



# **KRISHNA UNIVERISTY**

**MACHILIPATNAM – 521 001. ANDHRA PRADESH. INDIA.**

## **HAND BOOK**

**(Under Right to information Act of Section 4(1) (B) )**

Krishna University, Machilipatnam

**2014**

# Chapter1

## Introduction

### **1.1 Background**

Krishna University, Machilipatnam, Pin: 521 001 is located in Krishna Dist, of Andhra Pradesh, Established in the year 2008 by separating from erstwhile Acharya Nagarjuna University, Guntur under a Govt Act. No.4 of 1991, G.O' Ms. No.89 Higher Education (U.E.II) dated 25.06.2008 and G.O Ms. No. 109, Higher Education (U.E.II) department dated 14.07.2008 at Machilipatnam, as the town is the head-quarters of Krishna District of Andhra Pradesh.

Krishna University is presently located at Andhra Jateeya Kalasala a famous first grade college in Machilipatnam. The university has started functioning from the academic year 2008-09 in the academic blocks of A.J. Kalasala Campus allotted for this purpose

There are 152 Affiliated Colleges including B.Ed and Professional Colleges(Government, Autonomous, Aided, Private Un-Aided) located in Krishna Dist.

### **1.2 Objective/purpose of this information handbook**

The purpose of this handbook is for creating awareness on the standardized information for each access understanding in respect of different functions, duties, power of the officers and employees procedure followed in the decisions making, process, rules, regulations, instructions, manuals, records, documents, budget allocations, remuneration of officers, statement of boards, councils, committees and other information as may be prescribed and there after update these publications every year.

### **1.3 Who are the intended users of the handbook?**

Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions, etc.

#### **1.4 Definitions of key terms**

KRU.	--	Krishna University, Machilipatnam
Admn.	--	Administration
Supdts.	--	Superintendents
C.S.	--	Computer Science

#### **1.5 Organization of information**

Chapter-1	--	Introduction.
Chapter-2	--	Krishna University Functions and Duties
Chapter-3	--	The Powers and Duties of the Officers of the University
Chapter-4	--	Procedure followed in decision-making process
Chapter-5	--	Norms set for the discharge of functions
Chapter-6	--	Rules, Regulations, Instructions Manuals and records for discharging functions
Chapter-7	--	Categories of Document held by the Public Authority under its control
Chapter-8	--	Arrangements for consultation with or Representation by the members of the Public Authority in relation to the formulation of Policy or implementation thereof
Chapter-9	--	Boards, Councils, Committees and other bodies of University
Chapter-10	--	Directory of officers and Employees of the University.
Chapter-11	--	Monthly remuneration of Officers Employees of the University.
Chapter-12	--	Budget allocated to each agency including plans, etc., of the University.
Chapter-13	--	Manner of execution of subsidy programmes
Chapter-14	--	Particulars of recipients of concessions, permits, or authorization granted by the public authority
Chapter-15	--	Information available in electronic format
Chapter-16	--	Particulars of facilities available to citizens for obtaining information
Chapter-17	--	Names & Designations and other particulars of Public Information Officers
Chapter-18	--	Other useful information

#### **1.6 Getting additional information**

For getting additional information to contact Public Information Officer and Additional Information Officer who are appointed by the Krishna University, Machilipatnam, through phone numbers and websites.

#### **1.7 Names & addresses of key contact points**

1. The Public Information Officer.
2. Prof. D. Suryachandra Rao, Registrar and Public Information Officer (PIO)  
Tel No's: (O) 08672 – 225963; (Fax) 225963; Mobile: 09542487999;  
Email- id: registrarku@gmail.com.

## Chapter 2

### Organization, Functions and Duties [Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:

**Name of the Organization** : Krishna University, Machilipatnam  
**Address** : A.J. Kalasala Campus, Rajupet,  
Machilipatnam- 521001.

**Functions & Duties** :

**As per Section-5, Chapter-II, A.P. Universities Act, 1991, the following are the Powers, functions and objects of the Universities.**

Every University established under this Act shall have the following powers, functions and objectives, namely:

- (1) To provide for instruction and training in such branches of learning as it may think fit;
- (2) To make provision for research extension programme and for the advancement and dissemination of knowledge;
- (3) To confer degrees and other academic distinctions on persons who have carried on research under conditions prescribed;
- (4) To confer honorary degrees or other academic distinctions on approved persons under conditions prescribed;
- (5) To create posts of Professors, Readers, Lecturers and any other teaching posts required by the University and to appoint persons therefore;
- (6) To create administrative, ministerial and other posts required by the University;
- (7) To acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or may have been acquired by it, for the purposes of the University and to contract and do all other things necessary for or incidental to the purposes of the University.
- (8) To institute, take over and maintain colleges and hostels;
- (9) To establish, maintain and manage or to affiliate Honours Colleges, Autonomous Colleges and Postgraduate Centres in any part of the University area outside the University Campus;
- (10) To confer autonomy on affiliated Colleges or Postgraduate Centres in any part of the University area outside the University Campus;

- (11) To transfer any or all the colleges or institutions maintained by the University to the administrative control of the Government on such conditions as it may determine;
- (12) To erect, equip and maintain laboratories, libraries and museums;
- (13) To affiliate or recognize colleges and institutions and to withdraw such affiliation or recognition;
- (14) To inspect affiliated and recognized colleges and institutions and to take measures to ensure that proper standards of instructions are maintained in them;
- (15) To make grants from the funds of the University to affiliated and recognized colleges and institutions;
- (16) To establish, maintain and manage research departments and institutions;
- (17) To make special provision for the spread of higher education among educationally backward classes of citizens;
- (18) To make special provision for colleges and institutions for women students;
- (19) To establish research institutions in any part of the University area whether within or outside the University Campus;
- (20) To fix fees and to demand and receive such fees and other charges as may be prescribed;
- (21) To make grants from the funds of the University for the maintenance of the National Cadet Corps;
- (22) To institute and manage:
  - (i) an Employment Bureau/Placements Cell;
  - (ii) an information Bureau;
  - (iii) Boards of University Extension;
  - (iv) University Sports and Athletic Clubs; and other similar bodies and associations
- (23) To Co-operate with other Universities, educational institutions and authorities in such manner and for such purposes as the University may determine;
- (24) generally to do all such other acts and things whether incidental to the powers aforesaid or not, as may be necessary or desirable to further the objects of the University as a residential, teaching and affiliating University, to cultivate and promote arts, fine arts, science, professional studies, technology and other branches of learning and to promote the interests of its students;
- (25) To supervise and control the conduct and discipline of the students of the University and its affiliated and recognized colleges and institutions, and to make arrangements for promoting their health and general welfare.

**Chapter 3**  
**Powers and Duties of Officers and Employees**  
**[Section 4(1)(b)(ii)]**

<b>Sl. No</b>	<b>Name of the Officer/Employee</b>	<b>Designation</b>	<b>Duties allotted/Powers (As per Section-10, 13, 14, 15, &amp; 16, Chapter-III, A.P. Universities Act, 1991, the following are the Powers and Duties of the Officers of the University-)</b>
1.	Sri E.S.L. Narasimhan	CHANCELLOR	<p>The Governor of Andhra Pradesh shall be the Chancellor of every University established or deemed to have been established under this Act. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at convocations of the University. he shall exercise such other powers and perform such other duties as may be conferred on or vested in him by or under the provisions of this Act. The Chancellor may by order in writing annual any proceeding of the University, which is not in conformity with this Act, the Satutes or the ordinances:</p> <p>Provided that before making any such order he shall give a notice calling upon the University to show cause why such an order should not be made and if any cause is shown within the time specified therefore in the said notice shall consider the same.</p>

2. Prof. V. Venkaiah VICE-CHANCELLOR
- (1) The Vice-Chancellor shall, by virtue of his office be a member and Chairman of the Executive Council and of 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 the address at any stage, 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 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 decision 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 of 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.

3. Prof. D. Suryachandra REGISTRAR  
Rao

The Registrar shall be a whole-time paid officer of the University appointed by the "**Monitoring and Development Committee**"(M&DC)/(Executive Council) for a term of three years or less and on such terms and conditions as may be prescribed by the Statutes, provided that he shall not continue in that office for more than six years.

(2) The Registrar shall act as the Secretary of the **M&DC** (Executive Council) and Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.

(3) The **M&DC** (Executive Council) may transfer the Registrar to a suitable position even before the completion of the term provided he is shown a position in the University with the same emoluments.



4. Prof. D. Suryachandra Finance Officer  
Rao
- As per Section-32(3), Chapter-IV of the Code Volume-1:**  
The Joint Registrar shall perform such functions as may be assigned to him from time to time by the Executive Council and generally render such assistance as may be desired by the Registrar in the performance of his official duties.
- (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 Fund 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.
5. Prof. Y.K.Sundara Krishna Controllor of Examinations
- As per Section 31(3) (4), Chapter-IV of A.U. Code Volume-I, the Controller of Examinations shall:**
- (a) exercise general supervision over conduct of University Examinations; and
- (b) perform such other functions as may be assigned to him by the Executive Council and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (4) Subject to the provision of the Act and the Statues, the Controllor of Examinations shall be responsible for the arrangements connected with the conduct of all University Examinations held under the authority of the University including the printing and issue of the question papers and all matters connected therewith.

Sl.No	Name of the Officer/Employee	Designation	Duties allotted	Powers
	Others & Statutory : As per Section-17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 & 28, Chapter-V, A.P. Universities Act, 1991 (Authorities of the University)		<p><b>17.</b> The following shall be the authorities of the University, namely;</p> <p>(i) The M&amp;DC (Executive Council);</p> <p>(ii) The Academic Senate;</p> <p>(iii) The Faculties;</p> <p>(iv) The Boards of Studies; and</p> <p>(v) Such other bodies, as the statues may declare to be Authorities of the University.</p> <p><b>18.</b> (1) The M&amp;DC (Executive Council) shall consist of the following persons namely (list of the <b>names</b> of the M&amp;DC (Executive Council members);</p>	
			<p><b><u>M&amp;DC Members:</u></b></p> <p>(1) Prof. V. Venkaiah Vice-Chancellor Krishna University, Machilipatnam- 521 001</p> <p>(2) Prof.L.Venugopal Reddy Chairman, AP State Council of Higher Education Masab Tank Hyderabad – 500 028</p> <p>(3) Smt. Nilam Swahney I.A.S Principal Secretary to Govt. Department of Higher Education A.P.Secretariat, Hyderabad – 500 022</p> <p>(4) Ms K Sunitha I.A.S Commissioner of Collegiate Education Govt. of Andhra Pradesh Hyderabad – 500 001</p> <p>(5) Sri K Venkateswara Rao Addl. Secretary to Govt. of AP Dept of Finance, AP Secrateriat Hyderabad - 500 022</p> <p>(6)Prof. D. Suryachandra Rao Registrar Krishna University Machilipatnam – 521 001</p>	

**19.** The Executive Council shall be the Executive authority of the University and shall have power,

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(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, requests, donations and other transfers 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 lecturers;

(ii) to appoint the teachers of the University and above the rank of lecturers 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 M&DC (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 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, travelling 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 Board of studies and to fix their fees;

(11) to conduct University Examinations and to approve and publish the results thereof;

(12) to prescribe the fees to be charged for admission to the examinations, 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 Proposed 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 suomotu 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 Regulations, Statutes and Ordinances;

(25) to delegate any of its powers to the Vice-Chancellor or to a committee from among 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, readers, lecturers 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 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, travelling allowances, scholarships, exhibitions, bursaries, studentships, medals and prizes;

(35) to provide for lecturers and instruction persons not being students of the University and 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.

#### **20. (Annual Accounts)**

The M&DC (Executive Council) shall prepare during each financial year the annual accounts of the University of the preceding financial year and submit them to such audit as the Government may direct before the end of the financial year. The accounts so audited shall be published in the Andhra Pradesh Gazette and copies thereof together with copies of audit report shall be submitted to the Academic Senate not later than two years from the end of the financial year to which the accounts relate and also to the Government.

#### **21. (Financial Estimates)**

The M&DC (Executive Council) shall prepare before such date as may be prescribed by the Statutes, the financial estimates for the ensuing financial year along with annual accounts whether audited or not of the preceding financial year and submit the same to the Academic Senate. These estimates shall be considered by the Academic Senate at its annual meeting and the resolutions of the Academic Senate thereon shall be submitted to the Government information.

## **22. (Annual Report)**

The M&DC (Executive Council) shall prepare an annual report of the University and send it to the Academic Senate on or before such date as may be prescribed by the Statues. The report shall be considered by the Academic Senate at its next annual meeting. A copy of the report with a copy of the resolution thereon, if any, of the Academic Senate shall be submitted to the State Government for information.

## **23. Power to incur unforeseen expenditure**

The M&DC (Executive Council) may, for reasons to be recorded in writing incur any expenditure for which no provision has been made in the budget or which is in excess of the amount provided in the budget, but report of expenditure incurred shall be made to the Academic Senate at its next meeting for approval.

## **24. The Academic Senate :**

A proposal was sent to the government to constitute the Academic Senate for Krishna University . The proposed members shall consists of :

*Class I - Ex-Officio Members :*

- (1) all members of the Executive Council;
- (2) all Deans of Faculties;
- (3) all Ex-Vice-Chancellors of the University concerned;
- (4) the Director of Technical Education;
- (5) the Director of Medical Education;
- (6) the Director of School Education;
- (7) the Director of Adult Education;
- (8) the Director of Intermediate Education;
- (9) the Chairman of the Andhra Pradesh State Council of Higher Education or in his absence the Vice-Chairman thereof.
- (10) the Director, Telugu Academy;
- (11) all members of the University Planning and Monitoring Board.

*Class II Life Members :*

- (1) All donors who are earlier members of the erstwhile Senate;
- (2) all persons who donate an amount of not less than rupees five lakhs to the University.



Class III - Members to be nominated by the Govt.

(1) one third or twenty Professors whichever is less, of the University colleges, by rotation;

(2) one third or twenty Principals whichever is less of the affiliated colleges in the University area by rotation;

(3) seven persons of whom two shall belong to the members of the Scheduled Castes and one shall belong to Scheduled Tribes, two shall belong to Backward Classes and two shall be women;

(4) two Principals of Junior Colleges or Higher Secondary Schools in the University area;

(5) ten persons to represent professionals, belonging to the fields of medicine, engineering, business, law, banking, etc.

(6) two persons belonging to the non-teaching staff employed in the colleges of the University area;

(7) six students to be nominated on merit basis of whom two shall be undergraduates, two shall be post-graduates, one shall be a research scholar and one student of a professional college;

(8) one Librarian of any college in the University area;

(9) one Physical Director of any college in the University area;

(10) two persons from Research Laboratories or Institutions of the Government of India in the University area;

(11) one Professor from each of the other Universities in the State;

(12) two representatives of the managements of Private colleges in the University area.

## **25. Powers of the Academic Senate**

(1) The Academic Senate shall have the authority to provide instruction and training in such branches of learning as it thinks fit. It shall exercise general supervision over the Academic Policies of the University and provide leadership for raising the standard and quality of Education and research.

(2) In particular the Academic Senate shall have power, -

(a) to consider the annual report and budget estimates prepared by the Executive Council;

(b) to advise the Board of Studies on all academic matters, including the control and management of the libraries;

(c) to constitute the several faculties as may be prescribed;

(d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching;

(e) to make recommendations to the Executive Council for the creation of posts of professors, readers, lecturers and other teaching posts and in regard to the duties and emoluments thereof;

(f) to make recommendations to the Executive Council for the recognition of teachers qualified to give instruction in affiliated and oriental colleges;

(g) to make recommendation to the Executive Council for the selection of a college in the University area on a reference made thereof by the Executive Council for the conferment of autonomy on such college or for withdrawal of autonomy already conferred.

(h) to make regulations for the encouragement of cooperation and reciprocity among colleges with a view to promoting academic life;

(i) to make regulations regarding the admission of students to the University;

- (j) to make regulations relating to courses, examinations and the conditions on which students shall be admitted to examinations for the degrees of the University;
- (k) to decide the conditions under which exemptions relating to the admission of students to examinations may be given;
- (l) to appoint standing committees and to delegate to them or the Vice-Chancellor, powers to execute any of the functions assigned by this Act;
- (m) to make regulations for the use of Telugu as medium of instruction and examination.

### **THE FACULTIES AND BOARDS OF STUDIES**

**26.** (1) The University shall have such faculties as may be prescribed by Statutes.

(2) Each faculty shall consist of such departments of teaching as may be prescribed by Statutes.

(3) The constitution and Functions of the Faculties shall be prescribed by Statutes.

(4) (a) There shall be Dean/Chairman for each faculty who shall be appointed by the Executive Council from among the members of the faculty concerned on the recommendation of the Vice- Chancellor.

(b) The terms and conditions of the office of Dean/ Chairman shall be prescribed by Ordinances.

**27.** A separate Board of Studies shall be attached to each department of teaching. The constitution and functions of the Boards of Studies shall be prescribed by Ordinances. There shall be representation for students on the Boards of Studies.

**28.** (1) There shall be a Planning and Monitoring

Board consisting of :

- (i) the Vice-Chancellor (Chairman);
- (ii) four from among the Principals of University and Professional colleges, Deans/Chairman of Faculties nominated by the Vice-Chancellor.
- (iii) two Educationists nominated by the Govt.
- (iv) two nominees of the Univ. Grants Commission

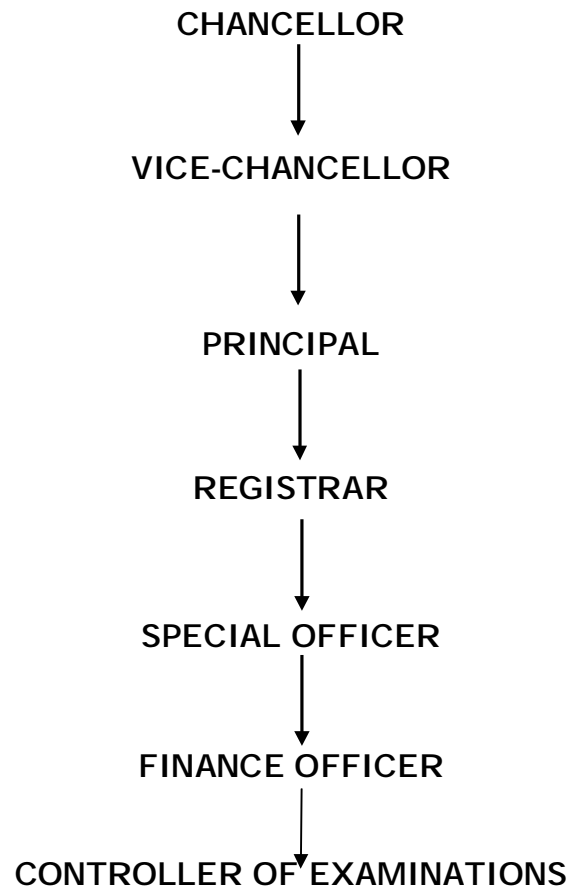
(2) The Board shall be the principal Planning and reviewing body and it shall also arrange for periodical monitoring of the developmental programmes and of teaching and research in the University.

**Chapter 4**  
**Procedure Followed in Decision-making Process**  
**[Section 4(1)(b)(iii)]**

4.1 Describe the procedure followed in decision-making by the public authority.

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority</b>
Goal-setting & Planning	There shall be a Planning and Monitoring Board consisting of:  (i) the Vice- Chancellor (Chairman); (ii) Four from among the Principals of University and Professional colleges, Deans/Chairman of Faculties nominated by the Vice-Chancellor. (iii) Two Educationists nominated by the Govt. (iv) two nominees of the Univ. Grants Commission	The Board shall be the principal Planning and reviewing body and it shall also arrange for periodical monitoring of the developmental programmes and of teaching and research in the University	The M&DC/EC
Budgeting	Annual Budget	Vice-Chancellor	The M&DC/EC
Formulation of programmes, schemes and projects	Funding agencies like CSIR DST, DBT, UGC AICTE	Vice-Chancellor	The M&DC/EC
Recruitment / hiring of personnel	There is ban on direct recruitments as per Act 2/1994	Vice-Chancellor	The M&DC/EC
Release of funds	Block grant funds from State Govt.	Vice-Chancellor	The M&DC/EC
Implementation/ delivery of service/ utilization of funds	Salaries, Pensions, Buildings & Developmental activities	Vice-Chancellor	The M&DC/EC
Monitoring & evaluation	-	-	-
Gathering feedback from public	-	-	-
Undertaking improvements	Faculty improvement, student activities and beautification of Campus	Vice-Chancellor	The M&DC/EC

## 4.2 FLOW CHART



## Chapter 5 and 6

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

#### [Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No	Description Rules & Regulations	Gist of contents
1.	Conduct & Disciplinary Rules	<ol style="list-style-type: none"> <li>1. Every person, except the Vice-Chancellor, in the Service of the University holds his office during the pleasure of the Head of the University. No suit or other proceeding shall lie in a Civil Court against the University at the instance of a University employee in respect of any order affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a University employee. If a University employee feels aggrieved by any such action or order, his remedy is to appeal or to submit a memorandum to higher authorities subject to the conditions and restrictions, if any, prescribed by the rules applicable to his service. The Chancellor's decision in all such matters shall be final.</li> <li>2. No University employee shall take part in any act or movement calculated in the judgement of the Vice-Chancellor to bring the University into disrepute. It shall be the duty of every one of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof, which would be improper.</li> <li>3. The teachers and employees of the University shall not indulge in any public criticism of the University administration in such manner as favours of defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to its staff or students of the Colleges. Nor shall it be permissible for them to indulge in criticisms, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.</li> <li>4. If a teacher of the University by speeches or otherwise seeks to mislead the students into activities which in the judgement of the Vice-Chancellor are objectionable, he is liable to be punished for dereliction of duty.</li> <li>5. All employees of the University, whether on the teaching or ministerial or other staff, and whether paid a salary or not paid any or whether in receipt of honorarium or allowances and whether full-time, be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules will be dealt with severely.</li> </ol>

## Chapter 7

### Categories of Documents held by the Public Authority under its control [Section 4(1)(b) (vi)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl.No.	Category of Document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
1		Code Volume-I	Registrar
2		Administrative Manual	Registrar
3		Standing Orders of the M&DC/Executive Council	Registrar
4		Office Manual	Registrar
5		The AP Universities Act, 1991	Registrar

## Chapter 8

Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof

## Chapter 9

### Boards, Councils, Committees and other Bodies constituted as part of Public

#### Authority

#### [Section 4(1)(b) v (ix)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of
M & DC(Executive Council)	Specified in Chapter 3 Sec 18(1)	Described in detail in Chapter 3 Sec 19	No
Academic Senate	Specified in Chapter 3 Sec 24	Described in detail in Chapter 3 Sec 25	No
The Faculties and Boards of Studies	Specified in Chapter 3 Sec 26 & 27	Described in Chapter 3 Sec 26 & 27	No
Planning & Monitoring Board	Specified in Chapter 3 Sec 28(1)	Described in Chapter 3 Sec 28(2)	No
Finance Committee	All these Committees have the Vice-Chancellor as Chairman and four EC members as the members	The Detailed functions are prescribed in the Code Volume I	No
Code Committee			
Site and buildings Committee			
Publications Committee			
Exemptions Committee			
Discipline Committee			
Affiliated Colleges			
Misconduct Committee			



9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

## Chapter 10 Directory of Officers and Employees

[Section 4(1)(b)(x)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc.)

Sl. No.	Name of Office / Administrative Unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
<i>Information enclosed vide Annexure 'A'</i> <b><a href="http://www.krishnauniversity.ac.in">http://www.krishnauniversity.ac.in</a></b>				

## Chapter 11

### Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

[Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	Designation	Monthly Remuneration including is composition	System of compensation to determine Remuneration as given in regulation
Enclosed vide Annexure 'B' <a href="http://www.krishnauniversty.ac.in">http://www.krishnauniversty.ac.in</a>			

## Chapter 12

### Budget allocated to each agency including plans, etc., of a.u.

[Section 4(1)(b)(xi)]

Enclosed vide Annexure 'C'  
<http://www.krishnauniversity.ac.in>

## Chapter 14

### Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4(1)(b)(xiii)]

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format:

#### Institutional Beneficiaries

#### Individual Beneficiaries

Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
1.	Supporting Staff (upto the cadre of Supdts.)	Bus Pass Reimbursement	Every month	Vice-Chancellor Krishna University
2.	Supporting Staff (upto the cadre of Supdts.)	Tuition Fee Reimbursement	Once in a year	Vice-Chancellor Krishna University

## Chapter 15

### Information Available in Electronic Form

#### [Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Internet, etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information
website	<a href="http://www.krishnaunivrsity.ac.in">http://www.krishnaunivrsity.ac.in</a>	Krishna University Machilipatnam	Registrar

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

## Chapter 16

### Particulars of Facilities available to Citizens for Obtaining Information

#### [Section 4(1)(b)(i)]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	Central Administrative Office, Krishna University.	Examination Results
News Paper Reports	--	--
Public	--	--
Information Counter	Enquiry Counter, Central Administrative Office, Krishna University	Examinations Enquiry
Publications	Krishna University, Machilipatnam	P.G., U.G. Syllabuses, Applications (Exams.), University Handbooks, Telephone Directory, Stationary printing of KRU., etc.
Office Library	UNIVERSITY LIBRARY, Krishna University Machilipatnam	Books of all faculties, journals, International Magazines and Indian & International Newspapers, etc.
Websites	Krishna University	<a href="http://www.krishnauniversity.ac.in">http://www.krishnauniversity.ac.in</a>
Other Facilities (name)	--	--

## Chapter 17

### Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

Public Information Officer(s)

List enclosed vide Annexure 'D'

#### Public Information Officer

Sl. No.	Name of Office/ Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax	Email
1.	Krishna University	Prof. D. Suryachandra Rao	(O) 08672-225963 (M) 09542487999	registrarku@gmail.com

#### Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel:	Email
1.	Prof. V. Venkaiah VICE CHANCELLOR	Krishna University Krishna District	(O) 08672-226969 (F) 08672-225960 (Res)08672-254844 (M)9177513399	vicechancellorku@gmail.com

## Chapter 18

### Other Useful Information [Section 4(1)(b)xvii]

- 18.1 Please give below any other information or details of publications, which are of relevance or of use to the Citizens.
- 
- 18.2 You may mention here information of your department, which is excluded under section 8(1) of the Act and/or under Rules of the State Government as guidance to the public seeking information from your department.