

## **ANDHRA PRADESH AGRICULTURAL UNIVERSITY ACT, 1963**

**24 of 1963**

**[11th June, 1964]**

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## **ANDHRA PRADESH AGRICULTURAL UNIVERSITY ACT, 1963**

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### CHAPTER 1

#### CHAPTER

### **1. Definitions :-**

(1) In these Statutes unless there is anything repugnant in the subject or context,

(a) 'Act' means the Andhra Pradesh Agricultural University Act, 1963.

(b) 'College' means the University College as defined in clause (p) of section 2 of the Act.

(c) 'Section' means a section of the Act.

(2) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

### CHAPTER 2

#### Officers of the University

### **2. Officers :-**

In addition to the Officers mentioned in Section 9, the following shall also be the Officers of the University, namely ;

(i) Principals of the Colleges ;

(ii) the Estate Officer ;

- (iii) the University Librarian ; and
- (iv) the Manager of the University Press.
- (v) Additional Director of Research (Veterinary)

**3. General :-**

All appointments shall be made strictly on the basis of merit.

**4. Manner of appointment of Vice Chancellor :-**

Whenever a vacancy of Vice Chancellor is to be filled, the Chancellor shall ask the Board to suggest a person, who in its opinion, is suitable for appointment as Vice Chancellor and he may appoint him as Vice Chancellor :

Provided that if the Chancellor considers that the persons suggested by the Board is not suitable for appointment as Vice Chancellor, he may ask the Board to suggest another person ;

Provided further that if the Chancellor considers that if the person suggested second time by the Board is also not suitable for appointment as Vice Chancellor, he may appoint any person, who, in his opinion, is suitable for appointment as Vice Chancellor.

**5. Manner of appointment of the Registrar, the Comptroller, the Estate Officer, the Dean of Student Affairs, the University Librarian and the Manger of the University Press :-**

The following procedure shall be adopted for the appointment of the Registrar and the Comptroller except for the first time, the Estate Officer, the Dean of Student Affairs, the University Librarian and the Manager of the University Press.

(1) When a vacancy is to be filled, the Board shall constitute a Selection Committee consisting of the following :

- (a) the Vice Chancellor as Chairman ;
- (b) one Member of the Board nominated by the Board from among its own Members ;
- (c) one outsider who is an expert in the subject concerning the post for which recruitment is to be made.

Provided that if a prescribed member/members is/are not available for appointment to the Selection Committee, the Board may appoint any person/persons as a substitute/substitutes. The

Registrar shall act as the Secretary of the Committee except in a case when he himself is a candidate. In that case, the Board shall appoint another officer of the University to act as Secretary of this committee ;

(2) The Selection Committee shall ;

(a) invite applications by advertising the vacancy in the manner prescribed by the Board ;

(b) procure suggestions from such member of the staff of the University as deemed fit ; and

(c) contact other appropriate institutions and agencies for suggestions.

(3) On receipt of the applications and suggestions mentioned in clause (2) above, the Secretary to the Committee shall prepare a list of all names for scrutiny. The candidates shall then be screened by the Selection Committee which shall recommend a panel of two names in the order of preference to the Board for consideration.

(4) The first Registrar and the first Comptroller shall be appointed by the Board on the recommendation of the Vice Chancellor.

(5) Notwithstanding anything in this statute, the Board may, in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed therefor, make appointment to a vacancy in any of the posts specified in this Statute in any other manner it considers necessary.

(6) Manner of appointment of Deans of Faculties, Director of Agricultural Experiment Stations (Director of Research and Director of Extension) :- The following procedure shall be adopted for the appointment of Deans of Faculties, Director of Research and Director of Extension :

(1) When a vacancy is to be filled, the Board shall constitute a selection committee consisting of the following members :

(a) the Vice Chancellor as Chairman ;

(b) two members of the Board nominated by Board from among them

(c) two persons not connected with the University and preferably from other Universities nominated by the Board on the

recommendation of the Vice Chancellor for their special acknowledge of, or interest in, the subject with which the person to be appointed will be concerned.

(2) The Registrar shall act as the Secretary of the Selection Committee.

(3) The Registrar shall invite applications by advertising the vacancy in the manner prescribed by the Board and he may also contact other appropriate institutions and agencies for suggesting names of suitable candidates.

(4) On receipt of the applications and suggestions mentioned in sub clauses above, the Registrar shall prepare a list of all names for scrutiny. The Committee shall recommend a panel of two names in the order of preference to the Board for consideration.

(5) Notwithstanding anything in this Statute, it shall be competent for the Board to appoint any person as Dean of any faculty or Director of Research or Director of Extension temporarily for a period of six months, or till such time as a Dean or Director is appointed in the manner prescribed in clauses (1) to (6) whichever is earlier.

(6) Notwithstanding anything in this Statute, the Board may in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed therefor, make appointment to a vacancy in the post of a Dean of any faculty or Director of Research or Director of Extension in any other manner it considers necessary.

**6. Period of appointment of Deans of Faculties, Director of Agricultural Experiment stations and Director of Extension :-**

The Deans of Faculties, Director of Agricultural Experiment Stations and Director of Extension appointed in the manner prescribed in statute 6 of the First Statutes shall hold office for a period of five years from the date of assumption of charge :

Provided that the candidates will be eligible for another term by selection

**6A. Manner of appointment of Additional Director of Research (Veterinary)" :-**

The following procedure shall be adopted for the appointment of

Additional Director of Research (Veterinary):

1. Whenever a vacancy is to be filled, the Board shall constitute a selection committee consisting of the following members:

(a) The Vice Chancellor. . Chairman

(b) Two members of the Board nominated by the Board . . Members

(c) Two external experts nominated by the Board on the recommendations of the Vice Chancellor.. . Members

2. The Registrar shall act as the Secretary of the Selection Committee.

3. The Registrar, shall invite applications by advertising the vacancy in the manner prescribed by the Board of Management.

4. On receipt of the applications, the Registrar shall prepare a list of names for scrutiny. The Committee shall recommend a panel of two names in the order of preference to the Board for consideration.

5. Notwithstanding anything in this statute, it shall be competent for the Board to appoint any person as Additional Director of Research (Veterinary) temporarily for a period of six months or till such time as Additional Director of Research (Vety.) is appointed in the manner prescribed in clauses (1) to (4) whichever is earlier.

6. Notwithstanding anything in this statute, the Board may in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed therefor make appointment to vacancy in the post of Additional Director of Research (Vety.) in any other manner it considers necessary.

**6B. Period of appointment of Additional Director of Research (Veterinary) :-**

The term of appointment of Additional Director of Research (Veterinary) shall be three years which may be extended for such period not exceeding three years as the Board may decide on the recommendations of the Vice Chancellor.

**7. . :-**

(Omitted w.e.f. 12-4-1984.)

**7A. Manner of appointment of Principals :-**

Whenever a vacancy of principal is to be filled, the Board shall

appoint, on the recommendations of the Vice Chancellor, one of the professors or persons of equivalent status in the Faculty concerned, as Principal and the person so appointed as Principal shall be paid an additional allowance of Rs. 150/ per month, in addition to his grade pay as professor or in the post held by him, as the case may be, for the additional duties performed by him. A Professor or person of equivalent status appointed as principal shall continue to act as Professor or person of equivalent status in the Faculty concerned.

**7B. The quorum for the meetings of the Selection Committees constituted under Statutes 5, 6 and 7 A shall be as follows :-**

Selection Committee constituted under Quorum required Statute 5  
Two Statute 6 Three Statute 7 A Four

**8. Allowance and Leave Encashment and Leave Travel Concession :-**

(i) The Vice Chancellor shall be entitled to a University Motor Car for his use and a free furnished house at the campus or a suitable furnished house in the city; or a house rent allowance not exceeding rupees two thousand five hundred per mensem, covering both accommodation and furnishings.

(ii) Leave :

(a) The Vice Chancellor shall be entitled to leave on full pay for one eleventh of the period spent on duty. In the event of the same incumbent being reappointed for a further term or terms continuously he shall be entitled to the leave admissible as above, to leave on full pay for such unexhausted period of leave on full pay which may remain to his credit in any previous term of office.

(b) He shall be also entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years tenure of office ; provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.

(iii) Travelling Allowance : The Vice Chancellor shall be paid travelling and halting allowances as per schedule given below when he is to attend a conference or any meeting or undertakes any journey connected with or relating to any work of the University.



- (a) Air fare... Single, plus Daily Allowance for days of the journey.
- (b) Railway Fare... Air conditioned or I Class plus Incidental charges at 4 np. per kilometer (No D.A. during journey)
- (c) Road Mileage... At 47 np. per kilometer (this mileage is applicable to all journeys including places connected by rail).
- (d) Daily Allowance... He shall be paid halting allowance at Rs. 35/ per day at Delhi and Rs. 20 per day at all other places.

**8A. . :-**

Notwithstanding anything in Statute 8, if the first Vice Chancellor appointed under the proviso to sub section (1) of Section 11 is reappointed under that sub section for a second or subsequent term, the emoluments and other conditions of service of the Vice Chancellor so reappointed for the Second or subsequent term shall be such as may be determined by the Chancellor and shall not be varied to the Vice Chancellor's disadvantage on such reappointment.

**8B. . :-**

Notwithstanding anything contained in Statute 8, the Chancellor may determine the emoluments and other conditions of service of an Officer in the service of the State or Central Government or a Member of an All India Service appointed as Vice Chancellor, in a manner not less advantageous than the terms and conditions by which the person appointed as Vice Chancellor is governed as a Member of the service to which he belongs.

**9. Powers and duties of the Vice Chancellor :-**

In addition to the powers conferred upon the Vice Chancellor by the Act, the Vice Chancellor may exercise the following powers, namely :

- (i) He shall be entitled to be present at and address at any stage of any meeting of any authority of the University : but not to vote there at unless he is a member of the authority concerned.
- (ii) He shall be responsible for the maintenance of discipline among the staff, the students and servants of the University and shall have powers necessary for this purpose.
- (iii) He shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate officer or authority of the University.

(iv) He shall have power to institute an enquiry in respect of any matter concerning the University.

(v) He shall have power to interpret the provisions of the Act, Statutes and Regulations. Any person aggrieved may submit an appeal to the Chancellor through the Vice Chancellor within ninety days from the date of such interpretation or ruling of the Vice Chancellor. Any difference of opinion in the matter of interpretation between the Vice Chancellor and any authority of the University shall, however, be referred to the Chancellor. The decision of the Chancellor on such appeal or reference shall be final. Any subsequent communication from the University to any person or authority about the interpretation or ruling shall not be considered as fresh decision.

(vi) He shall have power to constitute such ad hoc committees as he may deem necessary to help him in the performance of his duties as the principal Executive Officer of the University.

(vii) Whether an Officer is absent from duty on leave or for any other reason, or whenever any post has not been filled up, the Vice Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that Officer for such period as may be necessary.

(viii) He shall have power :

(a) to sanction recurring and non recurring expenditure chargeable to contingencies within the budget provision ;

(b) to countersign his own T.A. Bill and the T.A.bills of the officers of the University subject to provisions in these Statutes ;

(c) to re appropriate from one detailed head to another in the same account provided that no recurring liability is involved ;

(d) to sanction the temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Board in its next meeting;

(e) to sanction all expenditure on buildings or repairs thereof the estimates for which does not exceed Rs. 10,000.

(f) to sanction expenditure up to a sum of Rs. 300/ at any one time on times of unforeseen character for which expenditure shall be reported to the Board of Management at its next meeting ;

(g) to open accounts on behalf of the University in a Treasury or in a Bank approved by the State Government.

**10. Powers and duties of the Registrar :-**

In addition to the powers and duties conferred and imposed upon the Registrar under the Act he shall have the following powers and duties, namely :

(i) It shall be the duty of the Registrar to issue under direction of the Board or the Vice Chancellor all notices concerning meetings of the Board and Academic Council and attend the meetings and maintain the minutes thereof ;

(ii) He shall execute all processes connected with the election of members of the Board by the Members of the State Legislature and the Registered Graduates of the University ;

(iii) He shall, in the execution of his duties, be subject to the immediate direction and control of the Vice Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.

(iv) He shall, on application previously made by any member of the Board or Academic Council or Board of Faculty for the proceedings of the Board or Academic Council or Board of Faculty respectively, fix with the approval of the Vice Chancellor a convenient hour and date which shall ordinarily be within ten days of the receipt of the application, and arrange for the persual of the said proceedings and any documents connected with such proceedings at the said hour and date. If, however, there is any difficulty in furnishing any record asked for by the member, he should inform the Board of Academic Council or Board of Faculty as the case may be accordingly at the meeting of the concerned authority following the member's requisitions.

(v) Subject to the provisions of the Act and the Statutes the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.

(vi) He shall be the custodian of office library of the University.

(vii) He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.

(viii) He shall be in charge of registration of the University and shall maintain a register of all degrees and diplomas conferred by the University.

(ix) He shall be responsible for admission of students to the University including the supervision of the entrance examination.

(x) He shall prepare and maintain a register of all registered graduates in the prescribed form.

(xi) He shall, with respect to the employees working under him, exercise powers drawing, disbursing and collection of moneys under relevant statutes and regulations.

(xii) He shall have the power to countersign the Travelling Allowance bills and sanction leave of the employees working under him.

(xiii) He shall have power :

(a) to incur expenditure chargeable to contingencies as under.

(i) Non recurring expenditure up to Rs. 10,000 in each case.

(ii) Recurring expenditure up to Rs. 1,200 per annum in each case ;

(b) to sign cheques for payment of sanctioned pay and allowances of the Comptroller.

### **11. Powers and duties of the Comptroller :-**

In addition to the powers conferred and duties imposed upon the Controller by or under the Act, the Comptroller shall :

(i) be the custodian of all properties of the University ;

(ii) sign all contracts made on behalf of the University ;

(iii) advise in regard to the financial policy of the University and take measures to develop its resources ;

(iv) purchase all materials and properties required by the University and its various units except as otherwise provided by the Act, Statutes or Regulations ;

(v) place the financial position of the University before the Board, through the Vice Chancellor at its meeting ;

(vi) subject to the acceptance by the Board, receive all contributions, grants, gifts and endowments made in favour of or

for the purpose of the University ;

(vii) ensure that :

(a) the accounts of the University are properly kept and audited;

(b) the budget of the University is prepared and submitted to the Vice Chancellor and that the financial sanctions are obtained in time; and

(c) the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly ;

(viii) devise and instal suitable system of accounting and business procedure and keep an accounts manual for use in all University offices ;

(ix) develop and operate an internal audit system so that the record of all officers and employees, responsible for the receipt and expenditure of moneys, maintenance of accounts and custody of property, may be verified by the audit ;

(x) maintain service records of all members of the staff of the University ;

(xi) prescribe financial forms to be used in the University ;

(xii) have powers to pass bills and sign cheques for payment of contingent charges, pay and allowances of all the officers, teachers and other employees of the University and other cheques within the budgetted amount ;

(xiii) with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and regulations ;

(xiv) have power to countersign T.A. bill and sanction leave of the employees working under him, and

(xv) perform such other duties as may be required from time to time, by the Board or the Vice Chancellor ;

Provided that all or any of the powers referred to above shall be exercised by any other officer authorised in this behalf by the Board of Management.

## **12. Powers and duties of the Dean of Students Affairs :-**

In addition to the duties mentioned in sub section (3) of Section 16 of the Act, the Dean of Student Affairs shall have the following powers and duties namely:

- (i) He shall organise messing arrangements for students.
- (ii) He shall obtain medical advice and assistance for students.
- (iii) He shall make arrangements for scholarships, stipends, part time employments and other such assistance.
- (iv) He shall arrange travel facilities for students on holidays.
- (v) He shall communicate with the guardians of students concerning the welfare of the students.
- (vi) He shall exercise general control over the physical education programme and the University medical and health services.
- (vii) He shall be responsible for student discipline.
- (viii) He shall, in consultation with the Director of Agri.Exp. Stations and Director of Extension prepare a programme for employment of students in the Experiments and the extension field and put it up to the Vice Chancellor for approval.
- (ix) He shall explore the possibilities of finding suitable employment for graduates and arrange their interview with prospective employers.
- (x) He shall with respect to the employees working under him exercise powers of drawing disturbing and collection of moneys under relevant statues and regulations.
- (xi) He shall have powers to countersign T.A. bills and to sanction all kinds of leave of the employees working under him.
- (xii) He shall perform such other duties as may be assigned to him by the Board or the Vice Chancellor.

### **13. Powers and duties of the Dean of Faculties :-**

- (i) The Dean of a Faculty shall be the Chief Executive Officer of the faculty and responsible to the Vice Chancellor for its administration.
- (ii) The Dean of a faculty shall have the following powers and duties, namely:
  - (a) He shall be responsible for the organisation and conduct of

teaching, research and extension work of the departments comprised in the Faculty and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned.

(b) Without prejudice to the right of any member to prescribe any matter to the Board of Faculty he shall formulate and present policies to the Board of the Faculty for its consideration.

(c) He shall make reports to the Vice Chancellor on the work of the Colleges.

(d) He shall supervise the registration and progress of the students in the Colleges.

(e) He shall prepare the budget for the Faculty. He shall have the powers to allot such of his functions to be discharged, subject to his directions and control by such of subordinate officers as he may from time to time decide. He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of money under relevant statutes and regulations.

#### **14. Powers and duties of the Directors of Agricultural Experiment Stations :-**

The Director of Agricultural Experiment Stations shall have the following powers and duties, namely:

(i) He shall co ordinate the planning and prosecution of research conducted by the University, excepting research done by students to meet degree requirements and by teachers of the University to improve teaching abilities.

(ii) He shall prepare annual budget estimates for such research as may be required by the University.

(iii) He shall assist the appropriate Deans to meet their responsibilities for direct supervision of the members of the College staff engaged on approved research programmes.

(iv) He shall require and supervise the compilation and publication of research results.

(v) He shall be responsible to the Vice Chancellor in exercise of the powers and discharge of duties under the Act and Statutes.

(vi) He shall with respect to the employees working under him, exercise powers of drawing disbursing and collection of moneys

under relevant Statutes and Regulations.

(vii) He shall have powers to countersign T.A. Bills and to sanction leave of any nature admissible to the employees working under him.

**14A. Powers and duties of the Additional Director of Research (Veterinary)" :-**

1. He shall assist the Director of Research to co ordinate the planning and execution of livestock research programmes conducted by the University, excepting livestock research done by students to meet degree requirements and by teachers of the University to improve teaching abilities.
2. He shall prepare annual budget estimates for such livestock research as may be required by the University.
3. He shall assist the appropriate Deans to meet their responsibilities for direct supervision of the members of the College staff engaged on approved livestock research programmes.
4. He shall supervise and prepare the compilation and publication of livestock research results.
5. He shall have powers to approve tour programmes and countersign T.A. bills of the employees working in livestock research stations under the overall control of Director of Research.
6. He shall be directly responsible to the Director of Research in exercise of the powers and discharge of duties under the Act and Statutes.

**15. Powers and duties of the Director of Extension :-**

The Director of Extension shall have the following powers and duties, namely:

- (i) He shall prepare yearly programmes and budget needs for the education of cultivators and other nonstudents in connection with Extension Schemes.
- (ii) He shall supervise off campus programmes of the University dealing with agricultural co operatives, rural youth programmes, short courses for cultivators, training of non students, etc.
- (iii) He shall co operative with the Deans of Faculties in developing courses and in teaching students in various forms of extension



education.

(iv) He shall direct the development of informational materials such as publications, films, etc., for use in phases of the extension work.

(v) He shall be responsible to the Vice Chancellor in the exercise of powers and discharge of duties under the Act and Statutes.

(vi) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and regulations.

(vii) He shall have powers to countersign T.A. bills and sanction leave of any nature admissible to the employees working under him.

**15A. Powers and duties of the Principals :-**

A principal shall have the following powers and duties, namely :

(i) He shall subject to the over all control of the Dean of the Faculty concerned, exercise control over the college of which he is the administrative and academic head in respect of all employees, students and facilities.

(ii) He shall supervise the teaching, research and extension work of staff of the College and be responsible for the work and conduct of all students of the College.

(iii) He shall exercise such powers and discharge such duties as other officers may with respect to the maintenance and operation of the College under his control, delegate to him with the approval of the Dean of the faculty concerned.

(iv) He shall discharge such other duties as may be assigned to him by the Dean of the faculty concerned.

(v) He shall be responsible to the Dean for educational use of the buildings and rooms assigned to the college and for the general equipment of the college.

(vi) He shall be entitled to grant casual leave to the teachers of the college.

(vii) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant statutes and regulations.

(viii) He shall have the powers to countersign T.A. bill and sanction

leave of the employees working under him. Act Section 38 (e).

**16. Powers and duties of the Estate Officer :-**

(i) The Estate Officer shall work under the control and supervision of the Vice Chancellor and shall be responsible for the

(a) execution and maintenance of the buildings, roads, fencing, playgrounds, parks and lands of the University other than the lands comprising the Agricultural and Livestock Farms ;

(b) maintenance of the utility services ;

(c) maintenance of Fire Protection Services ;

(d) maintenance of architectural and planning services for the University ;

(e) preparation of the annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of works under construction ;

(f) maintenance of the accounts relating to the works in his charge in forms prescribed by the Comptroller ;

(g) allotments and maintenance of the quarters and accommodation for the staff of the University ; and

(h) all repairs and construction of the University buildings.

(ii) He shall also perform such other duties as may be assigned to him by the Vice Chancellor or the Comptroller.

(iii) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(iv) He shall have powers to countersign T.A., bills and sanction all kinds of leave of employees working under him.

**17. The powers and duties of the University Librarian :-**

The University Librarian shall have the following powers and duties, namely :

(i) He shall maintain all the libraries in the University Campus and organise their services in the manner most beneficial to the needs of teaching, research and extension.

(ii) Subject to the general control of the Vice Chancellor, he shall

exercise all powers in relation to the office routine, the control of the library staff and the efficient organisation and working of the University Library.

(iii) He shall have powers to purchase catalogue, cards and labels and other library requisites out of the provision in the Budget for such purposes.

(iv) He shall be responsible for the proper care and upkeep of all books, manuscripts, periodicals and back numbers of periodicals in the library of the University.

(v) He shall conduct annually in the month of April a detailed checking of all books, manuscripts and periodicals in the libraries and shall submit his report to the Vice Chancellor through the Registrar.

(vi) He shall submit to the Vice Chancellor at the end of each academic year, an annual report and statistics showing the progress of the library in the University Campus.

(vii) He shall seek the guidance of the Vice Chancellor in all matters relating to the general policy, development and working of the libraries.

(viii) He shall prepare the annual budget for the University libraries.

(ix) He shall discharge such other duties as may be assigned to him by the Vice Chancellor or Academic Council.

(x) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(xi) He shall have powers to countersign T.A. bills and sanction all kinds of leave of employees working under him.

**18. Powers and duties of the Manager of the University Press :-**

The manager of the University Press shall have the following powers and duties, namely :

(i) He shall design, print and distribute the publications of the University.

(ii) He shall not interfere with the right of College or Department of the University

- (a) to reproduce materials by means other than printing and to distribute the same ;
- (b) to distribute any materials as a part of the University Extension service ; and
- (c) to approve for publication research manuscripts in such general form and in such numbers as they may determine.
- (iii) He shall be responsible for the secrecy of the papers given to him by the University for printing.
- (iv) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.
- (v) He shall have the powers to countersign T.A. bills and sanction all kinds of leave of employees working under him.

### CHAPTER 3 AUTHORITIES

#### **19. Powers and duties of the Board of Management :-**

In addition to the powers and functions mentioned in section 20 of the Act, the Board shall exercise and perform the following powers and functions, namely :

- (i) to declare by Statute that the University shall include any other Faculty under sub section (1) of section 23 ;
- (ii) to publish an annual report containing the review of the progress made in different spheres of activities of the University ;
- (iii) to submit to the Government legislative proposal which it considers necessary for the betterment and promotion of Agriculture ; and
- (iv) to consider the proposals of the Boards of Faculties for the institution of Fellowships, Scholarships, Bursaries, Medals and Prizes. Act. Section 21(1)(K) and Section 38 (a).

#### **20. Term of the teachers nominated by the Vice Chancellor to the Academic Council :-**

The term of the teachers nominated by the Vice Chancellor to the Academic Council shall be two years from the date of nomination or from the date of Occurrence of the vacancy whichever is later.

#### **21. Powers and duties of the Academic Council :-**

In addition to the powers, functions and duties mentioned in section 22 the Academic Council shall have the following powers :

(i) to determine the degrees and diplomas which shall be awarded and the conditions for their award ;

(ii) to prescribe basic qualifications for appointment as teachers ;

(iii) to recommend candidates for diplomas, degrees and certificates to be conferred by the University ;

(iv) to recommend the establishment, amalgamation, division or abolition of Faculties or Departments :

Provided that, if additional funds are required prior approval of the Board shall be obtained ;

(v) to recognise, subject to the confirmation of the Board, the examinations of the recognised Universities equivalent to the corresponding examinations of the Andhra Pradesh Agricultural University ;

(vi) to propose rules to the Board for the award of Scholarships, Fellowships, Medals etc. ;

(vii) to make proposals for the consideration of the Board regarding distribution of new grants by the Government to the Colleges for the development of higher teaching and research whenever the University is consulted by the Government on such matters.

(viii) (Deleted. Vide Proc. No.972/Stat/78 dt.21 7 1976)

(ix) to promote research within the University and to require reports on such research from the persons employed thereon ;

(x) to recommend to the Board the making of grants to sections or colleges, which contribute to University teaching and research ;

(xi) to make regulations regarding the holding of convocation ; and

(xii) to constitute a Committee on student discipline with the Dean of Student affairs as the ex officio Chairman.

## **22. Constitution of the Boards of Faculties :-**

(i) The Board of Faculty for Home Science shall consist of the following namely :

(a) the Dean of the Faculty ;

- (aa) Dean of Post Graduate Studies;
  - (b) all Heads of Departments of the subjects taught in the Faculty ;
  - (c) the Director of Agricultural Experiment Stations
  - (d) the Director of Extension.
  - (e) two eminent scientists from outside the University to be invited by the Dean and
  - (f) three representatives of whom two in the cadre of Associate Professor and one in the cadre of Asst. Professor from the faculty to be nominated by the Vice Chancellor.
- (ii) The Board of Faculties for Agriculture and Veterinary Science shall consist of the following members, namely :
- (a) Dean of the Faculty concerned ;
  - (aa) Dean of Post Graduate Studies;
  - (b) Principals of all Colleges in the Faculty ;
  - (c) Director of Research ;
  - (d) Director of Extension,
  - (e) Associate/Additional Director of Research (Vety.) ;
  - (f) All Professors Senior Scientists/Associate Directors, University Heads of Departments and College Heads of Departments in the Faculty ;
  - (g) Two eminent scientists from outside the University to be invited by the Dean;
  - (h) Three representatives each from the Faculty of Agriculture and Faculty of Veterinary Science of whom two in the cadre of Associate Professor and one in the cadre of Asst. Professor to be nominated by the Vice Chancellor.
- (iii) The Board of Faculty for P.G. Students shall consist of the following members, namely:
- (a) The Dean of Post Graduate Faculty...Chairman (Ex Officio);
  - (b) Dean of other Faculties;
  - (c) Director of Research;

(d) Director of Extension:

(e) All Heads of Departments connected with Post Graduate Studies;

(f) All Professors and Senior Officers approved by Vice Chancellor;

(g) Two eminent scientists from outside the University to be invited by the Dean;

(h) Three representatives from each Faculty of whom two in the cadre of Assoc. Professor and one in the cadre of Asst. Professor to be nominated by the Vice Chancellor.

**23. Powers and duties of the Board of Faculties :-**

The Boards of Faculties shall have the following powers, namely :

(a) to make recommendation to the Academic Council regarding admission of Students to the University ;

(b) to draw the curricula and courses and recommend to the Academic Council books to be prescribed as text books ;

Provided that no book shall be recommended unless the report of the members of the Board of Faculties is obtained thereon ;

(c) to recommend to the Academic Council conditions under which students shall be admitted to the Degrees, Diplomas and Certificates ;

(d) to recommend to the Academic Council the establishment, amalgamation, Sub division and abolition of Departments ;

(e) to propose the fellowships, Scholarships, studentships, bursaries, Medals and Prizes to be instituted by the Board ;

(f) to recommend to the Academic Council for the recognition of the degrees, diplomas and other certificates of the recognised Universities and determine their equivalence to the corresponding Degrees, Diplomas and certificates of the Andhra Pradesh Agricultural University ;

(g) to act as a consultation body in regard to all questions referred to it generally and those relating to an integrated and well balanced course of study particularly ;

(h) to suggest to the Academic Council examiners on special subjects ; and

(i) to consider and determine, in consultation with the examiners, the objections raised to questions set at any examinations held by the University : Provided that if the Board of Faculties and examiners do not agree upon the course to be adopted, the decision of the Board of Faculties shall be subject to the confirmation of the Vice Chancellor and if the Vice Chancellor does not confirm the decision of the Board of Faculties the matter shall be referred to the Academic Council whose decision thereon shall be final.

(ii) The Boards of Faculties shall have power to appoint either standing or temporary committees as they are deemed necessary for their proper functioning.

#### CHAPTER 4 MEETINGS

### **24. General :-**

(1)

(i) Meetings of the Board of Management shall be of three kinds, viz., (a) Ordinary, (b) Urgent and (c) Special.

(ii) The dates and hours and venue for the meetings of the Board shall subject to the provision in sub section (2) of section 20, be fixed by the Vice Chancellor.

(iii) In the absence of the Chairman from any meeting the members present at the meeting shall choose one of their members to preside thereat.

(iv) Six members of the Board including the presiding member shall form the quorum at any meeting (Ordinary, urgent or special) of the Board.

(v) If the quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact and the record shall be signed by the Chairman or presiding member.

(vi) If at any time during the progress of a meeting any member shall call attention to the number of members present the Chairman or the presiding member shall within a reasonable time count the number of members present and if a quorum be not present he shall declare the meeting as dissolved and shall leave the Chair. All such dissolutions shall be recorded by the Registrar



and the record shall be signed by the Chairman or the presiding member.

(vii) Non receipt of notice, agenda and other papers connected with any meeting of the Board by any member shall not invalidate the proceedings of the meeting.

## **25. Ordinary Meetings :-**

(1)

(i) The Registrar shall under the direction of the Vice Chancellor give notice of not less than ten days before the date of an ordinary meeting.

(ii) The Registrar shall under the direction of the Vice Chancellor send to every member of the Board, agenda paper specifying the place, day and hour of the meeting and business to be brought before the meeting, provided that the Vice Chancellor may bring any business which in his opinion is urgent before any ordinary meeting with shorter notice or without placing the same on the agenda paper.

## **26. Urgent Meetings :-**

(i) The Vice Chancellor may, whenever he thinks necessary, convene an urgent meeting of the Board for the transaction of any urgent business.

(ii) The Registrar, under direction of the Vice Chancellor, shall ordinarily give three days notice of the Urgent meeting and forward with the notice to each member the agenda paper for the meeting. The Vice Chancellor may convene a meeting at a shorter notice in case of urgency.

(iii) It shall be open to the Vice Chancellor to bring before an urgent meeting any urgent business with or without placing it on the agenda paper.

## **27. Special Meeting :-**

(i) A Special Meeting of the Board shall be convened by the Vice Chancellor on receipt of requisition in writing signed by not less than eight members of the Board and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with name of the mover of each resolution. No business other than consideration of such resolution or

resolutions shall be transacted at a Special meeting provided that the Vice Chancellor may bring any urgent business before such special meeting with or without notice. A special meeting may also be convened by the Vice Chancellor for consideration of any special subject which, in the opinion of Vice Chancellor, is necessary.

(ii) Issue of notice and agenda paper and other requisites for the conduct of special meeting shall so far as they are applicable be the same as those prescribed and applicable for urgent meetings of the Board.

#### CHAPTER 5

#### REGISTRATION OF GRADUATES

### **28. Registration of Graduates :-**

(1)

(i) The Registrar shall maintain the Register of Registered Graduates in accordance with the provisions made in these Statutes.

(ii) The following persons shall on payment of fees prescribed in clause (iii) below, be eligible for registration as graduates of the University and enjoy all privileges of registration :

(a) All graduates of the University ;

(b) All persons who have taken degrees in Agriculture, Veterinary Science and Home Science prior to the date of the first convocation of the Agricultural University and who are domiciled or residents in Andhra Pradesh.

Note :

(1) Resident for the purpose of this Statute means, a person who is resident in Andhra Pradesh at the time of the application for registration and has been resident in that State for a continuous period of two years at least preceding ;

(2) The date of Convocation on which a person is admitted to his degree either in person or in absentia shall be deemed the day on which he has graduated or taken his degree.

(iii) If any question arises as to whether a graduate coming under clause (ii) above is domiciled or resident in the State or not, the question shall be decided by the Board of Management and such decision shall be final.

(iv) Any graduate who wishes to register himself as a registered graduate of the University shall pay a fee of Rs. 5 (rupees five) and apply in the form prescribed by the University to the Registrar which will entitle him to have his name entered and retained in the register for life.

Note: The persons whose names are found on the date of the establishment of the Andhra Pradesh Agricultural University in the Registers of the Registered Graduates of the Andhra, Osmania and Sri Venkateswara Universities shall pay a fee of only Rs. 3 (rupees three).

(v) On receipt of the application the Registrar, if he finds that the applicant is duly qualified to be registered and owes no money to the University, shall cause the name of the applicant to be entered in the Register.

(vi)

(a) An upto date and corrected list of Registered Graduates as on the 1st day of January shall be published every year and applications for corrections in the Register of Registered Graduates should reach the Registrar at least 15 clear days before the 1st January each year for this purpose. Provided that in the year in which elections are to be held to elect a representative of the Registered Graduates to the Board of Management, the list shall be brought upto date seventy clear days before the date of poll.

(b) A graduate who gets himself registered not less than seventy clear days before the date of poll shall be eligible to participate in the election.

(c) Notwithstanding any thing contained in this Statute the graduates in Agriculture, Veterinary Science and Home Science who have their names in the register of registered graduates of the Andhra, Sri Venkateswara and Osmania Universities on 4th May 1964 (the date on which the Act has been brought into force) shall be eligible to take part in the first elections.

(vii) A graduate whose name is in the register shall be entitled to inspect it during office hours on application to the Registrar and shall be entitled on payment of Rs. 5 (rupees five only) to have a copy of it, subject to its being in stock, either in person or by post, corrected upto the date of last revision under clause (vi) above. The University reserves to itself the right of reprinting the list.

Supplemental list of such graduates shall be supplied to any graduate who makes a request for it in writing to the Registrar, provided he had previously purchased the latest printed copy of the original list of registered graduates of the University.

(viii)

(a) When any communication is posted to a registered graduate to his address as registered in the register of registered graduates and is returned to the Registrar undelivered with an endorsement by the Postal Department that the person is reported dead, the name of such graduate shall be removed from the list.

(b) If the Vice Chancellor on enquiry is satisfied that a graduate in the list is deceased he shall give it such publicity and in such manner as he decides and after a lapse of three months from such publicity remove the name of such deceased graduate from the list.

(c) If at any time after registration as a registered graduate any person for any reason is deprived in any manner of his degree or degrees which entitled him to registration as such, he shall be a registered graduate of the University from the date.

(ix) A registered graduate shall have the following privileges namely :

(a) he shall be eligible to stand for election to the Board of Management from the graduates constituency provided that he has completed twenty one years of age ;

(b) he shall be entitled to elect members to the Board in accordance with provision of the Andhra Pradesh Agricultural University Act ;

(c) he shall be entitled to the use of the University Library on such terms as may from time to time be prescribed by the Board ; and

(d) he shall have priority of admission over unregistered graduates to all lectures delivered by the University officers and teachers and to the Convocation.

#### CHAPTER 6

#### FACULTIES

### **29. Faculties :-**

The University may have the following Faculties, namely

(a) Faculty of Agriculture ;

- (b) Faculty of Veterinary Science ;
- (c) Faculty of Agricultural Engineering and Technology ;
- (d) Faculty of Home Science ;
- (e) Faculty of Basic Sciences and Humanities ;
- (f) Faculty of Post Graduate Studies and
- (g) Faculty of Dairy Science.

#### CHAPTER 7

##### DEPARTMENTS

### **30. Establishment of Departments of Teaching in the Faculties :-**

- (i) The Department shall be the primary unit of education and administration. It shall carry on programmes of teaching and research and, where appropriate, extension in a particular field of knowledge ;
- (ii) each Faculty, except the faculty of post graduate studies, shall consist of departments which shall undertake teaching, research and extension in their respective fields ;
- (iii) the faculty of Post graduate studies shall consist of those departments of other Faculties which offer post graduate work ;
- (iv) The Departments under each Faculty shall be as recommended by the Academic Council and approved by the Board.

#### CHAPTER 8

##### ESTABLISHMENT, AMALGAMATION, SUB DIVISION AND ABOLITION OF FACULTIES

### **31. Establishment, amalgamation, Sub division and abolition of Faculties :-**

- (i) Without prejudice to the powers of the Academic Council as defined in clause (i) of Section 22 the establishment, amalgamation, sub division and abolition of faculties, shall be determined by the Academic Council of the recommendation of the Dean of the faculty.
- (ii) The Colleges of Agriculture at Hyderabad, Bapatla and Tirupati, the Veterinary Colleges at Hyderabad and Tirupati and the College of Home Science at Hyderabad shall comprise such departments as may be decided upon by the Academic Council.

## CHAPTER 9

### CLASSIFICATION OF TEACHERS

#### **32. Classification of Teachers :-**

Teachers as defined in sections shall include the following, namely :

- (a) Professors ;
- (b) Associate Professors ;
- (c) Assistant Professors ; and
- (d) Instructors.

## CHAPTER 10

Institution Of Fellowships, Scholarships, Studentships, Bursaries, Medals And Prizes  
And the Conditions Of Award thereof

#### **33. Institution of fellowships, scholarships, studentships, Bursaries, Medals and prizes :-**

The proposals with regard to the institution of fellowships, scholarships, studentships, bursaries, medals and prizes shall be initiated by the appropriate Board of Faculties and shall be considered by the Board of Management and thereafter they shall be provided for in the respective budgets of the Colleges by the Deans concerned.

## CHAPTER 11

Conferment Of Honorary Degrees And Academic Distinctions

#### **34. Conferment of Honorary Degrees and Academic distinctions :-**

(i) The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degrees and other Academic distinctions on the recommendations of the Academic Council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning Science or their established position in the Scientific world are fit and proper persons to receive Doctor of Science. (D.Sc.)

(ii) All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of Vice Chancellor and the Deans of Faculties and if accepted by the Committee, shall be placed before the Academic Council and the Board for approval before submission to Chancellor for confirmation.

(iii) Honorary Degree shall be conferred only at a Convocation, and may be taken in person or in absentia.

(iv) The presentation of persons at the Convocation on whom honorary degrees are to be conferred, shall be made by the Vice Chancellor or by a person nominated by the Board for the purpose.

#### CHAPTER 12

Holding of Convocation

### **35. Convocation :-**

(1) All degrees, diplomas and honorary degrees shall be conferred by the University either at a convocation or in absentia.

(2) A convocation for conferring degrees shall be held at least once in every year on a date to be fixed by the Chancellor.

#### CHAPTER 13

HOSTELS

### **36. Establishment and abolition of Hostels :-**

(i) The Board shall on the recommendation of the Vice Chancellor establish hostels for all students of the University. No hostel shall be abolished without prior approval of the Board.

(ii) No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Dean of Student Affairs.

Note :- This clause shall not apply to the students who reside in the own house with their parents or under a proper guardian.

#### CHAPTER 14

Election of a Representative from The Recognised Graduates

### **37. General :-**

(i) The Vice Chancellor shall be the returning officer and shall direct the holding of elections and shall have power (a) to fix the date of elections, (b) to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover (smaller cover) and the outer cover (envelope) for the election and the instructions to be contained in the notification to be published in the Andhra Pradesh Gazette, (c) to decide the validity or invalidity of each ballot paper and (d) to declare the results of the election :

Provided that it shall be competent for the Vice Chancellor to depute either the Registrar or any other person to act in his place

in respect of scrutiny of nominations or the conduct of the ballot or the declaration of the election and all or any of the stages of the election. The person so deputed shall exercise for all the above stages or for the specified one in the election the functions and powers of the returning officer.

(ii) Subject to section 27, the decision of the Vice Chancellor on any question relating to elections shall be final.

(iii) Notwithstanding anything contained in clauses (ii), (iii), (iv)(b) and

(vii) of Statute 38, it shall be competent for the Vice Chancellor to fix the time limits for (1) filing nominations (2) withdrawal of nominations and (3) return of ballot papers and otherwise vary the details of procedure for the conduct of elections for constituting the first Board of Management of the University.

(iv) Any candidate in the election intending to appeal to the Chancellor under section 27 against any declaration made by the Vice Chancellor or the person deputed by him to act in his place in respect of nominations, or the conduct of the ballot or the declaration of the result thereof shall lodge his appeal with the Chancellor through the Vice Chancellor within seven days after the date of such declaration to which he takes objection, excluding the date of such declaration. Appeals received after the period fixed above shall not be considered.

(v) The elections shall be held by the method of postal voting.

(vi) The election shall not be invalid by reason of any loss during transmission of any notice or ballot papers.

(vii) The results of the election shall be published in the Andhra Pradesh Gazette and shall have the effect in the case of anticipatory elections from the date of occurrence of the vacancy and in other cases from the date of declaration of the result of the election.

(viii) The ballot papers, together with the declaration papers, of the election shall be preserved in the University office of the returning officer for a period of three weeks from the date of election or if any question arises as to the election until it is disposed of.

(ix) No person shall be qualified for election or nomination as a member of any of the Authorities of the University if he



(a) is on the date of election or nomination, of unsound mind, a minor, a deaf mute or is suffering from leprosy ; or

(b) applies to be adjudicated as insolvent or is an undischarged insolvent ; or

(c) has been convicted and sentenced by a criminal Court to transpiration for life or imprisonment for a period of more than one year for an offence involving moral turpitude unless such sentence has been reversed or the offence has been pardoned or a period of five years has elapsed from the date of the expiration of the sentence; or

(d) is a statute Pulilary of the University.

### **38. Procedure for election by Postal Voting :-**

(i) When any vacancy of the representative of the registered graduates in the Board occurs or is about to occur, notification of the fact shall be published in the Andhra Pradesh Gazette in the manner prescribed by the Vice Chancellor.

(ii) Each elector shall be at liberty to nominate a qualified person to fill the vacancy. Every nomination shall be in the form prescribed by the Vice Chancellor and shall be made by an elector in writing and shall be seconded in writing by another elector. Every such nomination shall be accompanied by a statement signed by the nominee agreeing to serve on the authority, if elected, and declaring that he is not already a member of the authority to which he seeks election, or if he is already a member, that his term of office as such would expire before the membership for which he is seeking election takes effect, and the nomination paper must reach the Registrar within the date and hour fixed which shall be not earlier than fourteen clear days after the publication of the notification in the Gazette and in accordance with the instructions contained there in.

(iii)

(a) All nomination papers shall be scrutinised by the Returning Officer or other Officer authorised by him in this behalf on the hour date and at the place appointed and notified in the notice of vacancy.

(b) Candidates and a representative of each candidate appointed in writing by him and approved by the Returning Officer, may be

present at the time of scrutiny of nominations.

(iv) The Returning Officer or other person authorised by him to scrutinize shall examine the nomination papers and shall decide all objections which may be made to any nomination paper on the ground that it is not valid and may reject either on his own motion or on such objection of any nomination paper. The decision of the Returning Officer or the person authorised by him to scrutinize shall in every case be endorsed by him on the nomination paper in respect of which such decision is given.

(1)

(a) A list of candidates whose nomination papers have been declared valid, shall be published by affixing the same on the notice board in the office of the Returning Officer on the same day, and a copy of the same shall be forwarded to each of the candidates nominated for election.

(b) Any candidate may withdraw his candidature by notice in writing subscribed by him and either, sent by registered post or delivered in person or by messenger to the Returning Officer or other person authorised by him, not later than 4 P.M. on the day fixed for withdrawal, which shall be five clear days after the last date for the receipt of nominations. A candidate who has withdrawn his candidature, shall not be allowed to cancel the withdrawal or be eligible to be renominated as a candidate for the same election.

(c) The Returning Officer or the person authorised by him shall publish on the same day after the time for withdrawal of nominations has lapsed, a final list of candidates validly nominated.

(d) (1) If only one candidate is validly nominated and if he has not withdrawn his candidature in the manner and within the time specified he shall be declared duly elected.

(2) If there is no candidate who is validly nominated the constituency shall be called upon to elect a person to fill the vacancy.

(3) If there are more than one validly nominated candidates the election shall be proceeded within the manner prescribed in the following Statutes :

(v) The Registrar or the Returning Officer shall send to each elector by post (1) a numbered declaration paper (2) a ballot paper which

shall contain the names of the candidates with their addresses arranged in alphabetical order and which shall also bear on it the Registrar's or the Returning Officer's initials and the date of posting (3) a ballot paper cover (smaller cover) (4) a numbered envelope addressed to the Registrar or the Returning Officer and (5) a letter of intimation stating the number of vacancies to be filled, the date and hour fixed for the poll, and the place, the day and hour fixed for the scrutiny and counting of votes. The Ballot papers shall be sent by post to the address entered against the name of the elector in the electoral roll or if the elector has since the publication or preparation of the roll changed his address and intimated the fact in writing to the Registrar or the returning Officer not later than fourteen days before the date fixed for the despatch of ballot papers, to the address so given.

(vi) The date fixed for the poll shall be not less than fourteen clear days after the date of posting of the ballot paper.

(vii) The elector shall after filing up the declaration paper and the ballot paper in accordance with the directions given in the letter of intimation (1) enclose the ballot paper in ballot paper cover (smaller cover) and stock it, and (2) put the ballot paper cover and the declaration paper in the envelope addressed to the Registrar or the Returning Officer and (3) send the envelope by registered post, so as to reach the Registrar or the Returning Officer, not later than the day and the latest hour fixed for the poll : Provided that, at his option the elector, may either in person or by an agent, deposit or cause to be deposited the envelope addressed to the Registrar or the Returning Officer in the ballot box provided for the purpose on the day and during the hours fixed for the poll.

(viii) If an elector is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for him to record his vote by the hand of any of the persons enumerated below and such person shall, on the declaration paper, attest the incapacity and the fact of his having been requested by the elector to mark the ballot paper for him and of its having been so marked by him in the presence of the elector. The following persons are empowered to attest votes of incapacitated electors : Magistrates (as defined in the Code of Criminal Procedure). Judges of and above the rank of District Munsifs, District Registrars. Sub Registrars. District Educational Officers and Inspectresses of Girls' Schools. Deputy Inspectors of Schools. Headmasters of recognised High Schools, and Members of the Board of Management.

(ix) An elector who has not received his ballot and other connected

papers sent by post, or who has lost them, or whose papers, before their despatch back to the Registrar or the Returning Officer by him, have been inadvertently spoilt, may transmit a declaration to that effect signed by himself and request the Registrar or the Returning Officer to send him new (duplicate) papers in place of those not received, lost or spoilt ; and if the papers have been spoilt, the spoilt papers shall be returned to the Registrar or the Returning Officer who shall cancel them on receipt. In every case when new papers are issued, they shall be superscribed as "Duplicate" and a mark shall be placed against the number of the elector's name in the register of electoral roll to denote that new (duplicate) papers have been issued in place of those not received, lost or spoilt.

(x) On the day and at the hour appointed for the scrutiny and counting of votes, the envelopes received through post from the electors by the Registrars or the Returning Officer and those deposited in the ballot box shall be scrutinised. The envelopes will be rejected :

(i) if, having been sent by registered post, do not reach the Registrar or the Returning Officer within the time fixed, or if not deposited in the ballot box during the time fixed, and

(ii) if more than one envelope addressed to the Registrar or to the Returning Officer are sent in a single registered cover or parcel. If two covers bearing the same serial numbers (original and duplicate) are received both shall be rejected. In each case of rejection the word "Rejected" shall be endorsed on the envelope. Envelopes not so rejected shall be arranged serially according to the numbers entered on them and counted. The covers shall then be opened and the declaration papers and the ballot paper covers examined.

(xi) A ballot paper cover will be rejected :

(a) if the envelope contains no declaration paper outside the ballot paper cover ; or

(b) if the declaration paper is not the one sent by Registrar or Returning Officer ; or

(c) if the declaration or attestation is not in accordance with the Statutes ; or

(d) if the ballot paper is placed outside the ballot paper cover; or

(e) if more than one declaration paper or ballot paper cover have been enclosed in one and the same envelope.

(xii) Candidates and a representative of each candidate appointed in writing by him and approved by the Returning Officer, may be present at the time of scrutiny and counting of votes.

(xiii) The ballot paper covers, other than those rejected under clause (xi) above shall be opened and the ballot papers taken out and mixed together in the presence of the Returning Officer. The ballot papers shall then be scrutinised and the valid votes secured by each candidate counted.

(xiv) A ballot paper will be invalid ;

(a) if it does not bear the initials of the Registrar or the Returning Officer as the case may be ; or

(b) if a voter signs his name or writes any word, or makes any mark on it, by which it becomes recognisable ; or

(c) if no vote is recorded thereon by placing a cross mark thus "X" against the names of the candidate or candidates for whom the votes wishes to vote ; or

(d) if the number of votes recorded thereon exceeds the number of vacancies to be filled ; or

(e) if it is void for uncertainty ; or

(f) if it violates any other statutes ;

Provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful to which candidates it is intended to apply, the vote concerned not the whole ballot paper, shall be invalid on that account.

(xv) The nominee who secures the largest number of votes shall be declared duly elected. When two or more nominees receive an equal number of votes the final election shall be made by drawing lots in such manner as the Returning Officer may determine. Elections of Members from the Andhra Pradesh Legislative Assembly and Andhra Pradesh Legislative Council.

### **39. . :-**

The procedure shall be that prescribed in Statutes 37 and 38(i) to

(iv) (c) and also the following Statutes.

**40. . :-**

(i) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner and within the time specified, does not exceed the number of vacancies to be filled, all such candidates shall be declared duly elected.

(ii) If the number of such candidates is less than the number of vacancies to be filled, all such candidates shall be declared duly elected ; and the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancies.

(iii) If the conditions stipulated in clauses (i) and (ii) above are satisfied and subject to the stipulation that the candidate or candidates express in writing at or before the time of scrutiny of the nominations, their intention not to withdraw their candidature, the Returning Officer or other person authorised by him, may declare, on the last day and hour fixed for scrutiny of nominations, all such candidates duly elected.

(iv) If the number of such candidates exceeds the number of vacancies to be filled, the election shall be proceeded with in the manner prescribed in the following Statutes.

(v) The Registrar or the Returning Officer shall send to each elector by post (1) a numbered declaration paper, (2) a ballot paper which shall contain the names of the candidates with their addresses arranged in alphabetical order and which shall also bear on it the Registrar s or the Returning Officer s initials and the date of posting, (3) a ballot paper cover (smaller cover), (4) a numbered envelope addressed to the Registrar or the Returning Officer, and (5) a letter of intimation stating the number of vacancies to be filled, the date and hour fixed for the poll, and the place, the day and hour fixed for the scrutiny and counting of votes. The ballot papers shall be sent by post to the address entered against the name of the elector in the electoral roll, or if the elector has since the publication or preparation of the roll changed his address and intimated the fact in writing to the Registrar or the Returning Officer not later than fourteen days before the date fixed for the despatch of the ballot paper, to the address so given.

(vi) The date fixed for the poll shall be not less than fourteen clear

days after the date of the ballot paper.

(vii) The elector shall, after filling up the declaration paper and the ballot paper in accordance with the direction given in the letter of intimation,

(1) enclose the ballot paper in the ballot paper cover (smaller cover) and stick it,

(2) put the ballot paper cover and the declaration paper in the envelope addressed to the Registrar or the Returning Officer; and

(3) send the envelope by registered post, so as to reach the Registrar or the Returning Officer, not later than the day and the latest hour fixed for the poll.

Provided that, at his option, the elector, may either in person or by an agent deposit or cause to be deposited the envelope addressed to the Registrar or the Returning Officer in the ballot box provided for the purpose on the day and during the hours fixed for the poll. The number for whom each elector may vote may be less than or equal to, but shall not be more than, the number of vacancies to be filled.

(viii) An elector who has not received his ballot and other connected papers sent by post, or who has lost them, or whose papers, before their despatch back to the Registrar or Returning Officer by him, have been inadvertently spoilt, may transmit a declaration to that effect signed by himself and require the Registrar or the Returning Officer to send him new (duplicate) papers in place of those not received, lost or spoilt ; and if the papers have been spoilt, the spoilt papers shall be returned to the Registrar or Returning Officer who shall cancel them on receipt. In every case when new papers are issued, they shall be superscribed as "Duplicate" and a mark shall be placed against the number of the elector s name in the register of electoral roll to denote that new (duplicate) papers have been issued in place of those not received, lost or spoilt.

(ix) On the day and at the hour appointed for the scrutiny and counting of votes the envelopes received through posts from the elections by the Registrar or the Returning Officer and those deposited in the ballot boxes shall be scrutinised and for this purpose the procedure prescribed in clauses (xi) and (xii) of statute 38 shall be applicable.

(x) All voters shall be entitled to vote. Each voter shall have one transferable vote.

(xi) The ballot paper covers, other than those rejected under clause (ix) above shall be opened and the ballot papers taken out and mixed together in the presence of the Returning Officer. He shall then proceed to count votes, rejecting as invalid any ballot paper,

(a) if it does not bear the initials of the Registrar ; or

(b) if a voter signs his name or writes any word, or makes any mark, by which it becomes recognizable ; or

(c) if the figure 1 is not marked ; or

(d) if the figure 1 is set opposite to the names of more than one candidate ; or

(e) if the figure 1 and some other figure are set opposite to the name of the same candidate ; or

(f) if it is void for uncertainty ; or

(g) if it violates any other statute.

(xii) The Returning Officer shall arrange the ballot papers (other than invalid papers) in parcels according to the first preferences recorded therein for each candidate. He shall then count the number of papers in each parcel and credit each candidate with one vote in respect of each paper on which a first preference has been recorded for him. The Returning Officer shall also ascertain the total number of valid papers in all the parcels so arranged.

(xiii) The Returning Officer shall then divide the total number of valid papers in all the parcels by a number exceeding by one the number of vacancies to be filled and the result increased by one, disregarding any fractional remainder, shall be the number of votes sufficient to secure the return of a candidate. (hereinafter called the "Quota").

(xiv) If, at any time, a number of candidates equal to the number of persons to be elected, has obtained the quota, such candidates shall be declared as duly elected and no further steps shall be taken.

(xv) If at any time the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall be deemed



elected.

(xvi) If the number of the papers in the parcel of such a candidate is equal to the quota, the papers shall be set aside as finally dealt with.

(xvii)

(1) If the number of votes credited to an elected candidate is greater than the quota, the surplus shall be transferred in accordance with the provisions of this Statute to the continuing candidates, indicated on the ballot papers in the parcel of the elected candidate as being next in order of the voter s preference.

(2)

(a) If the votes credited to an elected candidate consist of original votes only, the Returning Officer shall examine all the papers in the parcel of the elected candidate whose surplus is to be transferred and shall arrange the unexhausted papers in sub parcels according to the next preferences recorded thereon.

(b) If the votes credited to an elected candidate consist of original and transferred votes or transferred votes only, the Returning Officer shall examine the papers contained in the sub parcel last received by the elected candidate and shall arrange the unexhausted papers, therein in further sub parcels according to the next preferences recorded thereon.

(c) In either case, the Returning Officer shall make a separate sub parcel of the exhausted papers and shall ascertain the number of papers in each sub parcel of unexhausted papers and in the sub parcel of exhausted papers.

(3) If the total number of papers in the sub parcels of unexhausted papers is equal to or less than the surplus, the Returning Officer shall transfer each sub parcel of unexhausted papers to the continuing candidate indicated thereon as the voter s next preference.

(4)

(a) If the total number of unexhausted papers is greater than the surplus, the Returning Officer shall transfer from each sub parcel the number of papers which bears the same proportion to the number of papers in sub parcel as the surplus bears to the total

number of unexhausted papers.

(b) The number of papers to be transferred from each sub parcel shall be ascertained by multiplying the number of papers in the sub parcel by the surplus and dividing the result by the total number of unexhausted papers. A note shall be made of the fractional parts, if any, of each number so ascertained.

(c) If owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of unity, and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part, shall be deemed to be the larger which arises from the larger sub parcel, and if the sub parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes.

(d) The particular papers to be transferred from each sub parcel shall be those last filed in the sub parcel.

(e) Each paper transferred shall be marked in such a manner as to indicate the candidate from and to whom the transfer is made.

(5)

(a) If more than one candidate has a surplus, the largest surplus shall be dealt with.

(b) If two or more candidates have each the same surplus, regard shall be had to the number of original votes obtained by each candidate and the surplus of the candidate credited with the largest number of original votes shall be first dealt with and, if the number of original vote are equal, the Returning Officer, at his discretion, shall decide which surplus he will first deal with.

(c) The Returning Officer need not transfer the surplus of an elected candidate when that surplus, together with any other surplus not transferred, is less than the difference between the total of the votes credited to the two continuing candidates lowest on the poll.

(xviii)

(1) If, at any time, no candidate has a surplus (or when under the preceding Statute any existing surplus need not to be transferred) and one or more vacancies remain unfilled, the Returning Officer shall exclude from the poll, the candidate credited with lowest number of votes, and shall examine all the papers of that candidate, and shall arrange the unexhausted papers in sub parcels according to the next preferences recorded thereon for the continuing candidates, and shall transfer each sub parcel to the candidate for whom that preference is recorded. The Returning Officer shall make a separate sub parcel of the exhausted papers.

(2) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred, is less than the votes credited to the next highest candidate, the Returning Officer, in one operation, shall exclude those candidates from the poll and transfer their votes in accordance with the preceding clause.

(3) If, when a candidate has to be excluded under this Statute, two or more candidates have each the same number of votes and are lowest on the poll, regard shall be had to the number of original votes credited to each of those candidates and the candidate with fewest original votes shall be excluded, and where the number of the original votes are equal, regard shall be had to the total number of votes credited to those candidates at the first transfer at which they had unequal number of votes and the candidate with the lowest number of votes at that transfer shall be excluded and where the number of votes credited to those candidates were equal at all transfers, the Returning Officer shall decide by casting lots which candidate shall be excluded.

(xix)

(1) Whenever any transfer is made under any of the preceding clauses, each sub parcel of papers transferred shall be added to the parcel, if any, of the papers of the candidate to whom the transfer is made, and that candidate shall be credited with one vote in respect of each paper transferred. Such papers as are not transferred, shall be set aside as finally dealt with and votes given thereon shall thence forth, not be taken into account.

(2) If, after any transfer, a candidate has a surplus, that candidate shall be declared elected and the surplus shall be dealt with in the manner hereinbefore provided before any other candidate is

excluded.

(xix)

(a)

(1) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(2) When only one vacancy remains unfilled, and the number of votes of a continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus votes not transferred, that candidate shall be declared elected ;

(3) When at the end of any count, only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same number of votes and no surplus votes remain capable of transfer, the Returning Officer shall decide by lot which of the two candidates shall be excluded and after excluding him in the manner aforesaid, declare the other candidate to be elected.

(xx) The Returning Officer shall then declare the names of the candidates who have been duly elected.

(xxi) Any candidate or his agent may at any time during the counting of votes, either before the commencement or after completion of any transfer of votes (whether surplus or otherwise), request the Returning Officer to re examine and recount the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Returning Officer shall forthwith re examine and recount the same accordingly. The Returning Officer may also at his discretion recount votes either once or more often, in any case, in which he is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make it obligatory on the part of the Returning Officer to recount the same votes more than once. In the above statute :

(1) "Continuing Candidate" means any candidate not elected or not excluded from the poll at any given time.

(2) "First preference" means the figure "1", "Second preference" means the figure "2" "third preference" means the figure "3" and so on, set opposite to the name of any candidate.

(3) "Unexhausted papers" means ballot papers on which a second

or subsequent preference is recorded for a continuing candidate.

(4) "Exhausted papers" means ballot papers on which no second or subsequent preference is recorded for a continuing candidate ; Provided that a ballot paper shall also be deemed to be exhausted in any case in which; 197

(a) the names of two or more candidates (whether continuing or not) are marked with the same figure and are next in order of preference ; or

(b) the name of the candidate next in order of preference whether continuing or not is marked ;

(i) by a figure not following consequently after some other figure on the ballot paper ; or

(ii) by two or more figures ;

(5) "Original Vote" in regard to any candidate means a vote derived from a ballot paper on which a first preference is recorded for the candidate.

(6) "Transferred Vote" in regard to any candidate means a vote credited to such candidate which is derived from a ballot paper on which a second or subsequent preference is recorded for that candidate.

(7) "Surplus" means the number of votes by which the total number of votes original and transferred, credited to, any candidate exceeds the quota as defined in these statutes.

(xxiii) The Returning Officer shall prepare a form showing the following, namely :

(1) the number of electors who voted ;

(2) the number of ballot papers rejected ;

(a) as being received too late ;

(b) for being sent by ordinary post or in other than the prescribed days ;

(c) for irregularities connected with the declaration ; and

(d) as invalid.

#### **41. Election of a member from the Indian Council of**

**Agricultural Education :-**

When a vacancy of the member of the Board of Management elected from the Indian Council of Agricultural Education occurs or is about to occur, the Registrar shall under the direction of the Vice Chancellor, request the Secretary of the Indian Council of Agricultural Education to arrange for an election to fill the vacancy. The Secretary of the Indian Council of Agricultural Education or the officer authorised by him shall be the Returning Officer for the said election and he shall communicate to the Registrar the name of the person elected.