junior Operators / Helpers.</p>
28.	Junior Operator	<ol style="list-style-type: none"> <li>1. Pass in JTS or ITI</li> <li>2. III form pass with 3 years experience in a trade with technical competency equivalent to ITI or JTS.</li> <li>3. 5 years experience in and related technical trade, competency equivalent to ITI or JTS candidates.</li> </ol>	<p>He is responsible to the Head of the Department and to the seniors in the execution works pertaining to the Department. Having knowledge of tools and equipments, he assists the laboratory classes with his seniors. He keeps the laboratory working, clean and workable assisting his seniors.</p>
29.	Helpers	<ol style="list-style-type: none"> <li>1. ITS/JTS certificate with one of the following trades Motor Mechanic / Diesel Mechanic / Refrigeration and Air-Conditioning fir Mechanical Laboratory</li> <li>2. ITI/JTS certificate with one of the following trade Carpentry / Machinist / welding (gas) for</li> </ol>	<p>He is responsible to the Head of the department and seniors. He assists in all the laboratory classes and attends works in the laboratory. He keeps the laboratory clean and transporting laboratory materials and kits from one lab to other when</p>

		<b>workshop</b>	<b>necessary.</b>
<b>UNIVERSITY SERVICE AND INSTRUMENTATION CENTER (USIC)</b>			
<b>1.</b>	<b>Assistant Engineer</b>	<b>1. B.E./B.Tech/or its equivalent with Electrical / Electronics/Refrigeration and Air-conditioning as one of the specialization.</b> <b>2. 2 Years experience in instruments and service laboratory is desirable</b>	<b>Executive duties in the concerned section.</b>
<b>2.</b>	<b>Technicians (3 Posts)</b>	<b>1. SSC or equivalent</b> <b>2. Certificate / Diploma in Refrigeration &amp; Air-conditioning / Electronics / Electrician / Mechanical / Glass blowing or equivalent</b> <b>For Post 1: B.Sc degree or LEE or its equivalent with Diploma in Electronics from a recognized institute or experience in servicing Electronics instruments</b> <b>For Post 2: 1. SSC or equivalent</b> <b>2. Certificate / Diploma in Refrigeration and Air-Conditioning</b> <b>3. Experience : 10 years in servicing in Air-conditioners / Refrigerators.</b> <b>For Post 3: 1. SSC or equivalent</b> <b>2. Certificate / Diploma in</b>	<b>Fabrication repair and maintenance of Mechanical / Electrical / Electronics / Glass blowing and other related works.</b>

		<b>Electronics.</b> <b>3. Experience: 10 years in repair and servicing of Electronic instruments.</b>	
<b>3.</b>	<b>Technical Assistant</b>	<b>1. SSC or its equivalent</b> <b>2. Certificate / Diploma in Refrigeration and Air-conditioning</b> <b>3. Experience: 10 years in Refrigeration and Air-conditioning</b>	<b>Refrigeration and Air-conditioning work.</b>
<b>4.</b>	<b>Instrumentation Technician</b>	<b>1. M.Sc (Phy) Elec. I Class</b> <b>2. Experience of Designing and Fabricating instruments such as VTVM &amp; Pulse Circuits is desirable</b>  <b>(or)</b> <b>1. SSC or equivalent</b> <b>2. Certificate / Diploma in Electronics.</b> <b>3. Experience 10 years in Repair and Service of Electronics instruments</b>	<b>Repair &amp; Service Maintenance and fabrication of various electronic equipment</b>
<b>5.</b>	<b>Glass Blower</b>	<b>1. SSC or Equivalent</b> <b>2. Certificate in Scientific Glass Blowing.</b>	<b>Fabrication of Glass Equipment for R &amp; D work.</b>
<b>6.</b>	<b>Electronic Mechanic</b>	<b>1. SSC or Equivalent</b> <b>2. Certificate / Diploma in Electronics</b> <b>3. Experience 5 years</b>	<b>Repair, Service and Maintenance of Electronic instruments.</b>
<b>7.</b>	<b>Mechanic (Carpentry)</b>	<b>1. SSC or Equivalent</b> <b>2. ITI/JTS/ITS /General Mechanic</b>	<b>Repair &amp; Fabrication or Wood models and furniture.</b>



		<p>Certificate in the Trade carpentry.</p> <p>3. Experience 10 years</p>	
8.	Junior Mechanics (2 Posts)	<p>1. SSC or Equivalent</p> <p>2. JTS/ITS/ITI/ General Mechanic with trades welding / fitting.</p> <p>3. 10 years in fitting studies sheet metal work.</p>	Repair, service , fabrication of various mechanical gadgets
6.	Helpers (3 posts)	<p>1. Upto 3<sup>rd</sup> form (now 7<sup>th</sup> class)</p> <p>2. JTS / ITI Certificate</p>	To assist the work in various sections in USIC
<b>PHYSICS DEPARTMENT</b>			
1.	Laboratory Technician	<p>1. B.Sc with M.P.C or M.P.E Groups or equivalent qualification (OR)</p> <p>2. SSC or equivalent qualification with 10 years of experience in organizing a physics laboratory</p>	<p>1. Designing of circuits, models in electronics required for demonstration to the PG students in class rooms.</p> <p>2. Setting of the experiments in the labs for PG students.</p> <p>3. Testing of equipment</p> <p>4. Repairing of instruments and equipment</p> <p>5. Maintenance and up keeping of equipment</p> <p>6. Looking of the student needs while doing experiments.</p> <p>7. Looking after the quotations and indents of the</p>

			components, Chemicals and the equipment required in the labs.
2.	Master Crafts Man (Electro-Accoustic lab)	<ol style="list-style-type: none"> <li>1. SSC with technical qualification of LME and 5 years experience in a workshop of repute with at least two years in a Foreman's cadre (OR)</li> <li>2. SSC or equivalent qualification with a technical experience in a workshop of repute of which at least 2 years in a Foreman's cadre</li> <li>3. B.Sc with MPC or MPE or equivalent with an experience of 10 years as lab technician in Electro-Acoustics/ Electronics lab in any educational institution.</li> <li>4. Desirable : Ability to draft letter, read drawings, execute the work from the detailed drawings, converse in English and Telugu freely and conversant with atleast 3 major trades.</li> </ol>	<ol style="list-style-type: none"> <li>1. Repairing and servicing and maintenance of lab equipment</li> <li>2. Setting and attending of lab practicals</li> </ol>
3.	Helper Boy	<ol style="list-style-type: none"> <li>1. Pass SSC with JTS or ITI (or)</li> <li>2. Pass SSC with 2 years of experience in a trade with technical competence equivalent of ITI or JTS</li> </ol>	To Assist the Lab technician in all works.

<b>4.</b>	<b>Foreman</b>	<ol style="list-style-type: none"> <li>1. SSC with a technical certificate LME or its equivalent and 6 years experience in any trade in a workshop of repute of which at least 2 years should be a Assistant Mechanics cadre (OR)</li> <li>2. SSC with technical certificate ITI or its equivalent and 8 years of experience</li> </ol> <p>Desirability: Ability to draft and read drawings and to execute the work from the detailed drawings and conversant with atleast three major trades.</p>	<ol style="list-style-type: none"> <li>1. Designing, Planning and fabricating the works relating to PG classes and research.</li> <li>2. Attending the Arc and Gas welding works.</li> <li>3. Overall supervision in the instrumentation workshop and liquid Air Plant.</li> <li>4. Maintenance of the Departmental work shop stores.</li> </ol>
<b>5.</b>	<b>Assistant Mechanics</b>	<ol style="list-style-type: none"> <li>1. SSC with JTS or ITI with 3 years of experience in a work shop of repute (OR)</li> <li>2. Passing JTS or ITI with 5 years of experience of which at least 2 years of experience as Jr. Mechanics (OR)</li> <li>3. General Mechanic certificate with 6 years of experience of which at least 2 years experience as a Jr. Mechanic or equivalent (OR)</li> </ol>	<ol style="list-style-type: none"> <li>1. Operating of Gas and Arc welding units relating to the works of PG Classes and research</li> <li>2. Supervising all the Machines like lethe, Drilling, Shaping and milling.</li> <li>3. Maintenance of tools in the instrumentation workshop</li> <li>4. Assistance in designs and fabrication works</li> <li>5. Maintenance of practical</li> </ol>

		4. With 8 years experience in a trade of which at least 2 years experience should be as a Jr. Mechanic with technical competency equivalent to ITI or JTS	works relating to vacuum technology course.
6.	Low Temperature Mechanic	<ol style="list-style-type: none"> <li>1. SSC and certificate in refrigeration in mechanic and two years of experience in any cryogenic plant (OR)</li> <li>2. B.Sc with two years experience in any cryogenic establishment of repute (OR)</li> <li>3. SSC with five years experience in any cryogenic establishment of repute (OR)</li> <li>4. General mechanic certificate with five years of experience in any cryogenic establishment of repute</li> </ol>	<ol style="list-style-type: none"> <li>1. Operation and maintenance of liquid air plant (out-put-180 decre) liquid air which, cost about 50 lakhs)</li> <li>2. Operation and maintenance of ice plant</li> <li>3. Operation and maintenance of distrilled water plant.</li> </ol>
13.	Junior Mechanic	<ol style="list-style-type: none"> <li>1. SSC and LEE with two years of experience in a work shop (OR)</li> <li>2. A pass in a JTS or ITI with four years of experience of which at least two years may be as workshop of repute (OR)</li> <li>3. General Mechanic certificate with five years experience of which atleast 2 years may be as workshop assistant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fabricating as per designs relating to the works of PG classes and research</li> <li>2. Handling the milling machine, lathes, shaping machine and drilling machines.</li> <li>3. Assistance in setting and conducting the practical class relating to vacuum technology course</li> </ol>

14.	Motor winder (Electrical)	<ol style="list-style-type: none"> <li>1. SSC &amp; LEE with 2 years of experience in motor winding (OR)</li> <li>2. SSC and ITI with electrical trade and 5 years experience in motor winding (OR)</li> <li>3. ITI or General mechanic certificate with eight years of experience in a workshop repute of which at least two years experience in motor winding</li> </ol>	<ol style="list-style-type: none"> <li>1. To attend the Electrical works and Electrical motors, service and repair of the electrical motors and rewinding the burnt motors.</li> </ol>
15.	Workshop Assistant	<ol style="list-style-type: none"> <li>1. SSC with JTS or ITI with 2 years experience as a helper (OR)</li> <li>2. Pass in JTS or ITI with 3 years experience as Helper (OR)</li> <li>3. General Mechanic certificate with at least 4 years experience as Helper (OR)</li> <li>4. 5 years experience in a trade with 2 years experience as helper with technical competency equivalent</li> </ol>	<ol style="list-style-type: none"> <li>1. Making chasis and fitting of components in the chasis as per designs</li> <li>2. Cleaning and oiling of all the machines in the instrumentation workshop.</li> <li>3. Attending of minor electrical works in the department.</li> <li>4. Assisting in all the works both in workshop and departments entrusted.</li> </ol>

#### **CHEMISTRY:**

16.	Micro Analyst	<ol style="list-style-type: none"> <li>1. M.Sc in Organic Chemistry I or II Class with a training in Micro Organic analysistical Techniques and Micro analytical</li> </ol>	<ol style="list-style-type: none"> <li>1. To carry out the Analysis of compounds (mainly organic) for their elements like C &amp; H</li> <li>2. To maintain the Micro Chemical</li> </ol>
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		<b>Instrumentation.</b> <b>2. Experience in Carbon-Hydrozon analysis is desirable</b>	<b>equipment &amp; Micro-balance</b> <b>3. Semi-Micro analysis of compounds containing S, CL, PN and other elements</b>
<b>17.</b>	<b>Lab Technicians</b>	<b>1. B.Sc II Class with Botany and Chemistry among part – II subjects</b> <b>2. <u>Desirable</u> : Certificate course in lab technician previous experience as laboratory assistant or lab. Technician</b>	<b>1. Maintenance of M.Sc previous and final Chemistry labs</b> <b>2. Preparation of solutions, reagents, dilute Acids.</b> <b>3. Recoveries of solvents.</b> <b>4. Regeneration of De-ionized water plant</b> <b>5. Maintenance of ice-cube machine</b> <b>6. Maintenance of instruments in all labs.</b> <b>7. Operation and maintenance of I.R., U.V. spectrometre and Cyclic-Volta motor.</b> <b>8. Maintenance of addressing system &amp; projection</b> <b>9. Office work.</b>
<b>18.</b>	<b>Gas Man</b>	<b>1. ITI or Jr. Polytechnic Diploma or 5 years experience in a job.</b>	<b>1. Maintenance of Gas plant.</b> <b>2. Regeneration of distilled water plant and supply to all labs.</b> <b>3. Maintenance of ice plant.</b> <b>4. Maintenance of gas line in all science buildings.</b> <b>5. Maintenance of minor repairs of gas burners.</b>
<b>19.</b>	<b>Senior Gas Peon</b>	<b>1. VIII Class</b>	<b>1. Maintenance of gas plant.</b>









		<b>technician</b>	<b>arrangements for the practical classes.</b>
<b>26.</b>	<b><u>Zoology Dept</u> a) Taxi – Dermist</b>	<b>1. SSLC</b> <b>2. Diploma in dermist</b> <b>3. Experience:- Preferable for experience candidates</b>	<b>1. Preparation of stuffed animals</b> <b>2. Preservation of animals in the Museum.</b> <b>3. Maintenance of Museum and upkeeping</b> <b>Supply animal models to class rooms.</b>
	<b>b) Animal Keeper</b>	<b>1. SSLC and Husbandery certificate from Madras aquarium</b> <b>2. Experience:- Preferable for experience candidates.</b>	<b>1. Changing of bed and cleaning of rat cages</b> <b>2. Upkeeping of animal house.</b> <b>3. Acquarium cleaning and maintenance of fish.</b>
	<b>c) Lab Technician</b>	<b>1. B. Sc</b>	<b>Preparation of Laboraratory regents for Practical classes, maintenance of glass equipment including microscopes. Supervision work of the laboratory attenders and arrangements for the practical classes.</b>
	<b>d) Aquarium Assistant</b>	<b>1. Minimum VIII Standard with a certificate in aquarium maintenance</b>	<b>To maintain the aquarium lab.</b>
<b>27.</b>	<b><u>Geography Dept:</u> Draughts Man-Cum-Cartographer</b>	<b>1. LCE/LME/D.Sc. Physics or Geology</b> <b>2. Experience in map drawing and</b>	<b>1. Cartographic map compilations preparing of graphs diagrams, and</b>



		<p>subjects)</p> <p>2. Technical: Certificate in typewriting.</p>	
	c)Section Cutter	<ol style="list-style-type: none"> <li>1. SSLC/SSC</li> <li>2. Certificate in Section cutting (rocks, minerals ores and fossils)</li> <li>3. 5 years experience in any section cutting (Geology lab)</li> </ol>	<ol style="list-style-type: none"> <li>1. Preparation of thin sections of rocks minerals, and Ores, Mounting of Ores on Bakelite and plastic surfaces. Rock trimming and core drilling of oriented samples from rocks.</li> </ol>
	d)Lab Assistant	<ol style="list-style-type: none"> <li>1. VII Class passed</li> <li>2. 5 years experience in all Geological Laboratories</li> </ol>	<ol style="list-style-type: none"> <li>1.Assisting the teaching Staff Members in conducting practical classes for students and research scholars. Keeping the laboratory upto date with required articles in neat, tidy and working condition.</li> </ol>
	e)Geo-hydrological Assistant	<ol style="list-style-type: none"> <li>1. M.Sc (Geology)</li> <li>2. 2 years Research Experience in Geo-hydrology</li> </ol>	<ol style="list-style-type: none"> <li>1. Carrying out ground water survey and preparation of reports.</li> </ol>
	f)Assistant Section Cutter	<ol style="list-style-type: none"> <li>1. SSLC/X Class</li> <li>2. Certificate in Section Cutting techniques (OR)</li> <li>1. VIII class passed</li> <li>2. At least 5 years experience in preparing thin section of rocks,</li> </ol>	<ol style="list-style-type: none"> <li>1. To assist the section cutter in preparing thin sections of rocks minerals and ores. Mounting or ores on back elite and plastic surfaces and also in rock-trimming and core-drilling of orientated</li> </ol>



	<p><b>1) Asst. Binders</b></p> <p><b>2) Binder Boys</b></p>	<p>1. a) General: Should be a literate in English &amp; Telugu b) Technical: Should be able to do all kinds of binding works including rebinding of old books.</p> <p>2. Should be able to operate all kinds of folding, cutting stitching and ruling machines and other kinds of binding books.</p> <p>3. Should be a good knowledge of various papers and boards and other binding materials</p> <p>4. Should have a minimum of 3 years experience in various binding works.</p> <p>1. Should be a literate in English and Telugu Aptitude to do works in that binding section</p>	<p>1. Working in the section are entrusted with the work of sizing of books section and round stitching of books and mending of and repairing of books and such other work with the assistance of the binder boys under the guidance of binders.</p> <p>1. Working in the binding section and attending to the leather binding and guiding of back volumes of journals, full calico and half calico binding of books and in addition to supervise work of Assistant Binders and binder boys working in the section.</p>
<b>31.</b>	<b><u>SVU SCHOOL:</u></b>	<b>Qualifications not prescribed</b>	<b>1. Maintaining of the stock register</b>



	<b>LAB ASSISTANT</b>		<p>and accounting for the stocks (entering the stocks, issues, checking the balances etc. under the supervision of the teacher concerned)</p> <ol style="list-style-type: none"> <li>2. Issuing chemicals equipment etc. required for the class room purposes, taking them to the classes, to be exhibited by the teacher.</li> <li>3. Arranging the apparatus and helping the teachers during the demonstration classes.</li> <li>4. Issuing the equipment and apparatus for the pupil during their laboratory work (during the different cycles of experiments)</li> <li>5. Acts as skilled Assistant during the preparation of certain A.V. models used for class rooms, teaching and models prepared by the pupils during their club activities.</li> <li>6. Collecting the specimens and materials required for the experiments (both demonstration and practical work) in life sciences.</li> </ol>
<b>32.</b>	<b>SVUPG Centre a) Kavali</b>		

	<b><u>Lab Assistant:</u></b>		
	1) Dept of Physics	1. B.Sc with Physics Combination Desirable:- Experience in Science Laboratories.	To attend the laboratory work
	2) Dept of Zoology	1. B.Sc with Zoology Combination Desirable:- Experience in Science Laboratories.	To attend the laboratory work
	b) Kadapa 1) Dept of Chemistry	1. B.Sc with Chemistry Combination Desirable:- Experience in Science Laboratories.	Laboratory and stores maintenance.
	Dept of Applied Geology	1. B.Sc with Geology Combination 2. Desirable:- Experience in Science Laboratories.	Laboratory and stores maintenance.

1. University follows A.P. State & Subordinate Service Rules, 1996
2. Employees shall pass Accounts Test for Subordinate Officers Part – I for promotions from the Cadre of Senior Assistants onwards.
- 3.





**SRI VENKATESWARA UNIVERSITY : TIRUPATI**

**NO. SVU/E-I(2)/SVIMS/2005**

**DATED: 02-01-2006**

**From**

**To**

**The Registrar,  
S V University,  
Tirupati.**

**The Registrar,  
SVIMS University,  
Tirupati.**

**Sir,**

**Sub: SV University – Sending of details of certain Superior Staff Posts as requested –  
Regarding.**

**Ref: Your letter No. Nil, dt. 03-12-2005 received in this office on 14-12-2005.**

**\*\*\*\***

**With reference to the letter cited, I am by direction to send enclosed herewith the details with regards to the posts of Registrar, Deputy Registrar and Assistant Registrar, Controller of Examinations etc., available in this university for your information.**

**Yours Faithfully**

## JOINT REGISTRAR

Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1	Registrar	1. At least 15 years experience as lecturer and reader of which 5 years should be as Reader, with experience in educational administration.	The Registrar shall act as the Secretary of the Board of Management and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.
		2. Persons with comparable qualifications in research establishments and other institutions of higher education are also eligible.	It shall be the duty of the Registrar:-  (i) to be the custodian of the records, common seal, and such other property of the University as the BOM may commit to his charge.
		3. Persons with 10 years of administrative experience and who have qualifications comparable to those required for appointment to the post a Reader will also be considered.	(ii) to conduct official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
		4. In the case of internal candidates there can be relaxation of the above requirements.	(iii) to issue under the direction of the Vice-Chancellor, all notices, concerning meetings of the BOM, Academic senate, Board of studies and any committee thereof, and
			(iv) He shall, in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor and

			shall generally render such assistance as may be desired by his in the performance of his official duties.
2	Finance officer	Qualification not mentioned in G.O .Ms.No.64 Edn. Dept., dt.5.3.92, relating to the appointment of the Finance officers in all the Universities in the state by the State Govt. (Copy enclosed)	He shall maintain the accounts of the University and also advice the University on all matters relating to income and expenditure.
2(a)	One Dy. Registrar is working against the post of Finance Officer as at present.		He is under the Control of the Registrar.  He is incharge of Collage of Engg. Account & P.G. Centres A/cs., General A/c., Exams Account., Mis. Grants A/c.
			Passing of salary bills of the above accounts, pension bills, examinations bills, scholarship bills, maintenance of cash books/ledger books/registers for recovery of various advances, he is Secretary of the Finance Committee.
			Supervise the works of the Asst. Registrars working in finance & Accounts Branch.
3	Controller of Examinations.		He is under the control of the Registrar  Conduct of Exams – Scrutiny of applications – preparation of question papers – issue of hall tickets – publication of marks statements/ candidates – issue of provisional migration certificates ect., - conduct of convocation - certificates – furnishing of information to academic branch for annual reports – preparation of ranks – sending of list of ranks for awarding national merit scholarships.
4	Additional Controller of Examinations.		He will be under the direct control of controller of examinations and will assist controls of Examinations in all

			the centers relating to Examination branch as sanction above.
5.	Deputy controller of Finance and Accounts		<p>He is under the control of the Registrar.</p> <p>He is incharge of SVU College Account, Capital Account, GPF/Pension/ GIS Account, endowment account, passing of salary bills, loan bills, subscription bills, pension bills.</p> <p>Allotment of Quarters to the University Employees, Preparation of Budget and Revised Budget estimates every year. Reconciliation and compilation of accounts, preparation of annual account, passing of work bills.</p>
6	Deputy Registrar (Administration)		<p>He is the under the control of the Registrar</p> <p>He will assists the Registrar in all matters relating to the University Administration. i.e. appointments transfers /promotions /fixation of pay to the teaching and non teaching staff of the University. – implementation of various changes to the teaching and non teaching staff. – sanction of increments and leaves granting of lien / deputation duty leave etc., / pensions to the university employees matters relating to court – district Forums / suits / lokayukta or upaloka-yukta – house buildings loans / educational / festival / marriage / vehicle / cycle advances and loan to the eligible university employees – implementation of G.Os. relating to service matters – issue of general circulars – correspondence relating to study centers and P.G. centers, maintenance of confidential</p>



			reports – perform such other duties as may be entrusted to his from time to time by the Registrar
7	Deputy Registrar (Academic)		<p>Granting of affiliations to all Degree Colleges and P.G. Courses including professional colleges, maintenance of corpus fund of various affiliated colleges – Recognition of Autonomous colleges – Nomination of members on Governing bodies, Seletion committees of Affiliated colleges – Framing of rules, syllable, Test &amp; Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. &amp; combined and under Graduate &amp; conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India &amp; abroad – conducting of Endoment Lectures and its printing work – Admission rules for three year Degree course, professional and P.G Courses of the University and affiliated colleges – combination of attendance relating to affiliated colleges in the University area and also from outside University – Award of endowment scholarships/ recognition of research centers/ research guides/ doing research leading to Ph.D. – Information to AIU/ commonwealth Universities year book – Common entrance examinations – inclusion of colleges under UGC Act, - other information.</p>
6 (c)	Deputy Registrar (Special Cell)		<p>He is under the control of the Registrar</p> <p>Implementation of rule of reservation as per A.P. Govt. instructions – correspondence relating to SC/ST/BC/O.BC scholarships collection of data relating to admission of</p>

			<p>students in the University and affiliated colleges and sending the same to the UGC every year – Correspondence relating to purchase of books and equipment pertaining to all Departments of the University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Registrar.</p>
7	Development Officer		<p>He is under the direct control of the Registrar.</p> <p>Correspondence relating to UGC / State Govt. / Other Funding Agencies – works relating to seminars / Scholarships/ Fellow-ships / workshops /conferences/ research schemes/projects/ deputation of teachers under unassigned grants/teachers exchange programmes / educational tours / purchase of books and equipment to the University College under plan grant – claiming of building grants / salaries of teaching staff from UGC – Grants relating to affiliated colleges – setting up of the Boards by AICTE – Nomination of Academicians – Preparation of Utilisation certificates of the Development Branch.</p> <p>Perform such other duties as may be entrusted to his from time to time by the Registrar.</p>
8	Asst. Registrar (Admn.,)		<p>He is under the control of Deputy Registrar (Admin.) in all matters relating to University administration. – Record all entries in SRs of University employees. Receiving Tappal relating to Administration Branch.</p>

			<p>Perform such other duties as may be entrusted to him from time to time by the Deputy Registrar (Admn.)</p>
9	Asst. Registrar (Academic)		<p>He is under the control of Dy. Registrar (Academic). Assist the DR(Academic) in all the matters relating to Academic Branch. Receiving Tappal relating to Academic Branch. Perform such other duties as may be entrusted to him from time to time by the Dy. Registrar (Academic).</p>
10.	Asst. Registrar (Exams) Asst. Controller of Exams		<p>He is under the control of Controller of Exams.</p> <p>Assist the C.E / Addl. C.E. in all matters relating to Examination Branch. Perform such other duties as may be entrusted to him from time to time by the controller of examinations.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Controller of Examinations.</p>
11.	Asst. Registrar (Finance I), Finance (II) & Finance III)		<p>They are under the control of Dy. Registrars (Fin.I &amp; Fin. II).</p> <p>Assist DRs in Finance &amp; Accounts Branch.</p> <p>Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin &amp; Accounts, Branch.</p>

12.	Asst. Registrar (Development)		<p>He is under the control of Development Officer.</p> <p>Assist the Development Officer perform such other duties as may be entrusted to him by the Development Officer from time to time.</p>
13.	Assistant Registrar O/o the Principal, S.V.U. College of Arts and Sceinces, Tirupati.		<p>He is under the control of Principal, SVU College of Arts &amp; Sciences.</p> <p>Assist the Principal in all matters relating to University college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVU College.</p>
14.	Assistant Registrar, O/o the Principal, SVU College of Engg., Tirupati		<p>He is under the control of Principal, SVU college Engg.,</p> <p>Assist the Principal in all matters relating to Engg. college Administration.</p> <p>Perform such other duties as may be entrusted to him from time to time by the Principal, SVUC of Engg.</p>
15.	Assistant Registrar (Engg. Department)		<p>He is under the control of the University Engineer, SV University, Tirupathi.</p> <p>Assist the University Engineer in all matters relating to Engg. Dept.</p> <p>Performs such other duties as may be entrusted to him from time to time by the University Engineer.</p>

<b>Sl. No</b>	<b>Name of the Post</b>	<b>Qualifications prescribed under rules</b>	<b>Nature of Duties</b>
<b>1.</b>	<b>Care Taker</b>	<b>Literate</b>	<b>Will be on duty round the clock in the reception counter of Guest House</b>

Sl.No	Name of the Post	Qualifications prescribed under rules	Nature of Duties
1.	Archivist	MA in History with diploma in Archives Keeping	Collection and preservation of rare and valuable manuscripts, books etc. of the University and also many official records (Administrative reports, proceedings of the Senate, Syndicate and Academic Council, Reports on History of affiliated colleges) To supervise and coordinate the record room organizing work

  
 The Director  
 NAAC Committee  
 S.V. University  
 TIRUPATI - 517 502