

**MINUTES OF THE TENTH MEETING OF THE BOARD OF MANAGEMENT ON
29th AUGUST, 2022 AT 11 AM**

The meeting was attended by the following members:

S. No.	Name	Designation
Vice Chancellor		
1	Dr. S. Ramachandram, Vice-Chancellor	Chairperson
Nominees of the Sponsoring Body		
2	Dr. P Rajeshwar Reddy, Chairman, GECT	Member
3	Mrs. S Neelima, Managing Trustee, GECT	Member
4	Dr. M Mutha Reddy, Dean, Examinations	Member
Eminent Persons		
5	Mr. Lingireddy Ramakrishna Reddy, President, Auropro Systems	Member
6	Dr. Vishnubhotla Nagaprasad, Chief Scientific Officer-Formulations R&D, APL Research Centre (A Division of Aurobindo Pharma Ltd.)	Member
7	Dr. MV Krishna Murthy, M.D., United Online Software Development (India) Pvt Ltd	Member
Heads of the Department		
8	Dr. U Balaji, Dean, School of Management	Member
9	Dr. G. Vishnu Murthy, Director (AGI) & Dean, School of Engineering	Member
10	Dr. Vasudha Bakshi, Dean, School of Pharmacy	Member
Registrar		
11	Dr. S Sameen Fatima, Registrar	Member Secretary

The Vice Chancellor welcomed the members to the 10th meeting of the Board of Management (BoM) and presented the agenda items to the Board for discussion. After detailed discussions, the following resolutions were adopted:

Item 1: Confirmation of the minutes of the 9th meeting of the Board of Management (BoM)

Resolution 1: The Board resolved to confirm the minutes of the 9th meeting of the Board of Management (BoM).

Item 2: Approval of the minutes of the 4th & 5th meetings of the Academic Council

Resolution 2: The Board approved the minutes of the 4th meeting of the Academic Council as it is and approved the minutes of the 5th meeting by replacing Resolution 13 (d) (2) with the following:

The proportion of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) will be changed from 40:60 to 50:50 for all the theory courses of all the programs of the School of Engineering, with effect from Batch 2022-23. The minimum pass percentage for SEE will be 40%, instead of 35% and the minimum pass percentage for CIE & SEE (combined) will be 40% as was existing. Further, the faculty members will be given training to implement the revised evaluation procedure.

Item 3: Action taken on the decisions of the 9th meeting of the Board of Management (BoM)

Resolution 3: The Board noted the action taken on the decisions of the 9th meeting of the Board of Management (BoM).

Item 4: Ratification of the appointments of Professors / Assistant Professors made from 1st June, 2022 to 31st July, 2022

Resolution 4: It was resolved to ratify the appointments of Professors / Assistant Professors made from 1st June, 2022 to 31st July, 2022 (*Annexure 1*).

Item 5: Ratification of the appointments of non-teaching staff made from 1st June, 2022 to 31st July, 2022

Resolution 5: It was resolved to ratify the appointments of non-teaching staff made from 1st June, 2022 to 31st July, 2022 (*Annexure 2*).

Item 6: Approval of Rules & Regulations for admission of students on transfer from other universities

Resolution 6: The Board approved Rules & Regulations for admission of students on transfer from other universities and consider any request for transfers accordingly. Further, it was resolved to submit the Rules & Regulations to the State Government for inclusion in the Statutes / Ordinance (*Annexure 3*).

Item 7: Approval of Purchase Procedure

Resolution 7: The Board approved the Purchase Procedure. It was also suggested that internal audit may also be conducted to ensure the procedures are duly followed (*Annexure 4*).

Item 8: Approval of Sports Scholarships

Resolution 8: The Board approved Sports Scholarships for meritorious candidates, as presented in the agenda (*Annexure 5*). It was also resolved that flexibility in attendance and other requirements may be provided to the students, as stipulated by the University Grants Commission (UGC). Further, it was resolved to provide similar scholarships for NSS / NCC candidates, for which guidelines may be prepared.

Item 9: Approval of financial assistance for quality publications

Resolution 9: The Board approved the proposed financial assistance for quality publications, as presented in the agenda (*Annexure 6*).

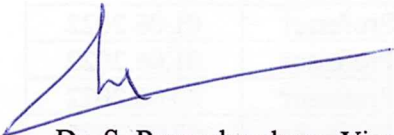
Item 10: Discussion on Human Resources Policy Manual

Resolution 10: The Board resolved to elicit responses from each of the members for further action (*Annexure 7*).

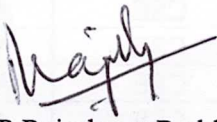
Item 11: Any other item with the permission of the chair

Resolution 11: The Board deliberated on the need to digitise the entire university operations and suggested that a roadmap for the same be prepared.

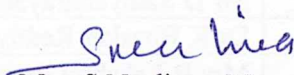
The meeting ended with a vote of thanks by the Registrar.



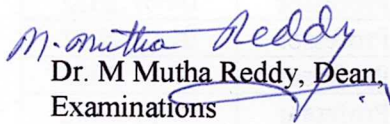
Dr. S. Ramachandram, Vice-Chancellor



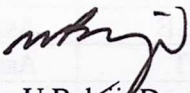
Dr. P Rajeshwar Reddy, Chairman, GECT



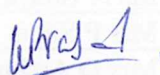
Mrs. S Neelima, Managing Trustee, GECT




Dr. M Mutha Reddy, Dean, Examinations



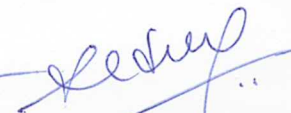
Dr. U Balaji, Dean, School of Management




Dr. Vishnubhotla Naga Prasad, President, Aurobindo Formulation R&D



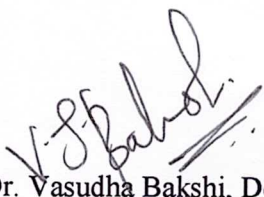
Dr. MV Krishna Murthy, M.D., United Online Software Development (India) Pvt Ltd




Mr. Lingireddy Ramakrishna Reddy, President, Auropro Systems



Dr. G. Vishnu Murthy, Director (AGI) & Dean, School of Engineering



Dr. Vasudha Bakshi, Dean, Pharmacy



Dr. S Sameen Fatima, Registrar and Member Secretary, BoM

Annexure 1

Appointment of Teaching Staff (Professors / Assistant Professors)

[1st June, 2022 to 31st July, 2022]

S. No	Name	Department	Designation	Date of Joining
1	Dr D V Ramana Reddy	Agriculture	Professor	20.06.2022
2	Mr T Shyam Prasad	CSE	Assistant Professor	01.06.2022
3	Mrs B Dhanalaxmi	CSE	Assistant Professor	01.06.2022
4	Mr D Sathyanarayanan	CSE	Assistant Professor	01.06.2022
5	Dr K Bhasker Reddy	CSE	Assistant Professor	20.06.2022
6	Mrs B Lakshmi Prasanna	CSE	Assistant Professor	07.06.2022
7	Mr N Raghu	CSE	Assistant Professor	08.06.2022
8	Mr G Victor Daniel	CSE	Assistant Professor	18.06.2022
9	Mr P Bheemaiah	MBA	Assistant Professor	20.06.2022
10	Ms A Udaya Bhargavi	Agriculture	Assistant Professor	16.06.2022
11	Mrs P Silpa	CSE	Assistant Professor	04.07.2022
12	Mrs D Archana	IT	Assistant Professor	01.07.2022
13	Dr S Balakondareddy	Chemistry	Assistant Professor	25.07.2022
14	Mr G Kishore Kumar	English	Assistant Professor	07.07.2022
15	Dr Jyotsna Krishnan	English	Assistant Professor	18.07.2022
16	Ms Swatipriya	English	Assistant Professor	20.07.2022
17	Mr V Naga Raju	Mathematics	Assistant Professor	18.07.2022

Appointment of Non-Teaching Staff

[1st June, 2022 to 31st July, 2022]

S. No	Name	Department	Designation	Date of Joining
1	Mrs B Hemalatha	AI	Lab Programmer	02.06.2022
2	Mr J Kiran Kumar	Transport	Driver	08.06.2022
3	Mr B Srikanth	Transport	Driver	06.06.2022
4	Mr P Praveen Kumar Reddy	H&S	Lab Programmer	16.06.2022
5	Mrs P Sujana	Hostel	Warden	01.06.2022
6	Mr A Kranthi Kumar	Administration	Attender	23.06.2022
7	Mrs A Sangeetha	Administration	Admissions Counselor	18.07.2022
8	Mr V Sharath Chandra	Administration	Office Assistant	18.07.2022
9	Mrs U Bhuvaneshwari	Administration	Admissions Counselor	18.07.2022
10	Mr K Jagan Nayak	Chemical Engineering	Attender	01.07.2022
11	Mr Ashok Kymar Yadav	CSE	Attender	06.07.2022
12	Mr K Swamy	Transport	Driver	08.07.2022
13	Mr Ch Venkat Narsimha Chary	Exam Branch	Office Assistant	06.07.2022

Rules & Regulations for admission of students on transfer from other universities

Transfers into II & III Year (3rd & 5th Semesters) of B.Tech or II Year (3rd Semester) of B.A. / B.Com / BBA / B.Sc programs from another university (parent university) will be considered subject to the following conditions:

1. An applications for admission on transfer should be made to the Registrar along with the following documents:
 - a) A certified copy of the scheme / structure along with the syllabus of the program
 - b) NO OBJECTION CERTIFICATE FOR TRANSFER / MIGRATION FROM THE PARENT UNIVERSITY
 - c) NO OBJECTION CERTIFICATE FOR TRANSFER / MIGRATION FROM THE PARENT UNIVERSITY
 - d) Proof of payments as prescribed by Anurag University for processing request for transfers.

2. The Registrar will forward the application to the Dean, Academic & Planning for remarks. The Dean, Academic & Planning will forward the application to the Dean of the School concerned for remarks, who in turn will seek remarks from the Chairperson, BoS concerned. The Chairperson, BoS shall establish equivalence of the courses undertaken at the University from which transfer is sought as per the following rules:
 - a) At least 2/3rd courses completed prior to seeking transfer to II / III Year should match with the courses at Anurag University up to I / II Year respectively. Further, in order to satisfy the academic requirements of AU, the Chairperson, BoS shall suggest courses to be undertaken.
 - b) The pass/ fail / promotion rules of the parent university should comply with the pass / fail / promotion rules of Anurag University, failing which the Chairperson, BoS will recommend action / courses to be undertaken, as deemed necessary, as per Anurag University rules & regulations.
 - c) If the candidate was promoted to II / III Year at the University from which transfer is sought, the Chairperson, BoS shall identify the courses which need to be undertaken to pass the I / II Year at Anurag University.

3. Candidates shall be admitted on transfer at Anurag University to the same Program / Combination / Medium, if available, which they have studied in I / II Year of the program at the parent university.
4. No candidate shall be granted admission on transfer provisionally for the reason that their results have not been declared or that they do not possess memorandum of marks / structure / scheme of the programs.
5. The Registrar will submit recommendations to the Vice Chancellor based on the remarks from the Dean, Academic & Planning, Dean of the School concerned and the Chairperson BoS (of the discipline concerned) on the syllabus equivalence and availability of vacant slots for admission in the class.
6. The final decision on admission on transfer of the student will be taken by the Vice Chancellor.

Note: The University reserves the right to cancel the admission of the candidate at any stage, if it is found that the documents submitted by the student for admission on transfer are not authentic.

Annexure 4

PURCHASE PROCEDURE (Including Templates)

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PROCEDURE FOR PURCHASE

1. INTRODUCTION

These procedures are to be adopted for the purchase of various kinds of consumable and non-consumable items etc. These are also applicable to the research project funds but excludes the purchases to be made by the Library.

2. CONSUMABLES

Consumables i.e. chemicals, glassware, stationery items, printer ribbons and cartridges, pen drive, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

3. NON-CONSUMABLES

Non-consumables items i.e. machinery, equipment, instruments, motors, gas cylinder, furniture, books, spare parts for equipment, etc.

4. FINANCIAL AND SANCTIONING POWERS

The Board of Management of the University is the authority to sanction funds.

5. PROCEDURE FOR PROCUREMENT OF ITEM(S)

a. Cost not exceeding Rs.15,000/-

Procurement of item(s) up to Rs.15,000/- (including taxes) on each occasion may be made without inviting quotations after obtaining the permission from the Head of the Department concerned and item may directly be purchased from the supplier. No Purchase Committee is necessary for any purchase up to Rs.15,000/-

b. Cost above Rs.15,000/- but not exceeding Rs.1,00,000/-

Procurement of item(s) up to Rs.1,00,000/- (including taxes) on each occasion may be made on the recommendations of duly constituted School level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Dean of the School, the orders will be placed to the firm for purchase. The committee will be constituted by the University.

c. Cost exceeding Rs.1,00,000/- and above

Procurement of item(s) exceeding Rs.1,00,000/- (including taxes) on each occasion may be made on the recommendations of a duly constituted University level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Vice-Chancellor, the orders will be placed to the firm for purchase. The Committee will be constituted by the University.

d. Cost exceeding Rs.10,00,000/-

Procurement of item(s) exceeding Rs.10,00,000/- (including taxes) on each occasion may be made subject to accepting the lowest price/quotation on the recommendations of the duly constituted University-level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Finance Committee/Board of Management, the orders will be placed to the firm.

e. On single quotation

If it is in the knowledge of the user department that only a particular firm is the manufacturer of the required items and in a case of emergency, the required item(s) are necessarily to be purchased from a particular source and the reason for such decision shall be approved by the competent authority and for standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent authority), the required item is to be purchased from only a selected firm.

Purchase of item(s) of proprietary in nature can be done on the basis of a single quotation irrespective of the value of the item. In such cases a proprietary certificate must be obtained from the manufacturer/supplier stating that they are the only source of supply/manufacturer.

The Purchase Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier of the item. Based on the recommendations/certification of the Purchase Committee and with the approval of the competent authority, the orders will be placed to the firm for purchase.

6. PROCESS OF PURCHASES

- a. All the proposals should be routed through proper channel i.e. Head of the Department concerned and Dean of the School concerned
- b. Inviting quotations/tenders from the firms along with the description, quality, quantity of the goods and required delivery time.
- c. Minimum three (3) quotations/tenders are required from the firms
- d. Receipt of minimum three (3) quotations/tenders from the firms
- e. Preparation of the comparative statement
- f. Approval of the Head of the Department up to Rs.15,000/-
- g. Recommendations of the School level Purchase Committee and with the approval of the Dean of the School up to Rs.1,00,000/-
- h. Recommendations of the University level Purchase Committee and with the approval of the Vice-Chancellor cost exceeds Rs.1,00,000/- and above
- i. Recommendations of the University level Purchase Committee and with the approval of the Finance Committee/Board of Management cost exceeds Rs.10,00,000/-
- j. In the event purchase is recommended not on the basis of lowest quotation, the reason thereof shall be clearly stated.

- k. Comparative statement, quotations and School level Purchase Committee/
University level Purchase Committee approval to be submitted for approval of
the competent authority.
- l. Negotiations with the firm
- m. Purchase order shall be placed by the competent authority
- n. Receipt of material and inspection
- o. Entry of items in the stock register
- p. Certification of the In-charge, Stores on items received and invoice
- q. Payment to the supplier

PURCHASE COMMITTEE(S)

UNIVERSITY-LEVEL PURCHASE COMMITTEE **(EXCEEDING RS.1,00,000/-)**

- | | |
|---|-----------|
| 1. Chairperson appointed by the Vice-Chancellor | |
| 2. The Chief Finance and Accounts Officer | Member |
| 3. The Dean of the School concerned | Member |
| 4. The Head of the Department concerned | Member |
| 5. Nominee of the Vice-Chancellor | Member |
| 6. Two (2) senior faculty | Member(s) |
| 7. Indenter (Proposer) | Member |
| 8. The Chief Executive Officer/Nominee of the Sponsoring Body | Member |

SCHOOL-LEVEL PURCHASE COMMITTEE **(ABOVE RS.15,000/- UP TO RS.1,00,000/-)**

- | | |
|---|-------------|
| 1. The Dean of the School concerned | Chairperson |
| 2. The Head of the Department concerned | Member |
| 3. Two (2) senior faculty | Member(s) |
| 4. Indenter (Proposer) | Member |
| 5. The Chief Executive Officer/Nominee of the Sponsoring Body | Member |

NOTE: In case of purchases under Research Projects, the Principal Investigator may be invited.

SUMMARY OF PURCHASE PROCEDURE AND DELEGATION OF FINANCIAL POWERS

S.No.	Item value	Authority to approve the proposal	Process
1.	Up to Rs. 15,000/- (including Taxes)	The Head of the Department concerned	<ul style="list-style-type: none"> • Purchases without quotation(s) • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
2.	Above Rs. 15,000 up to Rs. 1,00,000/- (including Taxes)	The Dean	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of a comparative statement • Approval of School level Purchase Committee • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
3.	Above Rs. 1,00,000/- up to Rs. 10,00,000/- (including Taxes)	The Vice-Chancellor	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of comparative statement • Recommendations of the University level Purchase Committee • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
4.	Above Rs. 10,00,000/- excluding taxes	Finance Committee/Board of Management	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of comparative statement • Recommendations of the University level Purchase Committee • Approval of FC/BOM • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment

Proforma for Inviting quotations

LETTER HEAD

No.

Dated:

To

M/s. _____

Sub: AU – Inviting quotations for supply of _____ - Reg.

Sir

I/We intend to purchase the following item(s)/equipment etc. for our University:

S.No.	Description of the item/equipment	Make	Quantity required

Hence, I/We request you to send your quotation for the above item(s)/ equipment etc. together with your discount for purchases and also indicate the terms and conditions i.e. validity of quotation, delivery time, delivery charges, applicable taxes, term of payment, if any, in a sealed cover to the undersigned within 10/15/25 days.

Thanking you

Yours Sincerely

()

Note: Minimum three (3) quotations to be invited from different firms

Proforma for conduct of School level Purchase Committee meeting

No.

Dated:

CIRCULAR

This is to inform all the members of the School Level Purchase Committee that a meeting is convened on _____ at _____ A.M./P.M. for purchase of _____ in the Department/office of the _____.

All are requested make it convenient to attend the meeting.

Signature of the Chairperson
School level Purchase Committee

Copy to:

1. All the Deans/Directors
2. All the Heads of the Departments
3. The Coordinators/Convenors
4. The Chief Executive Officer
5. The Administrative Officer
6. The PA to Vice-Chancellor/Registrar
7. The HR

A.U.

Proforma for conduct of University level Purchase Committee meeting

No.

Dated:

CIRCULAR

This is to inform all the members of the Purchase Committee that a meeting is convened on _____ at _____ A.M./P.M. for purchase of _____ in the Department of _____ /Office of the _____.

All are requested make it convenient to attend the meeting.

Signature of the Chairperson
University level Purchase Committee

Copy to:

1. All the Deans/Directors
2. All the Heads of the Departments
3. The Coordinators/Convenors
4. The Chief Executive Officer
5. The Administrative Officer
6. The PA to Vice-Chancellor/Registrar
7. The HR

A.U.

Proforma for Purchase order

LETTER HEAD

No.

Dated:

To

M/s. _____

Sub: AU – Order for purchase of _____ - Reg.

Ref: Your quotation No. _____, dated _____

Sir

With reference to your above cited quotation and our meeting held on _____, you are requested to supply the following items(s):

S.No.	Description of the item/equipment	Make	Quantity required	Unit/each Cost Rs.	Rate (inclusive/exclusive of taxes) Rs.

The delivery is to be made by _____ at the address mentioned above. The payment will be made as per terms and conditions mentioned in your quotation and on receipt of material in good condition.

Thanking you

Yours Sincerely

()

LETTER HEAD

Proforma for certification on the backside of the bill

Certified that the item(s)/equipment received in good condition and entered in to the stock register page No. _____, dated _____, and the payment may be made to the firm.

Signature of the Incharge Stores

S.No	Description of the item/equipment	Quantity	Unit	Value	Remarks

ANNEXURE-I

COMPARATIVE STATEMENT SHOWING THE DETAILS FOR PURCHASE OF _____

DEPARTMENT _____ SCHOOL _____ DATE _____

S.No.	Description of the item	Qty.	Name of the firm - I		Name of the firm-II		Name of the firm - III		Remarks
			4	5	6	7	8	9	
1	2	3	Each item cost	Total	Each item cost	Total	Each item cost	Total	10
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Total Rs.								
	GST (Inclusive/Exclusive) Rs.								
	Grand Total Rs.								

RECOMMENDATIONS OF THE SCHOOL LEVEL PURCHASE COMMITTEE

Certified that we, the members of the committee satisfied that the items recommended for purchase of _____ at a cost of Rs. _____ (Inclusive/Exclusive of taxes) from M/s. _____, who has quoted lowest price.

Signature of the Indenter (Proposer)
Member

Signature of the Faculty
Member

Signature of the Faculty
Member

Signature of the Head of the Department
Member

Signature of the Chief Executive Officer/
Nominee of the Sponsoring Body
Member

Signature of the Dean of the School
Chairperson

NOTE: In case of purchases under Research Projects, the Principal Investigator may be invited

PROCUREMENT OF ITEM(S)/EQUIPMENT WITH SINGLE QUOTATION

RECOMMENDATIONS OF THE UNIVERSITY LEVEL PURCHASE COMMITTEE

I. GENERAL INFORMATION

- a. Department :
- b. School :
- c. Description of the equipment/item required :
- d. Cost of the equipment/item :

II. TECHNICAL EXAMINATION

- 1. Need analysis

Whether the equipment/item is available in the department, if yes, reasons for the current proposal :
- 2. A detailed analysis to justify the Equipment/item :
- 3. If the equipment/item is an imported any other similar indigenous equipment/item, give details :

III. AVAILABILITY ANALYSIS

Details of the parties from whom quotations have been called for :

IV. EVALUATION ANALYSIS

- a. Particulars of firms/parties who have responded with specifications required :
- b. If the quotations have not been called for or a proposal is made to purchase the equipment/item from a firm other than the lowest quoted, reasons for making such a purchase :

RECOMMENDATIONS OF THE UNIVERSITY LEVEL PURCHASE COMMITTEE

After a detailed scrutiny on technical aspects, the committee recommended for the purchase of _____ at a cost of Rs. _____ (inclusive/exclusive taxes) from M/s. _____ due to the following reason(s):

- 1.
- 2.
- 3.

NOTE: In case a purchase is to be made on the basis of best performance/quality or a firm who is sole manufacturer against the requirement the purchase committee should indicate specific reasons and justifications thereon and resolution.

**Signature of the Indenter (Proposer)
Member**

**Signature of the Faculty
Member**

**Signature of the Faculty
Member**

**Nominee of the Vice-Chancellor
Member**

**Signature of the Head of the Department
Member**

**Signature of the Dean
Member**

**Signature of the Finance and
Accounts Officer
Member**

**Signature of the
Chief Executive Officer/
Nominee of the Sponsoring Body
Member**

Signature of the Chairperson

NOTE: In case of purchases under Research Projects, the Principal Investigator may be invited.

Dated:

ANURAG UNIVERSITY
PROFORMA FOR STOCK REGISTER

Name of the item _____ (Ex. Stationery)

MODEL TEMPLATE

S. No.	Date & B. No.	Name of the firm	Amount Rs.	Received		Issued to	Issued		Balance qty.	Remarks
				qty.	Signature Store's Incharge		qty.	Receiver's Signature		
1	10.12.2020 203	Sai stationery	20,000:00	200		-	-	200		
2	20.01.2021	-	-	-	-	Computer Science & Engg.,	50	150		
3	25.01.2021 505	Venkateswara Stationery	10,000:00	100		-	-	250		
4	25.02.2021	-	-	-	-	Mechanical Engg.,	50	200		

NOTE: Separate stock register may be maintained for each category of item(s) like equipment, furniture, chemicals and glassware, computer components, electronic components, electrical components etc.

Annexure 5

Sports Scholarships

Anurag University believes in the all-round development of students *to make them citizens of a global society*. It is crucial that a student's learning, understanding, problem-solving, reasoning and memory skills are enhanced through various activities.

To promote sports and games along with academics, Anurag University offers scholarships to players who will participate in sports and games recognized by the Olympic Committee and Association of Indian Universities. The details of the award of scholarships are as given in Annexure I & II attached herewith.

These scholarships shall be awarded every year to an extent of 0.5% of the total intake for that academic year.

Proposed Scholarship

The Sports and Games Organized under the Aegis of	International Sports Competitions approved by the Ministry of Youth Affairs & Sports/ SAI/ IOA/ FISU/ National Federation of concerned Games approved by the Ministry of Youth Affairs & Sports / Association of Indian Universities/ School Games Federation of India
Category & Qualifying Criteria	Concession & Benefits
'A++' Grade (List of Games at Annexure – I) <ul style="list-style-type: none"> • International Medal (First Three Positions) 	<ul style="list-style-type: none"> • Up to 100% Tuition Fee Waiver based on the Skill Test which shall be conducted by Anurag University. • Free Hostel Facility
'A+' Grade (List of Games at Annexure – I) <ul style="list-style-type: none"> • International Participation • Senior National (First three positions) • SGFI National (First three positions) & Current Performance • Khelo India University Games (First three positions) • AIU (First three positions) (Only applicable on those games which are included in Olympic, Asian, Commonwealth & World University games) • Junior National (First three positions) & Current Performance 	Up to 50% Tuition Fee Waiver based on the Skill Test which shall be conducted by Anurag University.
'A' Grade (List of Games at Annexure – I) <ul style="list-style-type: none"> • Zonal Inter University Games (First three Positions) 	Up to 25% Tuition Fee Waiver based on the Skill Test which shall be conducted by Anurag

<ul style="list-style-type: none"> • All India Inter University (Participation) • Sr./ Jr. National /SGFI (Participation) • Khelo India University Games (Participation) & Current Performance 	University.
'B' Grade (List of Games at Annexure – I) <ul style="list-style-type: none"> • Zonal Inter University Games Participation (Olympic, Asian, Commonwealth & World University games) • Senior State (First three Positions) • Junior State (First three Positions) & Current Performance • State School Games, organised by state government) (First three Positions) & Current Performance 	Up to 15 % Tuition Fee Waiver based on the Skill Test which shall be conducted by Anurag University.
Category & Qualifying Criteria	Concession & Benefits
'C' Grade (List of Games at Annexure – I & II) <ul style="list-style-type: none"> • Senior State/ Junior State/School State participation & Current Performance • Senior district (First Three position) & Current Performance • Junior District (First Three position) & Current Performance • District School Games, organised by state government (First Three position) & Current Performance • AIU National/Zonal University Games/ Non Olympics (First Three Positions) 	Up to 10% Tuition Fee Waiver based on the Skill Test which shall be conducted by Anurag University.

NOTE:

- The scholarships shall be given to selected eligible players as per the requirement in the University teams. Mere eligibility does not guarantee scholarship.
- The scholarships shall be carried forward to the next academic year based on the performance of the player during the academic year and his/her contribution to the University Team, duly certified by the Secretary, University Sports Council.
- All the sports scholarship awardees will be provided free access to Gym, Indoor Sports Complex and other sports facilities available at Anurag University.
- The minimum eligibility norms for admission of students are as stipulated under TS EAMCET/PGCET/ICET.

PROCESS FOR AVAILING SPORTS SCHOLARSHIP:

- Applicants need to submit their request along with copies of relevant certificates and details about achievement, through email to sports@anurag.edu.in
- Evaluation of the submitted documents will be done by the Sports Panel, headed by the Convenor of Admissions, AU.
- The Panel will also conduct trials and other assessments, if needed. All applicants shortlisted for trials will be intimated about the schedule of trials on the university's website and email. Final results will be provided to the candidates within 15 days after the trials.
- The decision of the Panel on the award of sports scholarship is final.

ANNEXURE I

List of Games to be considered for A++, A+, A, B and C Grade Scholarship

Sr. No	Sports	Categories	Sr. No	Sports	Categories
1	Aquatics (Swimming, Diving and Water Polo)	Men, Women	22	Kho Kho	Men, Women
2	Archery	Men, Women	23	Netball	Women
3	Athletics	Men, Women	24	Pencak Silat	Men, Women
4	Badminton	Men, Women	25	Roller Sports	Men, Women
5	Baseball	Men	26	Rowing	Men, Women
6	Basketball	Men, Women	27	Rugby Seven	Men, Women
7	Boxing	Men, Women	28	Softball	Women
8	Bridge	Men, Women	29	Sepak Takraw	Men, Women
9	Canoeing & Kayaking	Men, Women	30	Shooting	Men, Women
10	Chess	Men, Women	31	Soft Tennis	Men, Women
11	Cricket	Men, Women	32	Squash	Men, Women
12	Cycling	Men, Women	33	Table Tennis	Men, Women
13	Fencing	Men, Women	34	Tennis	Men, Women
14	Football	Men, Women	35	Taekwondo	Men, Women
15	Golf	Men, Women	36	Volleyball	Men, Women
16	Gymnastics	Men, Women	37	Wrestling Free Style	Men, Women

Sr. No	Sports	Categories	Sr. No	Sports	Categories
17	Handball	Men, Women	38	Wrestling Greco Roman	Men
18	Hockey	Men, Women	39	Weight Lifting	Men, Women
19	Judo	Men, Women	40	Wushu	Men, Women
20	Kabaddi (National Style)	Men, Women	41	Yachting	Men, Women
21	Karate	Men, Women			

ANNEXURE II

LIST OF GAMES FOR PARTIAL MENTIONED BENEFITS ONLY

(C Grade Sports scholarship to achievers and Academic benefits during participation in recognized competitions)

Sr. No	Sports	Categories	Sr. No	Sports	Categories
1	American Football	Men, Women	14	Mini Golf	Men, Women
2	Ball Badminton	Men, Women	15	Roller Hockey	Men, Women
3	Circle Style Kabaddi	Men, Women	16	Rollball	Men, Women
4	Drop Roball	Men, Women	17	Rope Skipping	Men, Women
5	E-Sports	Men, Women	18	Six-A-Side Cricket	Men, Women
6	Floorball	Men, Women	19	Soft Baseball	Men, Women
7	Gatka	Men, Women	20	Target Ball	Men, Women
8	Grappling Sports	Men, Women	21	Tug of War	Men, Women
9	Malkhamb	Men, Women	22	Wood Ball	Men, Women
10	Indoor Hockey	Men, Women	23	Best Physique	Men
11	Kick Boxing	Men, Women	24	Yoga	Men, Women
12	Korfball	Mixed	25	Power Lifting	Men, Women
13	Baseball	Women			

Financial Assistance for Quality Publications

1. About the Policy

The policy is designed to provide financial assistance to faculty members and researchers for quality publications.

2. Aim of the Policy

This policy aims to create an appealing and pulsating environment to foster quality research among faculty members and researchers at Anurag University.

3. Objectives of the Policy

The objectives of the policy are to:

- Encourage and promote good research practices
- Provide guidelines for financial support
- Create a research culture
- Produce quality publications which are indexed either in Web of Science or Scopus

4. Scope of the Policy

This policy is limited to research supervisors, researcher scholars, faculty members and staff of the Anurag University, Hyderabad, are eligible to avail this financial assistance.

5. Financial assistance for publishing in renowned journals and conferences:

a. Quality Publishers and Journals:

All eligible members shall publish their original research in quality peer reviewed reputed journals, which are indexed in Web of Science (SCIE, ESCI) / Scopus / other prominent indexing repositories.

The list of quality publishers is given below but is not limited to:

- IEEE Transactions
- Elsevier
- Springer Nature & Springer
- Lancet
- ACM
- Wiley
- ASME
- ASCE
- Taylor & Francis
- InderScience
- AAAI (Association for the Advancement of Artificial Intelligence)
- UGC approved journals which are indexed in Web of Science and/or Scopus

b. Sponsorship:

All eligible members are entitled to get incentives for their quality publications which are indexed in Web of Science or Scopus. The incentives are based on the quality of the journal measured by using the impact factor or cite score.

The following table presents the financial support:

S. No	Impact Factor / Cite score	Incentive	
		Web of Science	Scopus
1	≥ 5.0	Rs. 20,000/-	Rs. 9,500/-
2	≥ 3.0 and < 5.0	Rs. 15,000/-	Rs. 9,000/-
3	≥ 1.0 and < 3.0	Rs. 12,000/-	Rs. 8,500/-
4	< 1.0	Rs. 10,000/-	Rs. 8,000/-

6. General Guidelines for publishing in renowned peer reviewed journals:

- a. Faculty members are advised to consider the peer reviewed journals indexed either in Web of Science (SCIE, ESCI) or Scopus to avail the financial assistance.
- b. The author's affiliation shall be Anurag University, Hyderabad, and shall not be any other institution.
- c. There shall not be any incentive for his/her first publication in a calendar year. However, second and third publications are entitled to an incentive, provided he/she is a first author or a supervisor.

For example, faculty F1 published the first article (Web of Science / Scopus) in June 2021, F1 is not entitled to an incentive for the first article. Subsequently, F1 published the second one in October 2021, for which he/she is qualified for the support. Further, F1 is eligible for an incentive in the event of publication of the third article.

- d. A faculty member can avail financial support for a maximum of two publications (second and third) within a calendar year.
- e. Faculty members who wish to avail this financial assistance, shall submit a requisition letter to the Dean-R&D in the format necessary through the proper channel by enclosing:
 - Acceptance letter from the Journal editor (copy of an e-mail or letter) along with peer reviewers' comments,
 - Manuscript (final proof-read version),
 - Web of Science or Scopus index proof (a screenshot taken from the indexing repositories),

- Enclose the details of the first publication (manuscript, proof of index, and other documents) and
 - Other required documentary evidence as deemed appropriate to claim this benefit.
- f. The Vice-Chancellor is the final approving authority.

7. General Guidelines for presenting papers at International scientific event(s):

a. Faculty members can present their works in an international scientific event(s) (conference/symposium/research workshops etc.) organized by IEEE or Springer, or any other professional body whose proceedings are indexed either in Web of Science and/or Scopus.

b. There shall not be any incentive for his/her first presentation in a calendar year. However, for the second presentation in the same calendar year, he/she is entitled to get the incentive.

For example, faculty F1 presented at the international scientific event held in June 2021, for which F1 is not entitled to an incentive. Subsequently, F1 presented at the second event held in December 2021, for which he/she is eligible for the support.

c. The author's affiliation shall be Anurag University, Hyderabad, and shall not be any other institution.

d. This Policy covers the registration or publication fee of the scientific event. An amount of Rs. 8000/- (eight thousand rupees only) will be paid towards meeting the expenditure of the conference registration / publication fee for an international scientific event conducted within India.

e. There shall be a limit of one international conference in a calendar year for a faculty member to be eligible for incentive.

f. Faculty members can avail on-duty with the prior approval of the Head of the Department. For further details, please refer to the Leave Policy.

g. Faculty members who wish to avail this financial assistance, they shall submit a requisition letter to the Dean-R&D in the format necessary through the proper channel by enclosing:

- Acceptance letter from the Conference Chair (copy of an e-mail or letter),
- Manuscript (final proof-read version),
- Web of Science or Scopus index proof (a screenshot taken from the indexing repositories),
- Payment proof (if applicable),

- Enclose the details of the first publication in the calendar year (manuscript, proof of index, and other documents),
 - Proof of attendance or presentation and
 - Other required documentary evidence as deemed appropriate to claim this benefit.
- h. The Vice-Chancellor is the final approving authority.

7.1 Conference Travel (International)

- a. The Chairman of the Gayathri Educational and Cultural Trust is the approving authority and other decisions on overseas travel.
- b. Fulltime regular faculty having at least two years of service at Anurag University are eligible to travel overseas for an international scientific event.
- c. All eligible faculty members are allowed to travel only in economy class.
- d. Expenses incurred on the conference registration fee and travel will be reimbursed.
- e. At the time of submission of the travel bill, claimants must furnish the e-ticket, invoice, boarding passes, and proof of attendance / presentation to the accounts department.

8. Guidelines for delivering a keynote address or chairing session in an international/national scientific event:

- a. There shall not be any financial assistance for a faculty member who is chairing a session or delivering a keynote address at a scientific event.
- b. However, a faculty member can avail on-duty for the said date(s).
- c. Prior approval from the Head of the Institution is required.
- d. Faculty members must submit a requisition letter in the required format through the proper channel by enclosing an Invitation Letter, Conference schedule, and other documents to apply for on-duty.
- e. Permission is subject to the approval of the Dean of the concerned school.

9. Exceptions:

All exceptions and deviations to this policy shall require the approval of the Chairman, Gayathri Educational and Cultural Trust.

10. Effective Date:

The Policy is effective from the calendar year 2022.

ANNEXURE – 7

Human Resources Policy Manual

CONTENTS

S.No.	Chapters	Page No.
1	About the University	01
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1. ABOUT THE UNIVERSITY

BACKGROUND

The Gayathri Educational and Cultural Trust (GECT) founded by 'Guru' Sri Sivananda Murthy Garu in 1982 with the objective of imparting quality education.

During 1990's the Trust established Lalitha Degree College at Nampally, Hyderabad with Undergraduate Courses – B.A., B.Sc., and B.Com. Ever since, the GECT has established colleges offering Engineering, Pharmacy, Education, Management and Computer Applications programs.

The Anurag Group of Institutions (AGI) is one of the first few integrated campuses of South India established in 2002, offering programs in Engineering & Technology, Pharmacy and Business Management.

Anurag Group of Institution transformed into Anurag University, established as per the Telangana State Private Universities (Establishment and Regulation) Act 2018 (Telangana Act No.11 of 2018), under Brownfield category.

VISION

To be a leading University that provides transformative education and research to create leaders and innovators of tomorrow and to expand frontiers of knowledge for the betterment of society.

MISSION

To prepare students to think creatively, broadly, critically and create an ecosystem for innovation and entrepreneurship from which the leaders and innovators of tomorrow emerge.

To create an interdisciplinary ambience to understand and solve real-world problems thereby contributing to the growth of the nation and humanity.

To build relationship with industry, research organizations and academia to strengthen the ecosystem.

QUALITY POLICY

Anurag University is keen on promoting the Research and Development activities. The University has established various Research Centers with the support of best-in-class and Research Infrastructure which are being operated by subject matter experts.

The Institution has received Research grants from various funding agencies including, Dept. of Science and Technology (DST), AICTE, University Grants Commission, State Govt., and also from several Industries viz., M/s Dr. Reddy's Laboratories, M/s Prabhava Organics, M/s Enfab Ltd., etc.

OBJECTIVES

To provide an excellence in fundamental research as well as the development of innovative technologies for the future.

Anurag University is committed to the pursuit of excellence in research and aims to achieve international recognition through interdepartmental and inter-institutional collaborative research programs across the spectrum of Agriculture, Sciences, Management, Social Sciences, Pharmacy, Engineering, and Technology.

To develop technical human resource of excellence suitable for global requirements.

To build a rich intellectual and research potential embedded with interdisciplinary knowledge, human values and professional ethics among the students, scholars.

To generate industry-institute synergy for shaping technical education to meet the requirement of industry.

To provide a quality research training experience for its students.

To encourage young faculty of the University towards research by providing seed funding and other monetary benefits.

2. PRELIMINARY

These rules are called “Anurag University Human Resources Policy Manual” come into effect from the date of approval by the Governing Body.

The faculty shall adhere to the rules/regulations/responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members. These service rules will supersede all other earlier service rules framed.

This may be called the “Anurag University Human Resources Policy Manual”, Hyderabad

APPLICABILITY

- The Board of Management of the Anurag University shall have the authority to modify, amend, add and delete any of these rules.
- A copy of this Employee Service Manual will be made available to all employees on appointment. The employees will be notified of revisions as policies or procedures change.
- The rules shall come into force on such a date as the Board of Management may, by a resolution, decide
- The rules contained in this manual shall be applicable to all employees of the University.
- In the case of persons appointed on honoraria, or on a part time basis, or on contract, the applicability of this manual shall be subject to such special terms and conditions as may be decided by the Board of Management from time to time.
- This rules shall not apply to employees who are appointed on contract basis and or from any other organization excluded from the purview of this manual.
- However, the code of conduct shall apply to all without exception.

3. AUTHORITIES AND BODIES OF THE UNIVERSITY

SPONSORING BODY

- Chairman
- Managing Trustee (Ex-officio) – Chief Executive Officer
- Three Trustees.

GOVERNING BODY

- Chancellor (ex-officio) - Chairman
- Vice-Chancellor (ex-officio)
- Special Chief Secretary/Principal Secretary/Secretary to Government in-charge of Higher Education Department -Government Nominee (ex-officio)
- Members to be nominated by the Sponsoring Body who shall be eminent people of standing in the fields of education/research/industry/management/finance/science & technology/public administration
- The Registrar (ex-officio) - Member Secretary, with no voting right

BOARD OF MANAGEMENT

- Vice-Chancellor (ex-officio) - Chairman
- Up to one-fourth members of the Board of Management, to be nominated by the Sponsoring Body
- Persons from amongst the Heads of Departments of the University, to be nominated by the Sponsoring Body
- Eminent persons from the field of Engineering, Education, Management, Finance and Law, Science and Technology, Medicine, Architecture, Design and Public Administration or such other subjects, who are not the members of the Governing Body, to be nominated by the Sponsoring Body
- The Registrar (ex-officio) - Member Secretary, with no voting right

ACADEMIC COUNCIL

- Vice-Chancellor (ex-officio) - Chairman
- All the Deans (ex-officio)
- All the Heads of the Departments (ex-officio)
- All the Chairman Board of Studies (ex-officio)
- Four members to be nominated by the Governing Body who shall be eminent persons from the fields of Education / Research / Industry / Management / Finance / Science & Technology / Public Administration
- Student members will be nominated to the Academic Council, the number, category and period shall be specified by the Board of Management. The student members will not have voting right
- Two faculty members to be nominated by the Sponsoring Body for a period of two years as may be specified.
- Chairman has authority to nominate not more than two special invitee(s) from the faculty members, other than nominated by the Sponsoring Body
- Registrar (ex-officio) - Member Secretary

FINANCE COMMITTEE

- Vice-Chancellor – Chairperson
- Registrar – Member
- Two members nominated by the Trust and
- Chief Finance and Accounts Officer- Member Secretary (with no voting right).

Note: Functions and powers of the Authorities and Boards as specified in the Statutes

4. OFFICERS OF THE UNIVERSITY

- Chancellor
- Vice-Chancellor
- Registrar
- Chief Finance and Accounts Officer
- Dean / Director
- Head of the Department
- Controller of Examinations; and
- Such other persons in the service of the University as may be prescribed from time to time.

Note: Functions and powers of the Officers as specified in the Statutes

5. FUNCTIONS OF THE TEACHERS

TEACHING

- The primary responsibility of a teacher of the University is teach and prepare the students for the examinations
- Management of attendance and review the performance of students
- Upgrade skills, tools, industrial application knowledge, etc. to disseminate to students
- Guiding student projects and evaluation
- Assist in conducting technical events at the institution
- Active participation in co-curricular and extracurricular activities
- Counsel students for academic, personal and overall development.

EVALUATION

- Participate in University examination process including question paper setting, invigilation, and supervision, evaluation, scrutiny, moderation and any other as may be assigned.

RESEARCH AND DEVELOPMENT

- Produce Research Publications
- Conduct Research in frontier areas of Knowledge and supervising UG/PG students and Research Scholars
- Conduct sponsored research/Industrial consultancy and others projects

- Upgrading qualification, experience and professional activities

COURSEWARE, CURRICULUM DESIGN AND DEVELOPMENT

- Development and or review of new course(s) and courseware
- Create and update or review of new experiments and assignments
- Update existing course(s) or review of updated course(s)
- Preparing/reviewing question papers and monitoring assessment

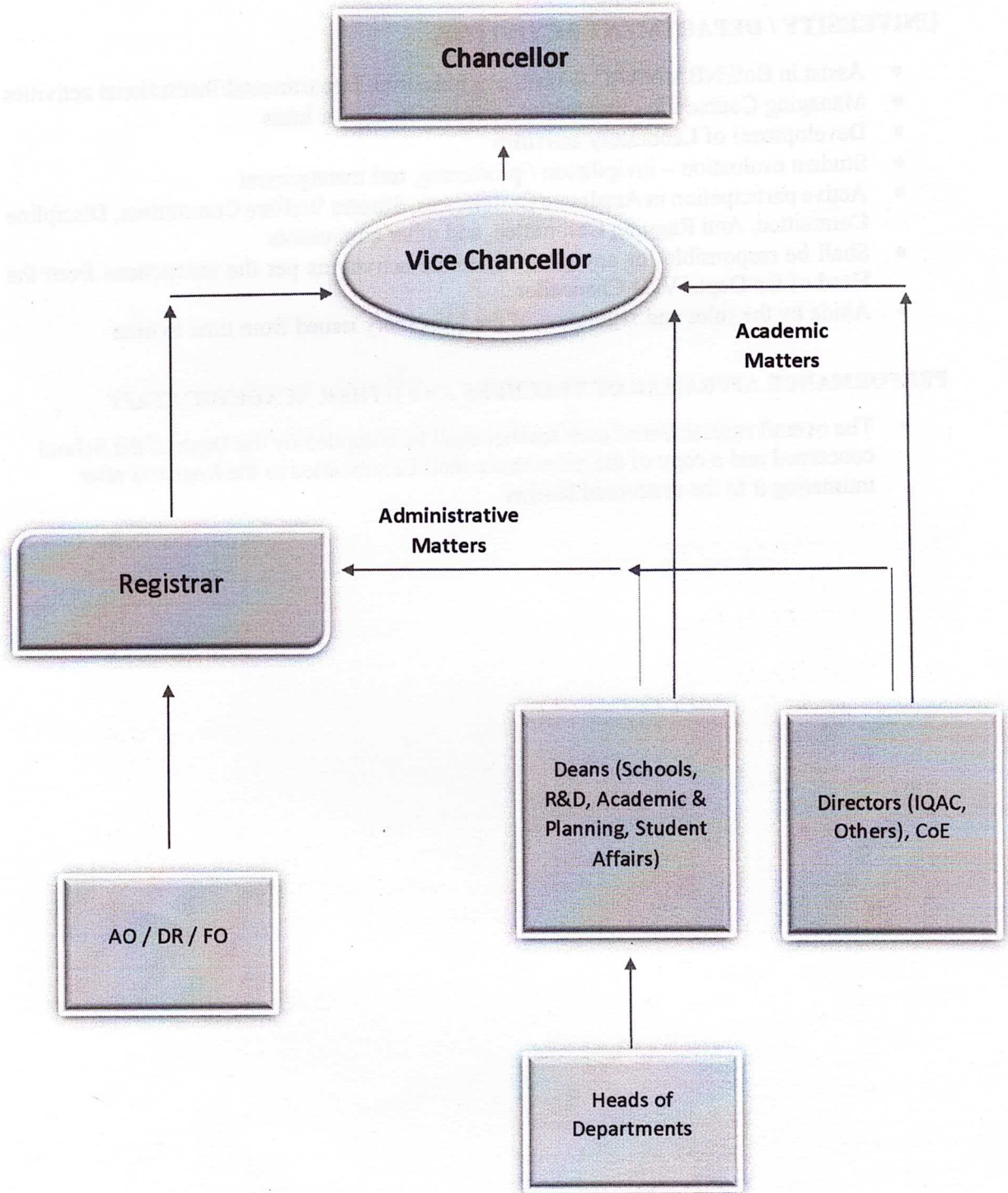
UNIVERSITY / DEPARTMENT ACTIVITIES

- Assist in BoS/NBA/NAAC /University/Industrial, Departmental/Institutional activities
- Managing Course file - preparation, updates on regular basis
- Development of Laboratory activities
- Student evaluation – invigilation / proctoring, test management
- Active participation in Academic Committees, Student Welfare Committees, Discipline Committee, Anti Ragging Committee, and other committees
- Shall be responsible for any other academic activity as per the instructions from the Head of the Dept./ Vice-Chancellor
- Abide by the rules and regulation of the University issued from time to time

PERFORMANCE APPRAISAL OF TEACHERS AND OTHER ACADEMIC STAFF

- The overall assessment of each teacher shall be compiled by the Dean of the School concerned and a copy of the assessment shall be submitted to the Registrar after intimating it to the concerned teacher

6. ORGANIZATION STRUCTURE OF ANURAG UNIVERSITY



7. CLASSIFICATION OF EMPLOYEES

Teaching Staff: The Teaching Staff comprises of the following categories:

- Professor
- Associate Professor
- Assistant Professor

Non-teaching staff: The non-teaching staff comprises of the following categories:

Administrative staff	Administrative Officer/Deputy Registrar/Assistant Registrar, Accounts/Audit Officer, Personnel Assistants, Hostel Warden
Ministerial service	Office Manager/Superintendent, Senior Assistant, Junior Assistant, Computer Operator, Receptionist/Telephone Operator
Subordinate Service (Technical)	Workshop supervisors, System/Network Administrator, Computer Programmer, Laboratory Assistants, Mechanic, Electrician, Wireman, Plumber, Construction and maintenance Engineer
Subordinate Service (Non-technical)	Driver, Peon, Attender, Ayah, Sweepers, Security guard/ Watchman, Cook

CADRE STRENGTH

The cadre strength of teaching and non-teaching staff shall be decided by the Board of Management and Governing Body of the University from time to time.

QUALIFICATIONS AND EXPERIENCE

TEACHING STAFF

The University shall adopt the designations, minimum qualification and experience prescribed by the UGC/AICTE/NMC/NCTE/PCI/ICAR etc. for recruitment/promotion for its teaching faculty/academic posts.

The Board of Management shall from time to time, prescribe the minimum qualifications and experience in respect of such positions for which these are not clearly specified, keeping in view of the recommendations of the UGC/AICTE etc. for similar positions, if any.

NON-TEACHING STAFF

The Governing Body/Board of Management shall, from time to time, prescribe the minimum qualifications and experience in respect of such positions.

MINIMUM AGE FOR APPOINTMENT

The minimum age for appointment of the teacher is **twenty five (25)** and for non-teaching staff is **eighteen (18)**.

AGE OF RETIREMENT

The academic staff shall retire on attaining the age of **sixty five years (65)** and staff other than academic services is **sixty (60) years**.

METHOD OF SELECTION

To fill the posts shall be selected by one of the following methods as approved by the Governing Body/Board of Management:

- Direct recruitment by open advertisement.
- Promotions from amongst the existing staff
- Invitation.

However, all the Teaching Staff shall be selected through direct recruitment by open advertisement or by invitation.

NATURE OF APPOINTMENTS

- **Ad-hoc Appointment or Temporary appointment:** These appointments are made to meet the exigencies of work as procedure for regular appointment takes time.
- **Regular appointment:** These appointments are made by regular selection and recommendation by the competent committees.
- **Contract appointment:** Teachers of repute or expertise can be appointed on contract basis for a particular period either for teaching/establishment of Laboratories/administration/and setting up standards or any other specific work.

SELECTION PROCEDURE

- **Teaching staff:** The appointment of teachers and such other academic posts shall be made by the recommendations of the Selection Committee fulfilling the rules and regulations as laid down from time to time by the UGC/AICTE and other concerned statutory bodies.
- **Non-teaching staff:** The constitution of the selection committee for the selection of non-teaching staff and such other services of the University shall be as laid down in the statutes. Based on the recommendation of the selection committee and with the approval of the Governing Body/Board Management orders shall be issued to the selected candidates.

SELECTION COMMITTEE

- **Appointment and promotions of teaching staff:** The Selection Committee shall be constituted for selecting suitable Teachers as specified in the statutes.
- **Appointing of non-teaching staff:** The Selection Committee shall be constituted for selecting suitable Teachers as specified in the statutes.
- Selection by promotion from the lower category shall be on the basis of proven merit and ability. Seniority shall be considered only when merit and abilities are equal.

- The Selection Committee interviews the candidates and makes its recommendations in order of merit. The Selection Committee may reject all the candidates if they are found not suitable.
- Selection Committee may adopt suitable procedure of selection of candidates and it is not open to questioning. It is prerogative of the appointing authority either to appoint or reject the selection list.

SCALES OF PAY

- The UGC /AICTE scales of pay as applicable from time to time shall be adopted to the teaching staff.
- The staff other than academic service is paid consolidated salary at the time of joining till regularization of service on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at Anurag University. It is fixed as per the discretion of the Management.
- Scales of pay and allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body. Generally ad-hoc appointments and contract appointments are on consolidated pay. However, ad-hoc appointment of teaching staff can be on scale of pay depending on the need.

APPOINTING AUTHORITY

- All appointments are made as per the rules and regulations of Anurag University based on the recommendations of various committees. The recommendations of appointments are submitted to Governing Body/Board of Management for information and approval before issuing of orders.
- No selected candidates shall have right or claim for the appointment merely on the basis that he/she has been selected.

PROBATION

- The minimum period of probation of a teacher shall be initially one (1) year from the date of appointment.
- The minimum period of probation in the categories of Administrative Service, Ministerial Service, Subordinate Service (Technical) and Subordinate Service (Non-Technical) staff shall be initially for a period of two (2) years from the date of appointment.
- The period of probation may be further extended at the sole discretion of the University, on the basis of the performance of the employee.

SENIORITY (REGULARIZATION)

Inter-se seniority of employees appointed to each grade shall be determined with reference to the date of joining and by the order in which their names are included in the selection merit list for the grade irrespective of their dates of appointment.

Seniority of an employee in a post shall be determined by the date of commencement of probation in that post. If more people are selected for appointment in the same panel the order of merit as recommended by the concerned selection committee in the said panel will be the order of seniority among them.

RESIGNATION AND RELIEF/NOTICE PERIOD

Resignation and relief/notice period: The following procedure shall be adopted for employees to resign from the post they are holding.

Teaching Staff who completed Probation	Three (3) months notice or Three (3) months salary in lieu of such notice
Non-Teaching Staff who completed Probation	Two (2) months notice or Two (2) months salary in lieu of such notice
Teaching Staff on ad-hoc basis or contract basis or on probation	One (1) month notice or One (1) month salary in lieu of such notice
Non-Teaching Staff on ad-hoc basis or contract basis	One (1) month notice or 1 month salary in lieu of such notice

In case applications for seeking other employment/higher education are submitted through the proper channel to the management they may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic program in the college. Normally, all resignations or for relief shall be effective at the end of each semester or before the commencement of the academic year, so that the academic work is not affected and students are not inconvenienced.

TERMINATION: In case it becomes necessary to terminate the services of an employee for any reasons other than indiscipline the following procedure is adopted:

Teaching Staff who completed Probation	Three (3) months notice or Three (3) months salary in lieu of notice
Non-Teaching Staff who completed Probation	One (1) month notice or one (1) month salary in lieu of notice
Teaching Staff on contract basis or on probation	No advance notice
Others on probation	Two (2) months notice or Two (2) months salary in lieu of notice

TRANSFERS: Non-Teaching Staff recruited for the University can be transferred across the Schools/Departments.

8. STAFF WELFARE ACTIVITIES

MEDICAL COVERAGE

- All the interested and eligible staff/faculty members of Anurag University are extended the benefit of Group Medical Insurance. The coverage is to a maximum extent of rupees Three lakh/staff. This facilitates the staff to avail cashless facility in all the recognized hospitals in twin cities of Hyderabad for hospitalization cases. The benefit of Medical Insurance has been extended to the entire family (Staff, spouse & two children up to the age of 21 years).

EMPLOYEES PROVIDENT FUND

- The eligible members of the staff are enrolled under EPF Scheme and the contribution as fixed by the Government of India is deducted from their salary. This amount

together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

EMPLOYEES STATE INSURANCE

- The eligible members of the staff are enrolled under ESI Scheme and the contribution as fixed by the Government of India is deducted from their salary.

TRANSPORT FACILITY

- Transportation facility from all the corners of the city are provided to the staff members at nominal charges.

CRECHE / DAY CARE CENTRE FOR CHILDREN OF EMPLOYEES

- Anurag University has a day care centre with caretakers for the wards of employees. Interested employees can avail the facility on all the working days.

PROMOTION OF RESEARCH ACTIVITIES

- Faculty are encouraged to participate in various research activities and conferences, workshops and FDPs. Expenditure incurred by the faculty members is reimbursed as per the norms of the University.

BEST TEACHER / BEST EMPLOYEE AWARD

- The institution recognizes and motivates the staff/ faculty members by presenting the best male faculty, best female faculty and best non-teaching staff awards with an award money of Rs. 10,000.

STATUTORY OBLIGATIONS: TAXES & FUNDS

- **TDS (Tax Deduction Source):** If any employee's income becomes taxable the University will deduct tax at source.
- **Professional Tax:** All employees are required to pay Professional Tax; the same will be deducted from the salary. Tax deduction at source certificate will be issued to individuals.
- **Payment of salaries** will be paid through bank on or before 5th of subsequent month.

9. CODE OF CONDUCT

- Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- Every University employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the University particularly in his/her relationships with the students. The Vice-Chancellor shall decide cases of infringement of this rule.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Competent Authority in writing through the

respective HOD or the Dean, School Concerned directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters and provide his / her contact and mobile No.

TAKING PART IN POLITICS

- No University employee shall, while being on duty, take active part in politics which include holding office elective or otherwise in any political party standing for election to the State Legislature or the parliament or take part in any other election on a party ticket.

CONNECTION WITH THE PRESS

- No University employee shall except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.

PRIVATE TRADE OR BUSINESS

- No University employee shall engage directly or indirectly in any trade or business

EMPLOYMENT OR WORK NOT CONCERNED WITH THE UNIVERSITY

- No University employee shall undertake any employment or accept any remunerative or honorary work not connected with the University.

TUITION

- No University teacher shall engage himself/herself in coaching privately any student for any remuneration.

INSOLVENCY AND HABITUAL INDEBTEDNESS

- A University employee shall avoid habitual indebtedness or insolvency. A University employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Vice-Chancellor.
- An employee against whom Criminal Proceedings are initiated in a court of law shall immediately inform the competent authority of the University regarding the details thereof.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time of two (2) months.

- An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college / institution is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the appellate authority as indicated there in and the decision of the appellate authority thereon is final and binding on the employee.

TAKING PART IN STRIKES OR SIMILAR ACTIVITIES

- No University employee shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.

10. DISCIPLINE AND APPEAL POLICY

WORKING HOURS

S.No.	Designation	In time	In time with grace time	Late mark valid upto	Out time
1	Teaching	9:00 AM	9:05 AM	9:15 AM	4:05 PM
2	Librarian	9:00 AM	9:05 AM	9:15 AM	4:05 PM
3	Technical	9:00 AM	9:05 AM	9:15 AM	4:05 PM
4	Non-teaching	9:00 AM	9:05 AM	9:15 AM	4:05 PM
5	Attenders/Peon/Gardeners	8:30 AM	8:35 AM	8:45 AM	5:00 PM
6	House keeping	8:00 AM	8:05 AM	8:15 AM	5:00 PM
7	Drivers	9:00 AM	9:05 AM	9:15 AM	4:05 PM
LUNCH TIME					
1	All teaching and Non-teaching staff	12:45 Noon to 1:15 PM			

REPORTING

- The staff of the Anurag University is expected to report on time everyday as per their scheduled timings. Fifteen (15) minutes delay is permissible. Late reporting more than three times will be considered as one day. All the staff should record their attendance by signing in the attendance register as well as in biometric system every day.

I-CARD AND DRESS CODE

- All the staff of the University is expected to wear Identity Card everyday during the working hours. Formal dress code should be practiced on all working days.

LEAVING THE CAMPUS BEFORE TIME

- Leaving the workplace and office campus before the time is strictly not permissible. It is allowed only to those employees who have taken prior permission of their reporting authority in case of any emergency.

APPEAL

- All employees are liable for disciplinary action for disobedience misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- Disciplinary action may be taken by imposing one or more of the following types of punishments and the following are the competent authorities to impose and appellate authorities for each type.

Nature of Punishment	Competent Authority to impose	Appellate Authority
Censure	Vice-Chancellor	Governing Body
With-holding of increment or promotion or effecting reduction in rank	Vice-Chancellor	Governing Body
Recovery from his / her salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach or orders	Vice-Chancellor	Governing Body
Removal or dismissal from service	Vice-Chancellor	Governing Body

NOTE: To discharge the services of an employee in the following circumstances does not amount to removal or dismissal from service within the meaning of the above rule.

- A person engaged under contract within the terms of contract.
- A person appointed on ad-hoc basis.
- Any employee either teaching or non-teaching may be kept under suspension from service when disciplinary proceedings against such employee is contemplated or pending for a period of six months and the same may be extended for a further period if Executive Committee feels it necessary;
- An employee may also be kept under suspension where a case against him in respect of any criminal offence is under investigation, enquiry or trial.
- An employee shall be deemed to have been placed under suspension with effect from the date of his detention in Police Custody if he/she has been kept in the custody of Police for a period exceeding 48 hours pending of any registered Criminal complaint.
- An employee may be paid subsistence allowance during the period of suspension. The decision and the amount of allowance shall be as decided by the Executive Committee.
- If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure to establish the grounds on which disciplinary action is to be taken, the committee shall consist of three members which may include the Dean/Director of the School and two other members appointed by the Executive Committee/Governing Body.
- Before any of the penalties specified in above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The

employee shall be required within a reasonable time to put in a statement in writing, of his/ her defense and to state whether he/she desires an enquiry or only to be heard in person. If he/she desires an enquiry and if the authority concerned so directs an enquiry shall be held. If no enquiry is sought to be held and if he/she had desired to be heard in person; a personal hearing shall be given to him/her. The proceedings shall contain sufficient recorded evidence and a statement of the findings and the grounds thereof.

- The above said enquiry requirements shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him or punished under Indian Penal Code or punished for any other offence under any other Act or Acts.
- All or any of the above provisions may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

11. LEAVES POLICY

- These rules apply to all employees of Anurag University
- They are deemed to have come into effect from the date of joining the institution
- Leave account of each employee is maintained separately by the HR office
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also as misbehavior inviting disciplinary action.
- An employee on leave cannot take up any service or accept any other employment or remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate by Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty in case of exigencies.
- All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency it can be availed before sanction. As far as possible it is obligatory to the employee to inform the sanctioning authority about his availment of casual leave.
- Notwithstanding the above, the management may consider special leaves as per individual case and exigencies.

CATEGORIES OF LEAVES

CASUAL LEAVE (CL)

- Employees appointed on regular/ad-hoc/consolidated pay/contract basis are eligible to avail twelve (12) days of casual leave in a calendar year.
- Proportionate to the service put in by the employees during the year i.e. one (1) CL per month. If more than one (1) casual leave is availed in a month, the pay will be deducted for extra leaves taken. However, at the end of the year the un-availed casual leaves will be reimbursed for those days of pay deductions .

- Casual leaves that are not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- Half day casual leave may also be granted for absence of half or less than half working day.
- Casual leave may be combined with holidays including Sundays. Holidays and Sundays falling within the period of casual leave shall not be counted as casual leaves.
- An employee shall not be entitled to casual leave more than four (4) days at a time excluding Sundays and holidays.

SPECIAL LEAVE

- Special leave shall be granted to a teacher not more than seven days (07) in an academic year to attend meeting/conference/seminar/to present paper or any other scientific activity. The leave may be granted only two (02) times in a calendar year.
- Special leave shall not accumulate, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays and vacation.
- Sanctioning of special leave does not bear any financial commitment.
- Application for granting on duty leave, registration fee receipt should be submitted through proper channel to authorities after the departmental presentation along with a brief report on the conference.

EARNED LEAVE – VACATIONAL STAFF

- Employees declared as vocational staff are eligible five (05) days of earned leave for each completed year of service in a calendar year
- Accumulation of earned leave to a maximum of one twenty (120) days in the entire period of service
- Earned leave may be granted on full pay and allowances during the leave, if availed
- Employees declared as vocational staff are eligible to avail vacation

EARNED LEAVE – NON-VACATIONAL STAFF

- Employees declared as non-vacational staff are eligible ten (10) days of earned leave in a calendar year
- Accumulation of earned leave to a maximum of one twenty (120) days in the entire period of service
- Earned leave may be granted on full pay and allowances during the leave, if availed
- Employees declared as non-vacational staff are not eligible to avail vacation

HALF PAY LEAVE

- Half pay leave granted on the basis of medical certificate from a registered medical practitioner for a period of ten (10) days for each completed year of service to an employee who is selected through selection committee. The leave shall be granted on half basic pay and allowances.
- Accumulation of half pay leave to a maximum of one twenty (120) days in the entire period of service.

MATERNITY LEAVE

- Maternity leave on full pay shall be granted to a woman teacher who are selected through selection committee and completed probation period are eligible for a period not exceeding ninety (90) days. The leave shall be granted twice in the entire service limited to one month for every completed year of service at the University. The application for leave shall be supported by a medical certificate.
- Maternity leave shall also be granted in case of pre-natal and post-natal period

EXTRAORDINARY LEAVE

- Extraordinary leave shall be granted on private affairs or economic affairs not exceeding thirty (30) days at a time who are selected through selection committee.
- Extraordinary leave shall be granted once for every two years of service without pay and allowances.

STUDY LEAVE

- Study leave shall be granted to only regular appointed teaching staff after completion of probation period, to pursue higher studies or research in the interest of the institution.
- A teacher availing study leave shall undertake that he/she shall serve the University for a continuous period of three (3) years.
- On return from study leave the teacher shall produce a copy of completion certificate/course/research document/academic papers etc.
- Study leave shall be granted by the Board of Management/Governing Body on the recommendations of the Dean School of Engineering/Head of the Department concerned.
- Study leave shall not be granted for more than three years.
- Study leave shall be granted without pay and allowances during the leave period.

MARRIAGE LEAVE

- Marriage leave shall be granted three (03) days to male and five (5) days to female employees of the University.
- Marriage leave application should be accompanied with wedding card
- Marriage leave may be granted on full pay and allowances during the leave

S.No.	Kinds of leave	Category of employees	Leave sanctioning authority
1	Casual leave	Registrar	Vice-Chancellor
		Controller of Exams./Deans/Directors/Deputy Registrars/Finance Officer	Vice-Chancellor
		Head of the Departments	Dean of the School concerned
		Teaching staff	Head of the Department concerned

		All categories of Non-teaching staff	Administrative Heads
2	Special leave	Teaching staff only	Registrar/Vice-Chancellor
3	Earned leave Half pay leave	Controller of Exams./ Deans/ Directors/Deputy Registrars/ Finance Officer	Vice-Chancellor
		Head of the Departments	Dean of the School concerned
		Teaching staff	Head of the Department concerned
		All categories of Non-teaching staff	Administrative Heads
4	Maternity leave	Female employees	Registrar/Vice-Chancellor
5	Extraordinary leave Marriage leave	All employees (Teaching and Non-teaching)	Registrar/Vice-Chancellor
6	Study leave	All employees	Vice-Chancellor/Board of Management

12. TRAVEL POLICY

- These rules will be called T.A. Rules and shall apply to employees of the University under the control of "Anurag University, Hyderabad".
- An employee, when called upon to travel on work of the University or when otherwise permitted will be entitled to draw traveling expenses in accordance with the schedule of allowance in force from time to time.
- An employee can undertake a tour on University work only on specific written permission of Registrar/Vice-Chancellor.
- Journey should always be undertaken by the cheapest and the shortest, route, unless otherwise sanctioned.
- Return or concessional tickets, when cheaper than two single journey fares should be purchased whenever available, if the conditions of the tour permit.
- Employees are eligible for re-imbusement of actual travel expenditure subject to the limitations mentioned in Para (7). If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket no., date etc., in TA bill form.
- All the employees of the institution shall be governed by the TA rules of the University / State Govt., in vogue from time to time. However in exceptional circumstances, the Management may on its discretion, pay a higher allowance to them than prescribed and reimburse the actual expenditure incurred, subject to production of the relevant vouchers.

- All TA bills must be submitted on the prescribed form as early as possible at the latest within seven (7) days after completion of the tour, but before undertaking another journey. Otherwise advance, if any granted against T.A. will be adjusted from the salary next payable.

In addition to the above, the management may as its discretion and in special circumstances such as marriage etc., or exceptional circumstances can grant any other leave as its discretion.

13. SUPPORT FOR HIGHER EDUCATION

Ph.D. PROGRAMME

- Faculty must be appointed as regular faculty.
- Should have four years of continuous service in the current institution.
- Faculty and Institution has to execute a bond on a Rs. 100 Non-judicial Stamp Paper on agreed terms.
- A limited support in terms of fees charged for course work and use of research facilities at the research place where he/she has enrolled for qualification up gradation, expenses towards thesis writing and publication of related research papers, consumables, if faculty is registered for qualification up-gradation on full-time or part-time basis on case-to-case basis and/or finance department, on submission of bill of expenses in original.

14.SUPPORT FOR FACULTY DEVELOPMENT PROGRAMMES, WORKSHOPS, SEMINARS, CONFERENCES AND TRAINING PROGRAMMES

ELIGIBILITY

- Faculty must have been appointed as regular faculty.
- Should have at least one year of continuous service in the current institution.
- Faculty should have submitted Training Need Analysis for the current academic year.
- Faculty has to submit a proposal to Director through Proper Channel consisting justification for attending the programme, benefits to the individual, name of the organizing Institute/Organization, department, venue, date, time, duration, programme agenda and a tentative Travel Plan. He/She has to submit financial estimate also, consisting Registration fee, proceedings publication fee, Travel Mode, Travel cost, DA, Lodging.
- The application should reach to authority through proper channel after verification of need of attending the programme and recent TNA submitted.
- The faculty may proceed to finance department for drawing advance amount towards registration fee and travel cost only.
- After attending the event, the faculty has to strictly submit a report on programme attended, copy of attendance certificate or participation certificate or any other

achievement certificate, original registration fee receipt, TA/DA form with all original receipts.

- After submitting all the documents and only after settlement of advance amount, other expenses are reimbursed. The entire process completed within (15) days after attending the programme.
- Faculty attended conferences etc., he/she has to submit copy of paper published in conference proceedings
- Faculty is permitted avail registration fee and local travel expenses as per applicable norms and rules when faculty attends a programme in-station but at an Institution other than the parent Institution.
- Faculty has to submit original boarding passes, if he/she avails air travel facility.
- TA/DA shall be paid as per Government of Telangana.
- Board of Management approval should be taken for International Travel

15. FINANCIAL ASSISTANCE

- Registration Fee to the extent of Rs.5,000/- or 50% whichever is less
- Train fare to the extent of to and fro II class AC for Professors, III class AC for Associate Professors and Sleeper class for Assistant Professor or Rs.3,000/- whichever is less.