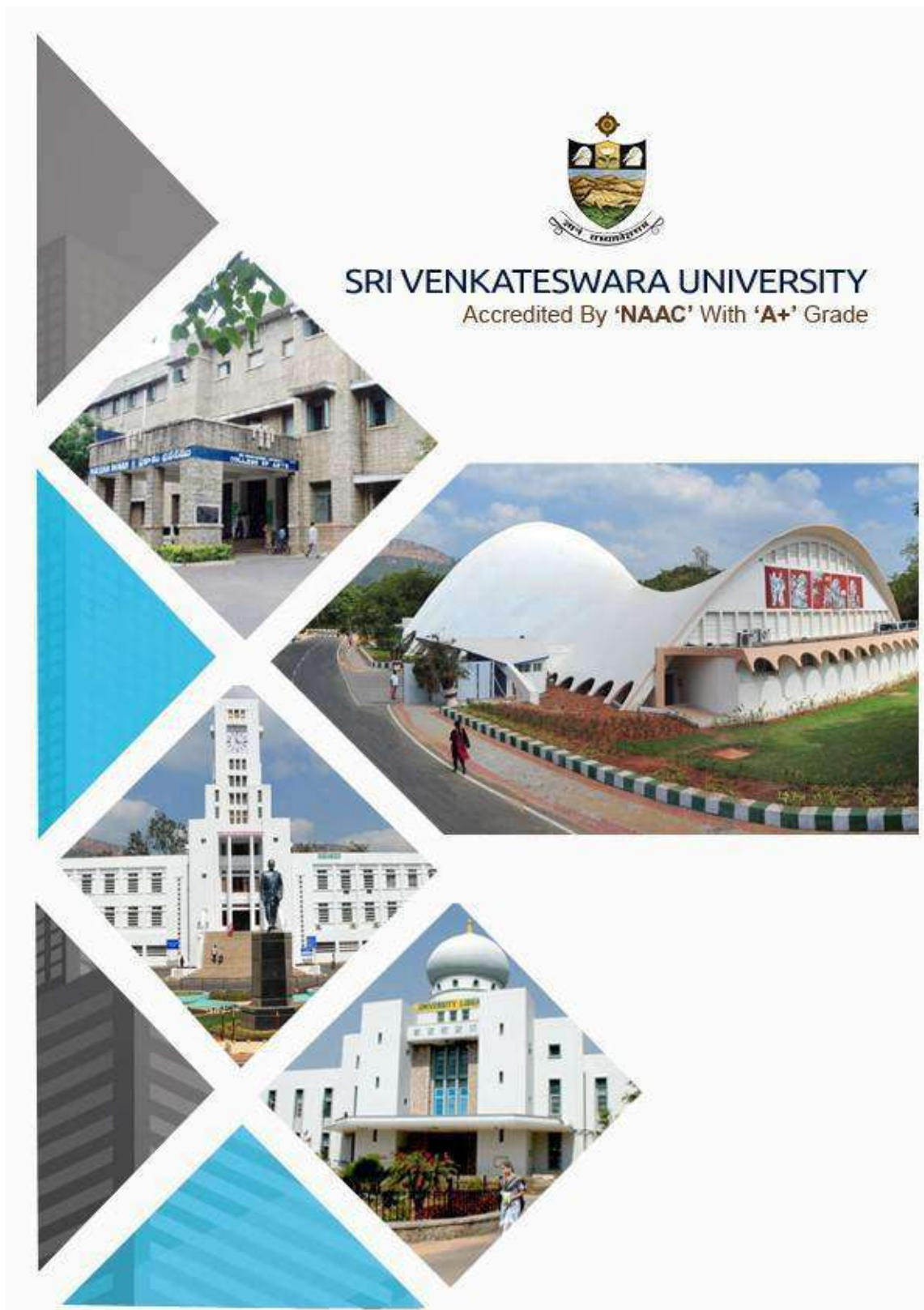


<chrome-extension://kdpelmjpfafjppnhbloffcjpeomlnpah/https://svuniversity.edu.in/storage/2025/01/6.2.2-The-functioning-of-the-institutional-bodies.pdf>



6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

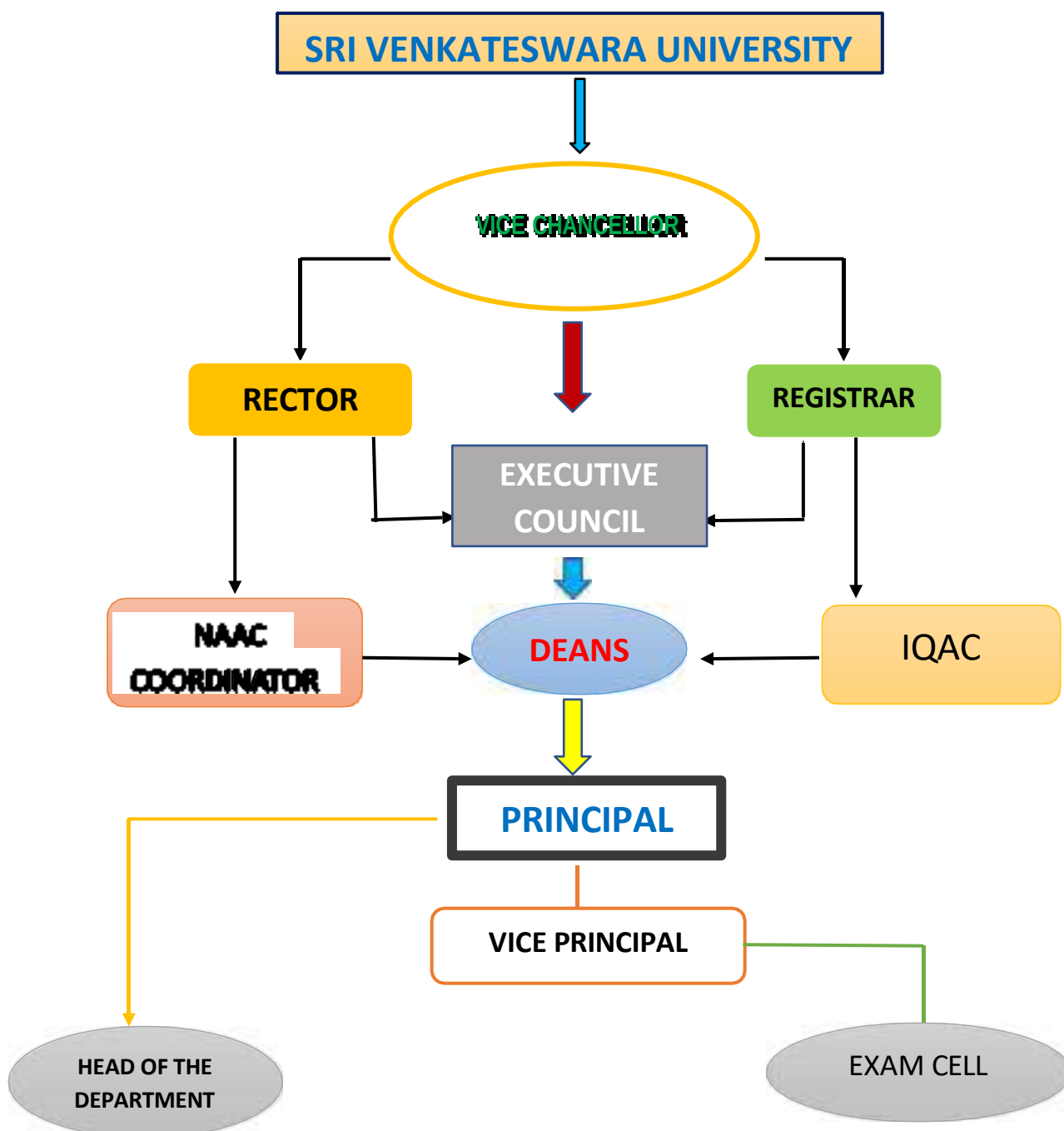


SRI VENKATESWARA UNIVERSITY

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6.2.2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has a vision to be a centre of excellence in Education and Technology committed towards socioeconomic advancement of the country. The leadership of Sri Venkateswara University is through participative management all the way through structured organizational system with the involvement of all the Stakeholders.



The key components of organizational structure of the university are Governing Body are Vice chancellor, Executive council, Register, Rector, Dean, Principal, Vice principal, Head of the Departments, Teaching staff, Non-teaching staff and Support cells/Departments. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees/ Boards. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

As per the university/ government guidelines, IQAC Cell, Anti-ragging Cell etc. are also in place for the institution. There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process.

S.V.U strictly follows the service rules according to the AICTE norms. It is displayed on the university website too. Recruitment process is carried out according to the norms of the UGC, Government, University, a body comprising of Vice chancellor, Register, University representative, Chancellor nominee, Principal, external subject experts decide the worthiness of the candidates by his/her performance in the interview according to the parameters specified by UGC. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are taken annually for timely corrections. This feedback is analysed and discussed with concerned faculty in the presence of Head of the Department and Principal.

Grievance redressal committee is formed including Principal, HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Principal office/Admin office for the same. Also, every student has assigned a mentor. Grievances related to academic and non-academic matters

are conveyed through them and Head of Institute oversees both the above processes. The Institute has formed all statutory committees like Anti Ragging Committee, Internal Complaint Committee to help students and staff.



SRI VENKATESWARA UNIVERSITY : TIRUPATI

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POLICY DOCUMENT ON PLAGIARISM

- Plagiarism in any form (i.e) papers presented in regional, national and international seminars, publication of research papers in journals, M.Phil., Ph.D., and D.Sc. thesis submitted to the University for Evaluation should not be allowed.
- The authentication from Librarian has to be attached to the thesis submitted that the said thesis is original and has not been plagiarized. This authentication may be issued by using plagiarism software. This is applicable to all the papers presented and all the research work published.
- Reference materials may be quoted strictly following the guidelines as per copyright act.

SCALE OF PUNISHMENT

- If "Plagiarism" is identified in case of thesis submitted for the award of M.Phil., Ph.D., and D.Sc. the degrees are withdrawn. For the students doing M.Phil./Ph.D. if Plagiarism is identified in any research papers presented/published, his/her registration will be cancelled.
- In case of research papers presented in seminars and conferences, if there is any complaint about plagiarism, a fact- finding Committee nominated by the Vice-Chancellor may be constituted which will decide on the mode of punishment based on the degree of plagiarism. The Committee should comprise two external experts from other Universities.
- If Plagiarism is identified in respect of Assistant Professor the person concerned will not be allowed to apply for higher post either through CAS/CDS for selection. Further he is required to wait for 3 more years than the stipulated time for applying to the next higher cadre.
- In case of Associate Professor and Professor, the person concerned who had resorted to plagiarism will be demoted to the immediate lower cadre. Further, those who are found guilty in this regard will be debarred from guide-ship for a further period of 10 years.
- The relevant software is used in the Research Section to find out the plagiarism.
- A Research Reform Unit may be created exclusively to check the plagiarism in the theses submitted for the award of Ph.D., and D.Sc. degrees to be awarded in future. This unit may check the repetition of titles and text in the theses.
- A Vice-Chancellor's Research Award is being instituted and awarded annually to the best researcher, based on the recommendation of the Research Committee. The decision of the Committee would be non-challengeable. The terms and conditions of the award are subject to change from time to time depending on the emerging research thrusts at National / Global paradigms.

- The University may also provide additional manpower in Departments with higher research intensity and research output, depending on specific justifiable requirements while adhering to regulations of statutory agencies.
- The University may also consider allocating reduced academic work load to a faculty member handling more than one extramural major research project.

RESEARCH PUBLICATION

- Research publication is made mandatory. Faculty members are encouraged to publish their research findings in UGC approved journals.
- Faculty is encouraged to present their research papers in National / International Conferences / Seminars.
- Full salary benefit is given to Faculty Members who are visiting abroad in lieu of prestigious fellowships such as Raman Fellowship.
- Further, a faculty member who presents/publishes articles in any International Conference is accorded 'On Duty'. The extent of financial support (towards conference registration charges, TA/DA, stay, etc) is decided on a case by case basis.
- Partial or full cost of publication charges are met by the University to promote more publications by the faculty members.
- Departments are encouraged to publish a quality Journal or organize research conference/seminar at Regional/ National/ International level to boost research activities.

RESEARCH ETHICS

- Each member involved in research viz. faculty, post graduate/ M.Phil/ Ph.D. researcher is expected to adhere to highest ethical standards of conduct.
- Adhering to plagiarism policy is entrusted to the concerned supervisor before submitting the thesis/ dissertation/ project work/ research papers for processing.
- Based on UGC guidelines, a Course Work on Research and Publication Ethics (RPE) for Pre-Ph.D. Registration is mandatory.
- It is a mandate for Ph.D. Research /Research Projects involving experimental animals and parts thereof genetically modified plants/ microbial pathogens to obtain approval from the Institutional Ethical Committee/ Institutional Bio-safety/ Committee prior to submission of the research proposal to the funding agency for extramural grants.
- All these are to be duly uploaded in the University website as per UGC norms.
- A Disciplinary Committee, on the orders of Vice-Chancellor, shall be formed in order to carry out inquiry when research dishonesty is reported against researcher/ faculty. Suitable disciplinary action may be initiated, if found guilty, against such researcher/faculty.

PROMOTION OF SOCIETY-ORIENTED RESEARCH

- Sri Venkateswara University is of the strong view that the outcome of basic research in academic institution should benefit the society. The University has carried out number of researches with society-oriented approach.
- The University reserves the right to modify the Research Promotion Policy as and when required, with the approval of Vice-Chancellor.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

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विश्वविद्यालय अनुदान आयोग

अधिसूचना

विश्वविद्यालय अनुदान आयोग (उच्चतर शिक्षा संस्थानों में अकादमिक सत्यनिष्ठा एवं साहित्यिक चोरी की रोकथाम को प्रोत्साहन) विनियम, 2018

नई दिल्ली, 23 जुलाई, 2018

वि. सं. 1-18/2010 (सीपीपी-II).—

प्रस्तावना

जबकि, विश्वविद्यालय अनुदान आयोग (यूजीसी) अधिनियम, 1956 के अनुसार, उच्च शिक्षा के मानकों को समन्वित एवं सुनिश्चित करने के लिए आदेशाधीन है।

तथा जबकि, किसी छात्र या संकाय या शोधकर्ता या कर्मचारी द्वारा निष्ठात तथा शोध स्तर पर डिग्री प्रदान करने हेतु आंशिक रूप से सम्पादित किया गया कार्य, जिसका अकादमिक एवं शोधकार्य का मूल्यांकन किया जा चुका हो, जो शोध-निबन्ध, शोध-प्रबन्ध, शोध पत्रों के प्रकाशन, पुस्तकों में अध्याय, सम्पूर्ण पुस्तकों के रूप में हो तथा कोई अन्य समरूप कार्य, जो अकादमिक, सत्यनिष्ठा एवं मौलिकता के मूल तत्वों को दर्शाये तथा जिसका उच्चतर शिक्षा संस्थानों (HEIs) द्वारा अपनायी गई विभिन्न संबंधित प्रक्रियाओं में अवलोकन किया जाए।

अतः, वि. अ. आ. अधिनियम 1956 के अनुच्छेद 28 के उप अनुच्छेद (1) के खण्ड (एफ) एवं (जी) के साथ पठित अनुच्छेद 12 के खण्ड (जे) के द्वारा प्रदत्त अधिकारों का प्रयोग करते हुए, वि. अ. आ. ने एतद्वारा निम्नलिखित विनियम निर्मित किए हैं—

1. संक्षिप्त शीर्षक, अनुप्रयोग तथा प्रारंभ :

- (ए) इन नियमों को, विश्वविद्यालय अनुदान आयोग (उच्चतर शिक्षा संस्थानों में अकादमिक सत्यनिष्ठा एवं साहित्यिक चोरी की रोकथाम को प्रोत्साहन) विनियम, 2018 कहा जाएगा।
- (बी) ये विनियम, देश के सभी उच्चतर शिक्षा संस्थानों के छात्रों, संकायों, शोधकर्ताओं तथा कर्मचारियों पर लागू होंगे।
- (सी) ये विनियम, सरकारी राजपत्र में उनकी अधिसूचना की तारीख से प्रभावी होंगे।

2. Definitions -

In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c. "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- e. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- m. "Programme" means a programme of study leading to the award of a masters and research level degree;
- n. "Researcher" refers to a person conducting academic / scientific research in HEIs;
- o. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- q. "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. "Year" means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

- (a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) HEI shall :
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Notes:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

- i. HEI shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
 - c. Member - One member nominated by the Head of HEI from outside the HEI
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- I. **Level 0: Similarities upto 10% - Minor Similarities, no penalty.**
- II. **Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- III. **Level 2: Similarities above 40% to 60% -** Such student shall be debarred from submitting a revised script for a period of one year.
- IV. **Level 3: Similarities above 60% -** Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0: Similarities up to 10% - Minor similarities, no penalty.**
- II. **Level 1: Similarities above 10% to 40%**
 - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN, Secy.
[ADVT.-III/4/Exty./161/18]

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SRI VENKATESWARA UNIVERSITY-TIRUPATI

Prof. S. Vijaya Bhaskara Rao

Professor of Physics &

Dean, [R&D]

S.V. University,

Tirupati - 517502.



Phone: (O):(+91) 0877- 2248485

Mobile : (+91) 9440953122

Fax : (+91) 0877-2248485

E-mail: drsvbr.acas@gmail.com

CERTIFICATE

This is to inform that Sri Venkateswara University, Tirupati is using URKUND Anti-Plagiarism software before submitting the thesis by the PhD students. A maximum of three chances will be given to the research scholar if the percentage of plagiarism exceeds the approved limit of 10% as per the UGC notification F.1-18/2010(CPP-II) Dt. 23 July 2018.

S.VIJAYA BHASKARA RAO

Prof.S. VIJAYA BHASKARA RAO

Dean, Research & Development

Sri Venkateswara University

TIRUPATI-517 502

2. Definitions -

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- e. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- m. "Programme" means a programme of study leading to the award of a masters and research level degree;
- n. "Researcher" refers to a person conducting academic / scientific research in HEIs;
- o. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- q. "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. "Year" means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

- (a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) HEI shall :
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomoth* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

- i. HEI shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
 - c. Member - One member nominated by the Head of HEI from outside the HEI
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10% - Minor Similarities, no penalty.**
- ii. **Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60% -** Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60% -** Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0: Similarities up to 10% - Minor similarities, no penalty.**
- II. **Level 1: Similarities above 10% to 40%**
 - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty./161/18]



SVU Code of Ethics in Research & Publications

1. Introduction

The Executive Council of SVU adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 (as notified in the Gazette of India on 23 July 2018). Accordingly, the University has constituted the Institutional Academic Integrity Panel (IAIP) as required under Clause 11 of the UGC Regulations, 2018 as notified by the University.

Every person who is in the early stages of his/her research career or is a seasoned academician/researcher is expected to know the ethical conduct in research and publications. Also, since the University has adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, it is all the more important that faculty, research scholars, staff, students, adhere to the provisions of the Regulations.

The Merriam-Webster dictionary, defines the term ethics as a discipline dealing with what is good and bad and with moral duty and obligation, a set of principles of conduct governing an individual or a group of professionals.

2. Salient Features of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018

The Regulation is available at the UGC's website, https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation_2018.pdf). The UGC Regulation stresses on the academic integrity and originality covering academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work. As per the Regulations, every Higher Education Institution (HEI) shall create an Institutional Repository on University website which shall include dissertation/thesis/paper/publication and other in-house publications.

i. Definitions

Some of the important definitions under Clause 2 of the UGC Regulations are reproduced below:

- a) '*Plagiarism* means the practice of taking someone else's work or idea and passing them as one's own'.
- b) 'The term Faculty refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc'.
- c) 'Staff refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced, etc.'.
- d) 'Student means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode)'.
- e) '*Script* includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an Higher Education Institution; however, this shall exclude assignments/term papers/project reports /course work/essays and answer scripts etc.'.
- f) '*Source* means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000'.

ii. Exclusion/Exception from Plagiarism

As per Clause 7 of the UGC Regulations, the similarity checks for plagiarism shall exclude the following:

- a) All quoted work reproduced with all necessary permission and/or attribution.
- b) All references, bibliography, table of content, preface and acknowledgements.
- c) All generic terms, laws, standard symbols and standards equations.
- d) Besides, as per the provisions of the UGC Regulations, the research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. (But) it shall exclude a common knowledge¹ or coincidental terms, up to fourteen (14) consecutive words.

iii. Levels of Plagiarism

The UGC Regulation has quantified plagiarism in to the following four levels:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

iv. Detection/Reporting/Handling of Plagiarism

As per UGC Regulations, the authorities of HEI can take Suo-motu notice of an act of plagiarism and initiate proceedings. Proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases may be investigated by the IAIP.

Following panels are expected to look in to the allegations of plagiarism as per the Regulation:

- a) Departmental Academic Integrity Panel (DAIP)
- b) Institutional Academic Integrity Panel (IAIP)

v. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI as per the UGC Regulations.

Penalties in case of plagiarism in submission of Theses and Dissertations

Level-0	Similarities up to 10%	Minor Similarities - No penalty
Level-1	Similarities above 10% to 40%	Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
Level-2	Similarities above 40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year.
Level-3	Similarities above 60%	Such student registration for that programme shall be cancelled.

Penalties in case of plagiarism in Academic and Research Publications

Level-0	Similarities up to 10%	Minor Similarities - No penalty
Level-1	Similarities above 10% to 40%	Shall be asked to withdraw manuscript.
Level-2	Similarities above 40% to 60%	i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to one annual increment. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
Level-3	Similarities above 60%	i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to two successive annual increments. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Prior to the notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations in July 2018, every University was following their own set of rules and practices for detection of plagiarism of PhD theses, dissertations, research publications of students and faculty members. The level of acceptable similarity index varied from University/Institution to Institution. Therefore, the University is expected to follow such norms adopted by respective University/Institution in respect of those

publications which were published prior to the implementation of the UGC Regulations, 2018. In all publications which were published or about to be published on or after the 18th July, 2018, the provisions of UGC Regulations, 2018 as adopted by the Executive Council in its 72nd Meeting held on 27.12.2018 shall be made applicable.

In case of Career Advancement Scheme (CAS), a suitable undertaking shall be insisted upon from the teacher concerned to the effect that the research publications submitted by him/her are plagiarism free and the University has a right to reject his/her case in case the research papers for consideration for financial upgradation or promotion on the grounds of plagiarism besides initiating proceedings against him/her for violation of the provisions of UGC Regulations, 2018 subject to the other conditions as stipulated above. However, past cases having minor variation in similarity index/plagiarism shall not be reopened. All such cases shall be reviewed/looked in to by the IAIP on case to case basis whenever such cases are referred to it.

3. Broad Guidelines of Ethics for Research & Publications for students, researchers, teachers and staff of SVU.

As per the guidelines prescribed under clause 4 & 5 of the UGC Regulations, every HEI shall establish the mechanism to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism. The HEIs shall instruct students, faculty, researchers and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specification of disciplines and in accordance with the rules/international convention regulating the source beside conducting/organizing sensitization seminars/awareness programmes every semester for the students and stakeholders. Further, the UGC through its Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations, 2018 (vide Clause 17.0) under Code of Ethics for Teachers prescribed that teachers should discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.

In the above context, the matter was considered by the IAIP and it has been decided to provide the following additional guidelines to supplement the UGC Regulations with a view to prevent plagiarism among the research scholars, students, faculty members and staff.

i. What Plagiarism?

Plagiarism is one of the most common types of unethical practices or publication misconduct where an author deliberately uses another's work without permission, credit, or

acknowledgment. According to the Merriam-Webster online Dictionary, to “plagiarize” means:

- a. *to steal and pass off (the ideas or words of another) as one's own*
- b. *to use (another's production) without crediting the source*
- c. *to commit literary theft*
- d. *to present as new and original an idea or product derived from an existing source.*

Plagiarism includes literally copying, paraphrasing, duplicate submissions etc. Words, Thoughts, ideas, data, illustration, tables, drawings, music, statistics, etc. may also be plagiarized. Some of the common examples of plagiarism are as under:-

- a. Show someone else's work as your own;
- b. copying words or ideas from someone else's work without giving credit;
- c. giving incorrect information about the source, making it impossible to find the source;
- d. Buying, stealing or borrowing assignments, experiments, results, etc.;
- e. Using ideas of someone else without crediting the originator;
- f. Re-using an existing published paper in a different journal including translated articles;
- g. Copying/reproducing, in part or whole one's own published work without giving proper reference to that work. This is known as self-plagiarism;
- h. Paraphrasing existing text of others and present it as yours;
- i. Using/copying so many words or ideas from another source that it makes up the majority of your research work, whether you give credit or not and;
- j. Asking someone else to write for you

Most cases of plagiarism can be avoided by citing of relevant sources.

4. Broad Guidelines for Research Scholars

i. Synopses

All synopses need to be checked for Similarity/Plagiarism. As the user id and password have been given to all the HODs, they may assist their students in checking the similarity. DAIP shall certify the similarity reports of synopses in a prescribed format. Research scholars/research supervisors shall deposit electronic version of approved PhD. synopsis to Shodhgangotri².

ii. PhD. Theses and Dissertations

- a. Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/her original work and free of any plagiarism;
- b. The Ph.D. thesis must undergo a Plagiarism Check using Turnitin Software which is currently being subscribed by the University;
- c. The undertaking (to be given by student) shall also include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI;
- d. Every supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free;

- e. The certificate of plagiarism check will be issued by the Central Library;
- f. The Clause 7 (similarity checks for exclusion from Plagiarism) of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher educational Institutions) Regulations, 2018 prescribes that the similarity checks for plagiarism shall exclude all quoted work reproduced with all necessary permission and/or attribution; references, bibliography, table of content, preface, acknowledgements, all generic terms, laws, standard symbols and standards equations. Under the note section of this Clause, it is stated that the research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. (But), It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words. Hence, the above exclusions may be taken in to consideration while checking the similarity;
- g. All similarities are not plagiarism. In case the similarity index is higher than 10% and the concerned Supervisor feels that such similarity does not fall under the category of plagiarism as per the UGC Regulations, he/she shall give in writing to the University Librarian to exclude such similarities from the plagiarism report;
- h. The final Plagiarism Verification Certificate from the University Librarian is essential to be included in all thesis at the time of submission in a prescribed format;
- i. HEI shall submit to INFLIBNET soft copies of all Masters, Research programme's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the ShodhGanga 3 e-repository <https://shodhganga.inflibnet.ac.in/>.
- j. The Examination Branch of the University shall provide electronic copies of thesis to the Library in the format prescribed by the Shodhganga.

5. Broad Guidelines Research & Publications by Faculty and Staff (in conformity with the UGC Regulations)

Faculty and Staff of the University are expected to maintain highest degree of academic integrity and originality in their research and publications. They are expected to adhere to the following guidelines:

- a. All faculty/staff should preferably publish in high impact factor and peer reviewed journals;
- b. All faculty members shall adhere to the prevailing copyright norms and the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018;
- c. All faculty/staff must ensure that before they send their research papers for publication /assessment/seeking financial grant for presenting such papers in conferences etc., they must check their papers for similarity/plagiarism using the plagiarism detection software prescribed by the University. Since all the HODs/Principals have been given access to the Turnitin software, they may assist their faculty colleagues and students in checking similarity;
- d. The Clause 7 (similarity checks for exclusion from Plagiarism) of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher educational Institutions)

Regulations, 2018 prescribes that the similarity checks for plagiarism shall exclude all quoted work reproduced with all necessary permission and/or attribution; references, bibliography, table of content, preface, acknowledgements, all generic terms, laws, standard symbols and standards equations. Under the note section of this Clause, it is stated that the research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. (But), It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words. Hence, the above exclusions may be taken in to consideration while checking the similarity;

- e. As per the UGC Regulations, every HEI is required to create an Institutional Repository of dissertations/thesis/papers/publications and other in-house publications on University's website. Hence, faculty and staff members shall ensure that a copy of their publications and other such works are submitted to the repository.

6. References:

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7. Merriam Webster Learner's Dictionary. <https://www.merriam-webster.com/dictionary/plagiarism>
8. UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018 Retrieved from https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf
9. What is Plagiarism? <http://du.ac.in/du/uploads/research/06122014Turnitin-WhatisPlagiarism%20.pdf>
10. UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations), 2018.

7. Disclaimer:

1. The Code of Ethics in Research & Publications has been brought out by the IAIP to help the students, researchers, teachers and staff members of the University. Utmost care has been taken by the members of the IAIP to prepare this document by covering major aspects of plagiarism and ethical conduct in research and publications using the above documents.
2. Students, Researchers, Teachers and Staff are advised to consult other scholarly documents for better understanding of various aspects dealing with the subject.
3. SVU reserves the right to remove difficulty/difficulties in the course of implementation of the Code of Ethics for Research & Publications.
4. The decision of the Vice-Chancellor or the Executive Council of the University shall be final in the case of any interpretation of these guidelines.



Guidelines on Publications

Introduction:

Committee on Publication guide line is constituted to promote higher standard in scientific publications carried out by researchers, faculty members and students of the SVU. This committee aims to find practical ways of advice to the authors, editors, editorial board members dealing with issues of scientific research, scientific publishing, scientific presentation, text books, electronic books and to develop good ethical practices.

Objectives:

Objectives of the committee are to ensure intellectual honesty in all medical and allied medical publications. To ensure highest professional and ethical standards for biomedical and health research publications at all stages from inception, scrutinizing and approvals of draft publications, text books, e-learning material, the peer- review process, ensuring accountability, transparency, declaration of conflict of interest, redundant publication, plagiarism, role of editors. The policy is intended to provide procedures to manage allegations of publication misconduct.

Guidelines by Regulatory Authorities:

During preparation of these guidelines the Committee has taken following publications into consideration:

- i) ICMR Policy on Research Integrity and Publication Ethics.
- ii) UGC Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions.

Researchers are advised to refer also the guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors who are included in the publication or presentation.

1. Authorship:

1.1 The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship.

1.2 The first author should be the researcher/faculty/student who has ethical approval for conducting the study. To avoid disputes over attribution of academic credit, it is helpful to decide early on in the planning of a research project who will be credited as authors/contributors, and who will be acknowledged.

1.3 Authorship can be provided to other collaborators who helped in data collection, analysis and report writing. All authors must take public responsibility for the content of their paper. The multidisciplinary nature of research can make it difficult, but it can be resolved by the disclosure of individual contributions.

1.4 The corresponding author should be the supervisor of the student or the faculty who has designed the study helped in data collection and analysis.

1.5 In case the faculty who had contributed to the project had resigned during the publication process, the signature of the faculty has to be obtained prior to publication.

1.6 In case of a student who designed and carried out the study has left the institute without publishing the research, the Guide/Head of Dept./ Supervisor can publish the research as the corresponding author with the student being shown as the first author.

1.7 In case the student has left the institute without publishing, permission from the student to be obtained to publish the scientific work with his name as first author and the guide as the Corresponding author (Proof of permitting to be the correspondence author)

1.8 The corresponding author can be the student who has completed the project. The supervising faculty / guide can be the corresponding author, if the first author (student) voluntarily requests the guide /faculty to be the corresponding author. (Proof of permitting to be the correspondence author to be obtained to avoid coercive authorship)

1.9 The details of contribution of all authors must be mentioned.

2. Review:

2.1 Peer-reviewers are external experts chosen by editors to provide written opinions with the aim of improving the study. Working methods vary from journal to journal, but some use open procedures in which the name of the reviewer is disclosed, together with the full or “edited” report.

2.2 Suggestions from authors as to who might act as reviewers are often useful, but there should be no obligation on editors to use those suggested.

2.3 The duty of confidentiality in the assessment of a manuscript must be maintained by expert reviewers, and this extends to reviewers’ colleagues who may be asked (with the editor’s permission) to give opinions on specific sections.

2.4 The submitted manuscript should not be retained or copied.

2.5 Reviewers and editors should not make any use of the data, arguments, or Interpretations, unless they have the authors’ permission.

2.6 Reviewers should provide speedy, accurate, courteous, unbiased and justifiable reports.

2.7 If reviewers suspect misconduct, they should write in confidence to the editor. Journals should publish accurate descriptions of their peer review, selection, and appeals processes.

2.8 Journals should also provide regular audits of their acceptance rates.

3. Duties of Editors:

3.1 Editors are responsible for the Journals. They usually take over their journal from the previous editor(s) and always want to hand over the journal in good shape.

3.2 Editors provide direction for the journal and build a strong management team.

3.3 They must consider and balance the interests of many stake-holders, including readers, authors, staff, owners, editorial board members, advertisers, and the media.

3.4 Editors must treat all submitted papers as confidential. It is the responsibility of the editors to ensure the correctness of information before its publication.

4. Conflicts of Interest:

4.1 Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic or financial.

4.2 Financial interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.

4.3 Conflicts of interest must be declared to the editors by researchers, authors and reviewers.

4.4 Editors should also disclose relevant conflicts of interest to their readers. If in doubt, disclose, sometimes editors may need to withdraw manuscript submitted for publication.

5. Redundant Publication:

5.1 Redundant publication occurs when two or more papers, without full cross reference, share the same hypothesis, data, discussion points, or conclusions.

5.2 Published studies do not need to be repeated unless further confirmation is required.

5.3 Previous publication of an abstract during the proceedings of meetings does not preclude subsequent submission for publication, but full disclosure should be made at the time of submission.

5.4 Re-publication of a paper in another language is acceptable, provided that there is full and prominent disclosure of its original source at the time of submission.

5.5 The time of submission, authors should disclose details of related papers, even

if in a different language, and similar papers in press.

6. Citation manipulation:

6.1 Excessive citation of an author's own research by the author (self-citation) with the intention of increasing the number of citations for self should be avoided/ limited to appropriate number, unless the good scholarly work is of relevance to the particular scientific work.

6.2 Excessive citation of articles from a journal to increase the citation of the journal should be avoided.

6.3 Other citation manipulations like Honorary citation, Editor self-citation, reviewer self-citations are discouraged.

7. Plagiarism:

7.1 Plagiarism ranges from the unreferenced use of others published and unpublished ideas, including research grant applications to submission under "new" authorship of a complete paper, sometimes in a different language. It may occur at any stage of planning, research, writing, or publication. It applies to both print and non-print.

7.2 All sources should be disclosed, and if a large amount of other people's written or illustrative material is to be used, permission must be sought. Anti-plagiarism guide lines of SVU should be strictly adhered to.

8. Guidelines for submission of Publication:

8.1 The Manuscript for publication should be according to the guidelines of the respective journal in which article is planned for publication.

8.2 The Manuscript for publication should be checked for plagiarism as per the guide lines of the UGC Plagiarism regulation 2018.

8.3 The SVU utilizes the "URKUND" soft wear for the Plagiarism check. More than 10% is not accepted in that case the author should rewrite the manuscript with modifications to reach less than 10% and resubmit the article manuscript along with the following documents:

8.4 A forwarding letter from the Head of Department and Guide (when Guide is not Head of Dept.) along with the manuscript of research paper.

8.5 Letter of undertaking from all authors with Signature.

8.6 Copy of the plagiarism report.

8.7 Letter for Ethical Clearance received for the research project.

8.8 Letter from the Dean Medical College/Medical Superintendent for studies based on data of health records - medical records, laboratories, entry OPD register of patients should be taken prior to the study and submitted at the time of manuscript submission.

8.9 The Manuscript will be evaluated and scrutinized by the subject of the SVU Publication Guidelines Committee (SVU PGC). The Biostatistician will advise at every stage. The member may advise suggestions which the author needs to carry out and resubmit. Once approval is given the Manuscript will be sent for publication. The committee should complete the work within one month of submission, otherwise it will be presumed as approved by Committee.

8.10 In case of Acceptance or Rejection it is the duty of the Author to inform the SVU PGC.

8.11 The article should not be submitted to any predatory journal for publication.

8.12 In case data of research carried out at the earlier institute is to be published after joining SVU, permission from the earlier institute where research was carried out is mandatory before publishing under the SVU. Name of both the institutes (earlier and present) should be in the publication.

8.13 In all publications authors should mention in the address bar MGM Institute of Health Sciences, Navi Mumbai. If they fail to do so such publications will not be considered by the institute for any award or recognition.

9. Presentation of Research Data at Conferences:

9.1 Permission for presenting data of research carried out at SVU at conferences needs permission of the SVU PGC. The committee must give this within 15 days.

9.2 All Research projects carried out at SVU is the property of SVU. In case the data is to be presented after leaving the institute permission is needed from the SVU PGC.

9.3 The data of research carried out at the earlier institute is to be presented after joining SVU permission from the earlier institute where research was carried out is mandatory to be taken before presenting at any conference.

10. Media Relations:

10.1 Medical research findings are of increasing interest to the print and broadcast media. Journalists may attend scientific meetings at which preliminary research findings are presented, leading to their premature publication in the mass media.

10.2 Authors approached by the media should give balanced account of their work, ensuring that they have mentioned where evidence ends and speculation begins.

10.3 Authors should help journalists to produce accurate reports.

10.4 All efforts should be made to ensure that patients who have helped with the research should be informed of the results by the authors before the mass media, especially if there are clinical implications.

10.5 They must consider and balance the interests of many stakeholders, including institute, readers, authors, staff, owners, editorial board members, advertisers and the media.

11. Advertising:

11.1 Many scientific journals and meetings derive significant income from advertising. Reprints may also be lucrative.

11.2 Editorial decisions must not be influenced by advertising revenue or reprint potential: editorial and advertising administration must be clearly separated.

11.3 Misleading advertisements must be refused. Editors must be willing to publish criticisms, according to the same criteria used for material in the rest of the journal.

11.4 Reprints should be published as they appear in the journal unless a correction is to be added.

12. Dealing with Misconduct:

12.1 The general principle confirming misconduct is an intention to cause others to regard as true that which is not true.

12.2 The examination of misconduct must, therefore, focus, not only on the particular act or omission but also on the intention of the researcher, author, editor, reviewer or publisher involved.

12.3 Deception may be by intention or by negligence. It is implicit, therefore, that “best practice” requires complete honesty, with full disclosure.

12.4 The investigation should be kept confidential to safeguard the right of concerned parties

13. Investigating Misconduct:

13.1 Editors should not simply reject papers that raise questions of misconduct. They are ethically obliged to pursue the case.

13.2 If editors are presented with convincing evidence, perhaps by reviewers of serious misconduct, they should immediately pass this on to the employers, notifying the author(s) that they are doing so.

13.3 If accusations of serious misconduct are not accompanied by convincing evidence, the editors should confidentially seek expert advice.

13.4 If the experts raise serious questions about the research, then editors should notify the employers.

13.5 If the experts find no evidence of misconduct, the editorial processes should proceed in the normal way.

13.6 If presented with convincing evidence of serious misconduct, where there is no employer to whom this can be referred, and the author(s) are registered doctors, cases can be referred to the Regulatory Council.

13.7 If, however, there is no organization with the legitimacy and the means to conduct an investigation, then the editor may decide that the case is sufficiently important to warrant publishing something in the journal. Legal advice will then be essential.

13.8 If editors are convinced that an employer has not conducted an adequate investigation of a serious accusation, they may feel that publication of a notice in the journal is warranted. Legal advice will be essential.

13.9 Authors should be given sufficient opportunity to respond to accusations of serious misconduct.

13.10 The Publication Guideline Committee will decide action to be taken, for further approval.

14. Action for misconduct:

14.1 The following are ranked in the approximate order of severity:

14.2 A letter of explanation (and education) to the authors, where there appears to be a genuine misunderstanding of principles.

14.3 A letter of reprimand and warning as to future conduct.

14.4 A formal letter to the relevant Head of institutions or funding body.

14.5 Publication of a notice of redundant publication or plagiarism. An editorial giving full details of the misconduct.

14.6 Refusal to accept future submissions from the individual, the unit, or institution responsible for the misconduct, for a stated period.

14.7 Formal withdrawal or retraction of the paper from the scientific literature, informing other editors and the indexing authorities.

14.8 Reporting the case to the concerned Regulatory Council, or other such authority or organization which can investigate and act with due process.

15. Documents to be submitted to the Publication committee for approval:

15.1 Draft for Publication

15.2 Ethical approval letter

15.3. Plagiarism certificate

15.4 Format of authorship consensus

15.5 Details of the Proposed for publication and its indexing.

16. Format of authorship consensus:

Order of Authorship	Name & Designation	Department	Contribution to the scientific work	Signature
1				
2				
3				
4				
5				
6				

*** Corresponding Author must be mentioned**

17. Details of the proposed journal for publication:

Name of the Proposed journal	Publishers detail	ISSN/ISBN	Indexing status	Impact Factor	National/ International

18. Format for Scrutiny by Publication Committee:

S.No	Item	Yes	No
1.	Draft of Publication		
2.	Ethical approval letter		
3.	Plagiarism certificate		
4.	Format of authorship consensus		
5.	Details of the Proposed journal for publication		

19. Format for Scrutiny by Publication Committee:

S.No	Item	Yes	No
1.	Draft of Publication as per the proposed journal guidelines		
2.	Ethical approval letter		
3.	Plagiarism certificate		
4.	Format of authorship consensus		
5.	Details of the Proposed journal for publication		

20. Proposal Format for authoring Book for approval by Publication committee:

S.No	Item	Details
1.	Name of the Institute /Department	
2.	Title of the Book	
3.	Details of chapters (Number & name of chapters)	
4.	Author Name & Designation (If Single author)	
5.	Author Names& Designation with chapter Number (If Single author)	
6.	Time line (in months /Years)	
7.	Proposed Publisher	



SRI VENKATESWARA UNIVERSITY : TIRUPATI

Accredited by 'NAAC' with 'A+' Grade

Additional Information

6.2.2. Curriculum totally revised in 2021 according to NEP-2020.

<https://svuniversity.edu.in/1-1-1-pos-and-cos>

- ❖ **ICT enabled tools including online resources for effective teaching and learning process**

<https://svuniversity.edu.in/wp-content/uploads/2022/08/2.3.2.1-All-the-Departments-Academics.pdf>

- ❖ **Soft Skills**

<https://svuniversity.edu.in/wp-content/uploads/2022/08/2.3.2.2-All-the-Departments-Soft-Skills.pdf>

- ❖ **e-Content**

<https://svuniversity.edu.in/wp-content/uploads/2022/08/2.3.2.3-e-Content.pdf>

- ❖ **Central Library and E-resources**

<https://svuniversity.edu.in/wp-content/uploads/2022/08/2.3.2.4.-Central-Library.pdf>



**SRI VENKATESWARA UNIVERSITY, TIRUPATI
SVU COLLEGE OF ARTS**

MASTER OF ARTS

**P.G. Degree Programme (CBCS) Regulations-2016 Amended as per NEP-2020
(With effect from the batch admitted in the academic year 2021-22)**

CHOICE-BASED CREDIT SYSTEM (CBCS)

1. Preamble:

P.G Degree Programme is of two academic years with each academic year being divided into two consecutive (one odd + one even) semesters.

Choice-Based Credit System (CBCS) is a flexible system of learning and provides choice for students to select from the prescribed elective courses. A course defines learning objectives and learning outcomes and comprises of lectures/tutorials/laboratory work/field work/project work/viva/seminars/ assignments/ presentations/ self-study etc. or a combination of some of these.

Under the CBCS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

The CBCS permits students to:

- i. Choose electives from a wide range of courses offered by the Departments of the College/University.
- ii. Opt for additional courses of interest
- iii. adopt an inter-disciplinary approach in learning
- iv. make the best use of expertise of the available faculty
- v. **Skill Oriented Course and Multidisciplinary Course / Project are introduced as per Action Plan of National Education Policy – NEP -2020.**

2. Minimum Qualification:

Minimum qualification for seeking admission into a specialization of P.G Degree Programme is U.G Degree, with at least 40% marks for general and pass marks for SC/ST in aggregate, awarded by Sri Venkateswara University (SVU) in the appropriate Branch of learning or any other equivalent examination recognized by other Higher Education Institution and Universities.

3. Branches of Study:

The Branches of study in PG Degree Programme are:

S. No.	Name of the Department
1	Adult & Continuing Education
2	Ancient Indian History Culture & Archaeology
3	Econometrics
4	Economics
5	English
6	Hindi
7	History
8	Human Rights & Social Development
9	Foreign Languages & Linguistics
10	Library & Information Science
11	Performing Arts
12	Philosophy
13	Political Science & Public Administration
14	Population Studies & Social Work
15	Rural Development & Management
16	Sanskrit
17	Sociology
18	Area Studies (South East Asian Pacific Studies)
19	Tamil
20	Telugu Studies
21	Tourism
22	Arabic, Persian & Urdu
23	Centre for Extension Studies & Centre for Women's Studies

4. Programme Duration:

4.1 Minimum duration of the full-time P.G Programme is two consecutive academic years i.e. four semesters and maximum period is four academic years.

4.2 Semester:

Generally, each semester shall consist of 90 actual instruction days including the sessional test days. However, instructional days may be reduced up to 72, when necessary, with increased instructional hours per course per week.

5. Credits:

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of instruction hours per week. The norms for assigning credits to a course for a duration of one semester shall be as follows:

- i One credit for every one hour of lecture/tutorial per week
- ii One credit for every two hours of practical work/seminar per week
- iii 4 credits in a semester for project work.

6. Classification of Courses:

The courses of each specialization of study are classified into Core Courses and Elective Courses and Foundation courses. It is mandatory for a student to complete successfully all the Core and Elective courses pertaining to his/her of specialization of study.

Semester-I

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.		3		6	4	20	80	100
4.		4		6	4	20	80	100
5.	Compulsory Foundation	5a	Opt- 1	6	4	20	80	100
		5b						
		5c						
6.	Elective Foundation	6a	Opt- 1	6	4	20	80	100
		6b						
Total				36	24	120	480	600
7.	Audit Course			0	0	100	--	--

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- Audit Course – 100 Marks (Internal) – Zero Credits under Self Study
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester-II

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.		3		6	4	20	80	100
4.		4		6	4	20	80	100
5.	Compulsory Foundation	5a	Opt-1	6	4	20	80	100
		5b						
		5c						
6.	Elective Foundation	6a	Opt-1	6	4	20	80	100
		6b						
Total				36	24	120	480	600
7.	Audit Course			0	0	100	--	--

*All CORE Papers are Mandatory

- Compulsory Foundation – Choose one paper
- Elective Foundation – Choose one paper.
- Audit Course – 100 Marks (Internal) – Zero Credits under self Study
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester-III

Semester-III								
SLno	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
	Core	1	Mandatory	6	4	20	80	100
1.				6	4	20	80	100
2.		2						
4.	Generic Elective	4a	Opt-2	6	4	20	80	100
		4b						
		4c		6	4	20	80	100
		4d						
5.	Skill Oriented Course	5	Mandatory	6	4	20	80	100
6.	Open Elective	6a	Opt- 1	6	4	20	80	100
		6b						
	Total			36	24	120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- Skill Oriented Course is Mandatory
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

Semester-IV

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.	Generic Elective	3a	Opt-2	6	4	20	80	100
		3b						
		3c		6	4	20	80	100
		3d						
4.	Multidisciplinary Course / Project Work	4	Mandatory	6	4	20	80	100
5.	Open Elective	5a	Opt- 1	6	4	20	80	100
		5b						
	Total			36	24	120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- Multidisciplinary Course / Project work is Mandatory.
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

6.1 Core Course:-

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

6.2 Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be :

- Supportive to the discipline of study
- Provide a expanded scope
- Enable an exposure to some other discipline/domain
- Nurture student's proficiency/skill.

6.2.1. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. These electives shall be "Discipline centric". Three or Four papers may be offered, of which Two may be chosen.

6.2.2 Skill Oriented Course and Multidisciplinary Course / Project are introduced as per Action Plan of National Education Policy – NEP -2020.

6.2.3 An elective may be "Open Elective" and shall be offered for other Disciplines only. Atleast one paper must be chosen for study as mandatory. More than one paper may be studied through self study.

6.3 Foundation Course:-

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation, "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all discipline. Elective Foundation courses are value-based and are aimed at man-making education.

6.4 Audit Courses: (100 Marks (Internal) – Zero Credits)

The main aim of the Audit Courses is to the aware of the contemporary societal issues. This course is under Self Study.

6.5 MOOCS and e-Learning:

Discipline centric elective course through MOOCS (Massive Open Online Course) platform. Students of I, II and/or III semesters can register for the courses/offered by authorized Institutions/Agencies through online with the approval of the DDC concerned. The certificate issued by the Institutions/Agencies after successful completion of the course will be considered for the award of the Grade to that course in open electives category only.

Further, 30-40% of the syllabus of any one course in I, II and III semesters may be taught through e-Learning.

7 **Course Registration:**

Every student has to register for the set of Courses offered by the Department in that Semester including those of Open Elective course of the other Departments and MOOCS courses with the total number of their Credits being limited by considering the permissible weekly contact hours (typically: 36/Week).

8 **Credits Required for Award of Degree:**

A student shall become eligible for the award of P.G degree, if he/she earns a minimum of 96 credits by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

- 8.1 It is mandatory for a student to complete successfully all the core courses pertaining to his/her specialization of study.
- 8.2 A student may choose Generic Electives from the list of elective courses offered from his/her specialization of study.
- 8.3 Further, a student may select from a list of Elective courses from other Departments as Open Electives to "suit the required" number of credits, such that the total credits is atleast 96.
- 8.4 There should be a register maintained by the Head of the Department indicating for each student, the course (s) registered by the student within the department, so that "Generic Electives" opted by the student are indicated.
- 8.5 In the case of Open Elective, the Head of the Department should prepare a statement /register indicating the courses choosen/ opted by the students of the department in other departments.
- 8.6 The Head of the Department should send the list of registered papers (opted by the students) to the principal with a copy to the controller of examinations immediately with in a week of commencement of each semester.
- 8.7 A copy of the courses registered by the students in each semester approved by the Principal shall be sent to the Academic Branch as well as Examination Branch.
- 8.8 The list of students registered for Mooc's shall be furnished giving details of the programme with a copy to the Principle and Controller of Examinations.
- 8.9 A model of Registers to be maintained by the Head of the Department is given in the Annexure. It is mandatory on the part of the Head of the Department to maintain Register for each UG/PG Course separately.

9. **Scheme of Instruction :**

The Board of Studies (BOS) of each specialization shall formulate the scheme of instruction and detailed syllabi. For every course learning objectives and learning outcomes should be defined. While formulating the scheme of instruction, the BOS shall facilitate to offer the minimum number of credits for the entire Programme. The syllabi of theory courses shall be organized into four / five units of equal weight. The question paper for the Semester end University Examination in theory course shall consist of four / five units, two questions from each unit of syllabus carrying a total of 60 marks. There shall be short answer questions for a total of 20 marks.

- 9.1** Part A contains of 20 marks with two short question from each unit out of which the student has to answer five questions with each question carrying 4 marks with a total of 20marks.

Examination in theory shall consist of five units in each paper, two questions from each unit of syllabus out of which a student shall answer one question carrying 12 marks for each question with a total of 60 marks.

In case of any course / programme having practicals out of the total 80 marks, the theory shall consist of 50 marks and practicals 30 marks. Out of the total theory marks of 50, section A carries 10 marks and Section B 40 marks. Section A contains 8 short questions out of which 5 should be answered, each question carrying 2 marks.

In Section B, out of 10 questions 5 are to be answered with internal choice each question carrying 8 marks.

10. Course Numbering Scheme:

Each course is denoted by an alphanumeric code as detailed below:

S. No	Name of the Course	Course Code
ARTS		
1	Adult & Continuing Education	MAAE
2	Ancient Indian History Culture & Archaeology	AIHC&A
3	Econometrics	EMT
4	Economics	ECO
5	English	ENG
6	Hindi	HIN
7	History	HST
8	Human Rights & Social Development	HR
9	Foreign Languages & Linguistics	LING
10	Library & Information Science	LIS
11	Performing Arts (Music)	PA-M
12	Performing Arts (Dance)	PA-D
13	Philosophy	PHI
14	Political Science & Public Administration	PSPA
15	Population Studies	PSC
16	Rural Development & Management	MARDM
17	Sanskrit	SNSKT
18	Social Work	MSW
19	Sociology	MASO
20	Area Studies (South East Asian Pacific Studies)	SEAP
21	Tamil	TML
22	Telugu Studies	TEL
23	Tourism	T
24	Urdu	URD
25	Women Studies & Management	SVUWS

11. Evaluation :

- 11.1 Evaluation shall be done on a continuous basis i.e. through Continuous Internal Evaluation (CIE) in the Semester and Semester End Examination (SEE). For each theory course, there shall be two internal tests of two hours duration carrying 20 marks each and one Semester end Examination of 3 hours duration carrying 80 marks. Internal marks for a maximum of 20 shall be awarded based on the average performance of the two internal tests.
- 11.2 The first internal test shall be held immediately after the completion of 50% of the instruction days covering 50% of the syllabus. The second internal test shall be held immediately after the completion of 90 instruction days covering the remaining 50% of the syllabus.
- 11.3 It is mandatory for a student to attend both the internal tests in each theory course. The weighted average of the marks secured in two tests is awarded as sessional marks. However, 0.8 shall be assigned as weight for the best performance of the two tests whereas for the other test it shall be 0.2. If a student is absent for any of the internal test for whatsoever reason, the marks for that test shall be zero.
- 11.4 The students shall verify the valuation of answer scripts of sessional tests and sign on the same after verification.
- 11.5 The valuation and verification of answer scripts of Sessional Tests shall be completed within a week after the conduct of the internal tests. The answer scripts shall be maintained in the dept until the semester end results are announced.
- 11.6 The valuation of Semester end Examination answer scripts shall be arranged by the Controller of Examinations as per the University procedures in vogue.
- 11.7 **Evaluation of Practicals:**
For each practical course, the sessional marks for a maximum of 100 shall be awarded by the teacher based on continuous assessment of practical work. The Semester end University practical Examinations carrying 100 marks shall be conducted by i) Internal examiners and ii) external examiner permitted by the BoS of the Department a panel submitted to the Controller of Examinations.

12. Project Work :

- 12.1 The work shall be carried out in the concerned department of the student or in any recognized Educational Institutions of Higher learning / Universities / Industry / Organization as approved by the DDC. The student shall submit the outcome of the project work in the form of a report.
- 12.2 The project work shall be evaluated at the end of the IV semester with 70 marks for the report and 30 marks for the Viva Voice with a maximum of a 100 marks.

13. Grading and Grade Points:

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in the courses registered in a semester and a total course credits taken during that semester. It shall be given up to two decimal places.

$$SGPA (S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in the courses in all semesters and the sum of the total credits of all courses in all the semesters. It is given up to two decimal places.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Letter Grades and Grade Points:

A 10-point grading system with the following letter grades is to be followed.

Grades and Grade Points

Marks	Grade Point	Letter Grade
75-100	7.5-10	O (Outstanding)
65-74	6.5-7.4	A+ (First)
60-64	6.0-6.4	A (First)
55-59	5.5-5.9	B+ (Second)
50-54	5.0-5.4	B (Second)
40-49	4.0-4.9	C (Third)
00-39	0.0-3.9	F (Fail)

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination

- 13.1 In each Semester, every student who satisfies the attendance requirements should register for examination, failing which he/she shall not be promoted to the next semester. Any such student who has not registered for examination in a semester shall repeat that semester in the next academic year after obtaining the proceedings of the Principal.
- 13.2 To pass a course in PG Programme, a student has to secure the minimum grade of (P) in the PG Semester end Examination. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as supplementary candidate.
- 13.3 A student is eligible to improve the marks in a paper in which he has already passed, in with 4 years from the year of admission as and when it is conducted for the subsequent batches. This provision shall not be provided once the candidate is awarded Degree.
- 13.4 A student who has failed in a course can reappear for the Semester end Examination as and when it is held in the normal course. The Sessional Marks obtained by the student will be carried over for declaring the result.
- 13.5 Whenever the syllabus is revised for a course, the semester Examination shall be held in old syllabus three times. Thereafter, the students who failed in that course shall take the semester end Examination in the revised syllabus.

14. Award of Degree :

A student who has earned a minimum of 96 credits by passing in all the core courses and the minimum number of electives prescribed shall be declared to have passed the course work and shall become eligible for the award of degree.

- 14.1 A student who has earned extra credits shall be issued a separate certificate to that effect mentioning the subject and grade.

15. Ranking and Award of Prizes / Medals :

- 15.1 Ranks shall be awarded in each branch of study on the basis of Cumulative Grade Point Average (CGPA) for top ten percent of the students or top three students whichever is higher.
- 15.2 The students who have become eligible for the award of PG degree by passing all the four semester regularly without break, shall only be considered for the award of ranks.
- 15.3 Award of prizes, scholarships and other honours shall be according to the rank secured by the student as said above and in conformity with the desire of the Donor.

16. Attendance Requirements:

- 16.1 A student is required to complete the Programme of Study satisfying the attendance requirements in all the semesters within twice the prescribed period of study i.e. 4 academic years from the year of admission failing which he/she forfeits his/her seat.

16.2 A student shall repeat the semester if he/she fails to satisfy the attendance requirements given below:

i A student shall attend at least 60 percent of the maximum hours of instruction taken by the teacher for each course.

ii A student shall attend at least 75 percent of the maximum hours of instruction taken for all the courses put together in that semester.

16.3 The Principal shall condone the shortage of attendance of a student provided; the student satisfies the clause 16.2 and obtain atleast 60% of overall attendance in a semester on medical grounds only.

16.4 A student who fails to satisfy the attendance requirements specified in clause 16.2 shall repeat that semester in the subsequent academic years with the written permission of the Principal.

16.5 A student shall not be permitted to study any semester more than two times during the Programme of his/her study.

16.6 A student who satisfies the attendance requirements specified in clause 16.2 in any semester may be permitted to repeat that semester after canceling the previous attendance and sessional marks of that semester with the written permission of the Principal. However, this facility shall be extended to any student not exceeding twice during the entire Programme of study provided the stipulation in clause 16.1 is met.

17. **Conditions of Promotion:**

A student shall be eligible for promotion to the next semester provided, if he/she satisfies the attendance requirements in the immediately preceding semester as specified in clause 16. The Principle of the concerned college will furnish the promotion list to the HOD at the beginning of II, III & IV Semesters.

18. **Transitory Regulations:**

18.1 A student who has been repeated in the previous regulations for not satisfying the attendance requirements shall be permitted to join in these regulations provided the clauses 16.1 and 16.4 hold good.

18.2 Semester end University Examinations under the regulations that immediately precede these regulations shall be conducted two times after the conduct of last regular examination under those regulations.

18.3 The students who satisfy the attendance requirements under the regulations that immediately precede these regulations, but do not pass the courses shall appear for the Semester end University Examinations in equivalent courses under these regulations as specified by the BOS concerned.

19 Grievance Redressal Committee

The Principal of the concerned college shall constitute a Grievance Redressal Committee by nominating three Professors from among the faculty of the college with the Vice – Principal of the college as Convenor and Chairperson for a period of two years. The Convener of the committee, one among the three, shall receive the complaints from the students regarding the valuation of sessional tests and place the same before the Committee for its consideration. The committee shall submit its recommendations to the Principal for consideration.

20. Amendment to the Regulations:

Sri Venkateswara University reserves the right to amend these regulations at any time in future without any notice. Further, the interpretation any of the clauses of these regulations entirely rest with the University.



DEAN FACULTY OF ARTS

SRI VENKATESWARA UNIVERSITY: : TIRUPATI**SVU COLLEGE OF SCIENCES****MASTER OF SCIENCES****P.G.Degree Programme (CBCS) Regulations-2016****Amended as per NEP-2020****(with effect from the batch admitted in the academic year 2021-22)****CHOICE BASED CREDIT SYSTEM(CBCS)****1. Preamble:**

P.G Degree Programme is of two academic years with each academic year being divided into two consecutive (one odd + one even) semesters.

Choice-Based Credit System (CBCS) is a flexible system of learning and provides choice for students to select from the prescribed elective courses. A course defines learning objectives and learning outcomes and comprises of lectures / tutorials / laboratory work / field work / project work /viva / seminars / assignments / presentations / self-study etc. or a combination of some of these.

Under the CBCS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

The CBCS permits students to:

i.	choose electives from a wide range of courses offered by the Departments of the College/University.
ii.	opt for additional courses of interest
iii.	adopt an inter-disciplinary approach in learning
iv.	make the best use of expertise of the available faculty
v.	Skill Oriented Course and Multidisciplinary Course/Project are introduced as per Action Plan of National Education Policy-NEP-2020

2. MINIMUM QUALIFICATION:

Minimum qualification for seeking admission into a specialization of P.G.Degree Programme is U.G.Degree, with at least 40% marks for general and pass marks for SC/ST in aggregate, awarded by Sri Venkateswara University (SVU) in appropriate Branch of learning or any other equivalent examination recognized by other Higher Education Institution & Universities.

3. Branches of Study:

The Branches of study in PG Degree Programme are:

Sl.No	Name of the M.Sc. Degree Course
1.	Branch – I(A): Mathematics
2.	Branch – I(B): Applied Mathematics

3.	Branch – I(C) : Computer Science
4.	Branch – II(A) : Physics
5.	Branch – II (B): Electronics
6.	Branch – III (A) :Chemistry Specialisations : Analytical Chemistry Environmental Chemistry Inorganic Chemistry Organic Chemistry Physical Chemistry
7.	Branch – III(B) : Environmental Science
8.	Branch – IV: Botany
9.	Branch – V : Zoology Branch – V(A): Animal Bio-technology Branch – V(B): Bio-informatics
10.	Branch – VI (A): Geology
11.	Branch – VII (A): Statistics
12.	Branch – VII (B): Applied Statistics
13.	Branch - VIII (A): Home Science Specialisations: (1) Food Science and Nutrition (2) Human Development (3) Home Science Extension
14.	Branch : VIII (B) : M.S. Food Technology
15.	Branch – IX: Anthropology with Specialization in i) Social Anthropology ii) Physical Anthropology iii) Archaeological Anthropology
16.	Branch X : Psychology Branch X(A) : Counselling Psychology
17.	Branch – XI : Geography
18.	Branch – XII (A) Bio-Chemistry
19.	Branch – XII (B): Immunotechnology
20.	Branch – XIII: Bio-Technology
21.	Branch – XIV(A) : Virology
22.	Branch – XIV(B): Microbiology
23.	Branch – XIV (C): Industrial Microbiology
24.	Branch – XV – Aquaculture
25.	Branch : Instrumentation
26.	Branch : M.Pharmacy

4. Programme Duration:

- 4.1 Minimum duration of the full-time P.G Programme is two consecutive academic years i.e. four semesters and maximum period is four academic years.

4.2 Semester:

Generally, each semester shall consist of 90 actual instruction days including sessional test days. However, instructional days may be reduced up to 72, when necessary, with increased instructional hours per course per week.

5. Credits:

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of instruction hours per week. The norms for assigning credits to a course for a duration of one semester shall be as follows:

- i One credit for every one hour of lecture/tutorial per week
- ii One credit for every two hours of practical work/seminar per week
- iii 4 credits in a semester for project work.

6. Classification of Courses:

The courses of each specialization of study are classified into Core Courses, Elective Courses and Foundation courses. It is mandatory for a student to complete successfully all the **Core and Elective** courses pertaining to his/her of specialization of study.

Semester-I

Sl.no	Components of Study	Title of the Course	Title of the paper	Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3	Compulsory Foundation	3a	Opt- 1	6	4	20	80	100
		3b						
		3c						
4.	Elective Foundation	4a	Opt- 1	6	4	20	80	100
		4b						
		4c						
5.	Practical-I	5	Paper 1&3	6	4	--	--	100
6.	Practical-II	6	Paper 3&4	6	4	--	--	100
	Total			36	24	120	480	600
7.	Audit Course			0	0	100	0	0

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- Audit Course-100 marks(internal) –Zero Credits under self study
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester-II

Sl.no	Components of Study	Title of the Course	Title of the paper	Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3	Compulsory Foundation	3a	Opt- 1	6	4	20	80	100
		3b						
		3c						
4.	Elective Foundation	4a	Opt- 1	6	4	20	80	100
		4b						
		4c						
5.	Practical-I	5	Paper 1&3	6	4	--	--	100
6.	Practical-II	6	Paper 3&4	6	4	--	--	100
	Total			36	24	120	480	600
7.	Audit Course			0	0	100	0	0

***All CORE Papers are Mandatory**

- **Compulsory Foundation - Choose one paper**
- **Elective Foundation - Choose one paper.**
- **Audit Course-100 marks(internal) -Zero Credits under self study**
- **Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

Semester-III

Sl.no	Components of Study	Title of the Course	Title of the paper	Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.	Generic Elective	3a	Opt-I	6	4	20	80	100
		3b						
		3c						
4.	Practicals	4	Core&Gen.	6	4	--	--	100
5.	Skill Oriented Course	5	Mandatory (Theory +Prac)	6	4	10	90 (40+50)	100
6.	Open Elective	6a	Opt- 1	6	4	20	80	100
		6b						
	Total			36	24	120	400	600

*** All CORE Papers are Mandatory**

- Generic Elective - Choose two
- Core papers and Generic Electives opted paper held Practical-I
- Skill Oriented Course is Mandatory. Relevant to Society along with practical (10 marks internal 40 final theory & 50 for practicals)
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

Semester-IV

Sl.no	Components of Study	Title of the Course	Title of the paper	Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.	Generic Elective	3a	Opt-I	6	4	20	80	100
		3b						
		3c						
4.	Practicals	4	Core&Gen.	6	4	--	--	100
5.	Multi Disciplinary Course/Project Work	5	Mandatory	6	4	--	--	100
6.	Open Elective	6a	Opt- 1	6	4	20	80	100
		6b						
Total				36	24	120	400	600

*** All CORE Papers are Mandatory.**

- Generic Elective - Choose two.
- Core papers and Generic Elective opted paper held Practical-II
- Project Work – Collaboration with various firms/companies/societies.
- Multi disciplinary course is Mandatory. Circle formation with other subjects/Dept. of Arts/Commerce.
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

6.1 Core Course:-

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

6.2 Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be:

- * Supportive to the discipline of study
- * Provide a expanded scope
- * Enable an exposure to some other discipline/domain
- *Nurture students's proficiency/skill

6.2.1. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. These electives shall be "Discipline centric". Three or Four papers may be offered, of which Two may be chosen.

6.2.2 Skill Oriented Course and Multidisciplinary Course/Project are introduced as per Action Plan of National Education Policy-NEP-2020.

6.2.3 An elective may be "Open Elective" and shall be offered for other Discipline only. Atleast one paper must be chosen for study as mandatory. More than one paper may be studies through self study.

6.3 Foundation Courses:

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all discipline. Elective Foundation courses are value-based and are aimed at man-making education.

6.4 Audit Course (100 Marks Internal – Zero Credits)

The main aim of Audit Course is to aware the Contemporary Societal issues. This course is under self study.

6.5 MOOCS and e-Learning:

Discipline centric elective course through MOOCS (Massive Open Online Course) platform. Students of I, II and/or III semesters can register for the course offered by authorized Institutions/Agencies through online with the approval of the DDC concerned. The certificate issued by the Institutions/Agencies after successful completion of the course will be considered for the award of the Grade to that course in open electives only. Further, 30-40% of the syllabus of any one course in I, II and III semesters may be taught through e-Learning.

7 Course Registration:

Every student has to register for the set of Courses offered by the Department in that Semester including those of Open Elective course of the other Departments and MOOCS courses with the total number of their Credits being limited by considering the permissible weekly contact hours (typically: 36/Week).

8 Credits Required for Award of Degree:

A student shall become eligible for the award of P.G degree, if he/she earns a minimum of 96 credits by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

8.1 It is mandatory for a student to complete successfully all the core courses pertaining to his/her specialization of study.

8.2 A student may choose Generic Electives from the list of elective courses offered from his/her specialization of study.

- 8.3 Further, a student may select from a list of Elective courses from other Departments as Open Electives to "suit the required" number of credits, such that the total credits is atleast 96.
- 8.4 There should be a register maintained by the Head of the Department indicating for each student, the course (s) registered by the student within the department, so that "Generic Electives" opted by the student are indicated.
- 8.5 In the case of Open Elective, the Head of the Department should prepare a statement /register indicating the courses choosen/ opted by the students of the department in other departments.
- 8.6 The Head of the Department should send the list of registered papers (opted by the student) to the Principal with a copy to the controller of examinations immediately with in a week commencement of each semester.
- 8.7 A copy of the courses registered by the students in each semester approved by the Principal shall be sent to the Academic Branch as well as Examination Branch.
- 8.8 The list of students registered for Mooc's shall be furnished giving details of the programme with a copy to the Principal and Controller of Examinations.
- 8.9 A model of Registers to be maintained by the Head of the Department is given in the Annexure. It is mandatory on the part of the Head of the Department to maintain Register for each UG/PG Course separately.

9. Scheme of Instruction :

The Board of Studies (BOS) of each specialization shall formulate the scheme of instruction and detailed syllabi. For every course learning objectives and learning outcomes should be defined. While formulating the scheme of instruction, the BOS shall facilitate to offer the minimum number of credits for the entire Programme. The syllabi of theory courses shall be organized into four/five units of equal weight. The question paper for the semester end University Examination in theory course shall consist of four / five units, two questions from each unit of syllabus carrying a total of 60 marks. There shall be short answer questions for a total of 20 marks.

9.1 Part A contains of 20 marks with two short question from each unit out of which the student has to answer five questions with each question carrying 4 marks with a total of 20 marks.

Examination in theory shall consists of five units in each paper, two questions from each unit of syllabus out of which a student shall answer one question carrying 12 marks for each question with a total of 60 marks.

In case of any course/programme having practicals out of the total 80 marks, the theory shall consist of 50 marks and practicals 30 marks. Out of the total theory marks of 50, section A carries 10 marks and Section B 40 marks. Section A contains 8 short questions out of which 5 should be answered, each question carrying 2 marks.

In Section B, out of 10 questions 5 are to be answered with internal choice each question carrying 8 marks.

10. **Course Numbering Scheme:**

Each course is denoted by an alphanumeric code as detailed below:

Sl. No	Name of the M.Sc. Degree Course	Alphabetic Characters
(1)	(2)	(3)
1.	Branch – I(A): Mathematics	MA
2.	Branch – I(B): Applied Mathematics	AMA
3.	Branch – I(C): Computer Science	CSC
4.	Branch – II(A) : Physics	PHY
5.	Branch – II (B): Electronics	ELE
6.	Branch – III (A) :Chemistry Specialisations : Analytical Chemistry Environmental Chemistry Inorganic Chemistry Organic Chemistry Physical Chemistry	CHE CHEAC CHEEC CHEIC CHEOC CHEPC
7.	Branch – III(B) : Environmental Science	ENV
8.	Branch – IV: Botany	BOT
9.	Branch – V : Zoology Branch – V(A): Animal Bio-technology Branch – V(B): Bio-informatics	ZOO ABT
10.	Branch – VI (A): Geology	GEO
11.	Branch – VII (A): Statistics	STA
12.	Branch – VII (B): Applied Statistics	APST
13.	Branch - VIII (A): Home Science Specialisations: (1)Food Science Nutrition and Dietitics (2) Human Development &Child welfare (3) Home Science Extension Management And Communication Technology	FSND HDCW EMCT
14.	Branch : VIII (B) : M.S. Food Technology	FT
15.	Branch – IX: Anthropology with Specialization in i) Social Anthropology ii) Biological Anthropology iii) Archaeological Anthropology	ANO ANS ANB
16.	Branch X : Psychology Branch X(A) : Counselling Psychology	PSY CPSY
17.	Branch – XI : Geography	GEG
18.	Branch – XII (A) Bio-Chemistry	BCH

19.	Branch – XII (B): Immunotechnology	IMT
20.	Branch – XIII: Bio-Technology	BTH
21.	Branch – XIV(A) : Virology	VR
22.	Branch – XIV(B): Microbiology	MCB
23.	Branch – XIV (C): Industrial Microbiology	IMB
24.	Branch – XV – Aquaculture	AQC
25.	Branch : Instrumentation	INS
26.	Branch : M.Pharmacy	MPH

11. EVALUATION:

- 11.1 Evaluation shall be done on a continuous basis i.e. through Continuous Internal Evaluation (CIE) in the Semester and Semester End Examination (SEE). For each theory course, there shall be two internal tests of two hours duration carrying 20 marks each and one Semester end Examination of 3 hours duration carrying 80 marks. Internal marks for a maximum of 20 shall be awarded based on the average performance of the two internal tests.
- 11.2 The first internal test shall be held immediately after the completion of 50% of the instruction days covering 50% of the syllabus. The second internal test shall be held immediately after the completion of 90 instruction days covering the remaining the 50% of the syllabus.
- 11.3 It is mandatory for a student to attend both the internal tests in each theory course. The weighted average of the marks secured in two tests is awarded as sessional marks. However, 0.8 shall be assigned as weight for the best performance of the two tests whereas for the other test it shall be 0.2. If a student is absent for any of the internal test for whatsoever reason, the marks for that test shall be zero.
- 11.4 The students shall be permitted to verify the valuation of answer scripts of sessional tests and signature same the verification.
- 11.5 The valuation and verification of answer scripts of Sessional Tests shall be completed within a week after the conduct of the internal Tests. The answer scripts shall be maintained in the department until the semester end results are announced.
- 11.6 The valuation of End-Semester Examination answer scripts shall be arranged by the Controller of Examinations as per the University procedures in vogue.

11.7 : Evaluation of Practicals:

For each practical course, the sessional marks for a maximum of 100 shall be awarded by the teacher based on continuous assessment of practical work. The Semester end University practical Examinations carrying 100 marks shall be conducted by i) Internal examiners and ii) external examiner permitted by the Board of Studies of the Department a panel submitted to the Controller of examiners.

12. : PROJECT WORK:

12.1 The work shall be carried out in the concerned department of the student or in any recognized Educational Institutions of Higher learning/Universities/Industry/Organization as approved by the DDC. The student shall submit the outcome of the project work in the form of a report.

12.2 The Project work shall be evaluated at the end of the IV semester with 70 marks for the report and 30 marks for the Viva Voice with a maximum of a 100 marks.

13. Grading and Grade Points:

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in the courses registered in a semester and a total course credits taken during that semester. It shall be given up to two decimal places.

$$SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in the courses in all semesters and the sum of the total credits of all courses in all the semesters. It is given up to two decimal places.

$$CGPA = \sum(C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Letter Grades and Grade Points:

A 10-point grading system with the following letter grades is to be followed.

Grades and Grade Points

Marks	Grade Point	Letter Grade
75-100	7.5-10	O (Outstanding)
65-74	6.5-7.4	A+ (First)
60-64	6.0-6.4	A (First)
55-59	5.5-5.9	B+ (Second)
50-54	5.0-5.4	B (Second)
40-49	4.0-4.9	C (Third)
00-39	0.0-3.9	F (Fail)

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- 13.1 In each Semester, every student who satisfies the attendance requirements should register for examination, failing which he/she shall not be promoted to the next semester. Any such student who has not registered for examination in a semester shall repeat that semester in the next academic year after obtaining the proceedings of the Principal.
- 13.2 To pass a course in PG Programme, a student has to secure the minimum grade of (P) in the PG Semester end Examination. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as supplementary candidate.
- 13.3 A student is eligible to improve the marks in a paper in which he has already passed, within 4 years from the year of admission as and when it is conducted for the subsequent batches. This provision shall not be provided once the candidate is awarded Degree.
- 13.4 A student who has failed in a course can reappear for the Semester end Examination as and when it is held in the normal course. The Sessional Marks obtained by the student will be carried over for declaring the result.
- 13.5 Whenever the syllabus is revised for a course, the semester Examination shall be held in old syllabus three times. Thereafter, the students who failed in that course shall take the semester end Examination in the revised syllabus.

14. Award of Degree :

A student who has earned a minimum of 96 credits by passing in all the core courses and the minimum number of electives prescribed shall be declared to have passed the course work and shall be eligible for the award of degree.

- 14.1 A student who has earned extra credit shall be issued an separate certificate to that effect, mentioning the subject and grade.

15. Ranking and Award of Prizes / Medals:

- 15.1 Ranks shall be awarded in each branch of study on the basis of Cumulative Grade Point Average (CGPA) for top ten percent of the students or top three students whichever is higher.
- 15.2 The students who have become eligible for the award of PG degree by passing regularly without break, shall only be considered for the award of ranks.
- 15.3 Award of prizes, scholarships and other honours shall be according to the rank secured by the student as said above and in conformity with the desire of the Donor.

16. Attendance Requirements:

- 16.1 A student is required to complete the Programme of Study satisfying the attendance requirements in all the semesters within twice the prescribed period of study four academic years from the year of admission, failing which he/she forfeits his/her seat.
- 16.2 A student shall repeat the semester if he/she fails to satisfy the attendance requirements given below:
- i A student shall attend at least 60 percent of the maximum hours of instruction taken by the teacher for each course.
 - ii A student shall attend at least 75 percent of the maximum hours of instruction taken for all the courses put together in that semester.
- 16.3 The Principal shall condone the shortage of attendance of a student provided, the student satisfies the clause 16.2 and obtain atleast 60% of overall attendance in a semester on medical grounds only.
- 16.4 A student who fails to satisfy the attendance requirements specified in clause 16.2 shall repeat that semester in the subsequent academic years with the written permission of the Principal.

16.5 A student shall not be permitted to study any semester more than two times during the Programme of his/her study.

16.6 A student who satisfies the attendance requirements specified in clause 16.2 in any semester may be permitted to repeat that semester after canceling the previous attendance and sessional marks of that semester with the written permission of the Principal. However, this facility shall be extended to any student not exceeding twice during the entire Programme of study provided the stipulation in clause 16.1 is met.

17. Conditions of Promotion:

A student shall be eligible for promotion to the next semester provided, if he/she satisfies the attendance requirements in the immediately preceding semester as specified in clause 16. The Principal of the concerned college will furnish the promotion list to the HOD at the beginning of II, III & IV Semester.

18. Transitory Regulations:

18.1 A student who has been repeated in the previous regulations for not satisfying the attendance requirements shall be permitted to join in these regulations provided the clauses 16.1 and 16.4 hold good.

18.2 Semester end University Examinations under the regulations that immediately precede these regulations, shall be conducted two times after the conduct of last regular examination under those regulations.

18.3 The students who satisfy the attendance requirements under the regulations that immediately precede these regulations, but do not pass the courses shall appear for the Semester end University Examinations in equivalent courses under these regulations as specified by the BOS concerned.

19. Grievance Redressal Committee:

The Principal of the concerned college shall constitute a Grievance Redressal Committee by nominating three Professors from among the faculty of the college with the Vice-Principal of the college as Convenor and Chairperson for a period of two years. The Convener of the committee, one among the three, shall receive the complaints from the students regarding the valuation of sessional tests and place the same before the Committee for its consideration. The committee shall submit its recommendations to the Principal for consideration.

20. Amendment to the Regulations:

Sri Venkateswara University reserves the right to amend these regulations at any time in future without any notice. Further, the interpretation any of the clauses of these regulations entirely rest with the University.

Appendix No: Item No:



SRI VENKATESWARA UNIVERSITY, TIRUPATI
SVU COLLEGE OF COMMERCE, MANAGEMENT
AND COMPUTER SCIENCE

MASTER OF COMMERCE

P.G. Degree Programme (CBCS) Regulations-2016 Amended as per NEP-2020
(Effect from the batch admitted from the academic year 2021-22)

CHOICE-BASED CREDIT SYSTEM (CBCS)**1. Preamble:**

P.G Degree Programme is of two academic years with each academic year being divided into two consecutive (one odd + one even) semesters.

Choice-Based Credit System (CBCS) is a flexible system of learning and provides choice for students to select from the prescribed elective courses. A course defines learning objectives and learning outcomes and comprises of lectures/tutorials/laboratory work/field work/project work/viva/seminars/ assignments/ presentations/ self-study etc. or a combination of some of these.

Under the CBCS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

The CBCS permits students to:

- i. Choose electives from a wide range of courses offered by the Departments of the College/University.
- ii. Opt for additional courses of interest
- iii. adopt an inter-disciplinary approach in learning
- iv. make the best use of expertise of the available faculty
- v. Skill Oriented Course and Multidisciplinary Course / Project are introduced as per Action Plan of National Education Policy – NEP -2020.

2. Minimum Qualification:

Minimum qualification for seeking admission into a specialization of P.G Degree Programme is U.G Degree, with at least 40% marks for general and pass marks for SC/ST in aggregate, awarded by Sri Venkateswara University (SVU) in the appropriate Branch of learning or any other equivalent examination recognized by other Higher Education Institution and Universities.

3. Branches of Study:

The Branches of study in PG Degree Programme are:

S. No.	Name of the Department
COMMERCE	
1	M.Com - Regular
2	M.Com - Accounting & Finance
3	M.Com- Financial Management

4. Programme Duration:

4.1 Minimum duration of the full-time P.G Programme is two consecutive academic years i.e. four semesters and maximum period is four academic years.

4.2 Semester:

Generally, each semester shall consist of 90 actual instruction days including the sessional test days. However, instructional days may be reduced up to 72, when necessary, with increased instructional hours per course per week.

5. Credits:

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of instruction hours per week. The norms for assigning credits to a course for a duration of one semester shall be as follows:

- i One credit for every one hour of lecture/tutorial per week
- ii One credit for every two hours of practical work/seminar per week
- iii 4 credits in a semester for project work.

6. Classification of Courses:

The courses of each specialization of study are classified into Core Courses and Elective Courses and Foundation courses. It is mandatory for a student to complete successfully all the Core and Elective courses pertaining to his/her of specialization of study.

Semester-I

Semester-I								
Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.		3		6	4	20	80	100
4.		4		6	4	20	80	100
5.	Compulsory Foundation	5a	Opt- I	6	4	20	80	100
		5b						
		5c						
6.	Elective Foundation	6a	Opt- I	6	4	20	80	100
		6b						
Total				36	24	120	480	600
7.	Audit Course			0	0	100	--	--

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- Audit Course – 100 Marks (Internal) – Zero Credits with under Self Study.
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester-II

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.		3		6	4	20	80	100
4.		4		6	4	20	80	100
5.	Compulsory Foundation	5a	Opt-1	6	4	20	80	100
		5b						
		5c						
6.	Elective Foundation	6a	Opt-1	6	4	20	80	100
		6b						
Total				36	24	120	480	600
7.	Audit Course			0	0	100	--	--

*All CORE Papers are Mandatory

- Compulsory Foundation – Choose one paper
- Elective Foundation – Choose one paper.
- Audit Course – 100 Marks (Internal) – Zero Credits under self Study
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester-III

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
4.	Generic Elective	4a	Opt-2	6	4	20	80	100
		4b						
		4c						
		4d						
5.	Skill Oriented Course	5a		6	4	20	80	100
6.	Open Elective	6a	Opt- 1	6	4	20	80	100
		6b						
	Total			36	24	120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- Skill Oriented Course is Mandatory
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

Semester-IV

Sl.no	Components of Study	Title of the Course		Credit Hrs / Week	No. of Credit	IA Marks	Sem End Exam Marks	Total
1.	Core	1	Mandatory	6	4	20	80	100
2.		2		6	4	20	80	100
3.	Generic Elective	3a	Opt-2	6	4	20	80	100
		3b		6	4	20	80	100
		3c		6	4	20	80	100
		3d		6	4	20	80	100
4.	Multidisciplinary Course / Project Work	4	Mandatory	6	4	20	80	100
5.	Open Elective	5a	Opt- 1	6	4	20	80	100
		5b		6	4	20	80	100
	Total			36	24	120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
 - Multidisciplinary Course / Project work is Mandatory.
 - Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

6.1 Core Course:-

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

6.2 Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be :

- Supportive to the discipline of study
- Provide a expanded scope
- Enable an exposure to some other discipline/domain
- Nurture student's proficiency/skill.

6.2.1 An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. These electives shall be "Discipline centric". Three or Four papers may be offered, of which Two may be chosen.

6.2.2 Skill Oriented Course and Multidisciplinary Course / Project are introduced as per Action Plan of National Education Policy – NEP -2020.

6.2.3 An elective may be "Open Elective" and shall be offered for other Disciplines only. Atleast one paper must be chosen for study as mandatory. More than one paper may be studied through self study.

6.3 Foundation Course:-

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all discipline. Elective Foundation courses are value-based and are aimed at man-making education.

6.4 Audit Courses: (100 Marks (Internal) – Zero Credits)

The main aim of the Audit Courses is to the aware of the contemporary societal issues. This course is under Self Study.

6.5 MOOCS and e-Learning:

Discipline centric elective course through MOOCS (Massive Open Online Course) platform. Students of I, II and/or III semesters can register for the courses/offered by authorized Institutions/Agencies through online with the approval of the DDC concerned. The certificate issued by the Institutions/Agencies after successful completion of the course will be considered for the award of the Grade to that course in open electives category only.

Further, 30-40% of the syllabus of any one course in I, II and III semesters may be taught through e-Learning.

7 Course Registration:

Every student has to register for the set of Courses offered by the Department in that Semester including those of Open Elective course of the other Departments and MOOCS courses with the total number of their Credits being limited by considering the permissible weekly contact hours (typically: 36/Week).

8 Credits Required for Award of Degree:

A student shall become eligible for the award of P.G degree, if he/she earns a minimum of 96 credits by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

- 8.1 It is mandatory for a student to complete successfully all the core courses pertaining to his/her specialization of study.
- 8.2 A student may choose Generic Electives from the list of elective courses offered from his/her specialization of study.
- 8.3 Further, a student may select from a list of Elective courses from other Departments as Open Electives to "suit the required" number of credits, such that the total credits is atleast 96.
- 8.4 There should be a register maintained by the Head of the Department indicating for each student, the course (s) registered by the student within the department, so that "Generic Electives" opted by the student are indicated.
- 8.5 In the case of Open Elective, the Head of the Department should prepare a statement /register indicating the courses choosen/ opted by the students of the department in other departments.

- 8.6 The Head of the Department should send the list of registered papers (opted by the students) to the principal with a copy to the controller of examinations immediately with in a week of commencement of each semester.
- 8.7 A copy of the courses registered by the students in each semester approved by the Principal shall be sent to the Academic Branch as well as Examination Branch.
- 8.8 The list of students registered for Mooc's shall be furnished giving details of the programme with a copy to the Principle and Controller of Examinations.
- 8.9 A model of Registers to be maintained by the Head of the Department is given in the Annexure. It is mandatory on the part of the Head of the Department to maintain Register for each UG/PG Course separately.

9. Scheme of Instruction :

The Board of Studies (BOS) of each specialization shall formulate the scheme of instruction and detailed syllabi. For every course learning objectives and learning outcomes should be defined. While formulating the scheme of instruction, the BOS shall facilitate to offer the minimum number of credits for the entire Programme. The syllabi of theory courses shall be organized into four / five units of equal weight. The question paper for the Semester end University Examination in theory course shall consist of four / five units, two questions from each unit of syllabus carrying a total of 60 marks. There shall be short answer questions for a total of 20 marks.

- 9.1 Part A contains of 20 marks with two short question from each unit out of which the student has to answer five questions with each question carrying 4 marks with a total of 20marks.

Examination in theory shall consist of five units in each paper, two questions from each unit of syllabus out of which a student shall answer one question carrying 12 marks for each question with a total of 60 marks.

In case of any course / programme having practicals out of the total 80 marks, the theory shall consist of 50 marks and practicals 30 marks. Out of the total theory marks of 50, section A carries 10 marks and Section B 40 marks. Section A contains 8 short questions out of which 5 should be answered, each question carrying 2 marks.

In Section B, out of 10 questions 5 are to be answered with internal choice each question carrying 8 marks.

10. Course Numbering Scheme:

Each course is denoted by an alphanumeric as detailed below:

S. No	Name of the Course	Course Code
COMMERCE		
1	M.Com - Regular	M.Com (R)
2	M.Com - Accounting & Finance	M.Com (A&F)
3	M.Com- Financial Management	M.Com (FM)

11. Evaluation :

- 11.1 Evaluation shall be done on a continuous basis i.e. through Continuous Internal Evaluation (CIE) in the Semester and Semester End Examination (SEE). For each theory course, there shall be two internal tests of two hours duration carrying 20 marks each and one Semester end Examination of 3 hours duration carrying 80 marks. Internal marks for a maximum of 20 shall be awarded based on the average performance of the two internal tests.
- 11.2 The first internal test shall be held immediately after the completion of 50% of the instruction days covering 50% of the syllabus. The second internal test shall be held immediately after the completion of 90 instruction days covering the remaining 50% of the syllabus.
- 11.3 It is mandatory for a student to attend both the internal tests in each theory course. The weighted average of the marks secured in two tests is awarded as sessional marks. However, 0.8 shall be assigned as weight for the best performance of the two tests whereas for the other test it shall be 0.2. If a student is absent for any of the internal test for whatsoever reason, the marks for that test shall be zero.
- 11.4 The students shall verify the valuation of answer scripts of sessional tests and sign on the same after verification.
- 11.5 The valuation and verification of answer scripts of Sessional Tests shall be completed within a week after the conduct of the internal tests. The answer scripts shall be maintained in the dept until the semester end results are announced.
- 11.6 The valuation of Semester end Examination answer scripts shall be arranged by the Controller of Examinations as per the University procedures in vogue.
- 11.7 **Evaluation of Practicals:**
For each practical course, the sessional marks for a maximum of 100 shall be awarded by the teacher based on continuous assessment of practical work. The Semester end University practical Examinations carrying 100 marks shall be conducted by i) Internal examiners and ii) external examiner permitted by the BoS of the Department a panel submitted to the Controller of Examinations.

12. Project Work :

- 12.1 The work shall be carried out in the concerned department of the student or in any recognized Educational Institutions of Higher learning / Universities / Industry / Organization as approved by the DDC. The student shall submit the outcome of the project work in the form of a report.
- 12.2 The project work shall be evaluated at the end of the IV semester with 70 marks for the report and 30 marks for the Viva Voice with a maximum of a 100 marks.

13. Grading and Grade Points:

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in the courses registered in a semester and a total course credits taken during that semester. It shall be given up to two decimal places.

$$SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in the courses in all semesters and the sum of the total credits of all courses in all the semesters. It is given up to two decimal places.

$$CGPA = \sum(C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Letter Grades and Grade Points:

A 10-point grading system with the following letter grades is to be followed.

Grades and Grade Points

Marks	Grade Point	Letter Grade
75-100	7.5-10	O (Outstanding)
65-74	6.5-7.4	A+ (First)
60-64	6.0-6.4	A (First)
55-59	5.5-5.9	B+ (Second)
50-54	5.0-5.4	B (Second)
40-49	4.0-4.9	C (Third)
00-39	0.0-3.9	F (Fail)

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- 13.1 In each Semester, every student who satisfies the attendance requirements should register for examination, failing which he/she shall not be promoted to the next semester. Any such student who has not registered for examination in a semester shall repeat that semester in the next academic year after obtaining the proceedings of the Principal.
- 13.2 To pass a course in PG Programme, a student has to secure the minimum grade of (P) in the PG Semester end Examination. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as supplementary candidate.
- 13.3 A student is eligible to improve the marks in a paper in which he has already passed, in with 4 years from the year of admission as and when it is conducted for the subsequent batches. This provision shall not be provided once the candidate is awarded Degree.
- 13.4 A student who has failed in a course can reappear for the Semester end Examination as and when it is held in the normal course. The Sessional Marks obtained by the student will be carried over for declaring the result.
- 13.5 Whenever the syllabus is revised for a course, the semester Examination shall be held in old syllabus three times. Thereafter, the students who failed in that course shall take the semester end Examination in the revised syllabus.

14. Award of Degree :

A student who has earned a minimum of 96 credits by passing in all the core courses and the minimum number of electives prescribed shall be declared to have passed the course work and shall become eligible for the award of degree.

- 14.1 A student who has earned extra credits shall be issued a separate certificate to that effect mentioning the subject and grade.

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- 15.1 Ranks shall be awarded in each branch of study on the basis of Cumulative Grade Point Average (CGPA) for top ten percent of the students or top three students whichever is higher.
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- 15.3 Award of prizes, scholarships and other honours shall be according to the rank secured by the student as said above and in conformity with the desire of the Donor.

16. Attendance Requirements:

- 16.1 A student is required to complete the Programme of Study satisfying the attendance requirements in all the semesters within twice the prescribed period of study i.e. 4 academic years from the year of admission failing which he/she forfeits his/her seat.
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 - ii A student shall attend at least 75 percent of the maximum hours of instruction taken for all the courses put together in that semester.
- 16.3 The Principal shall condone the shortage of attendance of a student provided; the student satisfies the clause 16.2 and obtain atleast 60% of overall attendance in a semester on medical grounds only.
- 16.4 A student who fails to satisfy the attendance requirements specified in clause 16.2 shall repeat that semester in the subsequent academic years with the written permission of the Principal.
- 16.5 A student shall not be permitted to study any semester more than two times during the Programme of his/her study.
- 16.6 A student who satisfies the attendance requirements specified in clause 16.2 in any semester may be permitted to repeat that semester after canceling the previous attendance and sessional marks of that semester with the written permission of the Principal. However, this facility shall be extended to any student not exceeding twice during the entire Programme of study provided the stipulation in clause 16.1 is met.

17. Conditions of Promotion:

A student shall be eligible for promotion to the next semester provided, if he/she satisfies the attendance requirements in the immediately preceding semester as specified in clause 16. The Principle of the concerned college will furnish the promotion list to the HOD at the beginning of II, III & IV Semesters.

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- 18.1 A student who has been repeated in the previous regulations for not satisfying the attendance requirements shall be permitted to join in these regulations provided the clauses 16.1 and 16.4 hold good.
- 18.2 Semester end University Examinations under the regulations that immediately precede these regulations shall be conducted two times after the conduct of last regular examination under those regulations.
- 18.3 The students who satisfy the attendance requirements under the regulations that immediately precede these regulations, but do not pass the courses shall appear for the Semester end University Examinations in equivalent courses under these regulations as specified by the BOS concerned.

19. Grievance Redressal Committee

The Principal of the concerned college shall constitute a Grievance Redressal Committee by nominating three Professors from among the faculty of the college with the Vice – Principal of the college as Convenor and Chairperson for a period of two years. The Convener of the committee, one among the three, shall receive the complaints from the students regarding the valuation of sessional tests and place the same before the Committee for its consideration. The committee shall submit its recommendations to the Principal for consideration.

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Sri Venkateswara University reserves the right to amend these regulations at any time in future without any notice. Further, the interpretation any of the clauses of these regulations entirely rest with the University.



DEAN FACULTY OF COMMERCE



622 -

SRI VENKATESWARA UNIVERSITY COLLEGE OF ENGINEERING
TIRUPATI- 517 502
(OFFICE OF THE TEQIP-III-1.3)

No. SVUCE/TEQIP-III-1.3/Ph.D/RA/5/2018

Date: 11.09.2018

PROCEEDINGS OF THE PRINCIPAL

Sub : SVUCE TEQIP III 1.3 Extension of Research Assistantship for Ph.D Scholars of TEQIP II 1.2 & 1.2.1(CoE) who admitted during 2015-16 from March,2018 to January,2019 (for a period of 11 months) Orders- Issued.

Read : Principal Orders dated: 11.09.2018.

ORDER:

The following Ph.D Scholars (Full Time) admitted during the year 2015-16 and awarded assistantship under TEQIP-II-1.2 & 1.2.1(CoE) are selected for continuation of the the award of Research Assistantship of Rs.28,000/- (Rupees Twenty Eight Thousand only) per month under TEQIP-III-1.3. The Research Assistantship is tenable from March,2018 to January,2019. They have to execute a bond on Non-Judicial Stamp paper of Rs 20/- agreeing to the conditions.

List of Ph.D Students for Research Assistantship under TEQIP- III-1.3

Sl.no	Roll. No	Name of the student	Subject specified	Community
1.	1549002	N. MEENAKSHI	Chemical Engineering	BC-B
2.	R15202	U.VENKATARATHANAM	Geotechnical Engineering	BC-A
3.	R15204	S. JANARDHANA	Geotechnical Engineering	OC
4.	R15301	Y. VENKATA KRISHNA REDDY	Power System	OC
5.	R15302	B.V.ARUN KUMAR	Power Electronics & Drives	BC-B
6.	R15303	REBBA SASIDHAR	Power Electronics & Drives	SC
7.	R15304	PASUPULETI JYOSHNA	Renewable Energy Systems	BC-B
8.	R15306	VUDUKU BALARAJU	Power Systems	SC
9.	R15308	VASAVI.C	Power Systems	SC
10.	R15401	M.VARALAKSHMAMMA	Digital Image Processing	OC
11.	R15402	K. HARSHA VARDHANA REDDY	Digital Image Processing (Satellite Image)	OC
12.	R15403	NIDDALI VENKATA RAMANAIAH	Cloud Detection Image	SC
13.	R15404	G. CHANDRAIAH	Radar Signal Processing	BC-D
14.	R15405	M. HEMALATHA	Enhancement of Satellite Images	OC
15.	R15406	V. RAJA RAJESWARI	Denoising & Classification of Satellite Image	OC
16.	R15407	T. VENKATA KISHNAMOORTHY	Digital Image Processing Techniques For Satellite Data	BC-A
17.	R15408	P. DJILEEP KUMAR	Signal Processing	BC-B

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18	R15409	VIDYASAGAR DAS	VLSI (Error Correction Codes)	SC
19	R15410	MUNDLURI DHARANI	Feature Extraction In Satellite Image	OC
20	R15412	T. HARIKALA	Wireless Communication	BC-D
21	R15413	TALARI LAKSHMI NARAYANA	Digital Image Processing	SC
22	R15503	J.VENUMURALI	Industrial Engineering	SC
23	R15504	Y.BHARGAVI	Production Engineering	SC
24	R15507	G. VENKATASUBBAIAH	Refrigeration and air-conditioning	BC-D
25	R15508	BIIIVEMULA NARAYANA REDDY	Industrial Engineering	OC
26	R15602	D.GIRIDHAR KUMAR	Computer Science and Engineering	BCB
27	R15603	CHITTEM LEELA KRISHNA	Computer Science and Engineering	BCB
28	R15604	N.VIKRAM	Computer Science and Engineering	SC

All the above candidates have to collect the offer letter and submit a declaration stating that they are accepting the Research Assistantship.

The above expenditure shall be met from the budget head "TEQIP-III-1.3.2.2 - Research Assistantship".

(BY ORDER)


PRINCIPAL
SVUCE, TIRUPATI
2002

To

All Notice Boards (Including Hostels)
All the Head of Departments, SVUCE, Tirupati with a request to display on concerned Notice Boards.

Copy to file

PFMS Generated Print Payment Advice

TO BE PAID THROUGH SYSTEM ONLY

Approval date in PFMS: 25 Mar 2019

Expiry date of PPA PFMS:

PAN No.:

Note For Branch:

Contact Details BANK

Name: Shri Shatrughan Singh, Ms Anita Behra

Email: hogbd_pfms@pnb.co.in, anitab@pnb.co.in

Phone No.: 7042911178, 9810332038

Note:

Payment Advice No.: C031925832397

Advice Print Date: 25 Mar 2019

TAN No.:

PFMS

Helpdesk-pfms@gov.in

011-23343860

The Branch Head

PUNJAB NATIONAL BANK

NOIDA, SECTOR - 18 Branch

We authorise the bank to debit our under bank account maintained with the bank with batch amount and credit the beneficiary(ies) [M27] as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.

Bank Account No. 3702002100031759

Total Amount of Debit : Rs 756000.00

(Amount in words : Seven Lakhs Fifty-Six Thousand)

Batch No. C031925832397

Agency Seal

No. Of Beneficiaries as per Annexure-I

(Sign by Authorized Signatory)

Name -

Designation -

(Sign by Authorized Signatory)

Name -

Designation -

Mobile No -

Agency's Copy (Branch Acknowledgement)

To

NATIONAL PROJECT IMPLEMENTATION UNIT

Ref. Account No. 3702002100031759

Payment Advice Number C031925832397

We confirm having received the captioned advice of credit(s) for payment today for further processing as per arrangement of bank on integrated PFMS-Bank payment system.

No. Of Beneficiaries : 27

Amount (in Rs.): 756000.00

Date & Time :

PUNJAB NATIONAL BANK

Branch Seal

Branch Authorized Official

Agency to enter date of delivery in PFMS using option | E-Payment => PPA Submission Status

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.

		Govt. (Copy enclosed)	
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 – prepararolls – preparation of question papers – issue of hall tick of results – sending of marks statements/ candidates – iss certificates – migration certificates ect., - conduct of convo degree certificates – furnishing of information to acade preparation of annual reports – preparation of ranks – s rank to the D.H.S for awarding national merit scholarship
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		He is under the control of the Registrar.

			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. 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.
6	Deputy Registrar (Administration)		He is the under the control of the Registrar 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
7	Deputy Registrar (Academic)		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 & Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. & combined and under Graduate & conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India & 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.
6 (c)	Deputy Registrar (Special Cell)		He is under the control of the Registrar 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

			University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc. Perform such other duties as may be entrusted to him from time to time by the Registrar.
7	Development Officer		He is under the direct control of the Registrar. 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. Perform such other duties as may be entrusted to his from time to time by the Registrar.
8	Asst. Registrar (Admn.,)		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. Perform such other duties as my be entrusted to him

			from time to time by the Deputy Registrar (Admn.)
9	Asst. Registrar (Academic)		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).
10.	Asst. Registrar (Exams) Asst. Controller of Exams		He is under the control of Controller of Exams. 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. Perform such other duties as may be entrusted to his from time to time by the Controller of Examinations.
11.	Asst. Registrar (Finance I), Finance (II) & Finance III)		They are under the control of Dy. Registrars (Fin.I & Fin. II). Assist DRs in Finance & Accounts Branch. Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin & Accounts, Branch.

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

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

			Cuddapah.
	Asst. Admn. Officer, SVUC Hostels for Men, Tirupati.		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.
11	Superintendents		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. General supervision of work turned out by all assistance working under their control. Guidance to the assistances working under their control.
12	Secretary to Vice-Chancellor (Superintendent's cadre)		He is under the control of the Vice-Chancellor. Perform the duties as may be entrusted to him from time to time by the Vice-Chancellor
13	Secretary to The Registrar (Superintendent's cadre)		He is under the control of the Registrar. Perform the duties as may be entrusted to him from time to time by the Registrar
14	Senior Assistants		They are under the control of the respective Superintendents,. Besides attending clerical work

			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.
	School Manager (Senior Asst. cadre)		-do-
	Hostel Manager (Senior Asst. cadre)		-do-
	P.A. to Vice- Chancellor (Senior Asst. cadre)		-do-
14	U.D. Stenographer	Degree with Type writing & Short hand Higher Grade.	Perform the duty, as may be entrusted from time to time by the immediate superior officer attend the typing work/taking dictation work.
	Job- Receptionist UGC Post – (Senior Assistant level)	No Specific rules.	Perform the duties as may be entrusted from time to time by the Director, Computer Centre, SVU.
	Steno-Typist UGC Post	A) Academic Staff College – 1 post B) Dept. of Economics – 1 post	Perfrom the duties as may be entrusted from time to time by the immediate Superior Officers – attend the Typing work/taking dictation work.
15	Junior Assistants	Degree with Typewriting Higher Grade (English / Telugu)	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.
16	L.D. Stenographers	SSC or its equivalent with Typewriting & Shorthand in English by Lower Grade. Preference will be given to those possessing higher qualifications.	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.
17	Roneo Operator	Reneo Operator training course certificate	Operating the Electrical Duplicating machine and

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

Unit : NSS

1.	University Programme Co-ordinator	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 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.	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 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. 3. Ensures that material/equipment/vehicles created out of NSS funds are exclusively used by the NSS personnel for NSS purpose 4. Helps in organizing inter college camps, orientation and training programmes. 5. Visits from time to time the NSS units and special camps for providing guidance and to ensures proper implementation of NSS programmes. 6. Keeps liasion with the officials of the Regional Centres of the Department
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			of Youth Affairs and Sports, Government of India and Officers of the State Government connected with NSS Programmes.
Unit – S.V.U Medical Helath Centre			
2.	Senior Medical Officer	1. M.B.B.S 2. Should have registered in AP Medical Council 3. Should have completed 12 months of Intership	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 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.
3.	Junior Medical Officer (Women)	1. M.B.B.S D.G.O 2. Should have Registered AP Medical Council 3. Should Have completed 12 months of Internship	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
3.	Junior Medical	1 .M.B.B.S	-do-

	Officer	2. Should have Registered AP Medical Council 3. Should Have completed 12 months of Internship	
4.	Staff Nurse	1) A pass in 10th 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 2) Certificate of Registration for Midwife should have been obtained from the A.P nurses Midwives, Auxiliary nurse, Midwives and Health Visitor Council	1) Looks after the injection room and giving injections to patients, recording temperature, giving cold sponging for Hyperpyrexia, helping in administrating Oxygen and in usage of suction operators, sterilisation of syringes etc 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. 3) Attends on call duties on alternative weeks to attend to emergency cases. 4) Looks after the maintenance of licen an other in-patient ward equipment.
5.	Pharmacist	1. Should have passed the qualifying examination for Componders (Board of Examiners and Director of Medical Services A.P)	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. 2. Looks after dispensive of drugs to the Out-patients and in-patients as per

			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.
Unit-Archival Cell			
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

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

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

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

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

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

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

			subscription of periodicals, payment of bills, recording of receipts, recording non-receipts and display of periodicals. 5) Acquisition and maintenance of binding material and also to regulate the binding and repairing of books attended by the other staff. 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. 7) Supervise cleaning of shelves, arrangement of books, retrieval of required books.
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	1) Attends to return of books, filling of charged tickets, preparation of daily statistics of visitors and the books issued. 2) Attends to accessioning of books and preparation of statistics of books acquired. 3) Arrangement and shelving of all back

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

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

S.V. University House:-

1.	Asst. Public Relation Officer	A Post-Graduate Degree Experience in maintaining Guest House/Public Relations	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.
2.	Manager	No qualifications prescribed	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

			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

7.	Masaloni	III Form passed and experience in hostels	Masaloni assist the Asst. Cook
8.	Care Taker	Literate	Will be on duty round the clock in the reception counter of Guest House
S.V.U. Hostel Staff:-			
1.	Store Clerks	No specific qualifications is prescribed	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 .
2.	Store Keepers	-do-	Similar to that of the duties of Store Clerks.
3.	Stewards	-do-	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.
4.	Asst. Stewards	-do-	Maintenance of the extract account. Drawing the provisions from the hostel stores and keeping the book as per the

			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

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

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:

01.	University Engineer	01. Qualifications a) B. Tech (Civil) Degree of any recognised University of its equivalent. 02. Desirable: a. Experience in the supervision of construction of major buildings formation of roads, water supply and sanitary works. b. Age will be relaxed in the case of experienced candidates. c. Age will also be relaxed in the case of candidates possessing P.G. qualifications to the extent of 2 years. d. Preference will be given to the candidates possessing P.G. qualifications	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.
02.	Deputy Executive Engineer	-do-	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.
03.	Asst. Executive Engineer	1. Essential: B.E(Civil) degree	Will attended to the preparation of

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

		Technical Education. (OR) 3. Group Certificates in Civil Engineering issued by the Dept of Technical Education. (OR) 4. A pass in Draughtsman course in a recognised institution.	
06.	Draughtsman Gr-II	-do-	-do-
07.	Tracer	1. A pass atleast in the Govt. Technical examination of Lower Grade in:- a) Free hand outline drawing and model drawings: b) Building drawing and estimating and c) Geometrical drawing : OR d) A Pass in SSC or its equivalent with pass in Engineering included as a special subject in bifurcated course in Secondary Schools.	Taking out tracing of drawing relating to works and taking out prints.
08.	Work – Inspector Gr-I And Work – Inspector Gr-II	1. Must have studied upto SSLC <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.	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.

09.	Work – Inspector Gr-I (Stores)	A literate in English or Telugu with one year experience relating to the works in the maintenance of Engineering stores.	
10.	Asst. Exe. Engineer (Electrical)	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.	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.
11.	Line Inspector	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.	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.
12.	Electrician	1. Pass in L.E.E or equivalent qualification (OR) A pass in IV form with wiring	Is Incharge of Maintenance of L.T.O.H lines and other electrical installations by assisting the Line

		certificate and with Practical experience of 4 years in the type of works (OR) A literate in English or Telugu with a wiring certificate and a practical experience of 6 years in the type of work concern.	Inspector.
13.	Switch Board Operator	1. A pass in JTS or ITI in concerned trade with 2 years experience. (OR) 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) 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	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)

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

SANITARY AND WATER WORKS BRANCH:
WATER WORKS BRANCH:

16.	Plumber/Fitter Gr-1	A certificate of competency for waterworks, or experience for a minimum period of 5 years in the concerned field.	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)
17.	Plumber/Fitter Gr-II	A certificate of competency for waterworks, or experience for a minimum period of 3 years in the concerned field.	-do-

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

			AAE (water works)
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SANITATION:

23.	Sanitary Supervisor	Passed SSC or Intermediate. Should have passed the Govt. Sanitary Inspectors Examination, preference will be given to those trained in Anti malarial operations.	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.
24.	Sanitary Maistry	Promoted from Sweeper-Cum-Scavenger	Will assist to the Sanitary Supervisor to look after the works related to the sanitation etc.
25	Sweeper-Cum-Scavenger	Illiterate	To attend the works as directed by the Sanitary Supervisor/ Sanitary Maistries.

OTHER ESTABLISHMENT:

26.	Technician	Should have a diploma in photography with an experience of 2 years or A pass in SSC or its equivalent, 5	Is In-charge of sound system and photography.
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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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		Heavy Driving License.	
33.	Cleaners	A literate in English or Telugu	Cleaning the vehicles and to assist the drivers.

GARDENING & PLANTATION:

34.	Horticulturist	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.	Will attend to the Development & maintenance of garden works. He works under the control of University Engineer.
35.	Watchmen	Illiterate	To watch gardens and pots and controlling the cattle menace in the campus during the night times.
36.	Gardeners	Illiterate	Gardening
37.	Agricultural Maistries	Promoted from senior most Gardeners	Checking the duties and works of the Gardeners and assis the Horticultarist.
38.	Road Coolies	Illiterate	---
39.	Gardener-Cum-Grounds-man	Illiterate	---
40.	Watchman at Steelyard	Illiterate	---

WATCH & WARD STAFF:-

41.	Watch & Ward Security	Graduate with experience in NCC /	1. He will be under the direct control
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	Officer	Home Guards Qualifications relaxed in the experienced candidates	of the Registrar, SVU, Tirupati. 2. Supervision overall the Hawaldars/Naicks/Watchmen/ Gurkhas who are under his control 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. 4. Prevention of thefts on the University campus. 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.
42.	Asst. Security Officer	Not prescribed so far	1. He will be under the direct control of the Principal, SVU College of Engineering. 2. Supervision overall the Naicks/ Watchmen of SVU College of Engineering. 3. Protecting the Engineering College properties and checking security measures over the buildings round the clock.
43.	Daffedars	Appointed from the cadre of	He will be under the direct control of

		Watchman	the Principal, SVU College of Arts & 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.
44.	Naicks/Gurkhas/Hawaldar/ Watchmen/Forest Watcher	1. Must have passed III form (VIII class or its equivalent examination. 2. Must not less than 1 mtr – 6.8 cms in height and 81-86 cms in chest	Watch over the University properties like building, furniture, equipments, etc.

S.V. UNIVERSITY PRESS:-

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

		c. Should possess working knowledge of all branches of letter press printing. d. Should be capable of supervising the works in all branches of letter press printing.	
03.	Deputy Foreman	1. A pass in SSC or its equivalent examination. 2. Technical: a. A degree or diploma in printing from any recognised University or institute b. Should possess working knowledge of all branches of letter press printing. c. Should possess a minimum of 3 years experience in various branches of a large letter printing press in responsible capacity d. Should be capable of supervising works in any branch of letter press printing. (OR) a. A higher certificate in composing, Machine Minding or Binding of the Govt. Technical Examination. b. Should possess a minimum of 5 years experience in any of the	Supervising in all sections

		productive branches of letter press printing. c. Should have working knowledge of all branches of letter press printing. d. Should be able to supervise the work of all branches of letter press printing.	
04.	Senior Machine Minder	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 2. Technical: Should be able to handle independently all kinds of letter press printing machines with automatic feeders and hand-fed machines (OR) 1. Should have a minimum of 5 years experience in handling any letter printing machine. 2. Should be able to print with good results any tri-colour and multi colour blocks. 3. Should be able to give an out turn	To run all kinds of machines of letter press

		of 1200 impression per hour on hand-fed cylinder machines.	
05.	Junior Machine Minder	1. General: Should be literary person in English and able to speak read and write in Telugu fluently. 2. Technical: Should be able to handle independently all kinds of hand-fed machines and machines with automatic feeders. b. Should be a minimum experience of 3 years in handling any letter press printing. c. Should be able to print single and multi colour blocks and to make ready and print forms of any kind upto 16 pages. d. Preference shall be given to those possessing certificate in a machine minding	To run all kinds of machines of letter press.
06.	Head Compositor	1. General: A pass in VII standard examination from any recognised school. 2. Technical: Should possess a minimum of experience of 2 years as compositor. b. Should know to compose Hindi or Sanskrit or Urdu besides English and Telugu languages.	Vide experience in job composing and make up.

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

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

		General : A pass in SSC or its equivalent examination. Technical: A Higher grade certificate in proof of the Govt. technical examination.	
11.	Junior Proof Reader	General: A Pass in SSC or its equivalent examination Technical: a) Should possess a minimum period of 3 years experience in proof reading in large printing press. 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)	Strike order proof reading
12.	Copy Holder	General: A pass in SSC or its equivalent examination. Technical: a) Should possess a minimum experience of one year in proof reading b) Should have the full knowledge of the use of the standard Proof	Copy reading

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

		various binding works	
14.	Binding & Machineman for Cutting & Floding	General: Should be a literate in English and Telugu Technical: a. Should be able to do all kinds of binding works including rebinding of old books. b. Should be able to operate all kinds of rolling, cutting, stitching and ruling machines and other kinds of binding tools. c. Should have a good knowledge of various papers and boards and other binding materials. d. Should have a minimum of 3 years experience in various binding works	Binding, cutting, ruling and stitching, guilding
15.	Machine Attendant	General: A literate in English or Telugu Technical: a. Should have a minimum experience of 1 year in handling any hand-fed letter press machine. b. Should be able to feed the hand-fed machines to a speed of 1000 impressions per hour. c. Should be able to dress the	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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02.	Senior Technician / Senior Mechanic	1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as Mechanic. 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.	Turner, fabrications of experimental setups maintenance and running the laboratory classes to under graduate and post graduate students.
03.	Junior Mechanic	1. ITI Turner certificate with 5 years experience in industry / educational institutions. (or) 2. ITI electrician certificate with 5 years experience.	Welder, fabrication of experimental setups maintenance and running of lab classes to UG & PG courses.
04.	Helper	1. Must be a literate in Telugu or English.	

DEPARTMENT OF CIVIL ENGINEERING:

05.	Senior Mechanic	1. Pass in JTS or ITI with 5 years experience of which atleast 2 years experience should be as a Mechanic. 2. General Mechanic certificate having 3 years experience of	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
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		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.	coordinate to arrange practical classes, to the laboratories.
06.	Draughtsman Gr-I	1. A diploma in LCE or any other equivalent qualification or 2. Group certificate in buildings drawing issued by the dept. of Technical Education (OR) 3. Group certificate in Civil Engg. Issued by the Dept. of Technical Education (OR) 4. A pass in draughtsman course in a recognised institution. Should have 4 years experience as Gr-I Draughtsman.	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.
07.	Mechanics	1. Pass in JTS or ITI with 4 years experience which atleast 2 years experience should as a Junior Mechanic. 2. General Mechanic certificate having 2 years experience as Junior Mechanic with a technical	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

		competency in operation, servicing and repairing of various instruments and machines in the appropriate laboratory. 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	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.
08.	Junior Mechanics	1. Pass in JTS or ITI with 2 years experience as a Junior Operator/ Helper. 2. General Mechanic certificate of Which atleast 1 year experience as Junior Operator / Helper. 3. 5 years experience in the concerned laboratory	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.
09.	Junior Operator	1. Pass in JTS or ITI 2. III form pass with 3 years experience in a technical trade	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

			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	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. 2. Ability to draft, read drawing, execute the works from the details drawings and conversant with atleast 3 major trades. 3. Diploma holders in electrical engineering will be preferred	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	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. 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.	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	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. 2. General Mechanic certificate with 2 years experience as junior mechanic in a concerned electrical or electronics laboratory.	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	1. ITI electrician or Radio mechanic or Instrument mechanic (Elec.) or Wiring certificate.	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	1. Passed diploma in electronics or Radio or communication Engg. (or) 2. Passed ITI. Radio Engg., or its equivalent with 5 years experience.	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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			drawing materials and their accounting.
17.	Foreman	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. 2. Ability to draft, read, drawing, execute the work from the detailed drawings and conversant with atleast 3 major trades. 3. Diploma holders in electrical engineering will be preferred.	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.
18.	Mechanic	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. 2. General mechanic certificate with 2 years experience as Junior Mechanic in a concerned Electrical or Electronics laboratory.	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

			job works of the concerned.
19.	Senior Mechanic/ Senior Technician	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. 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.	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.
20.	Junior Mechanic	1. ITI Electrician or Radio Mechanic or Instrument Mechanic (Elec.) certificate with 2 years experience as a Junior Operator / Helper. 2. Wiring certificate with 3 years experience of which at least 2 years experience should be as a Junior Operator/ Helper. 3. General Mechanic certificate with at least 1 year experience as a junior operator / helper.	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.

DEPARTMENT OF MECHANICAL ENGINEERING AND WORKSHOP (GENERAL)

21.	Workshop Superintendent	1. B.E (Mechanical) with 7 years	He is the Head of the workshop and
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		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.	responsible in all matters and maintenance of workshop. 1. Planning, scheduling, organizing, co-ordinating workshop classes and tasks of the college. 2. Designs, develop and test instructional material and skilled training. 3. Teaching theory and practical classes for B.Tech students. 4. Procurement and storage of new materials, tools and instruments. 5. Procurement, erection and commissioning of equipment's for the workshop. 6. Advising the students and assisting the faculty in the fabrication of the project and research works. 7. Managing and maintenance of equipments and tools in the workshop including preventive and breakdown maintenance. 8. Participating in professional development activities.
22.	Master Craftsman	Studied upto SSLC or (SSC passed) or equivalent with a technical certificate (ITI or its equivalent) and 8 years experience in a workshop of	He is responsible to the Head of the Department and workshop superintendent in all matters connected with the workshop

		repute of which at least 2 years in a Foreman's cadre. 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.	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 and maintaining of departmental stores, accountancy of equipment, tools and instruments. He plans, schedules, organizes, co-ordination of job works in various trades. He guides the students and assists the faculty in the fabrication of project works and research works. He look after preventive and breakdown maintenance of all the equipments.
23.	Draughtsman Gr-I	A pass in Draughtsman course in the concerned trade from a recognised institution. Desirable: 2 years experience in the concerned trade.	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

			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	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. Ability to draft, read, drawings execute the works from the detailed drawing and conversant with at least 3 major trades.	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.
25.	Senior Mechanic	1. Pass in JTS or ITI with 5 years experience of which at least 2 years experience should be as Mechanic. 2. With 8 years experience in a	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

		trade of which at least 2 years experience should be as a Mechanic with technical competency to ITI or JTS 3. General Mechanic certificate with 3 years experience of which at least 2 years experience should be as a Mechanic.	department stores materials and coordinate to arrange practical classes in the laboratories.
26.	Mechanic	1. Pass in JTS or ITI with 4 years experience of which at least 2 years experience should be as a Junior Mechanic. 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. 3. General Mechanic certificate with 2 years experience as a Junior Mechanic.	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
27.	Junior Mechanic	1. Pass in JTS or ITI with 2 years experience as a Junior Operators / Helpers.	He is responsible to the Head and the Foreman concerned in the department laboratory. Having a

		2. 3. 5 years experience in a trade with 1 year experience as a Junior Operator / Helper with technical competency equivalent to ITI or JTS. 4. General Mechanic certificate with at least 1 year experience.	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.
28.	Junior Operator	1. Pass in JTS or ITI 2. III form pass with 3 years experience in a trade with technical competency equivalent to ITI or JTS. 3. 5 years experience in and related technical trade, competency equivalent to ITI or JTS candidates.	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.
29.	Helpers	1. ITS/JTS certificate with one of the following trades Motor Mechanic / Diesel Mechanic / Refrigeration and Air-Conditioning fir Mechanical Laboratory 2. ITI/JTS certificate with one of the following trade Carpentry / Machinist / welding (gas) for	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

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

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

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

			components, Chemicals and the equipment required in the labs.
2.	Master Crafts Man (Electro-Accoustic lab)	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) 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 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. 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.	1. Repairing and servicing and maintenance of lab equipment 2. Setting and attending of lab practicals
3.	Helper Boy	1. Pass SSC with JTS or ITI (or) 2. Pass SSC with 2 years of experience in a trade with technical competence equivalent of ITI or JTS	To Assist the Lab technician in all works.

4.	Foreman	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) 2. SSC with technical certificate ITI or its equivalent and 8 years of experience Desirability: Ability to draft and read drawings and to execute the work from the detailed drawings and conversant with atleast three major trades.	1. Designing, Planning and fabricating the works relating to PG classes and research. 2. Attending the Arc and Gas welding works. 3. Overall supervision in the instrumentation workshop and liquid Air Plant. 4. Maintenance of the Departmental work shop stores.
5.	Assistant Mechanics	1. SSC with JTS or ITI with 3 years of experience in a work shop of repute (OR) 2. Passing JTS or ITI with 5 years of experience of which at least 2 years of experience as Jr. Mechanics (OR) 3. General Mechanic certificate with 6 years of experience of which at least 2 years experience as a Jr. Mechanic or equivalent (OR)	1. Operating of Gas and Arc welding units relating to the works of PG Classes and research 2. Supervising all the Machines like lethe, Drilling, Shaping and milling. 3. Maintenance of tools in the instrumentation workshop 4. Assistance in designs and fabrication works 5. Maintenance of practical

		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	1. SSC and certificate in refrigeration in mechanic and two years of experience in any cryogenic plant (OR) 2. B.Sc with two years experience in any cryogenic establishment of repute (OR) 3. SSC with five years experience in any cryogenic establishment of repute (OR) 4. General mechanic certificate with five years of experience in any cryogenic establishment of repute	1. Operation and maintenance of liquid air plant (out-put-180 decre) liquid air which, cost about 50 lakhs) 2. Operation and maintenance of ice plant 3. Operation and maintenance of distrilled water plant.
13.	Junior Mechanic	1. SSC and LEE with two years of experience in a work shop (OR) 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) 3. General Mechanic certificate with five years experience of which atleast 2 years may be as workshop assistant.	1. Fabricating as per designs relating to the works of PG classes and research 2. Handling the milling machine, lathes, shaping machine and drilling machines. 3. Assistance in setting and conducting the practical class relating to vacuum technology course

14.	Motor winder (Electrical)	1. SSC & LEE with 2 years of experience in motor winding (OR) 2. SSC and ITI with electrical trade and 5 years experience in motor winding (OR) 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	1. To attend the Electrical works and Electrical motors, service and repair of the electrical motors and rewinding the burnt motors.
15.	Workshop Assistant	1. SSC with JTS or ITI with 2 years experience as a helper (OR) 2. Pass in JTS or ITI with 3 years experience as Helper (OR) 3. General Mechanic certificate with at least 4 years experience as Helper (OR) 4. 5 years experience in a trade with 2 years experience as helper with technical competency equivalent	1. Making chasis and fitting of components in the chasis as per designs 2. Cleaning and oiling of all the machines in the instrumentation workshop. 3. Attending of minor electrical works in the department. 4. Assisting in all the works both in workshop and departments entrusted.

CHEMISTRY:

16.	Micro Analyst	1. M.Sc in Organic Chemistry I or II Class with a training in Micro Organic analysistical Techniques and Micro analytical	1. To carry out the Analysis of compounds (mainly organic) for their elements like C & H 2. To maintain the Micro Chemical
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		Instrumentation. 2. Experience in Carbon-Hydrozon analysis is desirable	equipment & Micro-balance 3. Semi-Micro analysis of compounds containing S, CL, PN and other elements
17.	Lab Technicians	1. B.Sc II Class with Botany and Chemistry among part – II subjects 2. <u>Desirable</u> : Certificate course in lab technician previous experience as laboratory assistant or lab. Technician	1. Maintenance of M.Sc previous and final Chemistry labs 2. Preparation of solutions, reagents, dilute Acids. 3. Recoveries of solvents. 4. Regeneration of De-ionized water plant 5. Maintenance of ice-cube machine 6. Maintenance of instruments in all labs. 7. Operation and maintenance of I.R., U.V. spectrometre and Cyclic-Volta motor. 8. Maintenance of addressing system & projection 9. Office work.
18.	Gas Man	1. ITI or Jr. Polytechnic Diploma or 5 years experience in a job.	1. Maintenance of Gas plant. 2. Regeneration of distilled water plant and supply to all labs. 3. Maintenance of ice plant. 4. Maintenance of gas line in all science buildings. 5. Maintenance of minor repairs of gas burners.
19.	Senior Gas Peon	1. VIII Class	1. Maintenance of gas plant.

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

		subjects) 2. Technical: Certificate in typewriting.	
	c)Section Cutter	1. SSLC/SSC 2. Certificate in Section cutting (rocks, minerals ores and fossils) 3. 5 years experience in any section cutting (Geology lab)	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.
	d)Lab Assistant	1. VII Class passed 2. 5 years experience in all Geological Laboratories	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.
	e)Geo-hydrological Assistant	1. M.Sc (Geology) 2. 2 years Research Experience in Geo-hydrology	1. Carrying out ground water survey and preparation of reports.
	f)Assistant Section Cutter	1. SSLC/X Class 2. Certificate in Section Cutting techniques (OR) 1. VIII class passed 2. At least 5 years experience in preparing thin section of rocks,	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

	1) Asst. Binders 2) Binder Boys	1. a) General: Should be a literate in English & Telugu b) Technical: Should be able to do all kinds of binding works including rebinding of old books. 2. Should be able to operate all kinds of folding, cutting stitching and ruling machines and other kinds of binding books. 3. Should be a good knowledge of various papers and boards and other binding materials 4. Should have a minimum of 3 years experience in various binding works. 1. Should be a literate in English and Telugu Aptitude to do works in that binding section	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. 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.
31.	SVU SCHOOL:	Qualifications not prescribed	1. Maintaining of the stock register

	LAB ASSISTANT		and accounting for the stocks (entering the stocks, issues, checking the balances etc. under the supervision of the teacher concerned) 2. Issuing chemicals equipment etc. required for the class room purposes, taking them to the classes, to be exhibited by the teacher. 3. Arranging the apparatus and helping the teachers during the demonstration classes. 4. Issuing the equipment and apparatus for the pupil during their laboratory work (during the different cycles of experiments) 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. 6. Collecting the specimens and materials required for the experiments (both demonstration and practical work) in life sciences.
32.	SVUPG Centre a) Kavali		

	<u>Lab Assistant:</u>		
	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

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

To

**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 o preparation of question papers – issue of hall tickets – public sending of marks statements/ candidates – issue of provisio migration certificates ect., - conduct of convocation - certificates – furnishing of information to academic branch fo annual reports – preparation of ranks – sending of list of ra 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		He is under the control of the Registrar. 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. 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.
6	Deputy Registrar (Administration)		He is the under the control of the Registrar 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
7	Deputy Registrar (Academic)		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 & Ref. Books for all the courses of the university – constitution of Government. Academic senate – UGC, Board of Studies of Both P.G. & combined and under Graduate & conducting of the meetings of those authorities – recognition of examinations conducted by the other Universities / bodies / institutions in India & 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.
6 (c)	Deputy Registrar (Special Cell)		He is under the control of the Registrar 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 University College – supply of uniforms to the Staff – Purchase of Medicines etc. to the SVU Health Centre – Stationery – Books Journals etc. Perform such other duties as may be entrusted to him from time to time by the Registrar.
7	Development Officer		He is under the direct control of the Registrar. 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. Perform such other duties as may be entrusted to his from time to time by the Registrar.
8	Asst. Registrar (Admn.,)		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.

			Perform such other duties as may be entrusted to him from time to time by the Deputy Registrar (Admn.)
9	Asst. Registrar (Academic)		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).
10.	Asst. Registrar (Exams) Asst. Controller of Exams		He is under the control of Controller of Exams. 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. Perform such other duties as may be entrusted to him from time to time by the Controller of Examinations.
11.	Asst. Registrar (Finance I), Finance (II) & Finance III)		They are under the control of Dy. Registrars (Fin.I & Fin. II). Assist DRs in Finance & Accounts Branch. Performs such other duties as may be entrusted to him from time to time by the Dy. Registrars in Fin & Accounts, Branch.

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

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

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