STATUTES AND ORDINANCES OF UNIVERSITIES

A CASE STUDY OF A FEW MODEL STATUTES AND ORDINANCES OF KRISHNA UNIVERSITY UNDER SECTION 51 OF A.P. UNIVERSITIES ACT 4 OF 1991

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Universities in Andhra pradesh

- There were only three universities in composite A.P. in 1956.
- Depending on the educational needs the universities number swell to 46 (including state, central, deemed, IIT and NIT).
- In 2005 to 2007 itself 17 universities came into existence under the concept: university per district.
- All these universities are governed under “A.P. University Acts” (now under Telangana and A.P. States).
- After bifurcation of the A.P., these numbers are proliferating further.
THE A.P. UNIVERSITY ACTS EMPOWER THE EXECUTIVE COUNCILS TO MAKE STATUTES AND ORDINANCES FOR UNIVERSITY GOVERNANCE.

STATUTES ARE MADE WHEREVER THE EXISTING PROVISIONS OF THE ACT NEED UNAVAILABLE (RELAVENT) LAWS.

THE STATUTES AND ORDINANCES MADE BY THE EARLIER AND OLDER UNIVERSITIES (ANDHRA, OSMANIA AND SRI VENKATESWARA) WERE SUBSEQUENTLY ADOPTED BY MOST OF THE LATTER UNIVERSITIES.

THESE STATUTES ARE OLD AND MAYBE REDUNDENT IN SEVERAL CASES, NEED TO BE DRAFTED A FRESH SO AS TO SUIT TO THE EXISTING NEEDS AND SITUATIONS OF THE NEW UNIVERSITIES.

CONT......
STATUTES AND ORDINANCES

THE DRAFT STATUTES PREPARED BY THE UNIVERSITIES SHALL BE PASSED BY THE EXECUTIVE COUNCIL AND SHALL BE SUBMITTED TO THE CHANCELLOR WHO MAY GIVE OR WITHHOLD HIS ASSENT THERE TO OR REFER IT BACK TO THE EXECUTIVE COUNCIL FOR RECONSIDERATION.

NO STATUTES PASSED BY THE EXECUTIVE COUNCIL SHALL BE VALID OR SHALL COME INTO FORCE UNTIL ASSENTED TO BY THE CHANCELLOR.

AN ORDINANCE IS AN EPHEMERAL LAW MADE BY THE EXECUTIVE COUNCIL, SUBSEQUENTLY SUBMITTED TO THE CHANCELLOR.
MODEL STATUTES

CONSTITUTION, POWER AND DUTIES OF AUTHORITIES OF THE UNIVERSITY

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➢ Statute-2 : Construction and functions of the standing committee of the ACADEMIC SENATE.
➢ Statute-3 : Constitution and functions of the FINANCE COMMITTEE.
➢ Statute-4 : Constitution, powers and functions of the PLANNING & MONITORING BOARD.
➢ Statute-5 : Constitution, powers and functions of COLLEGE DEVELOPMENT COUNCIL (CDC).
➢ Statute-6 : Constitution, powers and functions of RESEARCH ADVISORY COMMITTEE.
➢ Statute-7 : Constitution and functions of internal quality assurance cell (IQAC), and appointment, duties and powers of director, IQAC.
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➢ Statute-17 : Appointment, duties and powers of UNIVERSITY LIBRARIAN.
➢ Statute-18 : Appointment, duties and powers of WARDENS OF HOSTELS.
➢ Statute-19 : Appointment, duties and powers of DIRECTOR OF ADMISSIONS.

PROCEDURE FOR CONDUCTING THE MEETINGS OF THE AUTHORITIES

➢ Statute-20 : Procedure for conducting of EXECUTIVE COUNCIL MEETINGS.
➢ Statute-21 : Procedure for conducting of ACADEMIC SENATE MEETINGS.

OTHER ASPECTS OF UNIVERSITY FUNCTIONING

➢ Statute-22 : Affiliation of colleges and recognition of INSTITUTIONS.
➢ Statute-23 : Establishment of teaching and research developments and research centers.
➢ Statute-25 : Procedure for the conduct of CONVOCATION FOR CONFERRING DEGREES.
➢ Statute-26 : Conferment of AUTONOMOUS STATUS TO AFFILIATED COLLEGES.
➢ Statute-27 : Authorities of the university.
➢ Statute-28 : Officers of the university.
➢ Statute-29 : Maintenance of a REGISTER OF REGISTERED GRADUATES.
1) THESE SHALL BE CONSTITUTED A FINANCE COMMITTEE WHICH SHALL BE A SUB-COMMITTEE OF THE BOARD OF MANAGEMENT WITH THE FOLLOWING AS MEMBERS, NAMELY:-
   a) VICE-CHANCELLOR (CHAIRMAN);
   b) TWO MEMBERS OF THE BOARD OF MANAGEMENT NOMINATED BY IT;
   c) ONE MEMBER OF THE BOARD OF MANAGEMENT TO REPRESENT BANKING OR ACCOUNTING;

   THE FINANCE OFFICER SHALL BE THE SECRETARY OF THE FINANCE COMMITTEE.

2) THE FINANCE COMMITTEE SHALL HAVE THE FOLLOWING DUTIES AND POWERS, NAMELY:-
   a) TO EXAMINE THE ANNUAL ACCOUNTS OF THE UNIVERSITY AND TO ADVISE THE EXECUTIVE COUNCIL THEREON;
   b) TO EXAMINE THE ANNUAL BUDGET ESTIMATES AND ADVISE THE EXECUTIVE COUNCIL THEREON;
   c) TO REVIEW THE FINANCIAL POSITION OF THE UNIVERSITY FROM TIME TO TIME;
   d) TO MADE RECOMMENDATIONS TO THE EXECUTIVE COUNCIL ON ALL MATTERS RELATING TO THE FINANCES OF THE UNIVERSITY;
   e) TO MAKE RECOMMENDATIONS TO THE EXECUTIVE COUNCIL ON ALL PROPOSALS INVOLVING EXPENDITURE FOR WHICH NO PROVISION HAS BEEN MADE IN THE BUDGET, OR WHICH INVOLVE EXPENDITURE IN EXCESS OF THE AMOUNT PROVIDED IN THE BUDGET.
CASE STUDY-1 (STATUTE-3)

CONSTITUTION AND FUNCTIONS OF THE FINANCE COMMITTEE:

In the universities acts of Andhra Pradesh, the executive council constitute the finance committee. As per the provisions of the act a statute is required to make out the 1) constitution of the committee. 2) Conduct of the meetings and 3) The duties and functions. Hence a statute to this extent is made as follows:

1. THE FINANCE COMMITTEE:

   The Finance Committee is a Sub-Committee of the Executive Council and shall consist of the members specified in the Act.

2. CONDUCT OF THE MEETINGS:

   (a) The Finance Committee shall meet at least once in three (3) months preferably before the meeting of the Executive Council, and may meet more often, if necessary, to examine the accounts and to scrutinize the proposals for expenditure.

   (b) The Finance Officer shall, with the approval of the Vice-Chancellor, issue notice at least seven (7) working days in advance for the meeting, and circulate the agenda to the members of the Finance Committee at least three (3) working days in advance of the meeting date.

   cont....
CASE STUDY-1 (STATUTE-3)

(c) The quorum for the meeting shall be three (3) members.

(d) The Finance Officer may take part in the deliberations of the meeting of the Finance Committee, but is not entitled to participate in the voting,

(e) The Finance Officer shall record the minutes of the meeting, obtain the approval of the Vice-Chancellor, and circulate them to the members of the Finance Committee. A copy of the confirmed minutes will be sent to the Registrar.

(f) The confirmed minutes of a Finance Committee meeting along with the recommendations, if any, shall be submitted to the Executive Council in its next immediate meeting for consideration.
CASE STUDY-1 (STATUTE-3)

3. DUTIES & FUNCTIONS:

a) The Finance Committee shall perform the following duties and functions, in addition to and including those specified in the Act:

b) Examine the annual accounts of the university and advise the Executive Council thereon;

c) Examine the annual budget estimates and advise the Executive Council thereon;

d) Review the financial position of the University from time to time;

e) Make recommendations to the Executive Council on all matters relating to the finances of the University;

f) Make recommendations to the Executive Council on all proposals for purchase of items in the university offices and departments involving expenditure that exceeds the limit prescribed by the Executive Council;

cont....
CASE STUDY-1 (STATUTE-3)

g) Make recommendations to the Executive Council on all proposals involving expenditure for which no provision has been made in the budget, or which involve expenditure in excess of the amount provided in the budget;

h) Make recommendations to the Executive Council for holding and administering the properties and funds of the University;

i) Recommend to the Executive Council the mode of administration of all properties and funds placed at the disposal of the University for specific purposes;

j) Consider the Audit Reports with a statement of action taken or proposed to be taken and the explanation thereto as submitted by the Finance Officer for placing it before the Executive Council;

k) Recommend limits for the total recurring and non-recurring expenditure for the year;

cont....
CASE STUDY-1 (STATUTE-3)

l) Recommend the methods, procedure, forms and registers for maintaining the University accounts;

m) Exercise such other powers assigned to it by the Executive Council on the financial matters of the university.
CASE STUDY-2 (STATUTE-7)

CONSTITUTION AND FUNCTIONS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), AND APPOINTMENT, DUTIES AND POWERS OF THE DIRECTOR, IQAC

In exercise of the powers conferred by Clause (v) of Section 17 read with Clause (a) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of University, and appointment, duties and powers of Director, IQAC.

1. INTERNAL QUALITY ASSURANCE CELL (IQAC):
   a) The University shall constitute an Internal Quality Assurance Cell (IQAC) to

      i) develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University, and

      ii) promote measures for quality enhancement through internalization of quality culture and institutionalization of best practices.

   b) The Vice-Chancellor shall be the Chairperson of the IQAC and he / she shall be assisted by a Director.

cont....
CASE STUDY-2 (STATUTE-7)

2) DIRECTOR, IQAC:

a) The Director of IQAC shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors of the University;

b) The term of appointment for the Director shall be initially for a period of two years. It is extendable by one more year.

c) In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowance as may be prescribed by the Executive Council / recommended by the UGC;

d) The Director is the head of the IQAC of the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise such powers and duties required for achieving the objectives of the IQAC.

e) When the office of the Director falls vacant, or when he / she is unable to attend office due to any reason, the duties of the Director shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

cont...
CASE STUDY-2 (STATUTE-7)

3) COMPOSITION OF THE IQAC:

a) The members of IQAC are:

i) The Vice-Chancellor (Chairperson)

ii) Eight (8) senior teachers from major Faculties of the University

iii) One (1) senior administrative official of the University

iv) Three (3) external experts on Management / Industry / Local Community

v) Director, IQAC (Member-Secretary)

b) The members at (ii), (iii) and (iv) above shall be nominated by the Vice-Chancellor in consultation with the Academic Senate. The term of the nominated members shall be a period of two (2) years.

c) A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed against a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of the IQAC only for the residuary period for which the person whose place he / she has filled would have been a member.

d) The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be two-third of the total members.

e) The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

Cont.....
CASE STUDY-2 (STATUTE-7)

4) FUNCTIONS OF THE IQAC:

a) The IQAC shall develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;

b) Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrange for feedback from students, parents and other stakeholders on quality-related institutional processes and analyze the feedback on scientific lines.;

d) Disseminate information on the various quality parameters of higher education;

e) Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Document the various programmes/activities of the University, leading to quality improvement;
g) Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;

h) Develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Develop a culture of quality in the University in all sectors of its functioning;

j) Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;

k) Develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;

l) Interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
STATUTE No. 10

APPOINTMENT, DUTIES AND POWERS OF THE RECTOR (PRO-VICE-CHANCELLOR)

In exercise of the powers conferred by clause (b) of Section (51) read with Section 14 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council makes this Statute in respect of the powers and duties of the Rector (Pro-Vice-Chancellor) of Krishna University, Machilipatnam.

APPOINTMENT OF THE RECTOR (PRO-VICE-CHANCELLOR):

a) The Executive Council is the competent authority to appoint the Rector (Pro-Vice-Chancellor) on the recommendation of the Vice-Chancellor.

b) The Rector (Pro-Vice-Chancellor) shall be a University teacher in the cadre of Professor with a minimum of 15 years of total permanent service in the University, and he shall be amongst the first ten Professors in the seniority list of the University.

c) The Rector (Pro-Vice-Chancellor) shall be appointed for a period of one year at a time, and is eligible for re-appointment provided, however, the same person shall not hold office as Rector (Pro-Vice-Chancellor) for more than three years.

CONT..
STATUTE No. 10

DUTIES AND POWERS OF THE RECTOR (PRO-VICE-CHANCELLOR):

1) The Rector (Pro-Vice-Chancellor) shall be a whole-time officer. However, the Vice-Chancellor may permit him to engage in teaching and research.

2) The Rector (Pro-Vice-Chancellor) shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to him / her by the E.C, A.S or the Vice-Chancellor. The Vice-Chancellor may however, *suo motu* or otherwise, amend, alter or annul any order or action taken by the Rector (Pro-Vice-Chancellor), if such an order / action is found to be in violation of the provisions of the Act / Statutes / Ordinances / Regulations of the University or the interests of the University.

3) The position of the Rector (Pro-Vice-Chancellor) shall not be used as an additional channel of hierarchical communication but as one assists the Vice-Chancellor in strengthening the academic administration and in coordinating student activities.

4) The Rector (Pro-Vice-Chancellor) is an ex-officio member of the Executive Council, Academic Senate and Standing Committee of the Academic Senate.

5) Wherever the Vice-Chancellor is the Chairperson of a body or a Committee of the University, if he / she is absent at a meeting of such body or Committee, the Rector (Pro-Vice-Chancellor) shall preside over such meetings.

6) The Rector (Pro-Vice-Chancellor), on the advice of the Vice-Chancellor, may be present at any meeting of any authority, body or Committee of the University, and address, but is not entitled to vote unless he / she is a member of that Committee, body or authority.

7) The Rector (Pro-Vice-Chancellor) shall organize the preparation of the Annual Report of the University by 31st December every year for submission to the Executive Council and the Academic Senate.
STATUTE No. 10

GENERAL:

1) The Rector (Pro-Vice-Chancellor) is entitled to draw the salary and other allowances which he / she would have drawn as Professor.

2) The Rector (Pro-Vice-Chancellor) is entitled to such honorarium and perquisites as may be decided by the Executive Council on the recommendations of the Vice-Chancellor.

3) The Rector (Pro-Vice-Chancellor) is entitled for leave, including encashment of leave for the period of service as Rector (Pro-Vice-Chancellor), as applicable to the administrative officers of the University, and in lieu of leave entitlement as Professor.

4) The Executive Council is the competent authority to accept the resignation of the Rector (Pro-Vice-Chancellor) on the recommendation of the Vice-Chancellor.
STATUTE No. 10

AS PER THE ACT CHAPTER IV ACT NO IV OF 1991 THE AUTHORITIES OF THE UNIVERSITY ARE MENTIONED IN 17:

THE FOLLOWING SHALL BE THE AUTHORITIES OF THE UNIVERSITY, NAMELY;- 

I) THE EXECUTIVE COUNCIL; 
II) THE ACADEMIC SENATE; 
III) THE FACULTIES; 
IV) THE BOARD OF STUDIES; AND 
V) SUCH OTHER BODIES, AS THE STATUTES MAY DECLARE TO BE AUTHORITIES OF THE UNIVERSITY.
STATUTE No. 27

AUTHORITIES OF THE UNIVERSITY

In exercise of the powers conferred under clause (j) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute declaring the authorities of Krishna University, Machilipatnam under Clause (v) of Section 17 of the Act.

The following bodies are hereby declared as Authorities of the University in addition to those which are already included in the University Act. These authorities shall function as per the statutes prescribed for each of them:

I) College Development Council (CDC)  
II) Internal Quality Assurance Cell (IQAC)  
III) Planning and Monitoring Board (PMB)  
IV) Standing Committee of Academic Senate (SAS)
STATUTE No. 28

OFFICERS OF THE UNIVERSITY

In exercise of the powers conferred under Clause (j) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute declaring the Officers of the Krishna University, Machilipatnam under Clause (vii) of section 9 of the Act.

The following positions are hereby declared as Officers of the University in addition to those which are already included in the University Act. These officers will function as per the Statutes prescribed to each of them:

I) Dean / Chairperson of the Faculties  
II) Head of the Teaching Department  
III) Dean, College Development Council  
IV) Director, IQAC
STATUTE No. 28

AS PER THE ACT NO 4 OF 1991, CHAPTER III OF 9, THE OFFICERS OF THE UNIVERSITY ARE AS FOLLOWS:

I) THE CHANCELLOR;
II) THE VICE-CHANCELLOR;
III) THE RECTOR;
IV) THE PRINCIPALS/DEAN OF THE UNIVERSITY COLLEGES;
V) THE REGISTRAR;
VI) THE FINANCE OFFICERS; AND
VII) SUCH OTHER PERSONS AS THE STATUTES MAY DECLARE TO BE OFFICERS OF THE UNIVERSITY.
MODEL ORDINANCES: ON WHAT ASPECTS ORDINANCES ARE MADE?

THE EXECUTIVE COUNCIL SHALL HAVE POWER TO MAKE ORDINANCES SUBJECT TO THE PROVISIONS OF THE ACT AND THE STATUTES AND SUCH ORDINANCES MAY PROVIDE FOR ALL OR ANY OF THE FOLLOWING MATTERS NAMELY :-

a) THE LEVY OF FEE IN THE UNIVERSITY AND THE CONSTITUENT COLLEGES;

b) THE FEES TO BE CHARGED FOR ADMISSION TO THE EXAMINATIONS, DEGREES AND DIPLOMAS OF THE UNIVERSITY;

c) THE CONDITIONS OF RESIDENCE OF STUDENTS OF THE UNIVERSITY AND THE LEVY OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY;

d) THE CONDITIONS OF RECOGNITION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY;

e) THE NUMBER, QUALIFICATIONS AND EMOLUMENTS OF TEACHERS OF THE UNIVERSITY;

CONT.....
f) The fees to be charged for courses of study given by the teachers of the university for lecturers, for tutorial and supplementary instruction provided by the university, and for services rendered by the university offices;

g) The mode of appointment and duties of examiners;

h) The conduct of examinations;

i) The constitution and determination of the functions of the boards of studies;

j) The discipline, health and welfare of students of the university;

k) The constitution, powers and duties of university extension boards; and

l) All matters which by the act or by the statutes may be provided for by the ordinances.
1) IN MAKING ORDINANCES, THE EXECUTIVE COUNCIL OF MANAGEMENT SHALL CONSULT THE ACADEMIC SENATE WHEN SUCH ORDINANCES AFFECT THE APPOINTMENT AND DUTIES OF EXAMINERS OR THE CONDITIONS OF RESIDENCE OF STUDENTS.

2) ALL ORDINANCES MADE BY THE EXECUTIVE COUNCIL SHALL TAKE EFFECT FROM SUCH DATE AS MAY DIRECT, BUT EVERY ORDINANCE SO MADE SHALL BE SUBMITTED AS SOON AS MAY BE, AFTER IT IS MADE, TO THE CHANCELLOR.
MODEL ORDINANCES: MODEL ORDINANCES 1-7

➢ Ordinance-1: The boards of studies for DEVELOPMENTS OF TEACHING.

➢ Ordinance-2: Appointment and duties of CONTROLLER OF EXAMINATION, EXAMINERS AND CONDUCT OF EXAMINATIONS.

➢ Ordinance-3: Qualifications, emoluments and number of UNIVERSITY TEACHERS.

➢ Ordinance-4: Levy of fees for various courses of study in the university.

➢ Ordinance-5: Fees particulars for admission to various examinations, degrees and diplomas of the university.

➢ Ordinance-6: Conduct rules for employees of the university.

➢ Ordinance-7: Discipline and appeal rules.
ORDINANCE No. 3
QUALIFICATIONS, EMOLUMENTS AND NUMBER OF UNIVERSITY TEACHERS

In exercise of the powers conferred by section 19 (5) (iii) read with clause (e) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of qualifications, emoluments and number of teachers of Krishna University, Machilipatnam.

1) The number, qualifications and emoluments of teachers in a University department are determined by the Executive Council based on the recommendations received from the concerned Departmental Committee, and in accordance with the guidelines issued in this regard from time to time by UGC/State Government.

2) The Executive Council is the competent authority to award additional increments, if any, in a particular band/grade and/or pay protection to a teacher on appointment, based on the recommendations of the Selection Committee and in accordance with the guidelines issued from time to time by UGC/State Government.
MODEL ORDINANCES:

ORDINANCE No. 5
FEES PARTICULARS FOR ADMISSION TO VARIOUS EXAMINATIONS, DEGREES AND DIPLOMAS OF THE UNIVERSITY

In exercise of the powers conferred by clause (b) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of Fees particulars for admission to various examinations, degrees and diplomas of Krishna University, Machilipatnam.

**Fee Schedule for each Examination:**

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<th>Course &amp; Subject</th>
<th>Examination Fee for</th>
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<td>One or more papers</td>
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- B. A
- B Sc
- B Com
- B L/LLB
- B Tech
- B Pharm
- B Ed

- M.A.
- M.Sc.
- M Com
- M.B.A
- M.C.A

- M Pharm
- M Tech
- M L / LLM
- M Phil
- Ph D
- D Sc
THANK YOU