

# **ACHARYA NAGARJUNA UNIVERSITY**

## **Ordinance on the University Extension Boards/Activities.**

This Ordinance is made by the Executive Council of Acharya Nagarjuna University in accordance with the Provisions of Section 53 (k) of the A.P. Universities Act-1991 (The Act).

1. In addition to the Teaching and Research activities, the University shall also carry on the Extension activity in the following areas:
  - (1) Life Long Learning.
  - (2) National Service Scheme (NSS).
  - (3) Sports Board.
  - (4) Human Resource Development Cell.
  - (5) National Cadet Corps (NCC).
  - (6) Jawahar Knowledge Regional Centre.
2. Activities of the Department of Life Long Learning:
  - (1) The Department of Life Long Learning functions with the financial assistance of UGC and takes up activities as provided in the UGC guidelines from Plan to Plan.
  - (2) The main activities are as follows:
    - (a) Adult and Continuing Education.
    - (b) Skill development programme among adults.
    - (c) Organising awareness, orientation and training programmes.
    - (d) Training Adult Education functionaries
    - (e) Collaborating with the HRD cell of the University.
    - (f) Conducting orientation programmes for the students of affiliated colleges.
    - (g) Conducting workshops for Placement Officers of the University and Affiliated Colleges.

(h) To co-ordinate with the activities of other Non-governmental organizations functioning with the object of promoting Adult Education in the University area.

(i) To arrange programmes for helping students with special needs.

(3) The above activities are carried on through the Department of Life Long Learning.

3. National Service Scheme (NSS):

(1) The National Service Scheme in the University area shall function under the general supervision of a PROGRAMME COORDINATOR to be appointed by the University by following the procedures laid down in the scheme.

(2) NSS activities in the University area are to be undertaken with the funds made available by the Government of India/Government of Andhra Pradesh.

(3) There shall be a University NSS Advisory Committee to advise on programme planning and development under the Chairpersonship of the Vice-Chancellor.

(4) The composition of the University NSS Advisory Committee is as follows:

- |   |                    |
|---|--------------------|
| a) Vice-Chancellor  | : Chairperson      |
| b) Commissioner of Administrative Division, NSS or his/her representative   | : Member           |
| c) Registrar  | : Member           |
| d) Secretary of Education / Director of Youth Services  | : Member           |
| e) Head of the concerned NSS Regional Centre  | : Member           |
| f) TOC / TORC Coordinator   | : Member           |
| g) Three Faculty members from the University  | : Members          |
| h) Four Principals of Colleges  | : Members          |
| i) One or Two NSS students' representative (s)  | : Member           |
| j) One or Two Programme Officer(s)  | : Member           |
| k) State Liaison Officer, National Service Scheme   | : Member           |
| l) Five Representatives from concerned Govt / Non- Governmental Organizations involved in Youth programmes / social work / rural development work at divisional / district level. | : Members          |
| m) Finance officer  | : Member           |
| n) Programme Coordinator – NSS  | : Member-Secretary |

(5) The NSS Advisory Committee shall be the apex body which shall carry on the following functions:

- (a) To review the NSS activities in the University area.
- (b) To ensure NSS student strength and release of allocated grants to its units in colleges.
- (c) To approve the NSS Budget for each year.

(6) The Advisory Committee shall meet at least twice a year to review, plan and monitor the NSS activities.

(7) The NSS Programme Coordinator shall discharge the following functions:

- (a) To assist and guide the NSS unit for implementation of NSS Programmes at college level.
- (b) To help in organizing camps, training and orientation programmes for the NSS leaders.
- (c) To visit the NSS units for monitoring and evaluation.
- (d) To ensure implementation of NSS regular activities and special camping programmes.
- (e) To ensure timely release of grants to colleges.
- (f) To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC / TORC.
- (g) To ensure selection of new programme officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer in the prescribed proforma.
- (i) To have liaison with Regional Centre, State Liaison Officer and TOC / TORC for the implementation of NSS programme.
- (j) To bring out documents and reports on the achievements of NSS.

(8) Appointment of Programme Officers:

- (a) The NSS Programme Coordinator shall arrange for the appointment of Programme Officers for each unit in a college on the basis of the proposals received from the Principals of the respective colleges, with the approval of the Vice-Chancellor.
- (b) The tenure of a Programme Officer shall be two years.
- (c) Each Programme Officer, who has to maintain a unit consisting of 100 volunteers, shall be responsible for the conduct of regular activities and special camps in coordination with the Principals concerned, village officials and NGOs.
- (d) The Programme Officers shall be eligible for honorarium as provided in the scheme.

(9) Activities of the N.S.S.:

- (a) The activities of NSS are as follows:
  - (i) Regular activities
  - (ii) Special camps
  - (iii) Organising Youth Festivals, Youth Leadership Training Programmes and Blood Donation camps.
- (b) The regular activities of the NSS shall include community service in adopted villages/slums and campus development projects.
- (c) (i) Special camps form an integral part of NSS providing opportunities to the students for group living, collective experience sharing and constant interaction with community.  
(ii) Broad areas of activity in special camps include Environment Enrichment, Health and Family Welfare, Nutrition Programme, Improvement of Status of Women, Social Service Programmes, Production Oriented Programmes and Relief and Rehabilitation work during natural calamities.

(iii) The duration of the special camps shall not be less than a period of 10 days.

4. Sports Board:

(1) There shall be a Sports Board in the University with the following aims and objectives:

- (a) To formulate the policies, rules and regulations of the Sports activities of the University.
- (b) To organize and conduct the Inter-University Tournaments entrusted by the Inter-University Sports Board of India.
- (c) To organize and control the Inter-Collegiate Tournaments.
- (d) To recognize affiliated Colleges for the purpose of Inter-Collegiate Tournaments.
- (e) To select the University teams.
- (f) To propose the Budget for the Sports activities.
- (g) To conduct trials and organize coaching camps.

(2) Sports Board shall consist of the following members:

(a) Office Bearers:

- (i) Chairperson - Vice-Chancellor (Ex-officio)
- (ii) Treasurer - Registrar (Ex-officio)
- (iii) Secretary - Director of Physical Education (Ex-officio)

(b) Ex-officio Members

- (iv) Principals of the University Colleges
- (v) Physical Director(s) of the University Colleges

(c) Members:

- (a) Six Principals of affiliated colleges nominated by the Vice-Chancellor.
- (b) Four Zonal Convenors (Physical Directors of affiliated colleges) and two Lady Physical Directors of affiliated colleges to be nominated by the Vice-Chancellor.

- (d) Special Members:
- (i) One Director of Physical Education of any other University nominated by the Vice-Chancellor.
  - (ii) The tenure of the Sports Board shall be two years.
- (3) (a) The sports Board shall meet once in a year normally during the months of July/August.
- (b) The quorum for an ordinary meeting to be conducted with 10 days notice shall be six members.
- (4) (a) There shall be Zonal Co-ordination Committees to co-ordinate the zonal level Inter Collegiate Tournaments and the selection trials at zonal levels.
- (b) Each Zonal Coordination Committee shall consist of the following members:
- (i) Chairperson : Principal of an affiliated college to be chosen by the Vice-Chancellor from among those nominated to the Sports Board.
  - (ii) Zone Convenor : Zonal Convenor of the Zone concerned.
  - (iii) Ex-officio Member : Secretary, Sports Board or his nominee.
- (5) There shall be cash awards to the Medal Winners at the Inter University Tournaments, as determined by the Executive Council on the recommendations of the Sports Board.
- (6) The Secretary, Sports Board, with the approval of the Vice-Chancellor (Chairperson – Sports Board), may nominate the Managers and Coaches for the University Teams participating in the Inter University Tournaments.
- (7) The Secretary, Sports Board shall assist the Director, Directorate of Admissions in the admission of students into sports quota for various courses of study.

5. Human Resource Development Cell:(HRD Cell)

- (1) The University shall establish a HRD Cell for rendering various types of services relating to career guidance and placement of students and undertake training and skill development programmes for the University staff.
- (2) The Vice-Chancellor shall appoint one of the Professors of the University as Director and another teacher as Asst. Director of the Cell.
- (3) The HRD Cell shall be provided with the necessary secretarial and supporting staff.
- (4) The Director and Asst. Director shall be responsible to carry out the various types of activities specified below in order to ensure that the prescribed objectives of the Cell are effectively achieved.
- (5) The following shall be the objectives of the HRD Cell:
  - (a) To give personal guidance to the students in the building up of their career.
  - (b) To motivate and help the students in building up their cherished career at higher levels.
  - (c) To maintain the register of students and employers seeking mutual help relating to employment.
  - (d) To conduct campus interviews.
  - (e) To help students in securing practical training facilities in companies and organisations for undergoing training.
  - (f) To help students in getting stipend during training programme.
  - (g) To help the Departments and University as a whole in securing Memoranda of Understanding (MOUs) from reputed companies and organizations.
  - (h) To undertake exchange programmes with different Universities and organizations at national and international levels.
  - (i) To enrich the quality and efficiency of the employees of the University in the discharge of their functions and duties.

(6) In order to achieve the aforesaid objectives, the HRD Cell shall undertake the following activities:

- (a) To conduct Students' Meets.
- (b) To organize Seminars, Workshops, etc. for students to improve their communication skills, computer skills, employability, etc.
- (c) To arrange campus interviews to the students of various departments.
- (d) To act as a liaison for entering into M.O.U.s between the University and Industries.
- (e) To bring out student placement brochures for all the departments every year.
- (f) To organize Yoga training classes for staff and students.
- (g) To organize Personality Development programmes which include leadership training.
- (h) To conduct in-service training and refresher programmes to the non-teaching employees of the University.

(7) The Executive Council shall have power to levy placement fee to be collected every year from all the students in the University in order to meet the expenditure on the activities of the cell.

(8) National Cadet Corps (NCC):

The University Colleges may establish their separate NCC units, which shall function as per the guidelines of the NCC authorities.

(9) Jawahar Knowledge Regional Centre:

The University shall establish and maintain Jawahar Knowledge Regional Centre for the purpose of providing employability skills and improving career opportunities.