



**Dr.B.R.AMBEDKAR UNIVERSITY, SRIKAKULAM**  
ETCHERLA- 532 410 (A.P.), INDIA.

**Prof. K. Raghu Babu,**

**REGISTRAR**

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Lr.No.Dr.BRAU/Academic Matters/2020-21

Dt:26-05-2020

**PROCEEDINGS OF THE VICE-CHANCELLOR**

Sub: Dr.BRAU, Srikakulam – Constitution of Committee to adhere the Code of Conduct for Students, Teachers, Governing body, Administration including Vice-Chancellor / Director / Principal / Officials and support staff of the University – Orders – Issued.

Ref: Vice-Chancellors Orders dated 26-05-2020.

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The Vice-Chancellor is pleased to constitute a Committee consisting with the following members to monitor the Code of Conduct for Students, Teachers, Governing body, Administration including Vice-Chancellor / Director / Principal / Officials and support staff of the University.

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| 1.Prof.A.Rajendra Prasad, Former Vice-Chancellor, ANU,Guntur              | - Chairman         |
| 2.Registrar, Dr.BRAU, Srikakulam  | - Member Secretary |
| 3.Principal, College of Arts/Commerce/Law & Education, Dr.BRAU,SkIm.      | - Member           |
| 4.Principal, College of Science, Dr.BRAU, Srikakulam                      | - Member           |
| 5.Dean, CDC, Dr.BRAU, Srikakulam  | - Member           |
| 6.Sri MVSS Prakash, Deputy Registrar (Amin.), Andhra University, Vizag    | - Member           |
| 7.Sri Ravela Sambasiva Rao, Registrar (Retd.), ANU, Guntur                | - Member           |
| 8.Sri R.Murthy, Assistant Registrar, D. S. National Law University, Vizag | - Member           |
| 9. Superintendent, Dr.BRAU, Srikakulam                                    | - Member           |
| 10.Librarian, Dr.BRAU, Srikakulam   | - Member           |
| 11.Assistant Registrar, Dr.BRAU, Srikakulam                               | - Member           |

The Committee Members are requested to look into the following items (references) and submit a report in the matter.

1. to prepare Office Manuals on the lines of District Office Manual of the State Government of Andhra Pradesh.
2. to prepare Service Rules of the Dr.BRAU, Srikakulam on the lines of the guidelines for recruitment and promotion of non-teaching staff separately for common categories and technical categories in the University.
3. to prepare academic, technical and departmental test qualifications for recruitment and promotion including educational qualifications for direct recruitment.
4. to prepare to conduct standardized tests covering statutory provisions, Statutes, Academic Regulations, Affiliation Rules, Service Rules, Accounts Rules etc. and these are to be conducted at each stage of promotion.

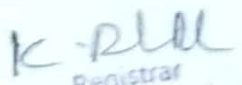
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5. to evolve a scheme of utilization of qualified temporary non-teaching staff in the ministerial posts instead of promoting unqualified Class-IV staff in the ministerial category posts.
6. to prepare guidelines to assess the need of temporary non-teaching staff and their recruitment process
7. to prepare Model rules with formats for affiliation of the Colleges to the University.
8. to prepare for development of online receipt of all the receipts of the University
9. to suggest steps to be taken for computerization of all academic and administrative including examinations and accounts of the university.
10. to review the replies to the audit paras and also to evolve guidelines on such matters.
11. to prepare guidelines for recruitment of temporary teachers.
12. to prepare guidelines on the lines of the guidelines with regard to the disposal of post-facto approval files by the feeder level officers and place before the EC for its approval.
13. to prepare guidelines promotions shall not be given against the statutory posts i.e. Vice-Chancellor, Rector, Registrar, Finance Officer & Controller of Examinations.
14. to prepare guidelines to conduct enquiries on any irregularity noticed by the university.
15. to prepare guidelines for pre-auditing system in the university.
16. to evolve guidelines for periodical review of EC on academic and administrative matters of the university.
17. to prepare guidelines for constitution of Investment Committee with internal members.
18. to evolve guidelines for maintenance of registers .
19. to prepare service rules for creation of separate accounts cadre posts.
20. to prepare guidelines for constitution of an internal committee with the Standing Counsel of the University to review the cases.
21. to evolve guidelines to design a structure of university website.
22. to prepare proposals required to amend to University Act with justification to APSCHE.

A copy of the Mandatory guidelines to all the Universities communicated by the Secretary, APSCHE, Guntur for your ready reference. Hence, the Chairman and Members are requested kindly to make it convenient to participate in the meetings as convened by the Member Secretary from time to time and submit a detailed report in the above said issues.

(BY ORDER)

To  
The Members Concerned.  
Copy to:1.P.A. to Vice-Chancellor, Dr.BRAU, Srikakulam.  
2.P.A. to Registrar, Dr.BRAU, Srikakulam.

  
Registrar  
Dr. B. R. Ambedkar University  
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REGISTRARS32 410