(1)* कुलाध्यक्ष की अनुमति एवं सहमति से मानव संसाधन विकास मंत्रालय दिनांक 8-11-05 एफ. 27-4/2005 एसीटीएम (यू)

(2)* कुलाध्यक्ष की अनुमति एवं सहमति से मानव संसाधन विकास मंत्रालय दिनांक 13-10-06 एफ.27-4/2005 एसीटीएम (यू)

ह./ अपठनीय
(रजिस्ट्रार)

[विज्ञापन-III/IV/230/06/असाधारण]

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(Department of Secondary Education and Higher Education)

MAULANA AZAD NATIONAL URDU UNIVERSITY

NOTIFICATION

Hyderabad, the 31st October, 2006

No. MANUU/Admn. I/F. 1/2006-07/716.—Vide letters mentioned against each has communicated the assent of the Visitor to the amendments of following Statutes of the University :

Amendment to Statute	MHRD Letter No. & date
No.14	F.27-5/2004-Desk (U), dated 7th March, 2005
No.39 (First Amendment)	F.27-4/2005-Desk (U), dated 7th November, 2005
No.40	-do-
No.5	F.27-3/2006-Desk (U), dated 13th October, 2006
No.6	-do-
No.23	-do-
No.39 (Second Amendment)	F.27-4/2005-Desk (U), dated 13th October, 2006

In terms of Section 43 of Maulana Azad National Urdu University Act, 1996 (No.2 of 1997) these Amended Statutes are to be published in the Official Gazette and also to be laid before each house of the Parliament.

AMENDMENT TO STATUTE 14 OF THE STATUTE OF UNIVERSITY

Existing Statute	Statute as it would read after amendment
The Academic Council **14.** (1) Ten members of the Academic Council shall form a quorum for a meeting of the Academic Council	**The Academic Council** **14.** (1) The Academic Council shall consist of the following members namely; i. The Vice Chancellor - Chairman ii. The Pro-Vice Chancellor iii. Deans of Schools of Studies iv. Directors of Directorates v. Heads of Teaching Departments vi. All Professors (except those who are Deans of Schools of Studies & Heads of the Departments) vii. One Reader who is not Head of Teaching Department by rotation according to seniority to be appointed by the Vice Chancellor. viii. One Academic Staff equivalent to Reader's grade by rotation according to seniority, to be appointed by the Vice Chancellor ix. One Lecturer by rotation according to seniority, to be appointed by the Vice Chancellor x. One Academic Staff equivalent to Lecturer's grade by rotation according to seniority, to be appointed by the Vice Chancellor xi. Librarian xii. Six persons not in the service of the University co-opted by the Academic Council for their special knowledge in educational progress and development. (2) All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years (3) Ten Members of the Academic Council shall form quorum for a meeting of the Academic Council.

Internet

Amendment to Statute 39 (Ist Amendment)

Existing	After amendment would read as
39. The University shall have presently the following Schools, Departments, Directorates and Centres namely; **School of Studies:** 1. School of Langauges, Linguistics & Indology 2. School of Commerce and Business Management 3. School of Journalism and Mass Communication **Department of Studies:** 1. Department of Urdu 2. Department of English 3. Department of Hindi 4. Department of Management 5. Department of Mass Communication **Directorates:** 1. Directorate of Women Education 2. Directorate of Distance Education **Regional Centres:** 1. Regional Centre Delhi 2. Regional Centre Patna 3. Regional Centre Bangalore	**39.** The University shall have presently the following Schools, Departments, Directorates and Centres namely; **School of Studies:** 1. School of Langauges, Linguistics & Indology 2. School of Commerce And Business Management 3. School of Journalism and Mass Communication **Department of Studies:** 1. Department of Urdu 2. Department of English 3. Department of Hindi 4. Department of Management 5. Department of Mass Communication 6. Department of Education and Training 7. Department of Translation 8. Department of Women Education 9. Department of Distance Education **Directorates:** 1. Directorate of Women Education 2. Directorate of Distance Education **Regional Centres:** 1. Regional Centre Delhi 2. Regional Centre Patna 3. Regional Centre Bangalore 4. Regional Centre Bhopal 5. Regional Centre Darbhanga

IndiaCode

Amendment to Statute 40

Existing	After amendment would read as
40	**40**
1. The Executive Council shall consist of the following members namely;	1. The Executive Council shall consist of the following members namely;
(i) Vice-Chancellor;	(i) Vice-Chancellor;
(ii) Pro- Vice-Chancellor;	(ii) Pro- Vice-Chancellor;
(iii) Four members from among Deans of School of Studies by rotation according to seniority, to be appointed by the Vice-Chancellor;	(iii) Four members from among Deans of School of Studies by rotation according to seniority, to be appointed by the Vice-Chancellor;
(iv) One Professor who is not a Dean by rotation according to seniority, to be appointed by the Vice-Chancellor;	(iv) One Professor who is not a Dean by rotation according to seniority, to be appointed by the Vice-Chancellor;
(v) One Reader, by rotation according to seniority, to be appointed by the Vice-Chancellor;	(v) One Reader, by rotation according to seniority, to be appointed by the Vice-Chancellor;
(vi) One Lecturer, by rotation according to seniority, to be appointed by the Vice-Chancellor;	(vi) One Lecturer, by rotation according to seniority, to be appointed by the Vice-Chancellor;
(vii) Two members of the Court, none of whom shall be an employee or a student of the University or an Institution recognized by or associated with the University, to be nominated by the Visitor; and	(vii) Two members of the Court, none of whom shall be an employee or a student of the University or an Institution recognized by or associated with the University, to be nominated by the Visitor; and
(viii) Four persons of distinction in academic and public life, to be nominated by the Visitor;	(viii) Four persons of distinction in academic and public life, to be nominated by the Visitor;
	(ix) Directors of Women Education and Distance Education to be appointed by the Vice-Chancellor.
2. All the members of the Executive Council, other than the Vice-Chancellor and Pro- Vice-Chancellor, shall hold office for a term of three years.	2. All the members of the Executive Council, other than the Vice-Chancellor and Pro- Vice-Chancellor, shall hold office for a term of three years.
3. Five members of the Executive Council shall form a quorum for a meeting of the Executive Council.	3. Five members of the Executive Council shall form a quorum for a meeting of the Executive Council.
4. If any member of the Executive Council consequent on becoming a Member of Parliament (Lok/Rajya Sabha) is inducted into the cabinet in the capacity of either the Union Minister/Minister of State/Deputy Minister or Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman, Rajya Sabha, his/her nomination/election to the Executive Council of the University shall be deemed to have been terminated.	4. If any member of the Executive Council consequent on becoming a Member of Parliament (Lok/Rajya Sabha) is inducted into the cabinet in the capacity of either the Union Minister/Minister of State/Deputy Minister or Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman, Rajya Sabha, his/her nomination/election to the Executive Council of the University shall be deemed to have been terminated.

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AMENDMENT TO STATUTE NO.5

Existing	After amendment reads as
Registrar	**Registrar**
(1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.	(1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
(2) He shall be appointed for a term of five years and shall be eligible for re-appointment:	(2) He shall be appointed for a term of five years and shall be eligible for re-appointment:
(3) The emolument and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time:	(3) The emolument and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time:
Provided that the Registrar shall retire on attaining the age of sixty years.	Provided that the Registrar shall retire on attaining the age of sixty-two years.
Provided further that a Registrar shall, notwithstanding, his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.	
(4) When the Office of the Registrar is vacant or when the Registrars is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.	(4) When the Office of the Registrar is vacant or when the Registrars is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
(5) (a) The Registrar shall have power to take disciplinary action against such of the employees, other than teachers and academic staff, as may be specified in the Ordinances, to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure of withholding of increment:	(5) (a) The Registrar shall have power to take disciplinary action against such of the employees, other than teachers and academic staff, as may be specified in the Ordinances, to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure of withholding of increment:
Provided that no such penalty such be imposed unless the person concerned has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.	Provided that no such penalty such be imposed unless the person concerned has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).	(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(e) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(6) The Registrar shall be *ex officio* secretary of the Executive Council, the Academic Council and the Boards of Studies, but shall not be deemed to be a member of any of these authorities and he shall be *ex officio* Member-Secretary of the Court.

(7) It shall be the duty of the Registrar:-

(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;

(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Boards of Studies and of any Committees appointed by those authorities;

(c) to keep the minutes of all the meeting of the Executive Council, the Academic Council and of any Committees appointed by those authorities;

(d) to conduct the official correspondence of the Executive Council and the Academic Council;

(e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;

(f) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;

(g) to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and

(h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

(e) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(6) The Registrar shall be *ex officio* secretary of the Executive Council, the Academic Council and the Boards of Studies, but shall not be deemed to be a member of any of these authorities and he shall be *ex officio* Member-Secretary of the Court.

(7) It shall be the duty of the Registrar:-

(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;

(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Boards of Studies and of any Committees appointed by those authorities;

(c) to keep the minutes of all the meeting of the Executive Council, the Academic Council and of any Committees appointed by those authorities;

(d) to conduct the official correspondence of the Executive Council and the Academic Council;

(e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;

(f) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;

(g) to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and

(h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

AMENDMENT TO STATUTE NO.6

Existing	After amendment reads as
Finance Officer	**Finance Officer**
(1) The Finance Officer shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.	(1) The Finance Officer shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
(2) He shall be appointed for a term of five years and shall be eligible for re-appointment.	(2) He shall be appointed for a term of five years and shall be eligible for re-appointment.
(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time: Provided that a Finance Officer shall retire on attaining the age of sixty years: Provided further that the Finance Officer shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.	(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time: Provided that a Finance Officer shall retire on attaining the age of sixty two years:
(4) When the Office of the Finance Officer is vacant or when the Finance Officer is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person, as the Vice-Chancellor may appoint for the purpose.	(4) When the Office of the Finance Officer is vacant or when the Finance Officer is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person, as the Vice-Chancellor may appoint for the purpose.
(5) The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not be deemed to be a Member of such Committee.	(5) The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not be deemed to be a Member of such Committee.
(6) The Finance Officer shall:- (a) exercise general supervision over the funds of the University and shall advice it as regards its financial policy; and (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes of the Ordinances.	(6) The Finance Officer shall:- (a) exercise general supervision over the funds of the University and shall advice it as regards its financial policy; and (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes of the Ordinances.

(7) Subject to the Control of the Executive Council, the Finance Officer shall:-	(7) Subject to the Control of the Executive Council, the Finance Officer shall:-
(a) hold and manage the property and investments of the University including trust and endowed property;	(a) hold and manage the property and investments of the University including trust and endowed property;
(b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;	(b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;	(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
(d) keep a constant watch on the state of the cash and bank balances and on the state of investment;	(d) keep a constant watch on the state of the cash and bank balances and on the state of investment;
(e) watch the progress of the collection of revenue and advice on the methods of collection employed;	(e) watch the progress of the collection of revenue and advice on the methods of collection employed;
(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories and Institutions maintained by the University;	(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories and Institutions maintained by the University;
(g) bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and	(g) bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
(h) call for from any office, Centre, Laboratory or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.	(h) call for from any office, Centre, Laboratory or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
(8) Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.	(8) Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

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AMENDMENT TO STATUTE NO. 23

Existing	After amendment reads as
23. Terms and conditions of service and code of conduct of the teachers, etc.	**23. Terms and conditions of service and code of conduct of the teachers, etc.**
(1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.	(1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the notifications of the UGC and as amended from time to time and also as specified in the Statutes, Ordinances and the Regulations of the University.
(2) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.	(2) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
(3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.	(3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.
	(4) The age of superannuation for all the teachers would be 62 years and thereafter no extension in service would be given. However, it will be open to the University to re-employ a superannuated teacher up to the age of 65 years.

Amendment to Statute 39 (2nd Amendment)

Existing	After amendment would read as
39. The University shall have presently the following Schools, Departments, Directorates and Centres namely; **School of Studies:** 1. School of Langauges, Linguistics & Indology 2. School of Commerce and Business Management 3. School of Journalism and Mass Communication **Department of Studies:** 1. Department of Urdu 2. Department of English 3. Department of Hindi 4. Department of Management 5. Department of Mass Communication 6. Department of Education and Training 7. Department of Translation 8. Department of Women Education 9. Department of Distance Education **Directorates:** 1. Directorate of Women Education 2. Directorate of Distance Education **Regional Centres:** 1. Regional Centre Delhi 2. Regional Centre Patna 3. Regional Centre Bangalore 4. Regional Centre Bhopal 5. Regional Centre Darbhanga	**39.** The University shall have presently the following Schools, Departments, Directorates and Centres namely; **School of Studies:** 1. School of Langauges, Linguistics & Indology 2. School of Commerce And Business Management 3. School of Journalism and Mass Communication 4. School of Arts and Social Sciences *2 5. School of Sciences * 2 6. School of Education and Training *2 **Department of Studies:** 1. Department of Urdu, Persian & Arabic *2 2. Department of English 3. Department of Hindi 4. Department of Management & Commerce *2 5. Department of Mass Communication & Journalism *2 6. Department of Education and Training * 1 7. Department of Translation * 1 8. Department of Women Education * 1 9. Department of Distance Education * 1 10. Department of Political Science & Public Administration * 2 11. Department of Socialogy & Social Work * 2 12. Department of Computer Sciences & Information Technology *2 **Directorates:** 1. Directorate of Women Education 2. Directorate of Distance Education **Regional Centres:** 1. Regional Centre Delhi 2. Regional Centre Patna 3. Regional Centre Bangalore 4. Regional Centre Bhopal * 1 5. Regional Centre Darbhanga * 1 6. Regional Centre Srinagar * 2 7. Regional Centre Mumbai * 2 8. Regional Centre Kolkata * 2 1. Assented to by the Visitor and conveyed through MHRD Letter No. F.27-4/2005 Desk (U), Dated 7-11-2005. 2. Asserted to by the Visitor and conveyed through MHRD Letter No. F.27-4/2005 Desk (U), Dated 13-10-2006

Sd - Illegible

(Registrar)

[Advt.-III/IV/230/06/Exty]

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उ. प्रत्येक पाठ्यक्रम के लिए पाठ्यपुस्तकें संबंधित विभाग/केंद्रों द्वारा प्रस्तावित होंगी और जिन्हें शिक्षा बोर्ड तथा शैक्षणिक परिषद् द्वारा स्वीकृति प्राप्त होगी ।

७. मूल्यांकन

मूल्यांकन के नियम अलग से दिये गए है ।

८. पाठ्यक्रमों से विद्यार्थियों का निष्कासन :

असंतुष्ट प्रदर्शन/बुरे व्यवहार के आधार पर विभाग अथवा केंद्र से प्राप्त शिकायत पर स्कूल के डीन कुलपति से दोषी विद्यार्थी को निष्कासन की सिफ़ारिश कर सकते है ।

ह./ अपठनीय
(रजिस्ट्रार)
[विज्ञापन-III/IV/230/06/असाधारण]

NOTIFICATION

Hyderabad, the 31st October, 2006

No. MANUU/Admn. I/F. 1/2006-07/716.—Vide letters No. F. 27-10/2004-Desk(U), dated 7th April, 2005

has accorded

'NO OBJECTION' to the framing of the following Ordinances

1. Admission of Students to the University (Regular on Campus students)
2. Admission of Students to the University (Distance Education students)
3. Medium of Instructions and conduct of Examinations
4. Fee Payable by Students of the University
5. Conditions governing the acceptance of endowment for award of fellowship / scholarship / studentship / gold medal / prizes
6. Convocation for conferring degrees
7. Award of Degrees / Diplomas / Certificates

In terms of Section 43 of Maulana Azad National Urdu University Act, 1996 (No.2 of 1997) these Ordinances are to be published in the Official Gazette and also to be laid before each house of the Parliament.

ADMISSION OF STUDENTS TO THE UNIVERSITY

(For Regular on Campus Mode)

[Act S. 5(xvii), 27 (1)(a)]

1. Application form for admission to the various courses offered by University shall be as prescribed by Academic Council/or any other body, from time to time.

2. The last date for the receipt of applications for admission to various Schools of the University shall be fixed each year by the Academic Council.

3. The last date for admission to the Schools of the University shall be fixed each year by the Academic Council.

4. The number of students to be admitted in the Schools of the University in the coming session shall be prescribed each year by the Academic Council.

5. Admissions to the Post-graduate and M. Phil courses shall be made by the Admission Committee as constituted by the School or Department/Centre. The Committee will consist of the Dean/Head of the Department/Centre and two senior most members of the staff of the department.

6. Admission to the course leading to the Degree of Doctor of Philosophy shall be considered by the School Board of the School concerned.

7. Minimum qualifications for admission to the courses in various departments shall be prescribed by the Dean of the School in consultation with the heads of the Departments/Centres each year, subject to the concessions provided for by the Regulations. Candidates shall be admitted to the various courses in order of merit.

8. Such candidates who satisfy the requisite qualifications may be considered for admissions on the basis of the academic record, and/or performance of the applicant at any entrance test/viva voce as may be prescribed in respect of each course.

9. Only such candidates who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examination as has been recognized equivalent, shall be considered for admission.

10. 15% of the seats in the academic programmes/courses offered by the University shall be reserved for students belonging to Scheduled Caste and 7 ½% for students belonging to Scheduled Tribe. Provided that the University may also make such special provision for the admission of candidates belonging to the physically handicapped and such other disadvantaged groups on the recommendations of the Academic Council from time to time.

11. No student shall ordinarily be admitted to more than one course at a time.

    Note: However, students admitted to evening P.G. Diploma course are permitted to pursue any regular course in other institutions. Students

admitted to a regular course in the University are also permitted to pursue part-time evening Certificate/Diploma courses of professional nature in other institutions.

12. The minimum and maximum duration for the courses offered by the University shall be prescribed by the Academic Council.

13. If a student who has been admitted is found medically unfit, his admission shall be cancelled.

14. A candidate shall be admitted to the course in a School on his enrollment as a student of the University after paying the enrolment fee prescribed by the Ordinances.

15. A student admitted to the University shall be a member either of a Hall of Residence/Hostel or Non-Resident Students Centre of the University.

16. If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his name shall be removed from the rolls of the University.

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ADMISSION OF STUDENTS TO THE UNIVERSITY

(For Distance Education Mode)

[Act S. 5(xxv), 27 (1)(a)]

(1) Admission to academic programmes/courses offered by the University shall be open to all who fulfill the conditions of eligibility prescribed for each such programme/course.

(2) The conditions of eligibility with respect to prior educational qualifications, age and such other requirements shall be prescribed by the Academic Council for each academic programme or course and the University shall make admission to these programmes/courses subject to fulfillment of these requirements.

(3) It shall be open to the University to conduct such tests as it may prescribe from time to time for admission to specific academic programmes/courses.

(4) 15% of the seats in the academic programmes/courses offered by the University shall be reserved for students belonging to Scheduled Caste and 7 ½% for students belonging to Scheduled Tribe. Provided that the University may also make such special provision for the admission of candidates belonging to the physically handicapped and such other disadvantaged groups on the recommendations of the Academic Council from time to time.

(5) The minimum and maximum duration for the academic programmes offered by the University leading to the award of degrees, diplomas and certificates shall be prescribed for each such programme on the recommendations of the Academic Council. The Academic Council may also prescribe such other conditions as the students have to fulfill to become eligible for the award of degrees, diplomas and certificates.

(6) The minimum and maximum duration for the courses offered by the University shall be prescribed by the Academic Council.

(7) The University may, on the recommendations of the Academic council, prescribe the structure and pattern of the programmes offered by it leading the award of degree, diploma and certificate. Provided that the University shall endeavour to organize all its programmes on the basis of modular structure, flexibility in the combination of courses as well as methods and pace of learning, course wise registration for various programmes, etc.

MEDIUM OF INSTRUCTION AND EXAMINATIONS
[Act s. 27(c) (g)]

1. The Medium of Instruction shall be Urdu.

2. The examination of the University for regular course shall be held at the Headquarters i.e., Hyderabad.

3. The examination of the University for distance education courses shall be held at the Headquarters, Regional Centres, and at all the Study Centres(as established by the University from time to time) spread all over the country.

4. Examination of the University, other than the Doctorate examination, shall be open to:
   i) Regular students i.e., candidates who have undergone a regular course of study in the University or an institution maintained by the University for a period specified for that purpose.
   ii) To such of those students who have registered with the University in Distance Education mode and completed prescribed period.

5. A candidate shall be deemed to have undergone a regular course of study for the period specified for the course to be eligible to appear at the examination, if he has fulfilled the requirements as prescribed for the purpose.

6. Application for permission to appear at any examination together with the fees prescribed for that examination shall be submitted to the Controller of Exams through the Dean of the School concerned and through the Regional Centre/Study Centre concerned(for Distance Education Courses) not later than the date specified for the purpose from time to time.

   Provided that late application may be entertained up to fifteen days after the prescribed date on payment of penalty of Rs. 50/-

7. A candidate whose application is found in order and accepted shall be given a hall ticket, which shall be produced for admissions at the examination hall.

8. A candidate who fails to appear at an examination shall not be entitled to a refund of the examination fees paid by him.

   Provided that the Controller of Exams may, for sufficient cause permit such candidate to appear at the next examination without further payment of fees.

9. Question papers for all examinations shall be set and answered in the Urdu Language subject to the condition that question papers for all examinations in the languages shall be set and answered in the respective languages.

FEES PAYABLE BY STUDENTS OF THE UNIVERSITY
[Statute 27(e)]

1. The Executive Council on the recommendation of the Academic Council shall, from time to time prescribe the fees payable by students of the University.

2. Students admitted to various courses of studies shall pay the fees as prescribed in Application Forms.

3. **Due date and mode of payment:**

   1) Students of Distance Education shall deposit fee as prescribed in the Application form:

   2) Regular Students shall deposit tuition fee on the dates fixed by the University.

4. **Delay or default in payment:**

   1) If a student does not pay fee on time, a fine shall be levied as follows:

   i) Rs. 5/- for the first 10 days
   ii) Rs. 10/- for the next 10 days
   iii) Rs. 50/- thereafter up to the last day of the month in which the fee is due.

   2) The Vice chancellor, on his behalf any other officer to whom this power has been delegated may on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting for the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.

   3) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.

   4) A student whose name has been struck off from rolls of the University may be readmitted on the recommendation of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a readmission fee as fixed by the University

   5) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department/Centre intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to

which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this period.

5. **Blind students exempted:**

Blind students shall be exempted from payment of all the tuition fees.

6. **Concession in fee:**

1) The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in this regard:
   i) Dean – Chairman
   ii) Three Heads of Departments/Centres nominated by the Executive Council
   iii) Three students of the Department/Centre concerned nominated by the Vice-Chancellor.
2) If the number of applicants for free-ships is more than the number of free-ships available, the committee referred to in sub-clause(i) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department/Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
4) The following factors shall be taken into account while making recommendations on the applications of students for grant of free-ships:
   i. Academic record of the student;
   ii. His progress in studies in the case of renewal of free-ships
   iii. His financial position; and
   iv. Any other factor, which shall also be recorded. The List of students to whom concessions have been awarded ordinarily shall be notified by 30th September.
5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
6) A free ship granted to a student may be cancelled if his conduct or progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.
7) Fees concession for SC/ST/Kashmiri migrant students shall be as per the Government of India Rules.

7. **Refund of fees, security deposit, etc.:**

1. Security deposits or caution money are refundable, on an application from the student on his leaving the University, after deducting all dues, fines and other claims against him.

2. If any student does not claim the refund of any amount lying to his credit within one calendar year of his leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation:

The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his name is struck off from the rolls of the University.

3. If, after having paid the fees, a candidate desires his admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month, Admission Fee and Enrollment fee, provided his application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.

4. If, after having paid his fees a candidate does not join the University, only the sports fee and Security Deposit shall be refunded to him, provided his application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

5. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit/Caution Money only.

6. if a student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him.

8. **The fees for the various University Examinations shall be as follows:**

Undergraduate	-	As fixed by the University
P.G	-	As fixed by the University

9. Students shall not be issued Hall Tickets or allowed to appear at the Examination unless they have cleared their dues and paid the examination fee.

10. **Fees for re-checking Examination results:**

A fee of Rs. 50/- shall be payable by a candidate who wants to get his results re-checked in any subject/paper of an examination, subject to a maximum of Rs. 200/- for all such subjects/papers on one examination.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

11. **Fees for the supply of Statement of Marks:**

1. Every candidate shall pay along with the examination fee, a fee of Rs. 25/- for the supply of statement of marks for each examination.
2. The statement of marks shall be sent to the candidates through the Head of the Department concerned.
3. Duplicate copies of Statement of Marks shall be supplied on payment of a fee of Rs. 50/- for each statement of marks.

12. **Fees for issuing transfer, provisional and other certificates:**

1. The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.

a.	Transfer Certificate	Rs. 75/-
	Duplicate copy of the Transfer Certificate	Rs. 75/-
b.	Provisional Certificate of having passed an examination of the University.	Rs. 75/-
	Duplicate copy of the above	Rs. 75/-
c.	Degree Certificate(In-person)	Rs. 150/-
	Degree Certificate(In-absentia)	Rs. 200/-
	Duplicate copy of Degree (on production of FIR)	Rs. 300/-
e.	Bonafide Certificate	Rs. 50/-
f.	Any other certificate	Rs. 50/-
	Duplicate copy of any other certificate	Rs. 50/-

2. A fee of Rs. 50/- shall be payable by a student or candidate, who wishes to add or to alter his name as originally recorded in the University Registers and such addition or alteration shall be made to his original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.

3. A fee of Rs. 50/- shall be payable by a student who applies for alteration of the record of his date of birth as entered in the University Registers. No change in the date of birth shall be made unless approved by the competent authority.

CONDITIONS GOVERNING THE ACCEPTANCE OF ENDOWMENT FOR AWARD FELLOWSHIP/SCHOLARSHIP/STUDENTSHIP/GOLD MEDAL/PRIZE

[Act S. 27(f)]

1. The University shall not accept the endowment for the establishment of gold medal/prize/fellowship/scholarship/studentship, which are not given to all students of this University in the concerned course/paper at an examination, irrespective of caste, creed, community, religion and region.

2. The University shall not accept the endowment whose corpus is less than 20,000 in case of Scholarship and Prize, 50,000 in case of Gold medals, 1,00,000 in case of Endowment lecture and 25,00,000 for institution of a chair.

3. No endowment will be instituted without being accepted by the Executive Council.

4. Where the amount of interest accruing on the corpus is not sufficient to obtain a Gold Medal manufactured, the University shall have discretion to award of prize in lieu of Gold Medal. However, before awarding such cash prize the University shall request the donor or the awardee wherever possible as to where he/she is willing to donate additional amount to enable the University to supplement the corpus for which Gold Medal instituted.

5. No donation for an award of Gold Medal or Prize shall be accepted in respect of course/paper at an examination to which the award relates, if there are already two or more gold medals or prizes as the case may be instituted in respect of same course or paper. However, University may advise intending donors for instituting Gold Medal or Prizes in the area where such gold medals/prizes/scholarship/fellowship is not instituted.

All offers of bequests, donations and endowments, the management whereof is to be vested in the University may be accepted on condition that the Annual income there from shall be subject to a deduction of 5% thereof which will be added to the corpus at the commencement of every financial year.

CONVOCATION FOR CONFERRING DEGREES

[Statute 30]

1. Convocation for the purpose of conferring degrees shall be held annually at Hyderabad on such date as the Chancellor may fix
   Provided that in case the Convocation is not held in a particular year, the vice-Chancellor shall be competent to authorize admission of successful candidates in the year on their respective degrees in-absentia and authorize the Registrar to issue the degree on payment of the prescribed fee.
2. Special Convocation for conferring degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice Chancellor.

3. At the Annual Convocation the Vice Chancellor shall present a report of the year's work in the University.

4. The procedure to be followed at the Convocation shall be laid down by the Regulations.

AWARD OF UNDERGRADUATE/P. G. DEGREES AND DIPLOMA/P.G. DIPLOMAS, AND CERTIFICATES OF THE UNIVERSITY

(For Regular on Campus Mode)

[Act S. 5(i) (ii) Statute 27(d)]

1. All the courses of study leading to award of respective Degrees/Diplomas shall be conducted by the School/Departments/Centres established by and functioning in the University.

2. **Duration of the Course:**

I) The duration of the course shall be three years for UG and two/three years for Post-Graduate Courses. The duration of the Diploma shall be six months and one year for P.G. Diploma Courses.

II) A student shall be deemed to have pursued a regular course of study in a subject provided that he has attended at 75% of the classes actually held in each subject and do to the satisfaction of the School/ Department/ Centre, such seminars, sessionals and practicals as may be prescribed.

Provided that the Dean of the School concerned on the recommendations of the Head of the Department / Centre may condone the shortage in attendance not exceeding 5 per cent for valid and convincing reasons.

Provided further that students deputed by the University to take part in the extra co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

3. **Eligibility for admission:**

The eligibility criteria for admission to various courses offered by the University in each year shall be as approved by the Academic Council or any other body authorized for the purpose from time to time.

4. **Courses of study and framing of the syllabi:**

i) The courses in a subject of study shall be those approved by the Academic Council, on the recommendations of the Board of Studies/School, Department/Centre concerned;

ii) The syllabi for the courses shall be those approved by the Academic Council on the recommendation of Board of Studies, School/Department/Centre concerned; and

iii) Text books for each course shall be prescribed by the Department/Centre concerned; and approved by Board of Studies and Academic Council.

5. **EVALUATION:**

EVALUATION REGULATIONS GIVEN SEPARATELY.

6. **Removal of students from the courses:**

The Dean of the School on a reference from a Department or Centre may recommend to the Vice Chancellor the removal of a student from a course on the basis of unsatisfactory performance/misconduct.

Sd/- Illegible
(Registrar)
[Advt.-III/IV/230/06/Exty]

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