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CENTRAL UNIVERSITY OF ANDHRA PRADESH
(Established by an act of Parliament in 2019)



Proposed New Administrative Block of CUAP at Jantalu, Ananthapuramu Dist (AP)

Address: Central University of Andhra Pradesh
JNTU Road,
Chinmaya Nagar,
Ananthapuramu,
Andhra Pradesh - 515002, India

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ABOUT CUAP

Central University of Andhra Pradesh holds a special place in the Indian University System. It was born out of a promise made by Government of India to fulfill the aspirations of people of Andhra Pradesh on the eve of bifurcation of the erstwhile composite state of Andhra Pradesh into Telangana and Andhra Pradesh. The University is established in 2018 in the district head quarter town of Ananthapuramu in the Rayalaseema region of Andhra Pradesh. The Region has immense historical significance as it forms the part of the Vijayanagara Empire ruled by majestic king Sri Krishnadevaraya, among others. The folklore of the region is richly filled with the stories of Sri Krishnadevaraya's people centric rule and several welfare measures. That apart the region is also known for its mineral deposits and salubrious climate of the Deccan Plateau. The region also is known for sericulture and horticulture crops. As a feather in the cap the global auto major KIA started its operations in a green field project, just 60 KMs away from Ananthapuramu city. Further Ananthapuramu is also a prominent educational hub with higher educational institutes such as Sri Krishnadevaraya university, Jawaharlal Nehru Technological University, Sri Sathya Sai Institute of Higher Learning, Government Medical College and a century old Government Arts College, apart from a host of engineering colleges.

Establishment of Central University of Andhra Pradesh heralds a new era in the sphere of higher education. With innovative academic programs which are socially and culturally relevant, the university is, poised for rapid growth in the years to come. Transforming students into knowledgeable and responsible citizens of the nation through value-based education with an emphasis on interactive learning coupled with hands on experience is the hallmark of this new university. Accordingly, the university envisages to offer demand driven multi-disciplinary courses focusing on experiential learning through several short- and long-term vocational courses in active collaboration with the industry.

The university in course of time will also rollout Study India Program to cater to the needs of the foreign students with academic grades/credits transfer option.

VISION: To be an institute of excellence in the sphere of higher education committed to providing an environment conducive to learning, offering relevant academic programs to promote individual well-being and professional development for a knowledge society through augmenting economic, social, cultural and environmental progress of the people irrespective of caste, creed, colour and region.

MISSION: To create and promote a climate conducive to the all-round growth of the stakeholders through the use of state-of-the-art technology in partnership with industry and society to promote world class learning, research, innovation and entrepreneurship.

Vice Chancellor's Message



Warm Greetings to you all!

I am very happy and consider it a privilege to be the first Vice Chancellor of the Central University of Andhra Pradesh. On the eve of bifurcation of the State of Andhra Pradesh, Government of India paved the way to the birth of a new, much-needed, temple of higher learning in the most backward district in the State, Ananthapuramu. Thus, the Central University of Andhra Pradesh has a special place in Indian university system as it will usher in excellent educational opportunities aimed at fulfilling the aspirations of the youth of the country, not only at the regional level, but also at the national and global levels.

Societies as well as governments are fast catching up with the pace of knowledge dissemination, a dire necessity for both social and economic prosperity of a nation. Higher education must attract our burgeoning youth, the most precious resource of India. We will have to, therefore, put our minds together and make the youth knowledgeable, skilled, and useful citizens, who in turn serve and make our country stand in line with the technologically, socially, and economically developed nations of the world. In the 21st century, higher education and knowledge have become the main tools to achieve technological advancement, research and development, and extension activities that facilitate rapid socio-economic progress besides making the nation environmentally sustainable, self-reliant, and self-sufficient in all spheres of life.

In this context, it is necessary that Education 4.0 be linked with Industry 4.0 to cater to Generation Z. Identifying thrust areas for teaching and research, and resilient and contextually relevant curricula for most advanced and relevant programmes of study must be in place to get the desired results. A constant search for newer areas of study to meet the regional, national, and international needs for a meaningful education shall be the hallmark of this University. As the founder Vice Chancellor, it would

be my special focus to set the right direction to make the University foray into socially and economically relevant academic programmes of quality.

The five vital stages in the life cycle of higher education, viz., Enrolment, Curriculum Design, Teaching-learning, Assessment and Outcome, will be given equal importance. Incremental progress in each of these stages will help enhance the quality and thus contribute to a high standard of education in the University. There will be an all-out effort to transform “Technology-led jobless growth into a Technology enabled job-led growth.” Programmes for Internal Revenue Generation (IRG) will be undertaken by embarking on continuing education, sponsored research and consultancy, and collaboration and extension activities. The following activities will be given priority to reach the goals we set: Sense-Making, Social Intelligence, Novel and Adaptive Thinking, Cross-Cultural Competence, Computational Thinking, New Media Literacy, Trans-Disciplinarily, Design Mindset, Cognitive Load Management, Virtual Collaboration, and Non-Tech Skills.

The motto of our University is *vidya dadaathivinayam*. Let us constantly be reminded of this laudable motto that will manifest in whatever measures we undertake to move forward. Towards this, we should endeavour to create a nurturing platform where students and faculty unhesitatingly try out creative ideas. Making a difference in the life of every student is the goal of this university. At CUAP, we have the advantage of creating a system on a fertile ground with fresh ideas and innovative thoughts. The fresh environment offers us ample scope to do things differently.

I am sure many highly motivated scholars aiming for new heights in their careers are excited to join us in the journey to make this University a Centre of Excellence. Besides this, the prospective students will be able to realize their dreams of transforming into socially relevant and responsible professionals in whatever careers they pursue. Let me assure them that they have made the most appropriate choice.

University is much more than buildings, infrastructure and just a collection of people. The larger objectives could be accomplished only when all these resources are put to judicious use to make the system run like a well-oiled machine. To quote Swami Vivekananda, “Education is the manifestation of perfection already in the man. We want that education by which character is formed, strength of mind is increased, intellect is expanded, and by which one can stand on one’s own feet.”

All the best!

Prof. S.A. Kori

1. Academic Calendar:

a) No. of Semesters:

Under Graduation	6 semesters
Post-Graduation	4 semesters

b) Holiday list:

GAZETTED HOLIDAYS 2022

Sl. No	Gazetted Holidays	Date	Day
1	Pongal	January 15	Sunday
2	Republic Day	January 26	Thursday
3	Holi	March 08	Wednesday
4	Mahavir Jayanti	April 04	Tuesday
5	Good Friday	April 07	Friday
6	Idu'L FITR	April 22	Saturday
7	Buddha Purnima	May 05	Friday
8	Idu'L Zuha	June 29	Thursday
9	Muharram	July 29	Saturday
10	Independence Day	August 15	Tuesday
11	Ganesh Chaturthi/Vinayak Chaturthi	September 19	Tuesday
12	Prophet Mohammed's Birthday (ID-E-Milad)	September 28	Thursday
13	Mahatma Gandhi's Birthday	October 02	Monday

14	Dussehra (Vijay Dashami)	October 24	Tuesday
15	Diwali (Deepavali)	November 12	Sunday
16	Guru Nanak's Birthday	November 27	Monday
17	Christmas Day	December 25	Monday

2. Admission Committee:

To drive the entire process, an Admission Committee has been constituted for the Academic Session 2022-23. The Admission Committee has the responsibility of admission.

Chair: Prof. G Ram Reddy (Dean-in-Charge)

Members: Prof. S Hanuman Kennedy

Dr. C Prakash

Dr. K Nagarjuna

3. Orientation:

The first day of the academic year is scheduled as the Orientation Week which starts in the month of JULY. During the Orientation, the University welcomes new students and common information sessions are held in order to acclimatize the new students to the University, its campuses and the surrounding areas. Orientation program begins before the commencement of classes; therefore, students need to be registered to the courses for the programme of study. The programme includes a comprehensive intro of the following components:

a) Admissions: The Admission Committee briefs the students on the post-admission procedures, Registration Process, student undertaking etc.

b) Academics: The Dean of School and all the faculty members discuss about courses, course requirements, course credits, Academic Integrity etc.

c) Exam/Grades/Evaluation: The Chair, Results Committee briefs the students on Examination and Assessment Procedures, Grading Format, etc.

d) Internal Complaints: The University is committed to promoting an environment that encourages equality of opportunity and ensures that students, faculty and staff are not subjected to any form of harassment. The Chair (ICC) briefs the students about various

disciplinary issues, forms of harassment, and necessary legal and disciplinary measures as per Orientation the law of the land and as per the norms of the University.

e) Residence: The Senior Manager (Student Affairs) and the Residence Hall In-charge Officers brief the students on facilities provided at the Residential Halls, the accommodation process, various norms and disciplinary measures, dining hall etc.

f) Transport: The Chair (Transport Committee) briefs the students on shuttle services, transport facilities provided by the University for Weekly Trips etc.

4. Post-Registration:

a) Student Identification Card: The University provides all students with a Student Identification Card. The card enables students to access the University library and other facilities such as the University shuttle services and Dining services etc. If a card is lost, stolen or damaged, the Student Affairs office may be informed immediately. In such cases, reporting quickly will prevent unauthorized use of University Card. In case of unauthorized use of the card, the student shall be responsible and punitive measures will be taken against such student/s. If a lost or stolen card is recovered after a replacement has been requested, it cannot be used and must be returned to the Office of Student Affairs. The card gets invalid at the end of its validity date, as mentioned on it. However, if the student is debarred from the University on account of any reason viz. cancellation of admission, withdrawal from the programme or non-deposition of University fees etc., the validity ends with immediate effect. On completion of the course, it is mandatory for the students to return the card to the Student Affairs Office during clearance of No Dues.

b) Email Account: Email is CUAP University's primary medium for all official communication with students. The University expects all students to read official emails on a timely basis. All students will be given an Email ID upon arrival on campus. This account must be activated and passwords must be reset immediately. Students are required to use this account for all official University related correspondence. All official notices and other correspondence from the University Office will be sent to this email account. It is the responsibility of the students to check regularly their email account. Students must be aware that the University will send e-bills, notices for payment of fees etc. and failure to access the email account shall not grant any exemption. The Email ID may work until receipt of final degrees from CUAP University. Graduated students may register as an Alumni at Alumni portal for which a fresh alumni Email ID will be issued.

c) Contact Details: It is mandatory for the students to submit their permanent address and contact details of parents including copy of Identification cards of parents (Voter ID / Aadhar / Pan / Passport etc.) at the time of Registration. It is also mandatory to inform the Student Affairs Office in case of any changes in their permanent addresses as well as contact details.

5. Code of Conduct:

All members of the CUAP community carry the name and reputation of the University and are responsible for maintaining it. The role of students is crucial to the above endeavor as they play an instrumental role in defining the character of the University. They are therefore expected to conduct themselves in a way that is respectable and dignified. Students may express their opinions as well as problems in a dignified manner without demeaning the dignity of others.

All members of the CUAP community must work towards maintaining a harmonious and amicable atmosphere. It is only through the cooperation of everyone that we can build a community based on mutual respect and concern for each other.

1. For protecting the academic interests and harmony within the premises of the University, the students are expected not to involve themselves in activities against the University or any individual associated with the University. In case of an organized gathering (for example: meeting, function, celebration etc.) the permission needs to be obtained from the Competent Authority at least 10-15 days in advance through proper channel.

2. University resources are meant to be used by the student community for various academic and administrative purposes of the University. Use of University resources viz. University vehicles, Residences, library books, telephone, computer or photocopier systems etc., for personal gains or for personal use is prohibited. It may invite punitive actions.

3. Central University of Andhra Pradesh does not discriminate any of the members on the basis of nationalities, religion, gender or any other characteristics. Harassment or ragging in the form of jokes, slurs, and oral, written or digitally-generated offensive material on the basis of any of the above-mentioned characteristics tantamount to discrimination and is prohibited by the University as per its norms.

a) Any student, if subjected to any form of discrimination by another member of the community, must report immediately to the Office of Student Affairs.

b) Any person witnessing an incident of discrimination is also expected to report to the authorities immediately. Failing to do so will be considered as a serious offence and will be dealt on a par with perpetrators of the offense.

c) In case of a failure to identify the perpetrators of discrimination, all the suspects/ group of students involved will be punished, if found guilty after inquiry.

4. Reports of harassment, ragging or discriminatory actions of any kind must be reported to the concerned committees orally or in writing. Remedial actions may include direct communication with the parties, third party intervention by the members of the committee concerned, or an investigation as deemed fit and as per the approval of the Competent Authority.

5. The University is committed to a fair investigation and redressal of issues concerning the victims of any of these actions, with the help of a fair inquiry, if the need arises. If the claim of misconduct is found true, appropriate disciplinary actions will be taken. Cases of false reporting with dishonest intentions or of slander against an individual are discouraged, and such cases might fetch penal measures against the complainant. All the parties are expected to cooperate in the process of investigation.

6. The Notices/Circulars are sent by the University for due compliance and University does not expect response from any student. In case, the student wishes to place a specific request on any specific matter, he/she may send email request to the concerned office only. However, any violation of these guidelines will be considered as indiscipline and disciplinary action will be taken against the defaulters.

7. For settlement of any grievances, the students may contact the office of the concerned departments like Mess Committee, Student Affairs etc. In case the issue is not resolved, then they can contact respective Deans of Schools. In any case the students are expected to refrain from sending complaint or mail directly to Hon'ble Vice-Chancellor or the Office of the Hon'ble Vice Chancellor or the Embassies of their respective countries (in case of foreign students). However, the student can seek prior appointment with the Hon'ble Vice Chancellor to meet in person after following the due official procedure.

6. UNIVERSITY RULES:

a) **Attendance:** All Academic Programmes currently run by the University are residential and full-time. Hence, enrolled students have to be present on campus for the entire duration of the programme, unless they have written permission from the Dean of the concerned School (in case of field work, site visits or unavoidable circumstances). However, the period of leave will be treated as "absence" while calculating the attendance for a course. Each student must have at least 75% attendance to be able to appear for the end term examinations. Students who do not have the minimum required attendance will either be

barred from appearing in the end term examination, they may be asked as well to repeat the course or drop a grade, whichever is deemed fit by the School.

- b) Leave of Absence:** Students can apply for a leave of absence through a written application to the Dean of the School concerned, who can grant leave in special circumstances. A copy of such approval must be submitted to the Student Affairs Office and Academic Office. These circumstances would include those that are beyond their control, such as meeting with an accident, falling a victim of crime, acute illness or serious on-going medical condition, on-going life-threatening illness of a close family member or partner, bereavement of a close family member or partner, acute or on-going serious personal or emotional circumstances, or domestic upheaval like fire, burglary or eviction etc. If the period of leave extends more than ten days, permission needs to be obtained from the Competent Authority. However, in the case of any leave of absence initiated by the student, the charges for the Residence Hall will remain non-refundable.
- c) Disciplinary Measures:** The University expects its students to uphold a certain code of conduct and maintain decorum in the campus and in the Residence Hall during the period of their stay at CUAP. The following actions constitute a violation of the code of conduct:
- 1) Academic dishonesty of any kind, be it plagiarism or helping someone else in committing an act of dishonesty.
 - 2) Furnishing false information for any official purpose.
 - 3) Disorderly conduct, use of abusive language, indulgence in vandalism and disruption of classes etc.
 - 4) Alcohol or drug related misconduct, Possession or distribution of drugs or other controlled substances is strictly prohibited.
 - 5) Theft, damage or disregard of University property.
 - 6) Possession of weapons of any kind.
 - 7) Failure to comply with the University's IT (Information and Technology) Policy.
 - 8) Failure to maintain required attendance in a course and/or failure to take prior permission for leave of absence.
 - 9) Gambling.
 - 10) Failure to abide by the University rules and regulations at all times.
- A student who fails to adhere to any of the above-mentioned disciplinary requirements will face penal measures. In such cases, depending on the severity of the default, the University's Disciplinary Committee may recommend to debar the student from accessing any University services, prevent participation in research related activities for a specific period of time or expel and remove the student's name from University's rolls.
- d) Media:** All the members of the CUAP community are committed to strive towards the vision of University and lead it to the highest standards of academic excellence. Keeping in mind the academic and vocational welfare of the students, the University has a strict media

policy. Students are expected to refrain from engaging with media personnel through any medium of communication, without keeping the University in the loop. The concerned University officials must first be informed about any activity that will require student engagement with the media, and can be carried out only with an approval from the Competent Authority. The University has an identified Communication official/team that manages all correspondences with the press (both electronic and print media). This official /team is also responsible for ensuring that any event or news relevant to the University and its students gets adequate media coverage.

- e) **Consequences of a breach:** The University shall review the circumstances under which breach of this policy is committed and decide on an appropriate action, in view of the mala fide intention inherent in the case. The University may constitute an appropriate committee for the said review. The committee may further decide on penalizing the defaulting student with appropriate disciplinary action, including cancellation of admission.

7. Academic Programmes at CUAP:

During the initial 7 years of operation the academic programmes proposed to be offered at Central University of Andhra Pradesh under the aegis of its proposed 5 different Schools of Study under 11 different departments at the Baccalaureate, Post Graduate Diploma, Master's and Doctoral levels are listed as below.

Under-Graduate Programmes: 2022-23

Sl No	Details of the Programme Offered	Duration in Years	Eligibility Criteria	Intake of students
1	B.Sc. (Hons) Economics	3	+2 Science/Arts/Commerce with Mathematics at +2level	50
2	B.A.(Hons) Political Science	3	With +2 level of education (Intermediate/CBSE/ICSE/HSC or equivalent in Science/Arts/Commerce/ other streams	50

3	<p style="text-align: center;">B.Voc. Travel and Tourism Management</p>	3	<p>a) To be eligible for admission to a bachelor's vocational degree programme of study, a candidate must have secured a minimum of 45% of the aggregate marks in class +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of bachelor's vocational degree programme under NSQF can be made as per following categorization unless otherwise prescribed by Advisory Committee of Bachelor of Vocational Degree Programmes</p> <p>Category-1: Candidates who have already acquired 50 prescribed NSQF certification level in a particular industry sector and opted for admission in the Bachelor of Vocational degree programme under same sector for which he/she was previously certified at school level.</p> <p>Category-2: students who have acquired requisite NSQF certification Level but may like to change their sector and may enter in B. Voc course in a different sector.</p> <p>Category-3: Students who have passed 10+2 examination with conventional schooling without any background of vocational training.</p> <p>Category-4: Students who have qualified equivalent examination from polytechnic in the same field may also be considered eligible.</p> <p>b) Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission.</p>	50
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4	<p align="center">B.Voc.</p> <p>Retail Management &IT</p>	3	<p>a) To be eligible for admission to a bachelor's vocational degree programme of study, a candidate must have secured a minimum of 45% of the aggregate marks in class +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of bachelor's</p>	50
			<p>vocational degree programme under NSQF can be made as per following categorization unless otherwise prescribed by Advisory Committee of Bachelor of Vocational Degree Programmes</p> <p>Category-1: Candidates who have already acquired 50 prescribed NSQF certification level in a particular industry sector and opted for admission in the Bachelors of vocational degree programme under same sector for which he/she was previously certified at school level.</p> <p>Category-2: students who have acquired requisite NSQF certification Level but may like to change their sector and may enter in B. Voc course in a different sector.</p> <p>Category-3: Students who have passed 10+2 examination with conventional schooling without any background of vocational training.</p> <p>Category-4: Students who have qualified equivalent examination from polytechnic in the same field may also be considered eligible.</p> <p>b) Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission.</p>	

Post-Graduate Programs: 2022-23

S. No.	Subject	Duration in Years	Eligibility Criteria	Intake of students
1.	M.A. English Language and Literature	2	At least 50% marks in the Bachelor's Degree with at least 50% marks in English as Optional Subject OR at least 50% marks in Bachelor's Degree with at least 55% marks in any literature / English as Compulsory Subject.	30
2.	M.A. Telugu	2	With at least 50% marks in the Bachelor's degree with at least 50% marks in Telugu as an optional subject; OR with at least 50% marks in the Bachelor's degree with at least 55% marks in Telugu as the compulsory subject.	30
3	M.Tech Artificial Intelligence and Data Science	2	Following degree holders from recognized Universities with at least 50% marks aggregate: <ul style="list-style-type: none"> i. B.E. / B.TECH. in Computer Engineering or Computer Science Engineering or Information Technology or Information & Communication Technology or Electronics Engineering or Electronics & Communication Engineering or Electrical Engineering or Instrumentation or equivalent qualification ii. Master of Computer Application (MCA) iii. M.Sc. in Computer Science or Information Technology or equivalent in the relevant field 	25
4	M.Sc. Mathematics	2	Bachelor's degree with a minimum of 60% marks in the aggregate of optional subjects with Mathematics/ Statistics as one of the subjects; OR with at least 55% of marks for those students who have done B.A. /B.Sc. (Hons) course in Maths / Statistics.	25

5	M.Sc. Economics	2	A Bachelor's degree in Economics with at least 50% marks in aggregate and at least 50% marks in Economics; OR Bachelor's degree with at least 60% marks in any of the allied subjects viz. Commerce, Statistics, Mathematics, Engineering or any of the Social Sciences subjects.	25
6	M.Sc. Applied Psychology	2	Bachelor's degree with 50% marks in any discipline from a recognized university.	25
7	M.A. Political Science	2	Bachelor's degree with at least 50% marks or Equivalent Grade in Social Sciences or Humanities subjects OR 55% marks in any other subject.	25

Note: For admission to all UG & PG programmes, the minimum eligibility condition for SC/ST/PWD candidates is 5% less than the percentage for General/EWS and OBC categories.

RESERVATION OF SEATS:

Following the policy of the Government of India and the Guidelines of the University Grants Commission, the University has reserved 15% of the seats in each course for candidates belonging to the Scheduled Castes and 7.5% for those belonging to the Scheduled Tribes with a provision for interchangeability between these categories, wherever necessary.

Candidates should submit a copy of the certificate of their caste/tribe from a Revenue Officer not below the rank of Tahsildar/Mandal Revenue Officer at the time of the interview, admission/counselling.

As per Government of India norms, 27% of the seats are reserved for OBC (Non-Creamy Layer category) and 10% of the seats for EWS candidates. Candidates claiming reservation under this category must enclose an attested copy of OBC (Non-Creamy Layer)/EWS category certificate issued by a competent authority in the format prescribed by GOI without which their application will not be considered under OBC category.

8. Academic Information:

a) Attendance:

The Academic Programmes currently run by the University are residential and full-time. Hence, enrolled students have to be present on campus for the entire duration of the programme. Each student must have at least 75% attendance to be able to appear for the end term examinations. Students who do not have the minimum required attendance will either be barred from appearing in the end term examination, they may be asked as well to repeat the course or drop a grade, whichever is deemed fit by the School.

b) Course Requirements:

For each programme or degree, a list of approved courses that meet University and School requirements will be specified. All students must enroll in a specified number of courses during each semester in a programme except when granted leave of absence by the Dean of the School. Minimum academic requirements like, the lower limit of credits necessary for registration to any course in each semester and grade point average for each course of study will be specified for each programme at the start of the semester and at the time of registration.

c) Internships and Field Trips:

All the Schools of the University periodically organize field trips and provide internship opportunities for students to aid experiential learning apart from everyday classroom lectures. These internships give students the required work experience which helps improve their career prospects. Likewise, given the historical and ecological richness of the location of the University, the field trips provide students opportunities for exploration, cultural ex-change and enhanced on-ground.

d) Faculty Mentor:

A Faculty Mentor will be assigned for each student to guide and help him/her in choosing the right course. These Mentors will help students assess their interests and abilities, the number of credits required and past performance to ensure that they pick the right course. The faculty mentors would also provide professional counselling to the students as and when required.

e) Credit Requirements:

Each course in a semester is assigned a certain number of credits i.e. either 3 credits or 1 credit. The University offers mandatory (Core) and optional (Elective) courses which carry three credits each and seminar with 1 credit. The internship, project and dissertation credits are decided by the School.

f) The University Library:

The University library is committed to excellence in services and supporting intellectual inquiry, research and lifelong learning needs of the University community. Its vision is to provide seamless access to information through innovative services that drive intellectual exchange and foster interdisciplinary cross-campus research.

The borrower shall be responsible for any loss/damages/disfigures caused to the material borrowed. In case book is lost/damaged/disfigured, the user must report to the University Librarian in writing. The borrower will be required to replace the same or the latest edition of the document along with INR 100/- penalty or pay double the price of such document besides overdue charges. However, penalty on out-of-print book shall be triple the cost of book. If the document forms a part of a series, the borrower will be charged for the replacement of the entire set.

Care of Documents:

When the book (s) is returned to the CUAP Library, the user should make sure that his/her responsibility is duly discharged and the document is cancelled from his/her name. Before leaving the Issue Counter, users should satisfy themselves as to whether the item loaned to them is in good condition. If not, they should immediately bring the matter to the knowledge of the Library staff at the Issue Counter. Otherwise, he/she will be held liable for the damages, noticed at the time of return.



9. Examination:

Special features

The special features of the University's academic set up include a flexible academic programme that encourages interdisciplinary courses. The assessment of examinations of the Undergraduate and Postgraduate courses is continuous and internal.

Semester system

The courses are organized on the semester pattern. The academic year consists of two semesters of 16 to 18 weeks each. July – December is the Monsoon and January – June is the winter semester.

Continuous internal assessment

The examination system of the University is designed to test systematically the student's progress in class, laboratory and field work through continuous evaluation in place of the usual "make or mar" performance in a single examination. Students are given periodical tests, short quizzes, home assignments, seminars, tutorials, term papers in addition to the examination at the end of each semester. A minimum of three such assignments/tests are administered as part of the internal assessment process.

Attendance and progress of work

A minimum attendance requirement of 75% of the classes actually held in each course (at least 60% if the same course is repeated for writing the end-semester examinations, and for visually challenged students) and participate, to the satisfaction of the Academic Unit, in seminars, sessional and practical's as may be prescribed, mandatory. The progress of work of the research scholars and their attendance is regularly monitored by their supervisors. Absence from classes continuously for 10 days shall make the student liable to have his/her name removed from the rolls of the University. Absence on medical grounds should be supported by a certificate which has to be submitted soon after recovery to the respective Academic Unit. Coordinator can condone the requirement of Minimum attendance up to 5% only for regular or repeat courses.

Evaluation regulations

1. The performance of each student enrolled in a course will be assessed at the end of each semester. Evaluation of all U.G/ P.G is done under the Grading System. There will be 7 letter grades; A+, A, B+, B, C, D and F on a 10-point scale which carries 10,9,8,7,6,5,0 grade points respectively.
2. The final result in each course will be determined on the basis of continuous assessment and performance in the end semester examination which will be in the ratio of 40:60 in case of theory courses and 60:40 in laboratory courses (practical's).

3. The mode of continuous assessment will be decided by the University. The students will be given a minimum of three units of assessment per semester in each course from which the best two performances will be considered for the purpose of calculating the result of continuous assessment. The record of the continuous assessment will be maintained by the Academic Unit.
4. At the end of the semester examination, the answer scripts shall be evaluated and the grades scored by each student shall be communicated to the Coordinator, for onward transmission to the Office of the Controller of Examinations. Wherever required, the faculty/ Coordinator may moderate the evaluation.
5. **(a)** Students should obtain a minimum of 'D' grade in each course in order to pass in the Under graduate/ Postgraduate. Students who obtain less than 'D' Grade in any course, may be permitted to take the supplementary examination in the course/s concerned usually within a week after the commencement of the teaching of the next semester or in accordance with the schedule notified. Appearance at such examinations shall be allowed only once. Those students who get less than 'D' grade in the supplementary examination also shall have to repeat the course concerned or take an equivalent available course with the approval of the Coordinator. Such approval should be obtained at the beginning of the semester concerned.
(b) In order to be eligible for award of medals/prizes and ranks etc., the students should complete the course within the prescribed duration without availing supplementary or repeat examinations. Further, Grade value obtained in the supplementary/ repeat/improvement examination shall not be considered for the said purpose. Candidates attempting in Supplementary/Improvement exams are also not eligible for medals.
(c) Medals are awarded to only those who have passed/completed the course in that current academic year only.
6. A student of UG/ PG, is expected to clear more than 50 % of the courses offered in that semester in order to be promoted to the next semester. A student may have a maximum of two backlogs where the number of the courses in a semester are four and a maximum of three backlogs where the number of courses in a semester are more than four at any given point of time including the backlogs of the previous semester, if any.
7. Students who are permitted to appear in supplementary examinations in course/s in accordance with clauses 5(a) above will be required to apply to write the examination concerned in the prescribed form and pay the prescribed examination fee by the date prescribed for the purpose.
8. **(a)** A student in order to be eligible for the award of BA/BSc/M. A/ B. Voc Courses must obtain a minimum of 'D' grade in each course. The results of successful candidates will be classified as indicated below on the basis of the CGPA:
CGPA of 8.0 and above and up to 10.0 I Division with Distinction
CGPA of 6.5 and above and < 8.0 I Division

CGPA of 5.5 and above and < 6.5	II Division
CGPA of 6.0	II Division with 55%
CGPA of 5.0 and above and < 5.5	III Division

(b) To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. There should not be any 'F' grades on records of any student for making himself/herself eligible for award of the degree.

The division obtained by a student will be entered in his/her provisional cum consolidated grade sheet and in the Degree certificate.

No student shall be permitted to take a supplementary examination for the second time of the same course except in the case of one repeating the entire course.

9. Students who are not found eligible to take semester examinations and also those who are not promoted to the next semester of the course may be considered for **readmission** to the concerned semester of the immediately following academic year. Such students should seek **readmission** before the commencement of the classes for the concerned semester or within a week of the commencement of the concerned semester if they are appearing in the supplementary examinations. Such students are given an option either to undergo instruction for all the courses of the semester concerned or to undergo instruction in only such courses in which they have failed on the condition that the option once exercised will be binding on the student concerned.
10. At the specific written request of the student concerned, answer scripts of the semester examinations may be shown to him/her, but not returned to the candidates the result of the continuous assessment of the students will, however, be communicated to students immediately after the assessment.
11. In the case of a request for re-evaluation of end-semester examination answer books, the Academic Unit shall constitute a Grievance Committee consisting of 3 or 4 teachers to examine the complaints received from the students of the School regarding their assessment. Such requests from the students should reach the Coordinator, within 15 days of the announcement of the results.

Note: If a student is not satisfied with the evaluation by the Academic Unit level Grievance Committees, the Coordinator, on a request from the student may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be Rs. 500/- per paper which shall be paid by the student concerned.

12. **(a)** Students absenting themselves after payment of fees from a regular semester examination are permitted to appear in the supplementary examination subject to fulfilling the attendance requirement. The application for the supplementary examination in the

prescribed form along with the prescribed fee should reach the office of the Controller of Examinations through the Coordinator by the date prescribed.

(b) Students may opt an audit/Extra course within the Academic Unit or outside, provided he/she fulfils 75% of attendance requirement and the regular internal assessments for an audit/Extra course for including it in the additional grade sheet.

(c) Option once exercised for audit/extra courses shall be final.

Improvement examination

- i) The facility for improvement shall be open to all students securing 'D' grade and above and who want to improve their grade irrespective of the CGPA obtained by them. However, one should clear all courses of a particular semester in which he/she intends to take an improvement examination. Appearance at such examination in the course will be allowed only once. One can improve a maximum of four courses of their respective programmes as detailed below: One course at the end of the first semester, two courses at the end of the second semester, three courses (to be taken from 1st & 3rd semesters) at the end of the third semester and four courses at the end of the fourth semester. No further chance will be given under any circumstances.
- ii) The improvement examinations will be conducted along with the supplementary examinations within a week of the commencement of the teaching of the next semester or as per the schedule prescribed.
- iii) For the purpose of determining the Division, the better of the two performances in the examinations will be taken into consideration.
- iv) The grade sheet of a student will indicate full information of the examinations taken by him/her. Both the Grades obtained in the 1st and 2nd attempts will be shown in the grade sheets.
- v) The Application for improvement examination in the prescribed form along with the prescribed Examination Fee should reach the office of the Controller of Examinations within a week of the commencement of the teaching of the next semester through the Academic Unit by the prescribed date.
- vi) Students who have completed the course without availing the improvement facility in accordance with the schedule prescribed by the University are allowed to avail the un-availed chances within a maximum period of six months after completion of the course. Such exams are to be taken when the regular or supplementary/improvement exams are held.

Special Supplementary examinations

The UG/PG Students who after completion of the prescribed duration of the course are left with backlogs are eligible to appear for special supplementary exams subject to a maximum of two courses where number of courses in a semester are four and a maximum of three courses where the number of courses in a semester are more than four. Appearance in such

exams shall be allowed only once. Special supplementary exams are to be conducted when the regular supplementary/ improvement exams are held.

Note: Supplementary and Special Supplementary examinations cannot be written in same semester.

10. Fees and Scholarship:

Payment of fees to the University can be done through cheque or bank drafts. Alternatively, students can also pay online through net banking.

For the newly admitted students, it is mandatory to pay dues for the current semester and register for the courses before the commencement of classes. In case of existing students, the fees for each semester have to be paid by Last Date of Payment. In case of non-payment of dues by the mentioned dates, the student will not be allowed room in the Residential Hall as well as no entry into the classroom. All outstanding dues after these dates will be subject to a fine of Rs.1000.00. If the student is unable to clear the outstanding dues within 30 (thirty) days, he/she will be debarred from attending classes and appearing in the Mid-semester examinations.

Scholarships

The University provides Academic Excellence Scholarship to students in the form of Tuition Fee Waiver. A minimum SGPA of 8.0 in a semester, discipline and conduct are the fundamental principles for the award of the scholarship in the University. Based on the unblemished conduct and behavior, zero default in payment of fees and good performance in exams as stipulated, the names may be recommended for consideration to the Competent Authority in each semester for the award of scholarships.

11. GRIEVANCE:

- a) **Ragging / Harassment / Discrimination:** The University is committed to the prevention and prohibition of the menace of ragging. The University strictly prohibits any kind of harassment or discrimination in any form. In addition to adopting various anti-ragging policies and regulations, the University also has an Anti-Ragging Committee. The Committee will investigate the matter and take necessary action against the miscreants. The composition of Anti-Ragging Committee is intimated to everybody through a public notice.
- b) **Sexual Harassment:** The University is committed to promoting an environment that encourages equality of opportunity and will not tolerate any form of sexual harassment. It

will take all necessary steps to ensure that students, faculty and staff are not subjected to any form of harassment. For all complaints related to sexual harassment, an Internal Complaints Committee (ICC) has been formed under Sexual Harassment of women at work place (Prevention, Prohibition and Redressal Act, 2013). The composition of the ICC is intimated to everybody through a public notice.

- c) **Disciplinary Issues:** Any student found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property etc. should be reported to the Disciplinary Committee. The Committee will look into the complaint as it holds the power to take severe disciplinary action against the offending student.

12. Facilities:

- a) **Campus Dining Facilities:**

The dining areas in the Residence Halls ensure balanced meals for students, keeping in mind their varied cultural backgrounds and food habits.

- b) **Drinking Water:**

The University has purified drinking water facilities at its residential halls and in the main campus of the University in all its academic building and administration building.

- c) **Study Areas:**

Each Residence Hall has a designated Study Area which is open 24 hours a day, seven days a week.

- d) **Cafeteria:**

Students can grab a quick bite between classes at the University cafeteria situated in the Main Campus. The cafeteria is open on weekdays between 9:00 am to 7:00 pm and provides healthy and sumptuous food.

- e) **Access to Campus:**

The Campus is open from 9:00 am to 6:30 pm, 6 days a week. Individuals (other than CUAP community members) who wish to enter the University campus should have a valid identity proof and a legitimate purpose for their visit, or be an invited guest of a student, staff, faculty or University.

13. Security Guidelines:

The University is committed to providing a campus environment that is conducive to the pursuit of each student's academic goals. Your co-operation will ensure that the campus remains safe. If you have any questions regarding safety, please contact the Student Affairs Office/Hostel in charge.

a) Safety Rules and Regulations:

1. In case of sickness or injury, no matter how minor, report at once to the Residence Hall In charge /Student Affairs Office/Reception.
2. In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in the loss of consciousness, or a severe head injury, the affected person must not be moved until medical attention has been given by authorized personnel.
3. Observe "No Smoking" regulations.
4. Do not block access to fire extinguishers
5. Do not tamper with electrical controls or switches.
6. Do not engage in practices that are inconsistent with common safety rules.
7. Report any safety concerns to the Student Affairs Office /Reception immediately
8. If you hear the fire alarm, evacuate the building immediately but cautiously.

b) Safety Checklist:

It is the responsibility of every member of the CAUP community to be on the lookout for possible hazards. If you spot any hazardous situation, report it to the Residence Hall in charge / Student Affairs Office/Reception immediately.

Following is an indicative list of the hazards that should be reported:

- 1) Slippery floors and walkways
- 2) Missing (or inoperative) entrance and exit signs and lighting
- 3) Poorly lighted stairs
- 4) Loose handrails or guard rails
- 5) Open, loose or broken windows
- 6) Dangerously piled supplies or equipment
- 7) Unlocked doors and gates
- 8) Electrical equipment left operating
- 9) Open doors on electrical panels
- 10) Leaks of steam, water, oil, other liquids

14. Student Activities and Societies:

Students are encouraged to participate in Student Societies and Events, during the course of their study at CUAP. Being a part of these groups and societies gives them an opportunity to develop their communication, organizational and social skills. The clubs are managed by students and the University provides support and facilities.

a) Sports Events:

The University provides facilities for a large number of sports for students, faculty and staff. All sports events in the University are organized by the Sports Events. Sports enthusiasts are welcome to be a part of the club and participate in events recreationally or competitively.

b) Cultural Programme:

The University organizes cultural events and festivals on campus. The Dance, Music, Dramatics and Photography Clubs are a part of this society.

c) Literary Society:

The purpose of this society is to promote literary talent and create a community where people feel free to express themselves through the written word. Member students of this society try to promote a culture of meaningful dialogue and creative writing in the community.

d) Awareness Programme:

- **Environment Club:** The Club is involved in a range of programmes aimed at promoting environmentally conscious behavior through hands-on "green" activities. Members of the Club contribute by providing creative ideas on how to initiate and organize programmes in line with the Club's objectives.
- **Social Club:** The Social Club works toward promoting awareness about various societal issues. It hosts on-campus activities, during which prevailing social issues are examined through interactive events, discussions, seminars and talks. The club also designs off-campus activities where volunteers get a chance to visit social organizations and aid events that make a difference.

e) Career Resource Cell:

The Career Resource Cell (CRC) is run by a team of students in coordination with the staff and faculty. It is involved in building connections with various organizations and companies that may offer employment and research opportunities to students. The Cell handles all aspects of such collaborations, from contacting companies to managing logistics and assisting the organization's representatives.

f) NCC & NSS Activities:

To develop qualities of character courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and ideas of self-less service among the youth to make them useful citizen. University Provides and guard these activities under Mentors.

15. About Ananthapuramu:

Ananthapuramu is a city in the Andhra Pradesh state of India. It is a place that blends history and modernity. The Lepakshi temple, a UNESCO Heritage Site, is the most famous tourist attraction of this district hosting the 20 feet tall iconic Nandi. The 550-year-old banyan tree that is mentioned in the Guinness Book of World Records for its enormous size is found here. Ananthapuramu is known for its silk trade in the modern industry and also boasts of the \$2 billion-dollar 'KIA' motors manufacturing plant in Penukonda that churns out 3,00,000 units annually. It is the hometown of former President of India, Shri Neelam Sanjeeva Reddy. Puttaparthi, the abode of Sri Satya Sai Baba, believed to be the reincarnation of Shirdi Sai Baba by his followers, is located in Ananthapuramu.

It is said that the place got its name from 'Anantasagaram', which was a big tank in Ananthapuramu that means "Endless Ocean". Some assert that the city was named after the queen of Anantarasa Chilkkavodeya, the former ruler while some say that the place has been named after Anantarasa himself.

It is located at the western most part of Andhra Pradesh. The city is bounded on the north by Kurnool, on the east by Cuddapah and Chittoor and on the south and west by Karnataka State. The major rivers of the city are Penna, Chithravathi and Vedavathi.

The climate of Ananthapuramu is tropical. The temperature of summer varies between 30°C. - 40°C and the temperature of winter varies between 20°C. - 27°C. The rainfall of Ananthapuramu is seasonal.

As per history, Ananthapuramu was known as "Hande Ananthapuramu". The word 'Hande' means chief. Ananthapuramu and a few other places were gifted by the Vijayanagar rulers to Hanumappa

Naidu of the Hande family. Anantarasa Chilkavodeya, a Vijayanagar ruler constructed the villages of Anantasagaram.

The place came under the Qutub Shahis, the Mughals, and the Nawabs of Cuddapah. Although the Hande chiefs continued to rule as their subordinates, it was occupied by the Palergar of Bellary during the time of Ramappa. But the place was won back by his son, Siddappa. In 1757, Morari Rao Ghorpade attacked Ananthapuramu.



Lepakshi Temple

Ananthapuramu then came under the possession of Hyder Ali and Tipu Sultan. It is said that Tipu hanged all the male members of the Siddappa family except Siddappa who escaped from his imprisonment at Srirangapatnam. After Tipu's death, Ananthapuramu was once again taken back by Siddappa. Siddappa submitted himself to Nizam because of the treaty of 1799, which took the total control of the area. Later he was pensioned off when British occupied the territory.

Ananthapuramu City is well connected to major cities. It is situated on National Highway 44 between Hyderabad and Bengaluru. The nearest Airport is Bengaluru at 215 Kilometers. Its Railway Station connects to Chennai, Hyderabad, Vijayawada, Bengaluru, Mumbai, Kolkata and New Delhi.

16. Student Responsibilities:

All students are required to follow the guidelines laid down by the University and must abide by the established standards of conduct. This will ensure that the students, faculty and administration work together to create a community that is founded upon mutual respect for all the members, honesty in all endeavor's and responsible conduct at all times.

All graduate students enrolled in University are understood to have accepted the responsibility of adhering to all the policies and procedures that govern their education and stay at the University.

17. UNDERTAKING BY THE STUDENT:

Academic Year: 2020-21

As a student admitted to the Central University of Andhra Pradesh, I Undertake to upload the above objectives and values of the university. More specifically:

- I will consciously keep myself away from all actions that will disrepute to the Institution.
- I will uphold the dignity of academic and administrative units and will not abet/coerce/incite others in the obstruction/ disruption of teaching, research, administration, or other University activities, including public service functions.
- I will always behave in a manner that is respectful of all sections of the University community on all platform's students, teachers, non-teachers staff, and residents-irrespective of their religion, caste, religion, gender, and other identities.
- I will make myself aware of the various grievance's mechanisms available at different levels in the Universities and will seek redress through due processes.
- I understand my privileges and right and, when necessary, participates in peaceful protest/demonstrations only in designed spaces without obstructing the normal functioning of the University and its various entities.
- I will protect the property of the University, including official and residential spaces, and not cause damage to public property under any circumstance.
- I will refrain from consumption and promotion of b and substances anywhere in the campus.
- I will abide by the rule and laws pertaining to sexual harassment at workplace and the procedures framed by the University to enforce them.
- I will uphold the University' code of conduct and rules as may be framed from time to time to uphold the larger objectives and values of the University.

I understand that failure on my part to uphold any of the above will attract disciplinary proceeding in the appropriate body of the University.

Signature of the Students with Date	
Mobile no. of Student	
Signature if the Parent/ Guardian with Date	
Mobile Number of the Parent/ Guardian	
Date of Declaration	

