

ADIKAVI NANNAYA UNIVERSITY:: RAJAHMUNDRY

S.No.	Name of the Wing	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	All Matters Relating to University College of Arts & Commerce		Principal, University College of Arts & Commerce	Registrar
2	All Matters Relating to University College of Science & Technology		Principal, University College of Science & Technology	Registrar
3	All Matters Relating to University College of Engineering		Principal, University College of Engineering	Registrar
4	All Matters Relating to University College of Education		Principal, University College of Education	Registrar
5	All Matters Relating to Men's Hostel		Chief Warden, Men's Hostel	Registrar
6	All Matters Relating to Women's Hostel		Chief Warden, Women's Hostel	Registrar
7	All Matters Relating to Admissions	Assistant Directors of Admissions	Director, Admissions	Registrar
8	All Matters Relating to Syllabi & other Academic Matters and CAS	Assistant Dean, Academic Affairs	Dean, Academic Affairs	Registrar
9	All Matters Relating to Affiliated Colleges	Assistant Dean, CDC	Dean, College Development Council	Registrar
10	All Matters Relating to Examinations	Superintendent, UG Examinations & Assistant Registrar, PG Examinations	Controller of Examinations	Registrar
11	All matters relating to Establishment and other Service issues	Superintendent, Establishment	Deputy Registrar	Registrar

12	All matters relating to Finance and Accounts	Superintendent Accounts	Finance Officer	Registrar
S.No.	Name of the Wing	Assistant Public Information Officer	Public Information Officer	Appellate Authority
13	All Matters Relating to Transport, Guest House, Engineering Works, Maintenance, Construction of New Buildings etc.		University Engineer	Registrar
14	All Matters Relating to NSS Cell		Co-ordinator NSS	Registrar
15	All Matters Relating to Library		Assistant Librarian	Registrar
16	All Matters Relating to Health Centre		Medical Officer	Registrar
17	All Matters Relating to Physical Education		Assistant Director of Physical Education	Registrar

Information about University Under Section 4(1)(b) of RTI ACT 2005

ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

The University

Adikavi Nannaya University was established at Rajahmundry in March 2006 by an act of the Andhra Pradesh Legislature. The University is named after the first poet of Telugu literature, Nannayabhatta, the eleventh century poet laureate, who initiated a freeway authentic translation of the great epic Mahabharata from Sanskrit to Telugu. The university aims to combine the pristine cultural ethos and the contemporary demands of educational excellence in its vision. It is the mandate of this affiliating university to promote higher education in the Godavari Districts of Andhra Pradesh

Nannaya University aims to be the symbol of the very best in the field of higher education, assiduously strives to maintain the highest standards of academic excellence, matching the best in the world. Accordingly, innovative programs that cut across disciplinary boundaries are introduced to enhance the employability of the students. To facilitate such interdisciplinary knowledge the vision plan of the University envisages the constitution of various schools of study. Presently the University is having eight schools.

1. School of Chemical Sciences (SCS)
2. School of Cultural Studies and Communication (SCSC)
3. School of Earth and Atmospheric Sciences (SEAS)
4. School of Human Development and Behavioural Sciences (SHDBS)
5. School of Life and Health Sciences (SLHS)
6. School of Management Studies (SMS)
7. School of Mathematical and Information Sciences (SMIS)

8. School of Social Sciences (SSS)

For effective functioning and administrative convenience the schools are constituted temporarily under the University College. While some Schools are having a single Department, others have more than one Department attached to them. There has been a special emphasis on promoting inter-school and inter disciplinary teaching and research in the University. Apart from these schools, the University has established several centers and cells like Dr YS Raja Sekhara Reddy Centre for Research Development and Consultancy, Women's Cell, Training and Placement Cell, Equal opportunity cell etc.

Motto

In the paradigm of making India a Knowledge society, Nannaya University strives to be an active contributor to the ever-expanding field of knowledge. The University's emblem is designed as an artistic expression of the intellectual wealth, heritage, splendour and an amalgam of the East and West Godavari districts of the state of Andhra Pradesh. It also represents the objectives, ideals and aspirations for which the University constantly strives. The University's motto '*Spardhaya Vardhate Vidya*' highlights the role of competitive spirit in knowledge creation – from competition in the din of the world to a constant striving within the self. Various fields of knowledge from Humanities and Arts, Engineering and Applied Sciences to Life and Physical Sciences are nurtured under the aegis of the University. The University is mandated to attend to the educational needs of the both the Godavari Districts and from the forth coming academic year (2011-2012) Degree colleges in these districts are going to get affiliated to this University. Though, in its swaddling clothes, the university is moving ahead with a grand vision of becoming a global player in academics and research.

VISION & MISSION

Nannaya University has a dream of achieving excellence in the near future and becoming a forerunner of designing and initiating novel programmes that are relevant to the demands of the Godavari districts. Besides being institution of Human Resource Development, the University aims to be an active research

center, solving the problems of the industry and occupations around, in particular the Godavari districts. The University foresees the thrust areas for future research and tailors its curriculum aimed at generating trained manpower to be involved in such a research.

Vision

Advancing Scientific Research while promoting cultural and rational temperament, benefiting the humanity shall remain the overall vision of the university. The university seeks to nurture competent humane professionals and ethical citizens.

Mission

To achieve this vision, Nannaya University shall pursue academic excellence in terms of the quality of curriculum, student performance and faculty accomplishments. The University fulfils this mission in part, by providing unique and varied education experiences through the integration of Arts, Science and Professional Training with holistic emphasis.

The Emblem of the newly established Nannaya University is symbolic of its aspirations to reach the highest levels of excellence in Knowledge-seeking, research and innovation. Combining images of the past glory of Andhra Pradesh, with facets of modern technological advancement and endeavour, the emblem is a unique blend of the multi-dimensional approach and vision for the future of this new University on its journey to progress and distinction.

The Logo

An emblem represents a concept like a moral truth. The emblem of India is an adaptation of the Lion Capital of Asoka at Sarnath, preserved in the Sarnath Museum in India. Thus an emblem functions as a symbol, or an allegorical picture usually inscribed with a verse or motto presenting a moral lesson.

The emblem of Adikavi Nannaya University represents human quest for knowledge and righteousness, wisdom and wealth- harmonizing nativity and tradition. The name of the University is written in English in between inner and outer lines having tri colors of Indian National Flag, where on the top the Asoka Dharma Chakra is placed, which stands for righteousness. The circle of flowers numbered in 64 as on the Buddhist Stupa in Saranath, reflects the 64 traditional Arts and Sciences. The rising sun represents the spread of knowledge.

The Central Arch reminds the Fort Gate in Rajahmundry depicting the stone pillars in the ancient temples of Samarlakota and Draksharama Bhimeswaram. The peepal tree vouches the university as the seat of enlightenment, being placed on the banks of river Godavari, which is the source for enrichment of delta districts.

The mango leaves in brass pot with coconut forms the poorna- kumbham that denotes for all good things to happen. The university as the seat of learning is traditionally represented with lotus, the base for goddess of wisdom. Finally the mission is written on the Talapatras in Telugu 'sarvatra vidyaya vardhate praja', denoting 'enriching people through education'.

THE EXECUTIVE COUNCIL

1. The Executive Council shall consist of the following persons, namely:

Class-I: Ex-Officio Members

- (i) Vice-Chancellor
- (ii) Rector
- (iii) Secretary to Government in the Education Department or an Officer in the Education Department nominated by the Government
- (iv) Secretary to Government in the Finance and Planning (Finance Wing) Department or an Officer in the Finance and Planning (Finance Wing) Department nominated by the Government
- (v) Director of Higher Education/the Commissioner of Collegiate Education

Class-II: Other Members

- (i) Senior Professor of the University Colleges to be nominated by the Government
- (ii) Principal of the University Colleges nominated by the Government
- (iii) Principal of the Affiliated Colleges by the Government
- (iv) Teacher from the University Colleges nominated by the Government
- (v) Teacher from the Affiliated Colleges nominated by the Government
- (vi) Four eminent persons representing industry, agriculture, trade, commerce, education, public life, legal profession, social work, etc, nominated by the Government.

2. Every member of the Executive Council other than Ex-Officio Members shall hold office during the pleasure of the Governor.

3. The Executive Council shall be the Executive Authority of the University and shall have power,

- (1) to direct the form, custody and use of the common seal of the University
- (2) to hold, control and administer the property and funds of the University

(3) to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise of performance of the powers and duties assigned to it by this Act and the Statutes

(4) (a) to accept on behalf of the University, endowments, bequests, donations and other transfer of property made to it

(b) to administer all funds placed at the disposal of the University for specific purposes

(5) Subject to such Statutes as may be prescribed in this behalf

(i) to appoint the teachers of the University below the rank of Assistant Professors

(ii) to appoint the teachers of the University of and above the rank of Assistant Professors on the recommendations of the Selection Committee constituted for the purpose;

Provided that the Executive Council may invite any person of high academic distinction and professional attainments to accept a post of Professor in the University and appoint him to that post;

Provided further that if the Executive Council rejects the selections made by the Selection Committee, the matter shall be referred by the University to the State Government whose decision thereon shall be final

(iii) to fix the emoluments of the teachers of the University and define their duties and conditions of service

(6) to suspend, remove or dismiss teachers of the University subject to such Ordinances as may be made in this behalf

(7) to appoint, dismiss, remove or suspend any member of the non-teaching staff of the University

(8) to fix the emoluments of the employees of the University and define their duties and the conditions of their service

(9) to award fellowships, traveling fellowships, scholarships, exhibitions, bursaries, studentships, medals and prizes in accordance with such rules as may be made in this behalf

- (10) to appoint examiners in consultation with the Boards of Studies and fix their fees
- (11) to conduct University Examinations and to approve and publish the results thereof
- (12) to prescribe the fees to be charged for admission to the examinations, degrees, diplomas and oriental titles of the University
- (13) to charge and collect such tuition and other fees as may be prescribed by the Ordinances for admission to courses of study in the colleges and institutions of the University
- (14) to manage and control all colleges, hostels, libraries, laboratories, museums and the like, instituted and maintained by the University
- (15) to establish, manage and control a Department of Publications, a University Press, an Employment Bureau, Students' Unions, University Extension Boards, University Athletic Clubs and other similar associations
- (16) to affiliate colleges to the University as Honours, Degree, Oriental or Professional Colleges, under conditions prescribed by the Academic Senate and to suspend or withdraw such affiliation after consultation with the Academic Senate
- (17) to confer in consultation with the Academic Senate either suo motu or on a representation received in this behalf from a college, autonomy on any college in the University area and to likewise withdraw such autonomy
- (18) to grant recognition to the institution and Oriental Colleges under conditions prescribed by Statutes after consultation with the Academic Senate and to suspend or withdraw such recognition after consultation with the Academic Senate
- (19) to direct the inspection of affiliated or recognized colleges and institutions
- (20) to call for reports and returns and other information from affiliated or recognized colleges and institutions

- (21) to recognize hostels not maintained by the University and to suspend or withdraw such recognition there from
- (22) to supervise and control the residence and discipline of the students of the University and make arrangements for promoting their health and well-being
- (23) to recommend to the Chancellor on the motion of the Vice-Chancellor, the conferment of honorary degrees and other academic distinctions
- (24) to make, amend or repeal * Statutes and Ordinances
- (25) to delegate any of its powers to the Vice-Chancellor or to a committee from among its own members or to any employee of the University
- (26) to regulate and determine all matters concerning the administration of the University in accordance with the Statutes, the Ordinances and the Regulations and to exercise such other powers or duties as may be conferred or imposed by this Act
- (27) to establish and maintain University Colleges
- (28) to provide for research and advancement and dissemination of knowledge
- (29) to create posts of Professors, Associate Professors, Assistant Professors and other teaching posts required by the University
- (30) to establish, equip and maintain the University laboratories and libraries
- (31) to control, in general, all colleges in the University area in the manner prescribed by Statutes
- (32) to confer degrees and other academic distinctions on persons who have pursued approved courses of study in a University college or an affiliated college or Oriental college, unless exempted there from in the manner prescribed by the Regulations, and shall have passed the prescribed examination of the University or shall have carried on research under conditions prescribed

- (33) to confer honorary degrees or distinctions on approved persons in the manner prescribed
- (34) to provide for allowances, travel allowances, scholarships, exhibitions, bursaries, studentships, medals and prizes

* The word "Regulations" occurring in Clause (24) of Section 19 of the Andhra Pradesh Universities Act, 1991 is omitted as it is contrary to Sec. 55 (1) of the said Act.

- (35) to provide for lectures and instruction to persons not being students of the University and to grant diplomas to them
- (36) to establish and maintain hostels
- (37) to prescribe the fees to be charged for the affiliation and recognition of colleges
- (38) to prepare the annual reports and annual accounts and the financial estimates of the University for submission to the Academic Senate
- (39) to enter into any agreement with the Government or with the private managements for assuming the management of any institution and taking over its properties and liabilities or for any other purpose not repugnant to the provisions of the Act
- (40) to exercise all the powers of the University not otherwise provided for, and all powers requisite to give effect to the provisions of the Act.

EXECUTIVE COUNCIL

SNo	Members	
1	Prof M Mutyalu Naidu Vice-Chancellor, Adikavi Nannaya University, Rajahmundry	Chairman
2	Smt. Sumita Dawra, IAS Principal Secretary to the Government Higher Education Department Secretariat, Hyderabad - 500 001	Member
3	Sri Y Rama Krishna Additional Secretary to the Government Finance Department, Secretariat, Hyderabad - 500 001	Member
4	Smt. B Udaya Lakshmi, I.A.S Commissioner, Collegiate Education Nampally, Hyderabad - 500 022	Member
5	Prof. S Teki Professor, Department of Management Studies	Member
6	Dr A Matta Reddy Principal, University College of Science & Technology	Member
7	Dr P Vijaya Nirmala Assistant Professor, Department of Zoology	Member
8	Dr Ch Krishna Principal, P.R Govt. College(Autonomous), Kakinada	Member
9	S. Sai Durga Prasad Selection Grade Teacher, DNR College, Bhimavaram.	Member
10	Sri Alluri Indra Kumar Chairman & Managing Director, Avanti Feeds Ltd., Kovvuru.	Member
11	Sri Alluri Narayana Raju Managing Director, NCC Urban, Hyderabad.	Member
12	Dr. R. Chakrapani, M.D. Mother & Child Hospital, Kakinada.	Member
13	Dr. Boddu Suvarna Kumar Director & Correspondent, Hanna College of Education, Gokavaram.	Member
14	Prof A Narasimha Rao Registrar, Adikavi Nannaya University, Rajahmundry	Secretary

VICE- CHANCELLOR

POWERS AND DUTIES

- (1) The Vice-Chancellor shall, by virtue of his office be a member and chairman of the Executive Council and the Academic Senate and shall preside at the convocation of the University in the absence of the Chancellor.
- (2) He shall be entitled to be present at and address at any stage, of any meeting of any Authority of the University, but not to vote thereat, unless he is a member of the Authority concerned.
- (3) He shall have the power to convene meetings of the Executive Council and the Academic Senate.
- (4) It shall be his duty to see that the provisions of this Act, the Statutes, the Ordinances and the Regulations are duly observed and he may exercise all powers necessary for this purpose.
- (5) He shall have power to interpret the provisions of this Act, The Statutes, the Ordinances and the Regulations. Any person or Authority aggrieved may, within such time as may be prescribed by an Ordinance, appeal to the Chancellor.

Provided that:

- i) if such interpretation was given at a meeting of the Executive Council, the appeal shall lie to the Chancellor direct
- ii) if such interpretation was given otherwise than at a meeting of the Executive Council, the appeal shall be forwarded to the Chancellor through the Executive Council.

The decision of the Chancellor on the appeal shall be final.

- (6) He shall give effect to the decisions of the Authorities of the University taken in accordance with the powers conferred by or under this Act.
- (7) He shall have such other powers as may be prescribed.
- (8) (a) When, with regard to any matter in which any officer or Authority may take action, the Vice- Chancellor considers immediate action desirable, he may, subject to the general control of the Chancellor,

take such action as may be necessary but shall, as soon as may be, report the action taken to the officer or Authority concerned.

- (b) An appeal shall lie to the Executive Council against any action taken by the Vice-Chancellor under clause (a) affecting any person in the service of the University, at the instance of such person. Such appeal shall be filed within thirty days from the day on which such person has notice of the action taken.

STATUTES

2. Without prejudice to the powers conferred on the Vice-Chancellor by Sec.13 of the Act, the following powers shall also be exercised by him:-

- (1) He shall be responsible for the maintenance of discipline among the teaching and non-teaching staff and the students of the University, and shall exercise all powers necessary for these purposes.
- (2) He shall be responsible for the coordination and integration of teaching and research, extension education and curriculum development.
- (3) He shall have the right to inspect all colleges and institutions of the University and also the colleges and institutions affiliated to or recognized by or associated with the University. He may express his views thereon to the appropriate officer or Authority of the University for consideration and such action as he/it may deem fit and proper.
- (4) He shall exercise general control over all institutions, Centres, Schools and departments of the University.
- (5) He shall exercise general control over all University buildings and hostels and shall be the final authority for allocating accommodation for administrative, teaching and residential purposes.
- (6) He shall be the chairman of different Selection Committees constituted under Sect. 43 of the Act and conduct the proceedings at their meetings.
- (7) He shall also have power:
 - a) to institute inquiry in respect of any matter concerning the University
 - b) to constitute such adhoc committees as he may deem necessary to help him in the performance of his duties

- c) to authorize the Registrar to take on lease such buildings as may be necessary for the use of offices, colleges and institutions of the University at the rate of rent assessed by the University Engineer, subject to availability of necessary provision in the budget and approval of the Executive Council therefore
- d) to sanction installation of telephones, mobile phones, fax machines, internet facilities and inter-communication apparatus at residences, offices and institutions of the University
- e) (i) to appoint, punish, suspend or dismiss employees of the university, holding posts below the rank of Assistant Registrar, following the prescribed procedure.

Provided, however that the affected party shall be entitled to prefer an appeal to the Executive Council within thirty days from the date of serving the orders

- (ii) to extend the period of temporary posts up to three months and to sanction disbursement of salary to the persons holding the posts.
- (iii) to appoint members of the teaching staff of the University or others, as part-time teachers or for other duties according to the sanctioned scale and to sanction their remuneration from the provisions of the vacant posts or savings
- (iv) to engage temporary employees to meet the demands of emergent and provisional work sanctioned during the year and to sanction their remuneration according to prescribed rates from the savings, subject to a maximum amount as fixed from time to time;
- f) to transfer the members of the teaching staff from one University college to another and from the teaching departments to the administration and vice-versa whenever required
- g) unless otherwise provided, to sanction annual grade increments to the teachers and other employees of the University and to confirm them in the posts on the basis of satisfactory reports from the concerned higher officials

- h) (i) to withhold annual grade increments of employees of the University holding posts below the rank of Assistant Registrar
- (ii) to suspend or extend or terminate the probation of probationers in posts below the rank of Assistant Registrar
- (iii) to recommend to the Executive Council,
- a. withholding of annual grade increments of employees holding the post of and above the rank of Assistant Registrar, and
 - b. suspension or extension or termination of probation of probationers in the post of and above the rank of Assistant Registrar;
- i) to depute employees of the University to attend conferences held outside the head quarters or for any other purpose relating to the university and to sanction their travelling and other allowances out of the budgeted amount or from the savings, in accordance with the laws framed in this behalf
- j) i) Unless otherwise provided in the Code, to grant leave of all kinds to the University employees holding posts below the rank of an Assistant Registrar for any length of time, and to all other employees and teachers of the University upto a maximum period of six months, and to make consequential arrangements and sanction pay and allowances admissible for the discharge of work during such leave
- ii) to grant study leave to the university employee for a period of three years whether taken at one time or at different intervals
- iii) to grant, unearned leave on half pay and extraordinary leave without pay to the members of the staff of the University after verification by the audit upto the limit permissible under the provisions of the Code irrespective of the fact whether the leave is taken for purposes of study or for other purposes
- iv) to commute absence into leave and condone an interruption in service upto 15 days in the case of University employees below the rank of Assistant Registrar

- v) to grant earned leave on full pay, in accordance with the laws prescribed to the teachers who worked during the vacation period
- k) i) to suspend the Registrar or any teacher or any other employee holding the post of and above the rank of Assistant Registrar in the University and report the matter to the Executive Council at its next meeting for taking such further action as it may deem fit and proper
- ii) to retire teachers and members of Non-teaching staff of the University on attaining the age of superannuation or otherwise and to sanction their pension or pension-cum-gratuity, provident fund and other retirement benefits in accordance with the provisions of the Code;
- iii) unless otherwise provided in the code to make in-charge arrangements to the extent of persons next below, in temporary vacancies of heads of departments, institutions and Deans of Schools
- iv) to accord or refuse permission to the University employees to accept any honorary work outside the University
- v) to allow the university employees to accept examiner ship, and membership of academic bodies in other Universities or Institutions, be it remunerative or non-remunerative;
- vi) to grant permission to the teachers of the University for attending the meetings of the committees constituted by the Governments of the States and the Centre and others such as UGC / CSIR / DST/ DBT/ ICSSR AICTE / ICHR / ICMR etc, and treat them as being, "on duty" in accordance with the laws prescribed
- l) to accord permission for the following within the amounts specified or any amount fixed from time to time
 - i) to sanction estimates and plans prepared by the Architects/ University Engineer, for construction of new buildings, additions and repairs to the existing buildings, laying of roads, black topping of roads, electrical, sanitary and water works etc., involving specified expenditure subject to the provision made in the budget

- ii) to accord permission to start urgent repairs to buildings and furniture in anticipation of sanction by the Executive Council and in accordance with the estimates prepared by the University Engineer, involving specified expenditure subject to provision made in the budget
- iii) to sanction purchase of furniture and office equipment such as computers, printers, uninterrupted power supply system, typewriters, reprographic devices, bicycles, steel almiras, safes etc., subject to provision made in the budget
- iv) to sanction directly remission and writing off irrecoverable losses and damages of stores etc., not exceeding, in each case the amount fixed
- v) In consultation with the Finance Committee, to recommend to the Executive Council the remission and writing off losses of stores etc, exceeding in each case; the amount fixed in (iv) above
- vi) to sanction expenditure for purchase of machinery, equipment or apparatus costing less than a specified amount subject to the procedure laid down by the Finance Committee and as per the provision made in the budget
- vii) to sanction expenditure not exceeding the limits prescribed at any one time under any head of account and report to the Executive Council once in a quarter all sanctions above the limit
- viii) to transfer funds from one sub-head of account to another, if sufficient amount is not available under a particular sub-head of account in the budget to meet any expenditure sanctioned by the Executive Council under that sub-head of account
- ix) to allot funds within the sanctioned grant to Teachers of the University as assistance for publication of original works and report the matter to the Executive Council
- x) to sanction within the budget provision charges for the translation, the compilation and the revision of books

- xi) to re-appropriate amounts which have once been sanctioned by the Executive Council but could not be utilized during the course of the particular financial year subject to budget provision
- m) to invite suitable persons to deliver Foundation day Lectures, endowment lectures and extension lectures and to sanction them remuneration and traveling and other allowances therefore within the budget provision
- n) to decide all matters relating to scholarships, fellowships and free-ships
- o) to delete at any time from the agenda for the meeting of any Faculty or Board of Studies; or to refer back for reconsideration any resolution adopted by that Authority
- p) to appoint examiners from the panel of examiners recommended by the concerned Boards of Studies, to approve and to publish the results of University Examinations and to report the same to the Executive Council; and
- q) to delegate any of his duties and powers to a Board or a committee or any Officer or a member of the staff.

PRINCIPAL

POWERS AND DUTIES

1. Subject to the general control of the Vice-Chancellor, the Principal shall exercise and perform the following powers and duties:
 - a. He shall be the executive head of the University College and he shall exercise general supervision and control over all the Schools in the college, connected offices, and all the related institutions like library, hostels, play fields, and their internal administration. He shall be responsible for smooth and efficient functioning of the College, the Schools, Departments and the related institutions.
 - b. He shall preside over the meetings of the Deans Council and whenever necessary he shall address the staff members of the Schools, and shall, in consultation with them, prepare the academic calendar, organize and complete academic schedule, extra-curricular, co-curricular activities and conduct the examinations for all the schools under his control. The academic calendar shall specify:
 - i. the admission schedule,
 - ii. the last dates for admission into schools, colleges and hostels,
 - iii. last dates for payment of tuition and other fees,
 - iv. conduct of internal tests including their methodology,
 - v. last working day for instruction,
 - vi. schedule for year and semester end examinations,

- vii. declaration of mid-term and summer vacations and
- viii. all other related academic matters.
- c. He shall review the budget estimates of each school and propose changes required, if any, for the effective implementation of the research projects or/ and studies.
- d. He shall prepare the Annual Budget for the entire college in consultation with the Deans of Schools and forward the same to the University.
- e. He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of money under relevant provisions of the Code.
- f. He shall be responsible for the maintenance of discipline among the staff and students of the schools and he shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the Code.
- g. i) He shall take necessary steps to prevent ragging in the college and
ii) When any case of ragging is brought to his notice, take immediate action as stipulated in the A.P. Prohibition of Ragging Act, 1997 and the rules made there under.
- h. He shall call for from the Deans of the Schools :
 - i) Periodical reports about the attendance and progress of the students of each school; and
 - ii) Periodical reports from members of the teaching staff about their teaching, research, academic and administrative activities.
- i. He shall constitute, with the prior approval of the Vice-Chancellor, such committees as are necessary for bringing out inter schools Co-ordination for taking up projects on an inter-departmental basis as recommended by Research Advisory Committee and for smooth functioning of the departments and other attached institutions and also for the maintenance of welfare of the students and the staff.

- j. It shall be his duty to see that only such who fulfilled the minimum requirements of attendance and progress as laid down by the Laws and qualified for admission to the University Examinations are permitted to appear for the University Examinations.
 - k. He shall see that the provisions of the Code and the instructions issued by the Vice Chancellor and the Executive Council are complied with by the staff and students and any serious violation thereof shall be brought to the notice of the Vice-Chancellor and the Executive Council through the Vice-Chancellor.
 - l. He shall not avail himself of the entire summer vacation and shall be present at the head quarters for at least a fort night before re-opening of the college so as to make necessary arrangements for completion of admissions and commencement of teaching work from the date of re-opening of the college. His right to avail leave or vacation shall be limited by exigencies shall be limited by exigencies of his duties as principal.
 - m. He shall perform such other duties as may be assigned to him by the Executive Council, Academic Senate, Planning and Monitoring Board or the Vice-Chancellor.
2. He shall have the power to allot such of his functions to be discharged, subject to his directions and control, by such of the subordinate officers as he may from time to time decide.
 3. Being the Head of the college, all correspondence relating to the college shall, however, be routed through him.

REGISTRAR

POWERS AND DUTIES

1. In addition to the powers conferred by the Act, and subject to the general direction and control of the Vice-Chancellor, the Registrar shall exercise the following powers:
 - i) He shall have the power to enter into agreements, sign documents and authenticate records for and on behalf of the University
 - ii) He shall conduct such official correspondence relating to the University as is entrusted to him and be responsible for the proper maintenance of all the records of the University.
 - iii) He shall be the custodian of the records, common seal and such other properties of the University as the Executive Council may commit to his charge.
 - iv) He shall render generally such assistance as may be required by Vice-Chancellor in the performance of his official duties.
 - v) He shall have power to fix and define functions and duties of the non-teaching employees of the University.
 - vi) He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.
 - vii) He shall forward applications of the non-teaching employees of the University service, for appointments outside the University subject to

the service, for appointments outside the University subject to the service conditions laid down in this behalf.

- viii) He shall have power to take disciplinary action against such of the employees, other than teachers and other academic staff, as may be specified in the Ordinances, to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.
 - ix) He shall maintain in the prescribed form, a register of all the Registered Graduates of the University.
 - x) Subject to the control of the Executive Council, he shall, with the assistance of the Finance Officer
 - a. manage the property and investments of the University
 - b. see that all moneys are expended for the purpose for which they are granted or allotted; and
 - c. be responsible for the preparation of financial estimates and annual accounts.
 - xi) He shall be the custodian of all movable and immovable properties of the University, including all valuable securities, grants, title-deeds, sanads and cash of the University
 - xii) He shall, with the assistance of the Finance Officer realise and receive all grants and other moneys due to the University from whichever source that may be and he shall arrange for issue by the Finance Officer of receipts of discharge to all payments to the University.
 - xiii) He shall carry out such other work as the Executive Council may entrust him from time to time.
 - xiv) He shall carry out such other work as the Executive Council may entrust him from time to time.
 - xv) He shall perform such other work as may be required for carrying on the day-to-day administration of the University
2. (a) The Registrar shall, under the directions of the Vice-Chancellor, issue notices and agenda for the meetings of the Executive Council, the

Academic Senate, the Faculties, the Boards of Studies, their Committees, the Selection Committees and any other committee as and when constituted.

(b) He shall place before the meetings of the above Authorities, and committees, all such information as may be necessary for transaction of their business.

(c) Unless otherwise ordered by the Vice-Chancellor, he shall attend the meetings of the Executive Council, the Academic Senate, the Planning and Monitoring Board and also their Standing Committees and Committees constituted for specific purpose.

(d) Unless otherwise provided, he shall record and preserve safely the minutes or proceedings of the meetings of all the Authorities, the Planning and Monitoring Board, their committees and the Selection Committees.

(e) He shall maintain a permanent record of the Regulations and Syllabi relating to all courses of study, offered in the University since its inception, for future reference

(f) Under the provisions of Right to Information Act, 2005, the Registrar shall act as the Public Information Officer of the University.

(g) He shall, on application, previously made by any member of any Authority for the perusal of the proceedings of the Authority of which he is a member, and the documents connected with such proceedings, fix with the approval of the Vice-Chancellor, a convenient hour and date, which shall ordinarily be within ten days of the receipt of the application and arrange for perusal of the said proceedings and documents connected with such proceedings at the said hour and date.

(h) With the prior approval of the Vice-Chancellor, he may;

- i) depute any other competent officer, teacher or employee of the University to represent the University, on his behalf, and to sign and verify the pleadings, in suits and other legal proceedings by or against the University and

ii) delegate to the Principal or the Dean of the school the power of claiming, on behalf of the University, exemption from payment of customs, excise or other duties.

ADIKAVI NANNAYA UNIVERSITY

FINANCE OFFICER

POWERS AND DUTIES

1. 1) The Finance Officer shall be a whole-time officer of the University appointed by the University from out of a panel of three officers to be obtained from the Government in the Education Department on such terms and conditions as may be prescribed by the rules made by the Government, in this behalf*. He shall be the employee of the Government and the salary, allowances, pension and other remuneration shall be paid in the first instance out of the consolidated Funds of the State and later recovered from the University.
 - 2) He shall maintain the accounts of the University and also advise the University on all matters relating to income and expenditure.
 - 3) He shall be present at the meetings of the Finance Committee and participate in the discussions but shall not be entitled to vote.
2. The Finance Officer shall be the Secretary of the Finance Committee.

STATUTES

3. The Finance Officer shall be appointed by the Executive Council. The appointment, emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the rules made by the Government.
4. i) He shall make all arrangements for the transaction of business at the meetings of the Finance Committee under the guidance and supervision of the Vice-Chancellor and the Registrar.
 - ii) The Finance Officer shall exercise general supervision over the funds of the University and shall advise it with regard to its financial policy.
 - iii) He shall be in-charge of the Finance, Accounts and Audit branch of the University.
 - iv) He shall fix the duties and responsibilities of the staff working under him, exercise control over them and assess performance of their work.

- v) He shall make recommendations, whenever he deems necessary, to the Executive Council on all matters relating to the Finance, Accounts and Audit of the University.
- vi) He shall suggest any new account or audit form or register considered necessary or suggest alteration to any existing form or register suitably for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee and the Executive Council.
- vii) He shall take necessary steps to realize and receive grants or other moneys due to the University from the Central Government, State Governments, University Grants Commission and other bodies, Institutions or individuals.
- viii) He shall see that all payments received by the University are credited to the University Funds and shall arrange to issue cheques on behalf of the University for all authorized payments out of the University Funds.
- ix) He shall scrutinize every item of new expenditure not provided for in the budget estimates of the University.
- x) He shall arrange for payment of all salary bills including arrears of salary, contingent bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, arrange to pay all TA Bills, after ensuring that general sanction is received from the competent authorities.
- xi) He shall sanction payment of bills submitted by various Departments of the Governments, Institutions, Organizations and other bodies for supplies effected and services rendered on the basis of the orders placed by the competent authorities of the University, if there is budget allotment.
- xii) With the approval of the Vice-Chancellor he shall invest university funds in deposits, securities etc., which shall be reported to the Finance Committee and the Executive Council, immediately at their next meeting.

- xiii) He shall arrange to settle objections raised by the Audit appointed by the Government and carry out, after obtaining the approval of the Executive Council, such instructions as may be issued by the Government on that Audit Report.
- xiv) He shall take such action as may be necessary for completing the audit of the annual accounts well in advance so as to see that they are published in the Gazette, copies thereof together with the Annual Accounts are submitted to the Academic Senate and to the Government within the time limit fixed by Sec.20 of the Act.
- xv) He shall have power to countersign TA Bills of the employees working under him.
- xvi) He shall bring to the notice of the competent authority any unauthorized expenditure and financial irregularities.
- xvii) He shall perform such other duties as may be required from time to time by the Executive Council or the Vice-Chancellor.

CONTROLLER OF EXAMINATIONS

POWERS AND DUTIES

1. Subject to the general control of the Vice-Chancellor and the Registrar, the Controller of Examinations shall exercise and discharge the following powers and duties:
 - (a) He shall be in-charge of examination branch of the University
 - (b) He shall fix the duties of the staff working under him, exercise control over them and assess their work
 - (c) He shall, strictly in accordance with the provisions of the Code and instructions issued by the Executive Council and the Vice-Chancellor from time to time, make necessary arrangements for the conduct of all University Examinations, including paper setting, printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected therewith
 - (d) He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations
 - (e) He shall keep the Minutes of the meetings of the Boards of Examiners and all related Committees
 - (f) He shall convene meetings and issue notices therefore to the members of the Malpractices Enquiry Committee constituted by the University, the Boards of Examiners, question paper-setters, and other Committees appointed by them and to conduct the official correspondence thereof
 - (g) He shall have the power to countersign the travelling allowance bills and remuneration bills of examiners and question paper-setters and all other bills relating to the University Examinations

- (h) He shall, with the prior approval of the Vice-Chancellor appoint the Examiners and paper setters from the panels recommended by the respective Boards of Studies or any other body authorized to submit the panel
- (i) He shall take all the steps necessary for eliminating scope for malpractice by the candidates at all stages
- (j) He shall take steps for computerization of all processes in the conduct of examinations, tabulation and publication of results and issue of Certificates
- (k) He shall perform such functions and duties as assigned to him in the conduct of Convocation
- (l) He shall acquaint himself with the latest trends relating to 'Examination Reforms' and propose for consideration of the Authorities steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system
- (m) He shall be responsible for collection of all kinds of fees prescribed by the Executive Council regarding all process in and after conduct of examinations
- (n) He shall perform such other functions as may be assigned to him by the Executive Council and the Vice-Chancellor.

ADIKAVI NANNAYA UNIVERSITY

DUTIES

Professor	-	Teaching
Associate Professor	-	Teaching
Assistant Professor	-	Teaching
Deputy Registrar	-	Assisting Registrar in executing works
Assistant Registrar	-	Supervise 2 or more sections
Superintendent	-	In charge of a section
Senior Assistant	-	Assist Superintendent in discharging files
System Manager / programmer	-	In charge of Computer Centre
Librarian	-	In charge of Library

ADIKAVI NANNAYA UNIVERSITY

S.No.	Name of the Wing	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	All Matters Relating to University College of Arts & Commerce		Principal, University College of Arts & Commerce	Registrar
2	All Matters Relating to University College of Science & Technology		Principal, University College of Science & Technology	Registrar
3	All Matters Relating to University College of Engineering		Principal, University College of Engineering	Registrar
4	All Matters Relating to University College of Education		Principal, University College of Education	Registrar
5	All Matters Relating to Men's Hostel		Chief Warden, Men's Hostel	Registrar
6	All Matters Relating to Women's Hostel		Chief Warden, Women's Hostel	Registrar
7	All Matters Relating to Admissions	Assistant Directors of Admissions	Director, Admissions	Registrar
8	All Matters Relating to Syllabi & other Academic Matters and CAS	Assistant Dean, Academic Affairs	Dean, Academic Affairs	Registrar
9	All Matters Relating to Affiliated Colleges	Assistant Dean, CDC	Dean, College Development Council	Registrar
10	All Matters Relating to Examinations	Superintendent, UG Examinations & Assistant Registrar, PG Examinations	Controller of Examinations	Registrar
11	All matters relating to Establishment and other Service issues	Superintendent, Establishment	Deputy Registrar	Registrar
12	All matters relating to Finance and Accounts	Superintendent Accounts	Finance Officer	Registrar

S.No.	Name of the Wing	Assistant Public Information Officer	Public Information Officer	Appellate Authority
13	All Matters Relating to Transport, Guest House, Engineering Works, Maintenance, Construction of New Buildings etc.		University Engineer	Registrar
14	All Matters Relating to NSS Cell		Co-ordinator NSS	Registrar
15	All Matters Relating to Library		Assistant Librarian	Registrar
16	All Matters Relating to Health Centre		Medical Officer	Registrar
17	All Matters Relating to Physical Education		Assistant Director of Physical Education	Registrar

ADIKAVI NANNAYA UNIVERSITY: RAJAMAHENDRAVARAM

S.No.	Name	Designation	Pay Scale	Contact No.
1.	Prof. M Mutyalu Naidu	Vice-Chancellor	75000 + 5000 Spl. Allow.	9492195195
2.	Prof A Narasimha Rao	Registrar	37400 – 67000+ 10000 AGP	9581145333
3.	Prof P Suresh Varma	Professor	37400 – 67000+ 10000 AGP	9848375600
4.	Prof. Teki Surayya	Professor	37400 – 67000+ 10000 AGP	8121692457
5.	Prof. K S Ramesh	Professor	37400 – 67000+ 10000 AGP	9490338468
6.	Dr Y Srinivasa Rao	Associate Professor	37400 – 67000+ 9000 AGP	9440801165
7.	Dr. V Persis	Associate Professor	37400 – 67000+ 9000 AGP	9866492711
8.	Dr. M Kamala Kumari	Associate Professor	37400 – 67000+ 9000 AGP	9247828511
9.	Dr A Matta Reddy	Associate Professor	37400 – 67000+ 9000 AGP	9492510010
10.	Dr P Venkateswara Rao	Associate Professor	37400 – 67000+ 9000 AGP	9441447037
11.	Dr K Ramaneswari	Assistant Professor	15600 – 39100+ 7000 AGP	9491520547
12.	Dr. B Kezia Rani	Assistant Professor	15600 – 39100+ 7000 AGP	9849003727
13.	Dr. N Uday Bhaskar	Assistant Professor	15600 – 39100+ 7000 AGP	9490450510
14.	Dr. P Vijaya Nirmala	Assistant Professor	15600 – 39100+ 7000 AGP	9441140857
15.	Dr KV Swamy	Assistant Professor	15600 – 39100+ 7000 AGP	9396905691
16.	Dr D Kalyani	Assistant Professor	15600 – 39100+ 7000 AGP	9849419160
17.	Dr. P Uma Maheswari Devi	Assistant Professor	15600 – 39100+ 7000 AGP	9908727913

18.	Dr B Jagan Mohan Reddy	Assistant Professor	15600 – 39100+ 7000 AGP	9347153270
19.	Dr. D Jyothirmai	Assistant Professor	15600 – 39100+ 7000 AGP	9440787333
20.	Dr B Sankara Rao	Assistant Professor	15600 – 39100+ 7000 AGP	9440343418
21.	Mr NS Raghavendra	Assistant Professor	15600 – 39100+ 7000 AGP	9490767603
22.	Dr T Hymavathi	Assistant Professor	15600 – 39100+ 7000 AGP	9849426579
23.	Dr D Latha	Assistant Professor	15600 – 39100+ 7000 AGP	9493493214
24.	Mrs K Deepthi	Assistant Professor	15600 – 39100+ 6000 AGP	9985469607
25.	Ms N Sajna Raj	Assistant Professor	15600 – 39100+ 7000 AGP	8106141997
26.	Mrs Archana Raghuvamshi	Assistant Professor	15600 – 39100+ 7000 AGP	9700151859
27.	Dr. K Nooka Ratnam	Assistant Professor	15600 – 39100+ 6000 AGP	9949797108
28.	Dr. T Muralidhar	Controller of Examinations & Finance Officer(FAC)	37400-67000+ 8700 GP	9640818449
29.	Sri A V Krishna	University Engineer	49870-100770	9390014707
30.	Sri S Linga Reddy	Deputy Registrar	49870-100770	9000552898
31.	Mrs VAM Jyothi	System Manager cum programmer	46060-98440	9959912489
32.	Smt G Chandrakala	Superintendent	29760-80930	9703983616
33.	Smt B Vijaya Kumari	Superintendent	29760-80930	9247831981
34.	Sri K Manohar	Senior Assistant	22460-66330	9440672203
35.	Smt D Viraja	Senior Assistant	21230-63010	8297555453

ADIKAVI NANNAYA UNIVERSITY:: RAJAHMUNDRY

Budget Estimates for the year 2016-17

Rs in lakhs

Receipts		Budget Estimates
PART I	ANU Block Grant Account	1186.00
PART II (A)	Normal Budget Non Plan Internal Revenue Receipts	148.91
PART II (B)	AKNUCET Account	13.00
PART II (C)	ANU General Revenue Account	2739.44
PART II (D)	Examination account	1570.00
PART III	Earmarked (Special Funds)	220.63
PART IV	Debt. Deposit and Advance	221.99
		6099.97

Charges		Budget Estimates
PART I	ANU Block Grant Account	1186.00
PART II (A)	Normal Budget Non Plan Internal Revenue Receipts	148.91
PART II (B)	AKNUCET Account	13.00
PART II (C)	ANU General Revenue Account	2739.44
PART II (D)	Examination account	1570.00
PART III	Earmarked (Special Funds)	220.63
PART IV	Debt. Deposit and Advance	221.99
		6099.97