

# INFORMATION HANDBOOK

UNDER

RIGHT TO INFORMATION ACT, 2005



## RASHTRIYA SANSKRIT VIDYAPEETHA

(UNIVERSITY ESTABLISHED UNDER SEC.3 OF UGC ACT, 1956)

TIRUPATI – 517 064 (A.P)

(WEBSITE : <http://www.rsvidyapeetha.ac.in>)

## INTRODUCTION

The Rashtriya Sanskrit Vidyapeetha, a university established under section 3 of UGC Act, 1956, is a premier institution in the field of higher learning in Sanskrit studies, traditional sastras and Pedagogy. Its main aim is to protect, preserve and propagate the traditional knowledge hidden in the rich heritage of sastras to the future generation. It is fully funded by Ministry of Human Resource Development through University Grants Commission.

This Hand Book has been prepared for information of the general public as required under the Right to Information Act, 2005 passed in the Parliament of India which provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities.

This information Hand Book will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Rashtriya Sanskrit Vidyapeetha, Tirupati and related information. This information Hand Book is divided into XVII manuals. The Right to information act under section 2(h) covers all central, state and local govt. bodies and in addition to the executive, it also applies to the judiciary and legislature. It covers all bodies owned, controlled or substantially financed, either directly or indirectly by the government and non government organizations and other private bodies substantially funded, directly or indirectly by the government. This would seem to include private schools, hospitals and other commercial institutions that have got subsidies in the form of land at concessions rates or tax concessions, among others.

As required under the Act, **Prof. A Gurumurthi, Registrar**, Rashtriya Sanskrit Vidyapeetha has been designated **as the Central Public Information Officer** of the Vidyapeetha and **Shri C. Chandra Reddy, Deputy Registrar**, R.S.Vidyapeetha has been designated **as Public Information Officer** of the Vidyapeetha, who can be contacted for information to be provided under the Act. The particulars of CPIO and PIO are given in Manual – XVII.

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## Manual I

### Section 4(1)(b)(i)

#### Particulars of Department's Functions and Duties

In the matter of SOCIETIES REGISTRATION ACT XXII of 1860 being an act for the registration of literary, scientific and charitable society and

In the matter of the RASHTRIYA SANSKRIT VIDYAPEETHA, TIRUPATI, a Society, hereafter referred to as "VIDYAPEETHA".

1. Name: The name of the Society shall be RASHTRIYA SANSKRIT VIDYAPEETHA, TIRUPATI.
2. Office: The Registered Office of the VIDYAPEETHA shall be situated at TIRUPATI.

#### **3. Objectives of the Vidyapeetha:**

The objectives for which the Vidyapeetha is established shall be:

- a) to preserve Shastraic tradition;
- b) to undertake interpretation of the Shastras;
- c) to establish their relevance to the problems in the modern context;
- d) to provide means for intensive training in modern as well as Shastraic lore for teachers;
- e) to achieve excellence in these disciplines so that the Vidyapeetha has a distinctive character of its own and
- f) in pursuance of the above objectives the Vidyapeetha shall,
  - i) impart instruction in traditional Sanskrit lore with special attention to highly specialised branches;
  - ii) provide means for the training of Sanskrit teachers and to conduct research in pedagogical aspects of Sanskrit education;
  - iii) provide facilities for the study of such languages and literatures of Asia as have a bearing on Sanskrit studies such as Pali, Iranian, Mongolian, Chinese, Japanese etc.,
  - iv) prescribe syllabus for various courses with special emphasis on Indian culture and values and conduct examinations in Sanskrit and allied disciplines;
  - v) publish literature and develop print and non-print materials in and about Sanskrit including original texts, commentaries and translations;
  - vi) arrange for publication of research findings, journals and aids to research such as indices, digests and bibliographical materials;
  - vii) collect, preserve and publish manuscripts and to build up a Rashtriya Sanskrit Pustakalaya and Sangrahalaya and to provide means for training in Manuscriptology specifically in scripts used for Sanskrit manuscripts;

- viii) provide means for education in modern disciplines needed for meaningful interpretation of original Sanskrit texts including technical literature in Sanskrit;
- ix) promote interaction between modern and traditional scholars for mutual enrichment;
- x) organize Shastra Parishads, Seminars, Conferences and Workshops;
- xi) recognise degrees, diplomas and certificates of other educational bodies, institutes as equivalent to those of the Vidyapeetha
- xi) establish faculties and constitute such boards and committees as may be necessary for the fulfilment of the objectives of the Vidyapeetha;
- xiii) institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws adopted from time to time.
- xiv) subscribe and become a member or participate in and cooperate with any other Association, Society or institution having wholly or partly similar objectives as those of the Vidyapeetha; and
- xv) undertake all such activities incidental, necessary or conducive to the attainment of all or any of the objectives of the Vidyapeetha.

#### 4. **Powers and Functions of the Vidyapeetha**

The powers and functions of the Vidyapeetha shall be;

- i) to take over all the assets and liabilities of Kendriya Sanskrit Vidyapeetha, Tirupati vested with Rashtriya Sanskrit Sansthan, New Delhi.
- ii) to administer and manage Rashtriya Sanskrit Vidyapeetha, Tirupati;
- iii) to prescribe and conduct courses of studies in various branches of Sanskrit learning;
- iv) to organize and undertake various educational programmes, extramural activities and extension services;
- v) to prescribe procedures for admission to various courses;
- vi) to prescribe procedures for and to hold examinations including Shastrarth and to declare results;
- vii) to award degrees, diplomas, certificates and other academic distinctions or titles;
- viii) to fix, demand and receive fees and other charges;
- ix) to establish, hire, maintain, manage and recognize halls and hostels for the residence of students and scholars and to

regulate discipline therein and make arrangements for the promotion of general welfare and cultural and corporate life;

- x) to provide facilities for N.C.C., N.S.S., and other similar activities for students;
- xi) to determine the number, qualifications, scales of pay and terms and conditions of service of academic, technical, administrative and other posts;
- xii) to fix emoluments and other terms and conditions of service of the employees of the Vidyapeetha;
- xiii) to regulate expenditure and to manage accounts of the Vidyapeetha;
- xiv) to establish and maintain such classrooms, laboratories, workshops, libraries and reading rooms as may be considered necessary for the Vidyapeetha

Provided that no immovable property of the Vidyapeetha shall be transferred or disposed of in any manner whatsoever without the prior approval of the Government of India.

- xv) to maintain a fund to which shall be credited:
  - a) all moneys provided by the University Grants Commission
  - b) all moneys provided by the Government of India
  - c) moneys received by way of grants
  - d) moneys received in any other manner or from any other source;
- xvi) (a) to deposit moneys, credit to the fund in any nationalised bank or to invest them in such a manner as shall be prescribed in the rules;  
(b) the funds from the bank shall be operated jointly by the Kulasachiv and Vittadhikari;
- xvii) to make, amend or rescind rules with the prior approval of the Government of India as per section 12 of Society Registration Act.
- xviii) to frame bye-laws, as may from time to time be considered necessary for management of the Vidyapeetha and regulate its affairs and to alter, modify and to rescind them;
- xix) to provide for such benefactions, insurance, provident fund, pension and gratuity as may be deemed fit for the benefit of academic, technical and administrative and other staff of the Vidyapeetha in such manner and subject to such conditions as may be prescribed in the bye-laws;

- xx) to delegate such of its powers as it may deem fit to any authority or officer of the Vidyapeetha, and
- xxi) to undertake such activities as the Vidyapeetha may consider necessary, conducive or incidental to the attainment and/or enlargement of its objectives.

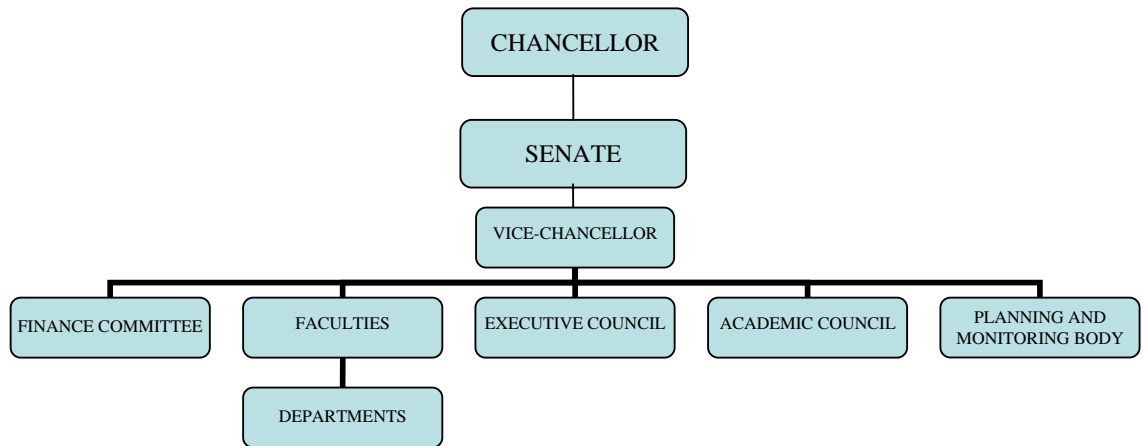
**5. Services being provided by the Vidyapeetha**

The Vidyapeetha offers facilities for pursuing undergraduate courses in Sanskrit language and literature, shastric subjects, Teaching Training programmes and Diplomas & PG Diplomas in Jyotisha, Arachakatva & Pourohita, Yoga Therapy and Stress management, NLP and Web technology etc.

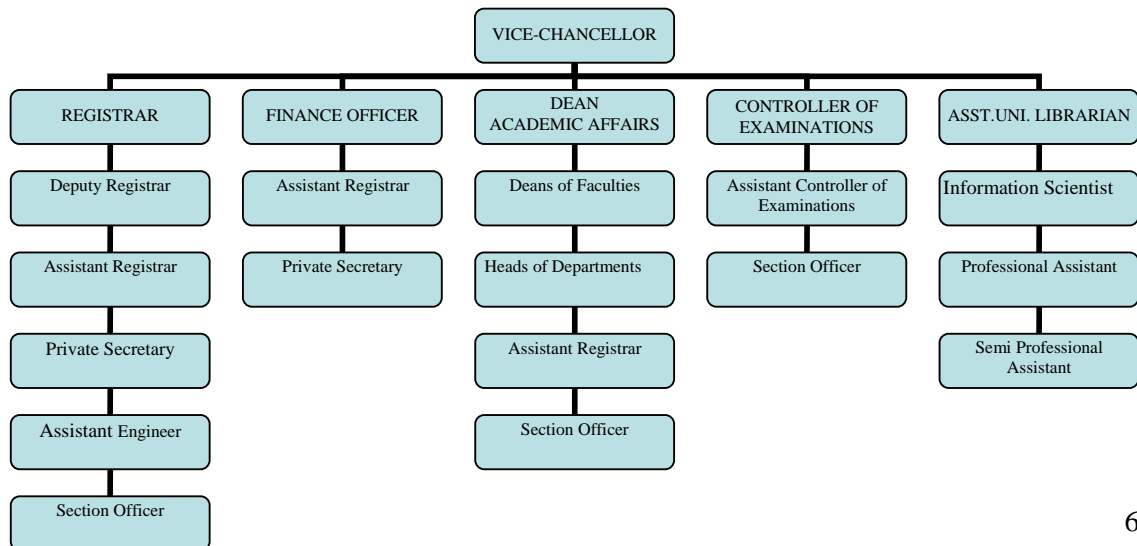
The Vidyapeetha offers Post Graduate courses and Research programmes like Acharya, M.Phil, Ph.D in various shastras like Sahitya, Vyakarana, Jyothisa, Mimamsa, Vedantas, Education etc..

**6. Organizational and Administrative chart**

**ORGANISATION SET UP OF THE VIDYAPEETHA**



**ADMINISTRATIVE SET UP OF VIDYAPEETHA**



**Mechanism available for monitoring the service delivery and public grievance resolution.**

Controlling of the various activities of the Vidyapeetha are supervised by the Vice-Chancellor and through the designated authorities and procedure. Monitoring of the affairs of the Vidyapeetha is through the Academic Council, Executive council and the Senate.

**7. Address of the Vidyapeetha**

Office of the Vice-Chancellor, Rashtriya Sanskrit Vidyapeetha, Tirupati – 517 064.

Office of the Dean, Academic Affairs, Rashtriya Sanskrit Vidyapeetha, Tirupati – 517 064.

Office of the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati – 517 064.

**8. Working hours of the Vidyapeetha**

Office hours : 9.30 A.M. to 6.00 P.M. (Monday to Friday)

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## **MANUAL II**

### **Section 4(1)(b)(ii)**

#### **Powers and Duties of Department's Officers and Employees**

##### **I. Officers of the Vidyapeetha**

The following shall be the Officers of the Vidyapeetha:

- i) Kuladhipati
- ii) Kulapati
- iii) Sankaya Pramukh
- iv) Kulasachiv
- v) Vittadhikari
- vi) Nyantrak Pariksha

##### **Kuladhipati of the Vidyapeetha**

- i) Kuladhipati of the Vidyapeetha shall be appointed by the Government of India.
- ii) The Kuladhipati shall by virtue of his office be the Head of the Vidyapeetha and shall, if present, preside over the meeting of the Shishta Parishad and also over the Convocation of the Vidyapeetha held for conferring degrees.
- iii) The Kuladhipati may by order and in writing annul any proceedings of the Vidyapeetha which are not in conformity with the Rules and Bye-laws of the Vidyapeetha.  
Provided that before issuing any such order, he shall call upon the Vidyapeetha to show cause why such an order should not be made and, if any cause is shown within a reasonable time, he shall consider the same.
- iv) Kuladhipati shall have the right to cause an enquiry or inspection to be made of the Vidyapeetha by such person or persons as he may think fit. In every such case, he shall address the Kulapati, who shall place before the Karya Parishad, the results of such inquiry and inspection together with the views and advice of the Kuladhipati on the action to be taken thereon. The Kulapati shall communicate to the Kuladhipati the views of the Karya Parishad and such action as it proposes to take or has taken upon the result of such inspection or enquiry and the advice of the Kuladhipati. Provided that where the Karya Parishad does not, within a reasonable time, take action to the satisfaction of the Kuladhipati, the latter shall after considering, any explanation furnished or representation made by the Karya Parishad, issue such directions as he may think fit, and the Karya Parishad shall comply with such directions.
- v) The Kuladhipati shall also perform such duties as may be specified by the rules.

##### **Kulapati**

- i) The Kulapati shall be appointed by the Kuladhipati with the approval of Government of India out of a panel of three names recommended in alphabetical order without assigning any preference by a Special Committee consisting of the following-
  - a) A nominee of the Kuladhipati as Convenor.

- b) A nominee of the concerned Ministry/Department of the Government of India.
- c) A nominee of the Chairman, University Grants Commission.
- d) A nominee of the Karya Parishad.

Provided that none of the members shall be an employee of the Vidyapeetha or a member of any authority or Samiti or connected with the Vidyapeetha in any manner whatsoever.

#### **Powers and duties of the Kulapati**

- i) The Kulapati shall be the whole-time salaried, principal, academic and executive officer of the Vidyapeetha and shall exercise general supervision and control over the affairs of the Vidyapeetha and give effect to the decisions of all the authorities of the Vidyapeetha.
- ii) The Kulapati, may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on the Karya Parishad and shall report to the Karya Parishad the action taken by him on such matter.

Provided that if the Karya Parishad is of the opinion that such action ought not to have been taken it may refer the matter to the Kuladhipati whose decision thereon shall be final.

Provided further that any person in the service of the Vidyapeetha who is aggrieved by the action taken by the Kulapati under this clause shall have the right to appeal against such action to the Karya Parishad within thirty days from the date on which such action is communicated to him and thereupon the Karya Parishad may confirm, modify or reverse the action taken by the Kulapati.

- iii) The Kulapati shall be entitled to be present at and to address any meeting or any authority or akin body or Committee of the Vidyapeetha.
- iv) It shall be the duty of the Kulapati to see that the Memorandum of Association the Rules and Bye-laws are duly observed and he shall have all the powers necessary to ensure such observance.
- v) All powers relating to the proper maintenance of discipline in the Vidyapeetha shall stand vested in the Kulapati.
- vi) The Kulapati shall have the power to convene or cause to be convened meetings of the Shista Parishad, Karya Parishad, the Yojana Evam Anushravan Mandal, selection and other Samitis of which he is the Chairman.
- vii) Subject to the budget provisions made for the specific purpose, the Kulapati shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Karya Parishad from time to time.
- viii) The Kulapati shall have the power to re-appropriate funds, write off irrecoverable losses, waive recovery of over-payment within limits prescribed by and in accordance with the procedure laid down by the Karya Parishad.
- ix) The Kulapati may at his discretion constitute such Samitis as he may consider appropriate.
- x) The Kulapati shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws.
- xi) The Kulapati shall exercise such other powers as may be delegated to him by the Karya Parishad.
- xii) The Kulapati may re-delegate some of his powers to any of the Officer under his control with the approval of the Karya Parishad.

### **Sankaya Pramukh**

- i) The Vidyapeetha shall have one or more Sankaya Pramukh as decided by the Karya Parishad on the recommendations of the Vidwat Parishad.
- ii) The Sankaya Pramukh shall be appointed by the Kulapati for a two year term and shall be eligible for re-appointment for one more term.
- iii) The Sankaya Pramukh shall discharge such responsibilities as are assigned to him by the Bye-laws and the Kulapati from time to time.

### **Kulasachiv**

- i) The Kulasachiv shall be appointed in accordance with the provisions made in the bye-laws.
- ii) The emoluments, qualifications and other terms and conditions of service of the Kulasachiv shall be prescribed by the Bye-laws governing recruitment.
- iii) When the office of the Kulasachiv is vacant or when the Kulasachiv is by reason of illness, absence or any other cause unable to perform the duties of his office; these shall be performed by such other person as the Kulapati may appoint for the purpose.
- iv) The Kulasachiv shall be the ex-officio Secretary of all the authorities of the Vidyapeetha except Vitta Samiti but shall not be deemed to be a member of any of these authorities.
- v) The Kulasachiv shall be directly responsible to the Kulapati for the proper discharge of his duties and functions.
- vi) It shall be the duty of the Kulasachiv;
  - a) to be the custodian of all records.
  - b) to issue all notices convening meetings of the authorities of the Vidyapeetha and all Samitis of which he is the Secretary.
  - c) to keep the minutes of all the meetings of the authorities of the Vidyapeetha and of all Samitis of which he is the Secretary.
  - d) to prepare and maintain in respect of each class of person to whom the provisions of these rules apply, complete and up-to-date seniority list in accordance with the provision of Rule 44 and
  - e) to perform such other duties as may be specified in the rules and bye-laws or as may be required from time to time by the Karya Parishad or by the Kulapati.

### **Vittadhikari**

- i) The Vittadhikari of the Vidyapeetha shall be appointed in accordance with the provisions made therefor in the bye-laws governing recruitment.
- ii) The term of appointment and the terms and conditions of service of the Vittadhikari will be as provided in the bye-laws from time to time.
- iii) The Vittadhikari shall be the custodian of the funds of the Vidyapeetha, and shall oversee that funds are expended for the purpose for which they are received, granted and allotted.
- iv) The Vittadhikari shall exercise such other powers and perform such other duties as may be determined by the Karya Parishad from time to time.

## **Niyantak Pariksha**

- i) The Niyantak Pariksha of the Vidyapeetha shall be appointed in accordance with the provisions made therefor in the bye-laws governing recruitment.
- ii) The terms of appointment and the terms and conditions of service of the Niyantak Pariksha will be provided in the bye-laws from time to time.
- iii) The Niyantak Pariksha shall be responsible for organizing and conducting all examinations in the Vidyapeetha.
- iv) The Niyantak Pariksha shall exercise such powers and perform such other duties as may be determined by the Karya Parishad from time to time.

### Academic positions

#### **PROFESSOR:**

The Professor is a whole-time salaried faculty member engaged in teaching and research, research guidance and bringing out new publications.

Professors are the senior faculty members who shoulder the responsibility of ensuring quality teaching and research, discipline on the campus and play an important role in policy-making process.

Generally, Professors will hold the positions of Deans of Faculties, Chairmen/Members of different Committees constituted by the Vice Chancellor (Kulapati).

#### **READER**

The Reader is a whole-time salaried faculty member engaged in teaching, research and research guidance.

The Reader will have the responsibility of ensuring quality teaching and research, discipline on the campus and coordinate with the extra-curricular and co-curricular activities of the Vidyapeetha.

Generally, Readers will hold the positions of Heads of Departments, Membership of different Committees/Boards constituted by the Vice Chancellor (Kulapati).

#### **LECTURER**

The Lecturer is a whole-time salaried faculty member engaged in teaching, research and research guidance.

Lecturers are the junior faculty members who shoulder the responsibility of ensuring quality teaching and research, promote discipline on the campus and coordinate with the activities of their respective departments.

Generally, Lecturers will be engaged in teaching works and guiding the students in their academic pursuit.

### **Non-Academic Positions**

#### **DEPUTY REGISTRAR**

The Deputy Registrar is the senior officer in Administration next to Registrar and Finance Officer. He will have general supervision and control over the administrative staff of the Vidyapeetha. He will discharge such duties and responsibilities assigned to him by the Registrar and Finance Officer.

**LIBRARIAN:**

The Librarian is the custodian of the books and publications in the Library. His functions are

- a. to issue and collect books to and from the students;
- b. to maintain catalogues for books in the Library;
- c. to keep the manuscripts in good condition;
- d. to supervise the functioning of INFLIBNET;
- e. to forward recommendations of the Library Advisory Committee for purchase of new books for the Library and
- f. such other functions as may be assigned to him from time to time.

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## **MANUAL III**

### **Section 4(1)(b)(iii)**

#### **The PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

##### **I. Authorities of the Vidyapeetha**

The following shall be the authorities of the Vidyapeetha: -

- i) Shista Parishad
- ii) Karya Parishad
- iii) Vidwat Parishad
- iv) Vitta Samiti
- v) Yojana Evam Anushravan Mandal
- vi) Adhyayan Mandal

##### **Shishta Parishad**

The Shishta Parishad of the Vidyapeetha shall consist of the following:

- i) Kuladhipati
- ii) Kulapati
- iii) Sama-Kulapati
- iv) Vice Chancellor of Venkateswara University
- v) Vice Chancellor of Madras University
- vi) Executive Officer of Tirumala Tirupati Devasthanams
- vii) One person nominated by the Chairman, University Grants Commission.
- viii) Two persons to represent the concerned Ministry/Department of Government of India of which one will be the Financial Adviser.
- ix) One person representing the Rashtriya Sanskrit Sansthan, New Delhi
- x) One Professor, One Reader and one Lecturer of the Vidyapeetha to be nominated by the Kuladhipati by rotation in order of seniority.
- xi) One representative to be nominated by the Government of Andhra Pradesh.
- xii) One representative of the Department of Culture, Government of India.
- xiii) One Vice chancellor of the Sanskrit Universities and Deemed to be Universities/to be nominated by the Government of India by rotation.
- xiv) One representative of Sri Lal Bahadur Sastri Rashtriya Sanskrit Vidyapeetha, New Delhi.

- xv) Three Sanskrit scholars of repute to be nominated by the concerned Ministry/Department of the Government of India.
- xvi) Three representatives of Institutions of higher learning/research concerned with Sanskrit nominated by the concerned Ministry of the Government of India, in consultation with the Kulapati.

### **Powers of the Shista Parishad**

The Shishta Parishad shall meet at least once a year before 31<sup>st</sup> March and shall

- i) review from time to time, the broad policies and programmes of the Vidyapeetha and suggest measures for the improvement and development of the Vidyapeetha
- ii) consider and pass resolutions, if any, on the annual report and the annual accounts of the Vidyapeetha and the audit reports on such accounts.
- iii) advise Kuladhipati in respect of any matter that may be referred to it for advice; and
- iv) perform such other functions as may be prescribed by the Rules

### **Karya Parishad**

The Karya Parishad shall be the principal executive body of the Vidyapeetha responsible for the general superintendance, direction and control of the affairs of the Vidyapeetha and shall exercise the powers of the Vidyapeetha, not otherwise provided in the Memorandum of Association, Rules and Bye-laws. Without prejudice to the provisions of the Memorandum of Association, Rules and Bye-laws, the Karya Parishad shall have the following powers: -

- i) To manage, administer and review the affairs of the Vidyapeetha and to conduct all administrative affairs of the Vidyapeetha not otherwise provided for,
- ii) to create, keep in abeyance or abolish any post or cadres, keeping in view the guidelines issued by the Government from time to time; provided that no post, the maximum of the pay scales of which exceeds Rs.1,600 per month shall be created without the prior approval of the Government of India;
- iii) to lay down qualifications and experience, fix emoluments, and to define duties and conditions of service of the staff of the Vidyapeetha;

Provided that no action shall be taken by the Karya Parishad in respect of numbers and emoluments of the staff without consulting the Vitta Samiti;

Provided further that these are in conformity with the norms prescribed by the University Grants Commission;

Provided further that proposals relating to emoluments structure i.e adoption of pay scales, allowances and revision thereof would require prior approval of the Government of India,

- iv) to appoint academic, administrative and technical staff as provided in the Rules and Bye-laws.

- v) to regulate and enforce discipline amongst employees and to impose penalty on the member of the staff in accordance with the Rules and Bye-laws.
- vi) to appoint the Auditors of the Vidyapeetha with the prior approval of the Government of India
- vii) to consider and adopt the annual report, annual accounts, and to approve the budget estimates and development plans of the Vidyapeetha
- viii) to manage and regulate the finances, accounts, investments and property and all other administrative affairs of the Vidyapeetha and for that purpose to delegate/appoint such committees/agencies as it may deem fit.
- ix) to invest any money belonging to the Vidyapeetha including any unapplied income (a) in such stocks, funds, shares or securities as it shall, from time to time, think fit in consultation with the Vitta Samiti and in accordance with the guidelines issued by the Government of India in this regard, (b) in the purchase of immovable property in India with the like power of varying such investments from time to time.
- x) to borrow, with the approval of the Government of India on the security of the property of the Vidyapeetha, money for the purpose of the Vidyapeetha.
- xi) to enter into arrangements with the Government of India, State Government, University Grants Commission and other public and private organizations or individuals for securing and accepting endowments, grant-in-aid, donations or gifts to the Vidyapeetha on mutually agreed terms and conditions, provided that the conditions of such grant-in-aid, donations or gifts, etc. shall not be in conflict with the objectives of the Vidyapeetha and with the provisions of the Rules.
- xii) to fix admission fees and other fees to be charged from students and scholars;
- xiii) to demand and receive payment of fees and other charges;
- xiv) to fix remuneration, traveling and other allowances for examiners, and moderators on the recommendations of the Vidwat Parishad and the Vitta amiti.
- xv) to provide buildings, premises, furniture and equipment and other means needed for carrying on the work of the Vidyapeetha
- xvi) to enter into, vary, carryout and cancel contracts on behalf of the Vidyapeetha
- xvii) to entertain, adjudicate upon and, if considered fit, to redress any grievances of the employees and students of the Vidyapeetha who may for any reason feel aggrieved;
- xviii) to select a common seal for the Vidyapeetha and provide for its custody and use;
- xix) to institute courses of study leading to the award of a degree, diplomas, title or a certificate on the recommendation of the Vidwat Parishad;
- xx) to create departments, and such other units for instruction, training, research and extension;

- xxi) to approve the procedure for admission of students and scholars to the Vidyapeetha on the recommendation of the Vidwat Parishad;
- xxii) to institute fellowships, scholarships, studentships, medals and prizes on the recommendation of the Vidwat Parishad and Vitta Samiti;
- xxiii) to review the decisions of the Vidwat Parishad;
- xxiv) to delegate powers to the Kuladhipati, Kulapati or other officers of the Vidyapeetha;
- xxv) to appoint such committees for such purposes and with such powers as the Karya Parishad may think fit
- xxvi) to lay down procedures, with prior consultation of the Vidwat Parishad, on academic matters in so far as these are not inconsistent with the provisions of the Rules and
- xxvii) to exercise such other powers and perform such other duties as may be conferred on it under the Rules, or as may be considered expedient for achieving the objectives of the Vidyapeetha

### **Members of the Karya Parishad**

The Karya Parishad shall consist of the following members:

- i) Kulapati who shall be the Chairman
- ii) Sama-Kulapati
- iii) Two nominees of the concerned Ministry/Department of Government of India of whom one shall be the Financial Adviser or his nominee;
- iv) One nominee of the Chairman, University Grants Commission;
- v) One representative of the Sri Lal Bahadur Sastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
- vi) Two members from the Shiksha Parishad including one Professor to be nominated by the Kuladhipati;
- vii) Two members from the Vidwat Parishad to be nominated by the Kuladhipati;
- viii) Director of the Rashtriya Sanskrit Samsthan, New Delhi.

### **Vidwat Parishad**

The Vidwat Parishad shall be the Principal Academic Body of the Vidyapeetha and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-Laws have control over and be responsible for the maintenance and coordination of standards of instructions, research and examination within the Vidyapeetha.

### **Membership of the Vidwat Parishad**

The Vidwat Parishad shall consist of the following members:

- i) Kulapati
- ii) Samakulapati

- iii) All Professors
- iv) All Deans of Faculties
- v) One representative of Sri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- vi) One representative of the Rashtriya Sanskrit Sansthan, New Delhi
- vii) One representative each of the University Grants Commission and the concerned Ministry or Department of Government of India
- viii) Two Readers and two Lecturers by rotation and according to seniority to be nominated by the Kulapati.
- ix) Six scholars in different fields to be nominated by the Karya Parishad out of a panel of names approved by the Kuladhipati.
- x) Two post-graduate students and one research scholar to be nominated by the Kulapati on the basis of their academic performance in the previous examination.

#### **Powers and Duties of the Vidwat Parishad**

The Vidwat Parishad shall in addition to all other powers vested in it, have the following powers:

- i) to exercise general supervision over academic work of the Vidyapeetha and to give directions regarding methods of instructions, evaluation and improvement in academic standards;
- ii) to promote research within the Vidyapeetha and to require from time to time reports on such research;
- iii) to consider matters of general academic interest either on its own initiative or referred to it by the Karya Parishad and to take appropriate action thereon;
- iv) to arrange conduct of examinations of students in conformity with the Bye-laws;
- v) to maintain proper standards of examination,
- vi) to frame and revise curricula and syllabi of courses offered by various departments
- vii) to appoint examiners, moderators, tabulators and the like for different examinations
- viii) to suggest measures for inter-departmental coordination
- ix) to recommend to the Karya Parishad:
  - a) measures for improvement of standards of teaching and research;
  - b) measures for improvement of standards of teaching and research;
  - c) institution of fellowships, authorize fellowships, scholarships, medals, prizes etc.

- d) establishment or abolition of department;
  - a) courses of study leading to degrees, diplomas and certificates of the Vidyapeetha;
  - f) recognition of degrees and diplomas of other Universities and institutions and determination of their equivalence with the degrees and diplomas of the Vidyapeetha
- x) to appoint Pariksha Mandala and Upa Samitis to advise on such specific matters as may be referred to it by the Karya Parishad
  - xi) to consider the recommendations of Pariksha Mandal and Upa Samitis and to take such action (Including making of recommendations to the Karya Parishad) as the circumstances of each case may require;
  - xii) to make periodical review of the activities of the departments and to take appropriate action (including making of recommendations) with a view to maintaining and improving the standards of instructions and research.
  - xiii) to lay down guidelines for research project including sponsored studies, libraries, laboratories, museums etc.
  - xiv) to devise programmes for the improvement of teacher training for Sanskrit education
  - xv) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Bye-laws.

#### **Membership of Vitta Samiti**

The Vitta Samiti shall consist of

- a) Kulapati, who shall be the Chairman
- b) Sama-Kulapat
- c) Two representatives of the concerned Ministry/Department of Government of India one of whom shall be the Financial Adviser or his nominee.
- d) Two representatives of the Karya parishad, one of whom shall be the Sankaya Pramukh
- e) One representative of the University Grants Commission

Finance Officer of the Vidyapeetha shall be Secretary of the Vitta Samiti

#### **Powers and Functions of the Vitta Samiti**

- a) The Vitta Samiti shall meet at least twice every year to examine the accounts and scrutinize proposals for expenditure;
- b) The budget estimates and the annual accounts of the Vidyapeetha shall be laid before the Vitta Samiti for consideration and comments and thereafter submitted to the Karya Parishad.

- c) All proposals relating to the creation of posts, revision and upgradation of scales of pay and those items which have not been included in the budget shall be examined by Vitta Samiti before they are considered by the Karya Parishad.
- d) The procedure for calling a meeting of the Vitta Samiti shall be same as for the Karya Parishad.
- e) A member of the Vitta Samiti shall have the right to record his minute of dissent.

#### **Yojana Evam Anushravan Mandal**

- i) Yojana Evam Anushravan Mandal shall be the Principal Planning Body of the Vidyapeetha and shall also be responsible for evaluation and monitoring of the development programmes of the Vidyapeetha;
- ii) The Kulapati or in his absence Sama-Kulapati shall be the Chairman of the Mandal.
- iii) The constitution, powers and functions of the Mandal shall be prescribed by the Bye-laws;
- iv) The recommendations of the Mandal shall be placed before the Karya Parishad for consideration and approval. Provided that proposals involving financial implications shall be placed before the Vitta Samiti before they are submitted to the Karya parishad. Where considered necessary Karya Parishad may consult Vidwat Parishad before taking a decision on the recommendations of the Mandal.

#### **Chhatra Paramarsha Parishad**

- a) The Vidyapeetha shall have a Chhatra Paramarsha Parishad.
- b) The composition of the Chhatra Paramarsha Parishad shall be as follows:
  - i) Nideshak, Sharirik Shiksha Khel Vibhag Evam Chhatra Kalyan as Chairman
  - ii) Two senior teachers to be nominated by Kulapati
  - iii) Seven students; Three including one lady representative from Chhatra Sangh, one sports representative, one best student from NSS/NCC and two students at Academic merit.
  - iv) The functions of the Chhatra Paramarsha Parishad will be to make suggestions in regard to programmes of studies and students welfare.

\* \* \* \* \*

## **MANUAL IV**

### **Section 4(1)(b)(iv)**

#### **The NORMS SET BY THE VIDYAPEETHA FOR DISCHARGE OF ITS FUNCTIONS**

##### **Seniority List**

Whenever, in accordance with these rules, any person is to hold an office or to be a member of an authority or a committee of the Vidyapeetha by rotation according to seniority, such seniority shall be determined according to the principles as the Karya Parishad may prescribe from time to time.

##### **Delegation of powers**

Subject to the provisions of these rules, any Officer or authority of the Vidyapeetha may delegate his or its powers to any other Officer or Samitis under its respective control and subject to the conditions that over all responsibility for exercise of the powers so delegated shall continue to rest in the Officer or authority delegating such powers.

##### **Samitis**

Any authority of the Vidyapeetha may set up as many Sthai Samitis and Vishesh Samitis it may deem fit and may appoint to such Samitis, persons who are not members of such authority. Such a Samiti shall deal with the subject assigned to it subject to confirmation by the authority appointing it.

##### **Dispute as to Membership**

If any doubt arises, whether any person has been duly elected or appointed as or is entitled to be a member of any authority other than Shishta Parishad or any Samiti of the Vidyapeetha, the matter shall be referred to the Karya Parishad whose decision thereon shall be final.

##### **Acting Chairman of the Meeting**

Where no provision is made for a Chairman to preside over a meeting of an authority of the Vidyapeetha or any Samiti of such authority, or if the Chairman is absent, members present shall select one from amongst themselves to preside at such meeting.

##### **Validation of certain Acts/Decisions**

No act or proceedings of any authority or any Body or any Samiti of the Vidyapeetha shall be invalid merely by reason of

- a) any vacancy therein or any defect in the constitution thereof; or
- b) any defect in the nomination or appointment of a person acting as a member thereof; or
- c) any irregularity in its procedure not affecting the merit of the case.

##### **Disqualifications**

- i) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the Vidyapeetha if:

- a) he shall resign; be of unsound mind; be declared an undischarged insolvent; or is convicted of a criminal offence involving moral turpitude;
- b) if any doubt arises as to whether a person is or has been subjected to any qualifications mentioned above, the matter shall be referred for decision to the Kuladhipati and his decision shall be final and no suit or proceedings shall lie in any court of law against such decision.

### **Filling of Casual Vacancies**

Casual Vacancies among the members (other than ex-officio members) of any authorities or any other Samiti of the Vidyapeetha shall be filled as soon as it may be convenient by the person or the constituency who appointed or coopted the member whose place has become vacant and the person appointed or coopted to a casual vacancy shall be a member of such authority or Samiti for the residual term for which the person whose place he fills would have been a member.

### **Resignations**

Any member other than an ex-officio member of any authority may resign by letter addressed to the Kulasachiv. Unless otherwise provided in the Rules and Bye-laws, the resignation shall take effect as soon as the same is tendered.

### **Alteration, Amendments and additions in the Rules**

The rules may be altered, amended and added to by the Shista Parishad in accordance with the provisions of the Societies Registration Act, 1860 as in force for the time being, provided such alterations, amendments and additions in the rules of the Vidyapeetha shall become effective only after the approval of the Government of India.

### **Bye-laws**

Subject to the provisions of the Memorandum of Association and the Rules, the Karya Parishad shall in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters:

- i) the establishment of departments;
- ii) the admission of students to the Vidyapeetha and their enrolment as such;
- iii) the courses of study to be laid down for all degrees, diplomas and certificates of the Vidyapeetha;
- iv) the grant of academic awards, such as degrees, diplomas, certificates, distinction and titles
- v) the fees to be charged for courses of study in the Vidyapeetha and for admission to the examinations, degrees, diplomas and certificates of the Vidyapeetha;
- vi) the institution and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes.
- vii) the conduct of examinations, appointment of Examiners and approval and publication of results thereof;
- viii) the establishment, recognition and maintenance of halls of residence and hostels for students and scholars of the Vidyapeetha;

- ix) the conditions of residence of students and scholars of the Vidyapeetha and fees for residence in halls and hostels and other charges
- x) the maintenance of discipline among employees of the Vidyapeetha
- xi) the maintenance of discipline among the students
- xii) the conditions of residence and health of students of the Vidyapeetha
- xiii) the qualifications, emoluments, methods of recruitment and the determination of the terms and conditions of service of the staff of the Vidyapeetha;
- xiv) the provision of pension, gratuity, provident fund, insurance etc., for the benefit to the staff of the Vidyapeetha;
- xv) the constitution, composition and functions of any Samiti or Body, which is considered necessary for the work of the Vidyapeetha
- xvi) the preparation and submission of budget estimate.
- xvii) the procedure for convening of meeting of any authority or Samiti;
- xviii) the laying down of procedure to be observed at any meeting of any authority or any Samiti
- xix) the payment of travelling and other allowances to members of the authority and other Samitis of the Vidyapeetha
- xx) the payment of travelling and other allowances to the staff of the Vidyapeetha
- xxi) all other matters which by the rules may be provided for by the bye-laws. Provided that no Bye-laws shall be made affecting adversely the condition of residence, health or discipline of students, conditions and mode of appointment and duties of examiners or the conduct of standard of examination or any other course of study without consulting the Vidwat Parishad.

### **Legal Proceedings**

- i) For the purpose of the Societies Registrar Act, 1860, the person in whose name the Vidyapeetha may sue or be sued shall be the Kulasachiv.
- ii) No suit or legal proceedings shall lie against the government of India or University Grants Commission or Vidyapeetha or an officer of the Vidyapeetha or a member of an authority of the Vidyapeetha in respect of any thing done or purported or intended to be done in pursuance of any article of Memorandum of Association or the Rules or the Bye-laws made thereunder.

### **Interpretation Clause**

- i) In the event of the conflict of opinion with regard to the interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the

Karya Parishad shall prevail. Provided that no reference under this Rule shall be made:

- a) more than 90 days after the date when the question could have been raised for the first time; and
  - b) by any person other than authority or officer of the Vidyapeetha or person aggrieved.
- ii) In the event of disagreement between the Financial Adviser and The Chairman of the Karya Parishad on the financial matters beyond the delegated powers of the Ministry concerned, the matter may be referred to the Ministers of Education and Finance for a decision.

### **Audit of Accounts**

- i) the Vidyapeetha shall cause regular accounts to be kept for all its money and properties.
- ii) The accounts of the Vidyapeetha will be audited annually by the auditors appointed by or with the approval of the Government of India and any expenditure incurred in connection with such audit shall be payable by the Vidyapeetha to the auditors.
- iii) the auditors appointed in connection with the audit of accounts of the Vidyapeetha shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in respect to the audit of Government accounts and shall have right to demand production of books, accounts connected vouchers and other necessary documents and papers.
- iv) The results of the audit shall be communicated by the auditors to the Vidyapeetha who shall submit a copy of the audit report along with its observations to the concerned Ministry/Department of the Government of India, who shall cause the same to be laid before both the Houses of Parliament within nine months of the close of the previous accounting year;

### **Annual Report**

The Vidyapeetha shall submit annually within nine months of the close of the previous accounting year an Annual Report on the working of the Vidyapeetha together with the Audit Report referred to in the preceding rule to the concerned Ministry/Department of the Government of India for laying before both the House of Parliament.

We, the undersigned members of the Governing Council of the Rashtriya Sanskrit Vidyapeetha, Tirupati do hereby certify that the above is a correct copy of the Rules of the Vidyapeetha.

### **Vidyapeetha Open to all**

- i) The Vidyapeetha shall be open to all persons irrespective of sex, race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or any other connection whatsoever.
- ii) No benefaction shall be accepted by the Vidyapeetha which in its opinion involves conditions or obligations contrary to the spirit and objectives of the Vidyapeetha;

## Inspection

- i) The Government of India shall have the right to cause an enquiry or inspection to be made by such person or persons as it may direct, of the Vidyapeetha, its buildings, laboratories and equipment and also of examination, teaching and other work conducted or done by the Vidyapeetha including administration or finance
- ii) The Government of India shall, in every case, give notice to the Vidyapeetha of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the Vidyapeetha shall have the right to make such representations to the Government of India as it may consider necessary;
- iii) After considering the representation, if any, made by the Vidyapeetha, the Government of India may cause to be made such inspection or inquiry as is referred to in sub-section (i) above
- iv) Where any inspection or inquiry has been made by the Government of India, the Vidyapeetha shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry
- v) the Government of India shall address the Kulapati of the Vidyapeetha with reference to the results of such inspection or inquiry along with its views and advice as to the action to be taken thereon, who in turn, shall communicate these to the Karya Parishad and his advice on the action to be taken
- vi) The Karya Parishad shall communicate through the Kulapati of the Vidyapeetha to the Government of India its views and such action as it proposes to take or has taken upon the result of such inspection or inquiry and the advice of the Government of India.
- vii) Where the Karya Parishad does not, within a reasonable time, take action to the satisfaction of the Government of India, the latter shall after considering any explanation furnished or representation made by the Karya Parishad, issue such directions as it may think fit and the Karya Parishad shall comply with such directions.

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## **MANUAL V**

### **Section 4(1)(b)(v)**

#### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE VIDYAPEETHA UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The Vidyapeetha observes the Rules, Regulations, Instructions, etc., as prescribed in the following documents for the discharge of its day to day functions:

- i. Memorandum of Association of the Rashtriya Sanskrit Vidyapeetha where in the objectives, rules, regulations, etc. are furnished for the discharge of day to day work.
- ii. Office memorandums and instructions issued from time to time by the UGC/MHRD.
- iii. FR & SR., GFR, CCS(CCA), TA/DA, CCS(Pension) rules etc., of Government of India.

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## **MANUAL VI**

### **Section 4(1)(b)(vi)**

#### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT OR UNDER ITS CONTROL**

- ~ Prospectus cum Admission rules
- ~ Annual report of the Vidyapeetha
- ~ Certified annual accounts
- ~ Audit reports
- ~ Vidyapeetha Yearly handbook

**NB:** Confidential matters pertaining to examinations, papers setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees will remain confidential and not available in the public domain.

#### **I. LIBRARY:**

##### **(A) CATEGORIES OF DOCUMENTS AVAILABLE:**

1. Printed Books
2. Manuscripts both paper and palm leaf
3. Spool Tapes
4. Maps
5. Microfilms
6. CDs
7. Cassetts

##### **Various subjects of Library Collection :**

Sahitya, Vyakarana, Srimadbhagavadgita, Vedanta, Advaita Vedanta, Visistadvaita Vedanta, Dvaita Vedanta, Mimamsa, Yoga, Samkhya, Nyaya, Vaisesika, Upanishads, Ethics, Astrology, Astronomy, Ramayana, Mahabharata, Indian Science, Mathematics, Computer Science, Hindu Religion, Buddhism, Jainism, Other Religions, Vedic Literature, Purana Literature, Western Philosophy, Indology, History, Sociology, Artha Sastra, Political Science, Library Science, Ayurveda, Art and Architecture, Hindi Literature, English Literature, Telugu Literature, Law, Special Collection (Mahatma Gandhi, Swami Vivekananda, Sri Aurobindo etc.), Conference and Commemoration Volumes, Descriptive Catalogue of Manuscripts

##### **(B) (I) LIBRARY WORKING HOURS**

Monday to Friday	9.00 AM to 8.00 PM
Saturday and Sunday	8.00 AM to 1.00 PM

## **II. ACADEMIC SECTION:**

### **1. Vidwat Parishad (Academic Council):-**

1. Agenda papers
2. Minutes Register
3. Correspondence File relating to Vidwat Parishad
4. Constitution of Vidwat Parishad, appointment & acceptance of members.

#### **Sub Committee of Vidwat Parishad:-**

5. Agenda papers, Minutes Register
6. File relating to Academic Deans Council Meeting, Agenda, Minutes

#### **Board of Studies:-**

7. Agenda, Minutes etc.
8. Syllabus copies
9. Correspondence File relating to constitution of BoS. etc.,

### **2. Advertisement:-**

10. Notification for Admission into the various courses offered by the Vidyapeetha (Placed in website for wide publicity among the public) : In Electronic format.
11. File relating to Admission Notifications (approval, sanction etc.,)
12. Notification for filling of Guest Faculty (Electronic Format)
13. File relating to filling up of the Guest Faculty, approval, appointment, acceptance etc.,

### **3. Admissions:-**

14. File relating to printing of prospectus, application, approval, sanction etc..
15. Sale of application Registers
16. Receipt of applications for Admissions (Inward)
17. File relating to Admissions to various regular courses (scrutiny, appointment of Admissions Committees, date of interview etc.)
18. File relating to Admission of Research Scholars, Appointment of Committees etc.,

### **4. Academic Section files:-**

19. Admission Registers separately for regular courses, Research Courses and Diploma/Part Time courses and dual degree courses
20. Students' List Register
21. File relating to appointment of Time Table Committee, approval etc.,

22. File relating to Preparation of Attendance Registers for all courses
23. Attendance registers of students for various courses.
24. Attendance registers for Guest Faculty & Faculty and Staff
25. File relating to payment of scholarships, sanction, approval, disbursement
26. Scholarship Registers class wise, consolidated etc.,
27. Scholarships to students of Scheduled Castes, Scheduled Tribes, Backward Classes, Other state scholarships
28. File relating to correspondence with regard to other scholarships
29. Register for payment of scholarship other than Vidyapeetha scholarship
30. File relating to preparation of 'Students Hand Book' – Issue register
31. Issue Register of Railway Concession Forms
32. File relating to preparation of 'ALMANAC' etc.,
33. File relating to declaration of vacation/holidays etc.,

#### **6. Students academic activities:-**

34. File relating to constitution of 'Vagvardhini Parishad'
35. File relating to constitution of 'Pattabhirama Sastri Extension Lecture Series'
36. File relating to constitution of 'Shastrartha Goshtis'
37. Annual Day celebrations & cultural day celebrations
38. Deputation of students to other universities for participating in various cultural and sports competitions – Correspondence file.

#### **7. Statistical information:-**

39. Educational statistical information with A.P.
40. UGC Statistical Information file
41. Statistical information with regard to enrolment of Students – file
42. Statistical information with regard to Male and Female students – BCs, SCs, STs etc.
43. Parliamentary questionnaire - Replies etc.,

#### **8. Recognition of Courses**

44. Correspondence file with regard of Vidyapeetha courses

## **8. Miscellaneous files and registers**

45. Inward and Outward Correspondence register
46. Maintenance of Stock Registers (Academic Dean & Academic Section)
47. File relating to 'Ragging of students
48. File relating to constitution of disciplinary committee, action taken etc.,
49. File relating to sexual harassment of women students and staff – constitution of committee, action taken
50. File relating to Implementation of Official Language – Correspondence relating to thereto
51. File relating to celebration of 'Hindi Week' – Nomination of Coordinator conducting of competitions, award of prizes etc.
52. File relating to submission of quarterly report on the implementation of Hindi in the Vidyapeetha.
53. Preparation of statistical information pertaining to NAAC Committee – Register

## **10. Examinations:-**

- 54 . Appointment of Centre Superintendents for Semester Examination for various courses
55. File relating to verification of certificates and applications for forwarding to examination section
56. Issue of T.C - Register
57. Issue of Study and Conduct Certificates – Register

## **III. ACCOUNTS:**

### **a. Monthly remuneration:**

The Vidyapeetha is a Deemed University constituted under section-3 of UGC Act 1956. This is fully funded by UGC. The salary to the employees are being paid as per the UGC scales to Teaching and as per Central Government scales V Pay Commission to the Non-Teaching staff.

### **b. The Budget allocation:**

The Budget will be allotted by the UGC under two different major Heads like Plan and Non-Plan to run the activities of the University. Which was approved and recommended by the Governing Body of the Vidyapeetha.

### **c. Subsidiary Programme :**

In addition to the regular teaching activities the Vidyapeetha has been assigned with projects like Centre of Excellency, Orissa Chair, SAP in Sahitya, DDE programme, Valmiki Ramayana, Mahabharata etc.

## **IV. ENGINEERING SECTION:**

The correspondence with the CPWD with regard to the construction works along with the plans, estimates, form-65 received for the same

(balance/expenditure statements) completion reports and other received from the CPWD.

All the correspondence with the UGC/Ministry with regard to civil works pertaining to plan grants along with the plans and estimates.

All the files relating to special repairs/campus development works, other maintenance works (civil) executed in the Vidyapeetha.

**Details of channel of supervision, accountability and powers and duties of staff under the control of the Asst. Engineer**

All the building works and other, that are being taken up by the CPWD as deposit works are being check measured by the Executive Engineer(C), CPWD, VJCD, Vijayawada and inspected by the Supdt. Engineer(C), CPWD, HCC-II, Hyderabad.

i) The main duties of the Assistant Engineer are....

To supervise and pursue the CPWD with regard to time targets fixed by the authorities of the Vidyapeetha for the completion of the civil works allotted to the CPWD, to inform and propose the inevitable changes needed in the construction during execution either as per necessity or as per instructions/suggestions from the authorities and to see that the same to be implemented on the site accordingly, and to look after the liaison with the CPWD regarding the major works and accounts for the same, and

Preparation of required proformae issued by the UGC/Ministry whenever needed and directed by the authorities,

Preparation of preliminary drawings for the buildings proposed, and will be constructed by the Central PWD, according to the directions issued by the authorities of the Vidyapeetha, basing on the fundamental requirements needed in the proposed project, and to ask the CPWD for preparation of detailed drawings & estimates basing on the same,

To execute the special repairs and maintenance works of the Vidyapeetha from time to time as instructed by the authorities of the Vidyapeetha,

To have overall supervision of the campus with respect to civil maintenance of the buildings, roads, and other viz., water supply, horticultural developments etc.,

Taking necessary action to rectify the complaints of the staff/students, in respect of maintenance of the buildings, which includes general civil, carpentry, plumbing, painting etc.

**Particulars of facilities available to citizens for obtaining information**

Whenever directions are given by the authorities, with regard to the information of civil works and technicalities involved in it, would be supplied to the Registrar.

## **V. EXAMINATION SECTION**

### **PREAMBLE**

**The examination system of the Vidyapeetha is designed to assess the students' progress in each semester through continuous internal assessment by the teacher concerned and assessment of final examination at the end of the semester/academic year.**

In each paper of the final examination, total 100 marks are divided into 25 and 75 for continuous internal (IA) and external assessment (EA) respectively for all semester examinations.

### **Internal Assessment**

The teacher is free to conduct any kind of written test like home assignment, class room test etc to assess the students' progress. The marks awarded to students must be sent through the Head of the Department to the Controller of Examinations before the conduct of final examination.

### **Final Examination**

1. At the end of each semester a final examination of each paper will be conducted.
2. The question papers will be set for 75 marks following instructions laid down by the academic council.
3. Maximum duration to write examination will be three hours.
4. The answer scripts of the final examination will be evaluated by an expert appointed by the Vice Chancellor.
5. Final examinations will be conducted in a cyclic order, i.e., I, III, V semester examinations in Nov./Dec. and II, IV, VI semester examinations in April/May.

### **Minimum Passing Percentage**

1. Students of Acharya courses and P.G. Diploma Courses must obtain a minimum of 35% of marks in each paper and 40% of marks in aggregate in order to pass in respective courses.
2. Students of Sastri and B.A. courses must secure a minimum of 30% of marks in each paper and 35% in aggregate in each part in order to pass in the respective courses.
3. Students of Prak-Shastri course are required to obtain a minimum of 30% of marks in each paper and 35% of marks in aggregate in order to pass the course. The same rule is applicable to other certificate courses also.
4. The paper where practicals are also involved shall be declared to have been passed if minimum passing percentage is secured in both.
5. No minimum passing marks is required in internal assessment. However for Prak shastri & Shastri 30%, Acharya 35% of marks required in external assessment. It is decided to determine the result on the basis of the marks in total of Internal assessment and External assessment.

6. In marks memorandum, Internal Assessment & External Assessment will be shown separately.

### **Revaluation**

Request for revaluation should be submitted within one month after announcement of results. No request made after the deadline notified by the examination section will be entertained. The examiner appointed by the Vice Chancellor will evaluate the answer scripts. The fees for such revaluation for semester examination shall be Rs.125 per paper and annual examination shall be Rs.150.

### **Improvement / Supplementary Examination**

1. Failed students must write their supplementary examinations when examination cycle comes, along with their regular semester examination.
2. All students are allowed to write examination for any number of passed papers of any semester to improve the marks.

### **Promotion**

All students will be promoted to the next semester classes irrespective of their backlogs.

### **Scholarship**

The student who fails in any Semester examination will not be eligible for scholarship for the next semester. However, for any one semester, students are exempted from this rule. In other words, students failed in a semester will be eligible for the scholarship, provided that they should have passed in all previous semester examinations.

### **Rank, Prize & Medal Etc.**

For the purpose of award of medals, prizes, ranks and special awards etc., students must obtain more than 50% in aggregate in single attempt

### **Classification of Division**

The results of successful candidates will be classified as indicated below on the basis of the aggregate marks obtained by them.

75 and above	-	Distinction
60 and above(Less than 75)	-	First Division
50 and above(Less than 60)	-	Second Division
Between 50 - 35	-	Third Division
Less than 35	-	Fail

The Vidyapeetha is conducting examinations for the following sastras / modern subjects on regular and part time basis every year for the students admitted as per their choice.

- |                                      |                        |                             |
|--------------------------------------|------------------------|-----------------------------|
| 1. Sahitya                           | 2. Vyakarana           | 3. Phalita Jyotisha         |
| 4. Siddhanta Jyotisha                | 5. Advaita Vedanta     | 6. Visistadvaita Vedanta    |
| 7. Dvaita Vedanta                    | 8. Nyaya               | 9. Siksha Sastra            |
| 10. Agama                            | 11. Veda Bhashyam      | 12. Archakatva & Paurohitya |
| 13. Yoga & Meditation                | 14. English Literature | 15. Telugu Literature       |
| 16. Hindi Literature                 | 17. Mathematics        | 18. History                 |
| 19. Computer Sciences & Applications |                        | 20. Sabdabodha              |

## **Statement of the categories of documents in the Examination Section**

### **I. Vidwat Parishad (Academic Council):**

- (i) Minutes approved by Vidwat Parishad

### **II. Board of Studies file :**

Syllabus of all subjects duly approved by the Board of Studies.

### **III. Files related to Conduct of Examination :**

(a) Files relating to 1<sup>st</sup> , 3<sup>rd</sup> , 5<sup>rd</sup> semesters and 2<sup>nd</sup> , 4<sup>th</sup> & 6<sup>th</sup> semesters.

(i) Previous Question papers file

(ii) Model question papers (if syllabus is changed)

(iii) Register contains paper setters / paper evaluators for different courses under various sastras

(iv) Approved rates list for paper setters / paper evaluators / moderators.

(v) Correspondence files relating to the correspondence with paper evaluators / thesis assessment etc.

(vi) Preparation of question papers in electronic form file

(vii) Registers pertaining to list of evaluators / moderators / paper setters.

(viii) Registers pertaining to marks of the students for various courses.

(ix) Circular file

(x) Courses for which examinations being conducted through regular system.

- a) Prak Shastri – 2 years
- b) Sastri – 3 years
- c) Acharya – 2 years
- d) M.A. in Sanskrit – 2 years (Sabdabodha systems & Language technology)
- e) Siksha Sastri – 1 year
- f) Siksha Acharya – 1 year
- g) Master of Philosophy (M.Phil.) – 1 year
- h) Vidyavaridhi – 3 years (min.) and max. of 5 years
- i) Certificate course in Temple culture – 1 year
- j) Diploma in Temple culture – 1 year
- k) Certificate course in Archakatva & Pourohitya – 1 year
- l) Certificate course in Yoga – 1 year
- m) Diploma in Yoga – 1 year
- n) P.G. Diploma in Web Technology in Indian Languages – 1 year
- o) P.G. Diploma in Research Methodology & Manuscriptology–1Yr.
- p) Certificate course in Functional English

Courses for which examinations being conducted under Directorate of Distance Education

- a) Prak Shastri – 2 years
  - b) Shastri - 3 years
  - c) B.A. – 3 years
  - d) Acharya – 2 years
  - e) Acharya (OUS) – 2 years
  - f) Diploma in Sanskrit – 1 year
  - g) Diploma in Pancharatra Agama – 1 year
  - h) Diploma in Yoga Vijnana – 1 year
- (xi) Pre printed stationery for (a) Mark Sheets and (b) Provisional Certificates with more security features and related program in the Computer in Visual Basic, Word and MS – Access - Pre-printed stationery maintenance register
- (xii) Examination applications duly filled in alongwith Xerox copies of eligible certificates.
- (xiii) Code list Register for each semester
- (xiv) Decoding Register\
- (xv) Rank holders file
- (xvi) Verification file (genuinity of the Certificate)
- (xvii) Year-wise attendance sheets of the students during examination–file
- (xix) Preparation of time table for examinations – file
- (xx) Results declaration – file
- (xxi) Note approvals - file
- (xxii) Office Order – file
- (xxiii) Cancelled certificate file
- (xxiv) UGC Statistical Information file consists of
- Statistical Information with regard to pass percentage of students
  - Statistical information with regard to male & female students – BCs, SCs, STs etc.

**IV. Convocation File containing the following information :**

(a) Correspondence relating to the old students who passed in the final examination.

- Fee structure for students – In person / In absentia
- Issuing of Original degrees - register
- Issuing of Provisional Certificate & Migration Certificate

(b) Staff under Control of Examination Section

- (i) Controller of Examinations i/c
- (ii) Asst. Controller of Examinations

- (iii) Section Officer - One
- (iv) Assistant - One
- (v) Group – D - One
- (vi) N.M.R.s – Three

Due to lack of sufficient staff, the distribution of the work is not possible in this section. Each and every work in the examination section is done collectively with utmost care under the supervision of ACE and C.E.i/c.

**(c) Particulars of facilities available to citizens for obtaining information**

- (i) Results of the students
- (ii) Fee structure for the examinations
- (iii) Ph. D. notification
- (iv) Examination commencing & Issue of applications notification
- (v)** Examination time table.

**VI. GENERAL ADMINISTRATION**

- 1. purchases:           a) Furniture & Equipments  
                                  b) Hardware and Software files
  
- 2. Maintenance :       a) Security agency file  
                                  b) Sanitary Maintenance file  
                                  c) Horticulture and Landscape Maintenance file
  
- 3. Electrical and Civil Maintenance has been undertaken by the Central Public Works Department.
  
- 4. Establishment:      a) All personal Registers and Service Registers  
                                  b) Deputation of Staff files  
                                  c) LTC and Medical Reimbursement Files  
                                  d) Advances File  
                                  e) Pension file.

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## **MANUAL VII.**

### **Section 4(1)(b)(vii)**

#### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

The Planning and Monitory Committee of the Vidyapeetha is the chief body that draws out policies and programmes of the Vidyapeetha, which will be examined and approved by the Finance Committee (Vitta Samiti), Executive Council (Karya Parishad) and Shista Parishad (Senate). The Shista Parishad is the highest decision-making body of the Vidyapeetha that monitors the policy implementation in the Vidyapeetha.

These three bodies contain representative of Ministry of Human Resource Development, University Grants Commission, Vice Chancellors of Central and State Universities and deemed to be Sanskrit Universities, Department of Culture and reputed Sanskrit Scholars in India nominated by the M/o.HRD.

Hence, there is adequate representation from the public at large both at the formulation and implementation stages. Besides, several Advisory Committees are constituted from time to time to monitor the programmes in the Vidyapeetha.

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## **MANUAL VIII**

### **Section 4(1)(b)(viii)**

#### **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS... WHETHER MEETING OF THESE BOARDS AND OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.**

S.No.	Name of the Board/Council/ Committee	Whether minutes are accessible to public
01	Shista Parishad (Senate)	Yes
02	Karya Parishad (Executive Council)	Yes
03	Vidwat Parishad (Academic Council)	Yes
04	Vitta Samiti (Finance Committee)	Yes
05	Deans Council	Yes
06	High Level Committee for conferment of Honoris Causa titles	Yes
07.	Hostel Disciplinary Committee	Yes
08.	Scrutiny Committee for scrutinization of applications for various teaching/non-teaching positions	No
09	Selection Committees constituted for appointment to various teaching/non-teaching positions	No
10	Committee to check and monitor harassment of women at work place	Yes
11	Committee to monitor and control ragging of girl students on campus	Yes
12	Board of Studies of teaching departments	Yes
13	Building Committee	Yes
14	Purchase Committees	Yes
15	Publications Committee	Yes
16	Admission Committee	Yes
17	Research Admission Committee	Yes
18	Annual Report Committee	Yes
19	Library Advisory Committee	Yes
20	Manuscripts Purchase Committee	Yes
21	Library Books purchasing Committee	Yes

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## **MANUAL IX**

### **Section 4(1)(b)(ix)**

#### **A DIRECTORY OF DEPARTMENT'S OFFICERS AND EMPLOYEES**

It is available in Vidyapeetha's handbook and website:  
<http://www.rsvidyapeetha.ac.in>

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## **MANUAL X**

### **Section 4(1)(b)(x)**

#### **MONTHLY REMUNERATION RECEIVED BY EACH OFFICER AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission/MHRD and adopted by the Vidyapeetha.

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## **MANUAL XI**

### **Section 4(1)(b)(xi)**

#### **THE BUDGET ALLOCATION TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

The financial estimates, the budget allocation and the expenditure under various schemes are being implemented as approved by the Finance Committee and Executive council and presented before the Vidyapeetha Senate.

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## **MANUAL XII**

### **Section 4(1)(b)(xii)**

#### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

As the Vidyapeetha is a University established section 3 of UGC ACT, 1956 fully funded by the University Grants Commission, there are no subsidy programmes under implementation in the Vidyapeetha.

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## **MANUAL XIII**

### **Section 4(1)(b)(xiii)**

#### **PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT**

##### **(a) Concessions granted by the Vidyapeetha**

Various concessions that are available to various categories of students in admission to various courses are given in the Vidyapeetha prospectus.

1. 22 1/2% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7 1/2% for ST). Relaxation to the extent of 5 % in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests).
2. A few seats in each of the courses has been reserved to the children's of the Vidyapeetha employees.
3. 3% seats are reserved for physically challenged candidates for admission into various courses of the Vidyapeetha.

NB : 1. The above reservation may vary with any decision taken by the Vidyapeetha or directions from the UGC/Central government.

2. Details of such concessions are available in the prospectus cum Admission rules for various courses of the Vidyapeetha.

##### **(b) Concessions availed by the Vidyapeetha**

The University avails concessions on excise and customs duties on the procurement of the equipment and other electronic items etc. for academic projects and laboratories.

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## MANUAL XIV

### Section 4(1)(b)(xiv)

#### **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

All the official works in the Vidyapeetha are being carried out on computers.

Besides that, the Vidyapeetha has the following data available in electronic form:

**Sansk-Net Project:** A large amount of data pertaining to rare text books, Sastric literature in Sanskrit and research works have been keyed into computer and posted on Internet. Being the Nodal Centre the Vidyapeetha exchanges the data with six of its participant centers in the South Indian region. The data available on <http://www.rsvidyapeetha.ac.in/sansknet.htm>, <http://www.sansknet.ac.in>.

**Valmiki Ramaya Project:** The Valmiki Ramayana along with its commentaries has been posted on Internet. Voice rendering to the Valmiki Ramayana is also being done. The details are available in the Vidyapeetha website.

**Sanskrit – Science Exhibition:** The scientific concepts hidden in the Sanskrit literature and Vedas have been unearthed to show their relevance in the modern context. Such concepts have been drawn on exhibits and an exhibition of them is arranged. Data pertaining to these concepts are available in electronic form. The details about the Sanskrit and science exhibition are available in the *samskruta sikhika* CD developed by the Vidyapeetha which costs Rs. 200.00. A publication was also brought out by the Vidyapeetha on the Sanskrit and Science which can be had from the vidyapeetha at Rs.100.00.

**Alphabet Gallery:** The ancient scripts found in the Harappa and Mohunjadaro have been preserved to form a sequence of the development of scripts in India. This data is also available in electronic form.

**INFLIBNET:** The details of books and manuscripts available in the Vidyapeetha Library has been computerized. Through INFLIBNET the data in the Library can be shared and viewed all over the world.

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## **MANUAL XV**

### **Section 4(1)(b)(xv)**

#### **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

- a) The Vidyapeetha has nominated one of its faculty members to function as the Public Relations Officer, who will bridge the gap between the public and the Vidyapeetha by providing relevant information. The Public Relations Officer keeps liaison with the print and electronic media and the general public as well and reports on the programmes and events held in the Vidyapeetha.
- b) Information is also available in the University handbook, prospectus cum admission rules brochure, circulars, press releases etc.,
- c) All the information is available in our Vidyapeetha website <http://www.rsvidyapeetha.ac.in>.

1. Library works from Sunday to Saturdays. The working hours of the library are as follows:

Monday to Friday	9.00 AM to 8.00 PM
Saturday and Sunday	8.00 AM to 1.00 PM

#### **Other facilities available in the Library:**

- ~ Reading room with 150 seats and tables
- ~ Ventilation and air facilities
- ~ Drinking water (water cooler with purifier)
- ~ Circulation of books
- ~ OPAC facilities to get information about books
- ~ Book reservation system
- ~ Photo copying facilities (Reprographic)
- ~ Toilet rooms
- ~ Library Membership will be provided on payment of Rs.1000/- to the public.

2. Schedule of Siksha Sastri (B.Ed) and Siksha Acharya (M.Ed) programmes

Seats sanctioned for B.Ed. Course : 100

Seats sanctioned for M.Ed. Course : 25

Course fee for siksha Sastri per head per year Rs. 2,550.00\*

Course fee for siksha Acharya per head per year Rs. 1,100.00\*

(\*The fees may likely to be revised )

1

- Based on the All India Pre-Shiksha Sastri Test (PSST) and Pre-Shiksha Acharya Test (PSAT), admission will be made on the basis of rank secured in the above said entrance examinations. The candidates will be provided admission into the above courses duly observing the rule of reservation as per the instructions issued by the UGC/GoI.

- Notification for Entrance Test for Admission into Siksha Sastri (B.Ed) and Siksha Acharya (M.Ed) will be issued during the 2<sup>nd</sup> week of March of every year.
- Date of Entrance Test will be in the 2<sup>nd</sup> week of June of every year.
- Interviews for Admission into Siksha Sastri(B.Ed) & Siksha Acharya (M.Ed) will be conducted during the 2<sup>nd</sup> week of July every year.
- Classes for Siksha Sastri(B.Ed) and Siksha Acharya(M.Ed) will be commenced during the 2<sup>nd</sup> week of July every year.
- Examinations for Siksha Sastri (B.Ed) and Siksha Acharya (M.Ed) will be conducted during the 1<sup>st</sup> and 2<sup>nd</sup> week of April every year.
- Publication of results for Siksha Sastri (B.Ed) and Siksha Acharya (M.Ed) during the 1<sup>st</sup> /2<sup>nd</sup> week of May every year.
- 50 per cent of the students admitted into Shiksha Shastri is provided with scholarship amount Rs.150-00 per head and all the Shiksha Acharya are sanctioned with Rs.200-00 besides contingency of Rs.1000-00 per head.

### 3. Schedule of Other Regular Courses of Vidyapeetha

1. Admission Notification for all courses will be issued during the 1<sup>st</sup> /2<sup>nd</sup> week of May every year.
2. The following courses are offered on regular mode in the Vidyapeetha
  - ~ Prak Sastri (Eqv. To Intermediate)/plus two
  - ~ Sastri (Eqv. To B.A.) in 10 shastras besides modern subjects like Computers, History, Yoga & Meditation and English/Telugu/Hindi literature.
  - ~ Sastri (Vedabhasyam) (Eqv. To B.A)
  - ~ B.A
  - ~ Acharya (eqv. To M.A.) in 14 shastras
  - ~ M.A in Sanskrit (Sabdabodha systems & Language Technology)
  - ~ Research Programmes
    1. M.Phil & Vidyavaridhi (Ph.D)

### Evening and Part Time programmes

1. Post Graduate Diploma in Yoga Vijnan
2. P.G.Diploma in Natural Language Processing
3. P.G.Diploma in Web Technology

### Diploma & Certificate courses

- a. Diploma in Temple Culture
- b. Diploma in Pourohitya
- c. Diploma in Sanskrit & Law
- d. Diploma in Management with oriental orientation
- e. Certificate course in Functional English
- f. Certificate course in Jyotisha

- g. Certificate in Temple Culture
- h. Certificate in Pourohitya

### **Career Oriented programmes**

The students of the vidyapeetha Sastri/Acharya are offered the following Career Oriented programmes. Under earn wile you learn programme.

1. DTP in Sanskrit (3 months Course)
2. DTP in Indian Languages
3. Web Technology
4. Diploma in Puranetihasa
5. Diploma in Vastu Sastra

An Innovative course with financial assistance of the UGC was started from this academic session.

1. P.G.Diploma in Yoga Therapy and Stress Management (one and half year)

### **Admissions for regular courses**

Admissions to all courses will be based on marks secured in the last qualifying examination. The rule of reservation will be observed while making admissions.

If more number of students are applied for the Sahitya acharya course an entrance test will be conducted and admissions are made on the basis of rank obtained in the entrance test.

### **Time Schedule for regular courses**

Interviews will be conducted during the 1<sup>st</sup> week of July every year.

Time schedule for Research Programme Entrance Exam will be conducted during the 2<sup>nd</sup> week of July and Interview in 2<sup>nd</sup> week of September.

#### **4. Fee Structure for all courses**

Every student should pay the whole fee in one installment at the time of admission.

- |                          |                                      |
|--------------------------|--------------------------------------|
| 1. Prak-Sastri/Sastri    | Rs. 530.00 (inclusive of all fees)   |
| 2. B.A                   | Rs. 3,430.00 (inclusive of all fees) |
| 3. Acharya               | Rs. 700.00 (inclusive of all fees)   |
| 4. M.Phil/Vidyavaridhi   | Rs. 1,150.00 (inclusive of all fees) |
| 5. DTP in Sanskrit       | Rs. 500.00 (inclusive of all fees)   |
| 6. DTP in Web Technology | Rs. 500.00 (inclusive of all fees)   |
| 7. DTP in Indian Lang.   | Rs. 500.00 (inclusive of all fees)   |

## 5 Scholarships for students

Scholarships will provided to the students on the basis of merit.

1.Prak Sastri	Rs.300.00	(per month for 25 students)
2.Sastri	Rs.300.00	(per month for 15 students in each sastra)
3.Acharya	Rs.400.00	(per month for 10 students in each sastra)
4.Siksha Sastri	Rs.150.00	(per month for the 50% of students admitted)
5.Siksha Acharya	Rs.200.00	(per month for the 10 students)
6. M.Phil	Rs.750.00	(per month for the 25 students)
7. Vidyavaridhi*	Rs.1000.00	(per month for the students who secured 60 % of marks and above.

(\* First year Rs.750.00 only)

6. Free medical counseling provided to all the students of the Vidyapeetha
7. Vidyapeetha provides accommodation facility in the Vidyapeetha campus to the parents/guardians of all the students visiting the Vidyapeetha campus either at the time of admission or during their visits on any other occasion.
8. The Vidyapeetha has been maintaining three hostels for men students, and one hostel for girl students.
9. A very good computer lab is provided to all the students and staff of the Vidyapeetha for learning computers from morning 9.00 A.M to 8.00 P.M.
10. Other facilities available in the Vidyapeetha campus
  - A Well equipped Yoga centre is opened with the financial assistance with the UGC for providing training in stress management to the students, staff and public.
  - All the staff and students are provided Internet facility either in the computer lab or in the library during the working hours.
  - A well equipped language lab and psychology lab are provided to the teacher training students of B.Ed and M.Ed courses for enhancing their teaching skills.
  - All the students are provided with the opportunity of involving themselves to participate in all India literary competitions, inter-university games & sports. Cultural competitions etc.
  - A computerized Banking facility is provided within the campus to the benefit of all students, staff and public for their convenience.
  - The inmates of the hostels are provided with the recreation room for each hostel with TV, phone facilities etc.,

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**MANUAL XVI**

**Section 4(1)(b)(xvi)**

**THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS**

NAME: **C. CHANDRA REDDY**  
DESIGNATION: **DEPUTY REGISTRAR**  
DEPARTMENT: **GENERAL ADMINISTRATION**  
CONTACT NUMBERS **(o) 0877-2287649, 2287690 – Extn. – 221**  
**Mobile: 94406 26555**

**Appellate authority**

NAME **A.GURUMURTHI**  
DESIGNATION **REGISTRAR**  
Contact Numbers **(o) 0877-229\87649,**  
**2287690 – Ext 222**

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## MANUAL XVII.

### Section 4(1)(b)(xvii)

#### **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.**

The Vidyapeetha is an institution established for higher learning in Sastric Studies in Sanskrit and training the Sanskrit-teachers for quality improvement in teaching. The Vidyapeetha is an institution accredited at A+ level by the National Assessment and Accreditation Council. The Vidyapeetha has been identified by the UGC as the "Centre of Excellence in the Subject of Traditional Sastras".

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. The application has to be accompanied with the prescribed fee (at present a fee of Rs.10/-).

The details of the fees at present are as follows:

1. Application processing cost Rs.10.00
2. Xerox charges Rs.2 per page of A4 or actual cost of bigger size of A4.

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