



SRI VENKATESWARA VETERINARY UNIVERSITY
ADMN. OFFICE, Dr. YSR BHAVAN, TIRUPATI - 517 502

Memo.No.3438-3/Acad.II/2023Dated: 07/10/2023**Computer No.448005**

Sub:-	: SVVU, Tirupati - UGC, New Delhi - Implementation of University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 - Mandatory publication of prospectus, its contents and pricing in the website - Regarding.
Ref:-	1 D.No.F-1-13/2022(CPP_II) dated:12.04.2023 of Secretary, UGC, New Delhi.
	2 UGC(Redressal of Grievances of Students) Regulations,2023.

-::o0o::-

As per the ref.1st cited above UGC has communicated the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 vide reference 2nd cited to formulate a simplified and effective mechanism for students grievance redressal. UGC has requested to publish the prospectus and admission process in the website. As per the regulations, 2023 the following guidelines are issued.

MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING IN THE WEBSITE OF THE UNIVERSITY :

(1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

- a. the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be for every course or program of study, including teaching hours, practical sessions and other assignments;
- b. the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
- c. the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a

K. S. S. S. S.
DESPATCHED CLERK

Date...9/10/23.....

- student in a particular course or program of study, specified by the institution;
- d. the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - e. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - f. rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
 - g. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - h. details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
 - i. information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
 - j. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
 - k. Any other information as may be specified by the Commission.

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently indifferent newspapers and through other media.

2. Every Institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and

distribution and no profit to be made of the publication, distribution (or) sale of prospectus.

Information regarding ombudspersons and student grievance redressal committees to be published in prospectus. Every institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

The Controller of Examination, SVVU, Tirupati is requested to publish the above information in the University website and to publish as printed prospectus. The TO to VC, SVVU, Tirupati is requested to place the above information in the University website.

**Jampala Venkata Ramana
DEAN OF STUDENT AFFAIRS**

To

**The Controller of Examination, SVVU, Tirupati.
The Technical Officer to Vice-Chancellor, SVVU, Tirupati.
Copy to all University Officers.
Copy to SF/SC.**