



AUDISANKARA

(DEEMED TO BE UNIVERSITY)

PROCEEDINGS OF REGISTRAR

F.No. ASDU/Reg/GA/Orders/04/2025

Date: 06.10.2025

Sub: Measures to maintain discipline, functioning and Academic Discipline inside the campus

ORDER

In the interest of maintaining institutional discipline, academic focus, and effective functioning, the following directives are hereby issued for strict compliance by all departments, staff, and students of Audisankara University:

1. Working Days for Students:

All students shall attend regular classes from Monday to Friday.

2. Attendance and Reporting:

Any unauthorized absence of students or staff for five (5) consecutive working days must be reported immediately by the concerned Head of the Department (HoD) to the Registrar.

3. Staff Working Pattern:

All staff members shall observe alternate Saturdays as holidays.

4. Student Clubs and Activities:

All student clubs, extracurricular, and co-curricular activities shall be conducted on Saturdays.

5. Fourth-Year B.Tech. Students:

The current batch of IV B.Tech. students shall attend the campus on at least one Saturday per month as per the schedule notified by their respective departments.



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6. From Next Academic Year Onwards:

All registered students shall be compulsorily present on campus on all designated working and activity days, including scheduled Saturdays.

7. Campus Access and Authorization:

- Only registered students, staff and authorized visitors shall be permitted to enter or use University facilities. Permission letters from competent authority is mandatory in this regard.
- Prior written permission from the competent authority is mandatory for any other individuals or groups.
- Any Entry or activity without such authorization shall be treated as unauthorized access, and all concerned persons will be held responsible.

All departments and concerned personnel are hereby directed to implement these instructions strictly with effect from 6th October 2025.

“PUBLISH IN ALL NOTICE BOARDS & PUBLIC PLACES INSIDE THE CAMPUS”

[Handwritten Signature]
REGISTRAR 6/10/2025
[Handwritten Signature]

To

All the staff (Teaching & Non-Teaching)

All Deans, HoDs, Controller of Examination, Librarian and Physical Director

Copy to

Chairman (for information)

Chancellor (for information)

Vice Chancellor

Deputy Registrar(s)

Administrative and Academic Offices

IT Cell - (posting in Website)

Transport

Hostels



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NH-16, BY PASS ROAD, GUDUR-524101, TIRUPATI DIST., A.P, INDIA.