



Statutory Declaration

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the Authorities.

1. Organization and Function

Name of the Organization	SRM University - AP, Andhra Pradesh
Postal Address	Neerukonda, Mangalagiri Mandal Guntur District, Andhra Pradesh, India, PIN: 522240
Website	https://srmap.edu.in/
E-mail	registrar@srmap.edu.in
Affiliation	Private State University recognized under section 2(f) of the UGC Act, 1956.
Name of the Vice-Chancellor	Prof. Manoj K Arora
Functions and Duties	Imparting education in approved courses at UG/PG/PhD level, undertaking related academic, research, consultancy projects or other specific activities in line with the key objectives set under the provisions of the Andhra Pradesh State Private Universities (Establishment & Regulation) Act, 2016 and undertake other function & duties in accordance with the directives of Ministry of Higher Education, Govt. of Andhra Pradesh from time to time.

Courses Offered

Sl. No	Program	Department
1	B.A. English (Hons.)	Literature and Languages
2	B.A. History (Hons.)	History
3	B.A. Liberal Arts (Hons.)	Liberal Arts
4	Bachelor of Business Administration (Hons.)	Management
5	B. Com (Hons.)	Commerce
6	B.Sc. Chemistry (Hons.)	Chemistry

Sl. No	Program	Department
7	B.Sc. Computer Science (Hons.)	Computer Science and Engineering
8	B.Sc. Economics (Hons.)	Economics
9	B.Sc. Integrative Biology (Hons.)	Biological Sciences
10	B.Sc. Mathematics (Hons.)	Mathematics
11	B.Sc. Physics (Hons.)	Physics
12	B.Sc. Psychology (Hons.)	Psychology
13	B.Tech. Civil Engineering	Civil Engineering
14	B.Tech. Computer Science and Engineering	Computer Science and Engineering
15	B.Tech. Electrical and Electronics Engineering	Electrical and Electronics Engineering
16	B.Tech. Electronics and Communication Engineering	Electronics and Communication Engineering
17	B.Tech. Mechanical Engineering	Mechanical Engineering
18	M.Tech. Artificial Intelligence and Machine Learning	Computer Science and Engineering
19	M.Tech. Internet of Things (IoT)	Electronics and Communication Engineering
20	M.Tech. VLSI	Electronics and Communication Engineering
21	M.Tech. Materials and Manufacturing Technology	Mechanical Engineering
22	M.Tech. Thermal Engineering	Mechanical Engineering
23	MBA	Management
24	Ph.D.	Doctor of Philosophy

2. Powers and duties of its officers and employees

Vice Chancellor	<p><i>Selection and Appointment</i></p> <ol style="list-style-type: none">1) The Vice Chancellor shall be appointed by the Chancellor from out of a panel of three persons recommended by the Search Committee.2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management.3) The Chancellor may appoint the first Vice Chancellor for a period of one year or until a regular Vice Chancellor is appointed under this section.4) The Vice Chancellor shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the Vice Chancellor shall be such as prescribed in the service rules and as amended from time to time. <p><i>Powers and Functions</i></p> <ol style="list-style-type: none">5) The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.6) Where, in the opinion of the Vice Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under the Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter: <p>Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final:</p>
------------------------	---

Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to that person, an appeal to the Governing Body and it may confirm or modify or reverse the action taken by the Vice Chancellor.

- 7) Where, in the opinion of the Vice Chancellor, decision of any officer or authority of the University is not within the powers conferred by the Act or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- 8) The Vice Chancellor shall have the power to convene meetings of any of the authorities, bodies, or committees, as and when he considers it necessary to do so.
- 9) The Vice Chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he so decides delegate such powers to any other officer or officers of the University.
- 10) The Vice Chancellor shall have the powers to employ all necessary staff, except casual labor, paid from contingencies and project funds or such other fund available at his disposal.
- 11) The Vice Chancellor shall prepare the First Ordinance of University which, after being approved by the Board of Management, shall be submitted to the Government for its approval.
- 12) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit.

13) The Vice Chancellor shall present the annual reports, annual budget proposals, annual accounts, and annual audit reports to the Governing Body.

14) Subject to the budget provisions and further subject to the powers delegated by the Governing Body from time to time, the Vice Chancellor shall have powers to approve and sanction expenditures relating to purchases, services contracts such as housekeeping, security, outsourced manpower, and advance payment to suppliers or other parties.

15) The Vice Chancellor may, with the prior approval of the Chancellor and subject to availability of the funds, discharge all or any of the functions of the University for the purpose of carrying out the provisions of the Act and the Statutes or perform any duties which by or under the Act and the Statutes are to be exercised or performed by any authority of the University until such authority comes into existence in accordance with the provisions of the Act and the Statutes. The Governing Body shall review and monitor such actions taken by the Vice Chancellor.

16) The Vice Chancellor shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.

Tenure

17) The Vice Chancellor shall, subject to the provisions of sub-section (6) of section (16) of the Act, hold office for a term of three years or up to the age of 70 years, whichever is earlier.

Provided that after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years' subject to the upper age limit of 70 years:

Provided further that a Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor takes charge of the office, but in any case, this period shall not exceed one year:

	<p>18) When the office of the Vice Chancellor is vacant or when the Vice Chancellor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Vice Chancellor will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.</p> <p>19) The Vice Chancellor may, by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three months' salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p> <p>20) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the university, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order:</p> <p>Provided that before taking an action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard, in person.</p>
<p>Registrar</p>	<p><i>Selection and Appointment</i></p> <ol style="list-style-type: none"> 1) The Registrar shall be appointed by the Chancellor out of a panel of three people recommended by the Search Committee. 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management. 3) The Sponsoring Body may appoint the first Registrar of the University without calling for proposal by the Search Committee. 4) The Registrar shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the Registrar shall be as prescribed in the service rules and as amended from time to time.

Powers and Functions

- 5) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 6) The Registrar shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Governing Body shall commit to his charge.
- 7) The Registrar shall place before the Governing Body and other authorities of the University all such information and documents as may be necessary for transaction of its business.
- 8) The Registrar shall be responsible to the Vice Chancellor for the proper discharge of his functions.
- 9) The Registrar shall be responsible for the administration and services of the University.
- 10) The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose.
- 11) The Registrar shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Authorities or as approved by the Vice Chancellor.
- 12) The Registrar shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.

Tenure

- 13) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 14) The services of the Registrar can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.

	<p>15) The Registrar may, by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three months' salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p>
<p>Controller of Examination (CoE)</p>	<p><i>Selection and Appointment</i></p> <ol style="list-style-type: none"> 1) The Controller of Examination (COE) shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee. 2) The Search Committee shall be constituted by the Vice Chancellor. 3) The Sponsoring Body may appoint the first COE of the University without calling for proposal by the Search Committee. 4) The COE shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the COE shall be such as prescribed in the service rules and as amended from time to time. <p>OR</p> <p>The Powers and Functions of COE shall be assigned as additional charge among the faculty members of the University. Such faculty member may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.</p> <p><i>Powers and Functions</i></p> <ol style="list-style-type: none"> 5) The COE shall be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results. 6) The Controller of Examinations shall be responsible for <ol style="list-style-type: none"> a) to prepare and announce in advance the calendar of examinations. b) to arrange for printing of question papers. c) to arrange to get performance of the candidates at the examinations properly assessed and process the results. d) to arrange for timely publication of results of examinations and other tests. e) to postpone or cancel examinations, in part or in whole, in the event of malpractice or if the circumstances so warrant and take disciplinary

	<p>action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractice.</p> <p>f) to take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractice in relation to examinations.</p> <p>g) to implement decisions taken by the various authorities of the University with respect to examination and evaluation process.</p> <p>h) to ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation.</p> <p>i) to organize workshops for teachers in the subjects concerned, to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation.</p> <p>7) The COE shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.</p> <p>8) The COE shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or Academic Council.</p> <p><i>Tenure</i></p> <p>9) When the office of the COE is vacant or when the COE is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of COE will be performed by such a person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.</p> <p>10) The services of the COE can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.</p>
--	--

	<p>11) The COE may, by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three months' salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p>
<p>Chief Finance and Accounts Officer (CFAO)</p>	<p><i>Selection and Appointment</i></p> <ol style="list-style-type: none"> 1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor from out of a panel of three people recommended by the Search Committee. 2) The Search Committee shall be constituted by the Sponsoring body and shall consist of a minimum of three members nominated from the Board of Management. 3) The Sponsoring Body may appoint the first CF&AO of the University without calling for a proposal by the Search Committee. 4) The CF&AO shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the CF&AO shall be such as prescribed in the service rules and as amended from time to time. <p><i>Powers and Functions</i></p> <ol style="list-style-type: none"> 5) The CF&AO shall exercise general supervision of the funds of the University and advise it regarding its financial policy. 6) The CF&AO shall see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a particular accounting year are not exceeded and that all money is expended on the purposes for which it is granted or allotted. 7) The CF&AO shall be responsible for the preparation of the annual accounts and the budget of the University for the next year and for their presentation to the Finance Committee. 8) The CF&AO shall maintain files of financial records and any such other finance related records of the University as the Governing Body may decide. 9) The CF&AO shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.

	<p>10) The CF&AO shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter of the University.</p> <p>11) The CF&AO shall be the member secretary of the Finance Committee and shall not have the right to vote.</p> <p>12) The CF&AO shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.</p> <p><i>Tenure</i></p> <p>13) When the office of the CF&AO is vacant or when the CF&AO is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of CF&AO will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.</p> <p>14) The services of the CF&AO can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.</p> <p>15) The CF&AO may, by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p>
<p>Dean of the Schools</p>	<p><i>Selection and Appointment</i></p> <p>1) The Dean of each School or Centre of the University shall be appointed by the Vice Chancellor on such terms and conditions as may be prescribed in the service rules and as amended from time to time.</p> <p>2) The Dean shall be from among the faculty members of the University. The Dean may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.</p>

Powers and Functions

- 3) The Dean shall be Chief Academic and Executive Officer of their School or Centre, shall be responsible for the academic performance of their School or Centre and shall be subject to activity audit.
- 4) The Deans shall assist the Vice Chancellor in managing the academic affairs of the University, Schools, or Centers.
- 5) The Dean shall be responsible for the overall supervision and control of the School or Centre and the conduct of teaching and research work in the respective School or Centre.
- 6) The Dean shall discharge all such functions as assigned from time to time by the Vice Chancellor of the University.
- 7) The Dean shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body and/or the Board of Management.

Tenure

- 8) The term of the office of the Dean shall be for three years. After expiry of the term, he may be considered for re-appointment for one more term by the Vice Chancellor.
- 9) When the office of the Dean is vacant or when the Dean is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Dean will be performed by such person as the Vice Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.
- 10) The services of the Dean can be terminated by the Vice Chancellor without assigning any reason.
- 11) The Dean may by writing under his hand addressed to the Vice Chancellor, resign his office without assigning any reason. However, he shall continue in office until his resignation has been accepted.

<p>Dean Academic Affairs</p>	<ul style="list-style-type: none"> (i) The Dean Academic Affairs shall be appointed, by a Committee consisting of Vice Chancellor and two members of the Governing Body of the University after approval from the Governing Body, for a term of three years from amongst the Professors or some eminent professor having University Grants Commission Qualifications from outside the system on terms in accordance with the statutes. (ii) The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (i). (iii) The Dean Academic Affairs shall perform the duties and functions as assigned by the Chancellor/ Vice-Chancellor or any other authority from time to time. (iv) The Dean Academic Affairs shall be eligible to receive pay, and allowances as decided by the Sponsoring Body/Chancellor/Vice-Chancellor. (v) The Dean Academic Affairs shall be responsible: - <ul style="list-style-type: none"> a. To co-ordinate and supervise the procedure of admission of students made by the various University Teaching Faculties through Deans etc. b. To arrange the suitable Academic infrastructure and facility for all University classes including evening classes. c. To get the Academic Calendars prepared and approved. d. To co-ordinate with the Deans in respect of inter- faculty Academic matters. e. To make required system for in part of academic standards of the University. f. To carry out any other function and duties assigned by The Chancellor/Vice-Chancellor from time-to time. g. To actively promote research, consultancy/testing etc.
<p>Director</p>	<p><i>Selection and Appointment</i></p> <ul style="list-style-type: none"> 1) The Director(s) shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee. 2) The Search Committee shall be constituted by the Vice Chancellor. 3) The Sponsoring Body may appoint the first Director(s) of the University without calling for proposal by the Search Committee.

4) The Director shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the Director shall be as prescribed in the service rules and as amended from time to time.

OR

The Powers and Functions of Director(s) shall be assigned as additional charge among the faculty member(s) of the University. Such faculty member(s) may receive a special pay over and above his regular salary for the duration of the appointment as prescribed in the service rules and as amended from time to time.

Powers and Functions

5) The Director(s) shall assist the Vice Chancellor in managing the administrative functions of the University including but not limited to:

- a) Admissions
- b) Campus Life & Maintenance
- c) Student Affairs
- d) Human Recourses
- e) Industry Relations & Placements
- f) Information Technology
- g) Public Relations, Media & Communication
- h) Fundraising
- i) Alumni Affairs
- j) International Affairs
- k) Sports
- l) Internal Quality Assurance
- m) Health and Safety

6) The Director shall be responsible for the preparation of the budget for carrying out the assigned administrative functions for the next year and for their presentation to the CF&AO.

7) The Director shall see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure with respect to his assigned administrative function for a particular accounting year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.

8) The Director shall discharge all such functions as assigned from time to time by the Vice Chancellor of the University.

	<p>9) The Director shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or any other concerned Authority.</p> <p><i>Tenure</i></p> <p>10) When the office of the Director is vacant or when the Director is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of that Director will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.</p> <p>11) The services of the Director can be terminated by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.</p> <p>12) The Director may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of three months or three months' salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p>
<p>University Librarian</p>	<p><i>Selection and Appointment</i></p> <p>1) The Librarian shall be appointed by the Vice Chancellor from out of a panel of three persons recommended by the Search Committee.</p> <p>2) The Search Committee shall be constituted by the Vice Chancellor.</p> <p>3) The Sponsoring Body may appoint the first Librarian of the University without calling for proposal by the Search Committee.</p> <p>4) The Librarian shall be a whole-time salaried officer of the University; the salary, allowances, and other conditions of services of the Librarian shall be such as prescribed in the service rules and as amended from time to time.</p> <p><i>Powers and Functions</i></p> <p>5) The Librarian shall be responsible for the development, modernization, upkeep and management of the University library or libraries.</p>

	<p>6) The Librarian shall be custodian of all the books, periodicals, manuscripts, journals, and library equipment and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals, and library equipment are not lost or damaged.</p> <p>7) The Librarian shall advise the Vice Chancellor on all matters pertaining to the library including those of mobilizing additional resources to meet the upkeep and development of the library.</p> <p>8) The Librarian shall discharge all such functions as assigned from time to time by the Chancellor and/or Vice Chancellor of the University.</p> <p>9) The Librarian shall exercise such other powers and perform such other functions as may be conferred or imposed upon by or under the Act, the Subsequent Statutes, the Ordinances or as may be delegated by the Governing Body, the Board of Management and/or Academic Council.</p> <p><i>Tenure</i></p> <p>10) When the office of the Librarian is vacant or when the Librarian is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Librarian will be performed by such person as the Chancellor may appoint for this purpose. However, such a period will normally not exceed six months.</p> <p>11) The services of the Librarian can be terminated by the Chancellor on his/her own or as advised by the Vice Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.</p> <p>12) The Librarian may, by writing under his hand addressed to the Chancellor, resign his office with a notice period of three months or three months' salary in lieu of notice, without assigning any reason. However, he shall continue in office until his resignation has been accepted.</p>
Deputy/Assistant Librarians	(i) The Deputy / Assistant Librarians shall be recruited following the procedure, qualifications, and salary as per University Grants Commission/State Government norms and approved by the Governing Body/ Academic Council of the University. The appointment

	<p>will be made in the same way as that of the Librarian.</p> <p>(ii) The powers and responsibilities of the Deputy / Assistant Librarian shall be as specified in the Ordinances/Regulations of the University from time to time.</p> <p>(iii) He/she may officiate as University Librarian in the absence of University Librarian if appointed to do so by the Vice-Chancellor. He/she should report to the University Librarian for his/her duties.</p>
<p>Deputy/Assistant Registrars</p>	<p>(i) The Deputy/Assistant Registrars shall be the officials of the University appointed by following the procedure, terms, qualifications, and salary as per University Grants Commission / State Government norms and as approved by the Governing Body from time to time.</p> <p>(ii) The Deputy and Assistant Registrar will report to the Registrar for their assignments and duties.</p>

3. Procedure followed in the Decision-making Process, including Channels of Supervision and Accountability

<p>Constitution and Powers of Governing Body</p>	<p>(i) The Governing Body of the University shall consist of at least six members, including the following persons;</p> <ul style="list-style-type: none"> a) The Chancellor – Ex-officio b) The Vice Chancellor – Ex-officio c) Eminent persons from the fields of Management, Finance, Science & Technology, Social Sector, or Public Administration to be nominated by Sponsoring Body. <p>(ii)</p> <ul style="list-style-type: none"> a. Save as otherwise provided in this section, the term of nominated members of the Board shall be a minimum of three and a maximum of five years from the date of nomination: Provided that each nominated member is eligible to hold the position for additional term not more than 10 years. b. An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member. c. As nearly as one third of the nominated members, except the ex-officio member shall retire by rotation each year. In the first two instances, the Board may decide the procedure to identify the members who will retire. d. A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted. <p>(iii) The Governing Body shall be the overarching supervisory and statutory authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.</p> <p>(iv) The Governing Body shall meet four times in a calendar year.</p> <p>(v) The quorum for meetings of the Governing Body shall be five.</p> <p>(vi) The Chancellor shall preside at the meetings of the Governing Body and in his absence by any other member of the Governing Body nominated by it.</p> <p>(vii) The Chancellor is the Chairperson of the Governing Body, and the Registrar is the Member-Secretary without voting right.</p>
---	---

<p>Constitution and Powers of Board of Management</p>	<p>(i) The Board of Management shall consist of a minimum of 8 and a maximum of 12 members, including the following persons:</p> <ol style="list-style-type: none"> a. The Vice Chancellor - Ex-officio b. Up to one-fourth of the members of the Board of Management to be nominated by the Sponsoring body. c. Eminent persons from the fields of Management, Finance, Science & Technology or Public Administration, who are not the members of the Governing Body, to be nominated by the Sponsoring Body d. Persons from amongst the Deans of the University, to be nominated by the Sponsoring body. <p>(ii) The sponsoring body shall strive to maintain the gender parity, in nominating women members in any case not less than one fourth and not more than one half of total members in the composition of the Board of Management.</p> <p>(iii) The Vice Chancellor shall be the Chairperson of the Board of Management:</p> <p>Provided that in the absence of the Vice Chancellor, the Chancellor may, at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.</p> <p>(iv) The powers and functions of the Board of Management shall be such as may be specified by the Statutes.</p> <p>(v) The Board of Management shall meet once every two months.</p> <p>(vi) A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management.</p> <p>(vii) The Registrar shall be the Member - Secretary of the Board of Management but shall not have a right to vote.</p>
<p>Constitution and Functions of Academic Council</p>	<p>(i) The Academic Council shall consist of the following persons, namely:</p> <ol style="list-style-type: none"> a) The Vice Chancellor - Ex-officio b) Controller of Examination - Ex-officio c) Librarian - Ex-officio

	<p>d) Deans nominated by the Board of Management.</p> <p>e) Directors nominated by the Board of Management.</p> <p>f) Two representatives, out of which one shall be academician and one shall be professional from industry - to be nominated by the Board of Management.</p> <p>g) One undergraduate and one postgraduate student - to be nominated by the Board of Management.</p> <p>(ii) The Vice Chancellor shall be the Chairperson of the Academic Council.</p> <p>a) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes, the Ordinances, and the rules made thereunder, coordinate and exercise general supervision over the academic policies of the University.</p> <p>b) The Vice Chancellor shall preside at the meetings of the Academic Council and in his absence by any other member of the Academic Council nominated by it.</p> <p>c) All Deans shall be Ex-officio members of the Academic Council.</p> <p>(iii) The quorum for meetings of the Academic Council shall be one fifth of the total existing members including Ex-officio members.</p> <p>(iv) The Registrar shall be the Member-Secretary of the Academic Council but shall not have a right to vote.</p>
Other Authorities	Such other authorities as may be declared by the subsequent statutes to be the Authorities of the University as per powers vested under Section 20 of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.
Constitution and Functions of Finance Committee	<p>1) The Finance Committee shall consist of the following persons, namely:</p> <ul style="list-style-type: none"> • The Vice Chancellor - Ex-officio • Registrar - Ex-officio • One member nominated by the Sponsoring Body • One member nominated by the Governing Body • One member nominated by the Board of Management <p>2) The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee but shall not have a right to vote.</p>

	<p>3) The Vice Chancellor shall preside at the meetings of the Finance Committee and in his absence by any other member of the Finance Committee nominated by it.</p> <p>4) During the initial years of the University, the composition of the Finance Committee shall be decided by the Board of Management.</p> <p>5) The functions and powers of the Finance Committee shall be:</p> <ul style="list-style-type: none"> a) To examine and scrutinize the annual accounts and budget estimates of the University prepared by the CF&AO and thereafter submit to the Board of Management for approval. b) To recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Board of Management c) To consider and make its recommendations to the Board of Management on all such matters connected with the University, which have financial implications. d) To make recommendations to the Board of Management on fee structure to be levied from the students. e) To make recommendations to the Board of Management on University's financial policy matters. f) To make recommendations to the Board of Management on all proposals involving raising funds, receipts, and expenditures. g) To make recommendations to the Board of Management regarding investments in surplus funds of the University. h) To examine all proposals relating to the revision of pay scales, upgradation of the scales and those items which are not included in the budget prior to placing them before the Board of Management. i) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the subsequent Statutes or the Ordinances or as may be delegated by the Governing Body and/or Board of Management. <p>6) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present. If the votes are equally divided, the Chairperson shall have a second or casting vote.</p>
--	---

	<p>7) The term of nominated members of the Finance Committee shall be of three years from the date of nomination: Provided that each nominated member is eligible to hold the position for an additional term not more than 3 years.</p> <p>8) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member. A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted by the Board of Management.</p> <p>9) The Finance Committee shall meet at least four times in a financial year with one meeting in each quarter.</p> <p>10) A minimum of one-half of the members shall form a quorum for a meeting of the Finance Committee.</p> <p>11) The agenda shall be circulated by the CF&AO to the members well in advance before the meeting unless the Vice Chancellor calls a meeting of the Finance Committee at short notice to consider urgent matters.</p> <p>12) The minutes of the proceedings of the Finance Committee shall be drawn up by the CF&AO with the approval of the Chairperson and circulated to all members of the Finance Committee. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection by the members of the Governing Body, Board of Management and Finance Committee.</p> <p>13) The minutes of the meeting of the Finance Committee shall be reported in the meeting of the Board of Management.</p>
<p>Admissions Committee</p>	<p>The University shall have an Admission Committee, which shall be constituted as under,</p> <ul style="list-style-type: none"> (i) Vice -Chancellor (Chairperson) (ii) Dean of Faculties (iii) Director Admissions (iv) Director Student Affairs (v) Chief Finance and Accounts Officer (vi) Registrar as Member Secretary

	<p>The Committee will decide the policy guidelines relating to admission to various courses as per the Act and the Ordinance. The powers and functions of the Committee shall be as may be provided in the Statutes, Ordinances, Regulations or Rules approved by the Board of Management.</p> <ol style="list-style-type: none"> 1. The Admission Committee is responsible for working out the strategies for admission to Undergraduate & Post-graduate programs under the schools SEAS, SLASS and PSB. The committee will also work out the method of Admissions to the Undergraduate and Postgraduate programs offered under the various schools. 2. The Admission Committee will work in close coordination with the Deans, Heads of Departments and Faculty Coordinators of various Departments at SRMAP as far as the admission process is concerned. The Committee will also work closely with Director - Admissions, SRMIST and Director - Communication, SRMIST on admission strategies and publicity etc. The Admission Committee shall coordinate with Director - International Relations, SRMIST with respect to International Admissions. The Committee shall submit the progress of the admission process on regular basis to the Vice Chancellor & President.
Fee Committee	<p>The Fee Committee of the University shall prepare the fee structure and review the same periodically in light of the Section 8 of the Act, as amended from time to time, which mandates that the University shall be self-financed and shall not be entitled to receive any grant or financial assistance from the Government or any Board or Corporation owned or controlled by the Government. The recommendation of the Fee Committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee structure so approved shall be notified.</p>
Selection Committee	<p>I. For non- teaching and Administrative Staff There shall be selection committee constituted by the Vice - Chancellor for appointment of the other University officers, non-teaching/ Administrative staff as under:</p> <ol style="list-style-type: none"> a. Registrar as Chairperson b. Chief finance and Account officer c. Director of the Human Resource d. Deputy Dean - Academic Affairs e. Dr. Balaguruprasad Narayanan - TLC

	<p>The creation of the posts for other University officers, teaching and non-teaching/administrative staff will be sanctioned by the Board of Management on the recommendation of the Board of Management after approval from the Finance Committee. The Selection Committee will constitute interviews boards as and when required for holding the interviews and based on their recommendations, shall take necessary steps for approval from competent authority as per Statutes, in conformity with the provision of the Act.</p> <p>II. For Teaching Staff</p> <p>The teaching staff shall be appointed by a Committee constituted as per the University Grants Commission / State Government Regulations in a transparent manner.</p>
<p>Board of Studies</p>	<p>There shall be a Board of Studies for each Institute comprising:</p> <ul style="list-style-type: none"> a) The Dean of the School as the Chairperson b) All professors at the Institute c) Two Associate professors and two Assistant professors by rotation according to seniority. d) One senior Faculty to be co-opted by the Board of Studies from another Institute nominated by the Vice Chancellor in consultation with the Dean of the School. e) Two outside subject experts were nominated by the Vice Chancellor on the recommendation of the Dean of the School. <p>The Vice Chancellor may constitute the Board of Studies for the Institute to be started by the University.</p> <p>Detailed syllabi of different courses of each department shall be prepared by the board of studies and be submitted to the Academic Council for approval and subsequent publication, and its contents shall be revised and updated by the board of studies from time to time and be submitted to the academic council for approval.</p> <ul style="list-style-type: none"> (i) The meeting of the Board of Studies shall be arranged at least once a year. (ii) Such other power and functions may be laid down in the Statute, Ordinance, Regulations or Rules.

Other Committee	The authorities or the University may constitute such Committee with such terms of reference as may be necessary for specific tasks to be performed by such Committees. The constitution of such Committees and their powers and duties shall be such as may be specified in the subsequent Statute, Ordinance, Regulations or Rules.
-----------------	---

4. Norms set by it for the discharge of its Functions.

Nature of functions / services offered	Imparting education in approved courses at UG/ PG/PhD level, undertaking related academic, research, consultancy projects or other specific activities in line with the key objectives set under the provisions of the Andhra Pradesh State Private Universities (Establishment & Regulation) Act, 2016 undertake other function and duties in accordance with the directives of Ministry of Higher Education, Govt. of Andhra Pradesh from time to time.
Norms / Standards for functions/service delivery	As per the Andhra Pradesh State Private Universities (Establishment & Regulation) Act, 2016 and the Statues, the Ordinances & the Academic Rule Book.
Process by which these services can be accessed	The Services of the University can be availed during working hours as per the Academic Calendar approved by the Academic Calendar.
Time-limit for achieving the targets	The academic calendar is followed for all academic activities.
Process of Redressal of Grievances	The University has internal mechanism including equal opportunity cell, anti-caste-based discrimination committee and grievance redressal committee etc. for redressal of grievances.

5. Rules, Regulations, Instructions, Manuals, and Records, held by it or under its control or used by its Employees for discharging its Functions.

Title and nature of the record/manual / instruction.	Rules, Regulations, etc. issued by the Andhra Pradesh State Private Universities (Establishment & Regulation) Act, 2016 are also followed.
Acts/ Rules manuals etc.	https://srmap.edu.in/

6. Categories of Document that are held by it or under its Control.

Categories of documents	Students' Academic Records, Faculty / Staff Personal Files, Accounting Records according to Standard Accounting Practices, Administrative Records pertaining to Stores and Purchase, Library, Hostels, etc.
Custodian of Documents /categories	Administrative Records - Registrar Academic Records - Dean Academic Affairs/ Dean of Faculties/ HODs Research and Consultancy Project- Dean (R&D) Hostel - Dean (SW) Library - Librarian

7. Boards, Councils, Committees, and other Bodies constituted as part of the Public Authority

Dates from which constituted	25.05.2017
Term/Tenure	The Andhra Pradesh State Private Universities (Establishment & Regulation) Act, 2016

8. Directory of its Officers and Employees

Directory of officers and employees	Available at the University Website https://srmap.edu.in/
-------------------------------------	--

9. Name, Designation, and Other Particulars of Public Information Officers

Name and designation of the Public Information Officer (PIO), and Appellate Authority	Prof. Manoj K Arora Vice-Chancellor SRM University – AP, Andhra Pradesh, Neerukonda, Mangalagiri Mandal, Guntur District, Andhra Pradesh, India, PIN: 522240 Tel No: 0863-2343232 Email id: vc@srmap.edu.in
	Dr. R Premkumar Registrar SRM University – AP, Andhra Pradesh, Neerukonda, Mangalagiri Mandal Guntur District, Andhra Pradesh, India, PIN: 522240 Tel No: 0863-2343535 Email id: registrar@srmap.edu.in