

INDEX

REGULATION No	REGULATION TITLE	PAGE NO
	PREAMBLE	1
	INTRODUCTION	2
REGULATION - 1	Endeavoring for Achieving Program Vision, Mission, Objectives, Educational Objectives and Outcomes based Teaching Learning Process	5
REGULATION - 2	Course and Lesson Plans	7
REGULATION - 3	Admission	8
REGULATION - 4	Payable Fee and Other Charges	10
REGULATION - 5	Conduct and Discipline	12
REGULATION - 6	Internal Quality Assurance Cell, Monitoring of Teaching Learning Process and Student Feedback	14
REGULATION - 7	Students Counselling by the Faculty Members	19
REGULATION - 8	Library	20
REGULATION - 9	Knowledge Management Center	25
REGULATION - 10	Publication Centre	29
REGULATION - 11	Write off the Stocks, Books and Others	30
REGULATION - 12	Values and Ethics Development Cell	32
REGULATION - 13	Women Grievances, Equal Opportunity and Gender Sensitization Cells	33
REGULATION - 14	Training and Placement Cell	35
REGULATION - 15	University Industry Interactions	37
REGULATION - 16	Collaborations and MOUs Development Cell	38
REGULATION - 17	Health Center	39
REGULATION - 18	Daycare Center	40
REGULATION - 19	Alumni Association Cell	41
REGULATION - 20	Incubation Cell Functioning and Services	42
REGULATION - 21	Admission Procedure	43
REGULATION - 22	Undergraduate Courses	46
REGULATION - 23	Post Graduate Courses	54

REGULATION - 24	Ph.D. REGULATIONS	60
REGULATION - 25	Change of Branch / Programme	72
REGULATION - 26	Registration for Courses during Semester Studies	74
REGULATION - 27	Academic, Cultural, Sports and Other Activities Calendar	76
REGULATION - 28	Supplementary Semester	79
REGULATION - 29	Temporary Withdrawal	80
REGULATION - 30	Performance Assessment	81
REGULATION - 31	Grading System	86
REGULATION - 32	Method of Awarding Letter Grades	87
REGULATION - 33	Eligibility for the Award of Degree	88
REGULATION - 34	CGPA Improvement	89
REGULATION - 35	Standard Formats and Guidelines for Thesis / Dissertations / Reports	91
REGULATION - 36	Purchase of Articles	98
Appendix- A	Regulations for the conferment of the Honorary Degree of Doctorate of Philosophy (Ph.D. – Honoris Causa)	99
Annexure I	DEPARTMENT RESEARCH COMMITTEE (DRC)	101
Annexure II	PH.D. PROGRESS REPORT	102
FORM I	SPONSORSHIP LETTER FOR FULL-TIME PH.D. PROGRAM	104
FORM II	No Objection Certificate for Part-Time Ph D Students	105
FORM II A	No Objection Certificate for Admission in to Ph.D. Program (Project Staff)	106
FORM II B	No Objection Certificate for Admission in to Ph.D. Program (Employee)	107
FORM III	Sponsorship Certificate for External Registration	108
FORM IV	Appointment of Supervisor/Co-Supervisor	110
FORM V	FORMATION OF RESEARCH ADVISORY COMMITTEE	111
FORM VI	REPORT OF COMPREHENSIVE EXAMINATION	112
FORM VII	REGISTRATION SEMINAR REPORT	113
FORM VIII	SYNOPSIS SEMINAR REPORT	114
FORM IX	RECOMMENDATION OF EXAMINER ON PH.D. THESIS	115

FORM X	APPROVAL FOR CONDUCT OF VIVA-VOCE EXAMINATION	116
FORM XI	CONSTITUTION OF DEFENSE EXAMINATION BOARD	117
FORM XII	VIVA-VOCE REPORT OF PH.D. STUDENTS	118
FORM XIII	Application Form for Recognition as Ph.D. Supervisor/Co-Supervisor	119
FORM XIV	Recommendation of Courses to be done by the Scholar during the Course Work	120
Definitions		121
REGULATION - 37	Recruitment and Other Service Conditions	122
REGULATION - 38	Leave Rules for University Employees	126
REGULATION - 39	Procedure for Appeals by Staff, Employees and Teachers	131
REGULATION - 40	Travelling and Daily Allowance	133
REGULATION - 41	Consultancy and Consultancy Project Proposal	136
REGULATION - 42	Incentive for Higher Studies, Research Incentives and Awards for Research to Teachers	141
REGULATION - 43	Code of Professional Ethics for Teachers	143
REGULATION - 44	Code of Ethics and Disciplines for Employees	147
REGULATION - 45	Seniority and Promotions for Teachers	151
REGULATION - 46	Seniority and Promotion for Non-Teaching Staff	152
REGULATION - 47	Career Advancement Scheme for Teachers	154
REGULATION - 48	Provident Fund	155
REGULATION - 49	Gratuity	156
REGULATION - 50	Induction and Invocation Programs for Teaching and Non-Teaching Staff on Joining the University	157
REGULATION - 51	Incentives for Skill Upgradation and Awards for Achievements to Teaching and Non-Teaching Staff	158
REGULATION - 52	Compassionate Appointments	159
REGULATION – 53	Teaching Staff and Non-Teaching Staff Group Insurance Scheme and Health and Daycare Centre Facilities	160

PREAMBLE

The Regulations of the Medi-Caps University have been prepared to facilitate the smooth and orderly conduct of its academic programs and activities such as Certificate / Diploma / UG / PG / Ph.D. level programs. It is expected that these Regulations shall enable the students to take advantage of the various academic opportunities at the University and prepare themselves to face the challenges in their professional careers ahead in line with the objectives of the University as stated in Statute - 4.

These Regulations were placed in the meeting of the Academic Council held on 05 July 2016 and later in the meeting of Board of Management held on 11 July 2016 both of these statutory bodies approved these regulations unanimously after having long discussions. The provisions made herein shall be applicable to all the Academic Programs offered at the University, at present and in future.

All the academic and non-academic requirements prescribed by the Academic Council / Board of Management / other Statutory Bodies have to be fulfilled by the students for the award of Ph.D., Degrees, Diplomas and Certificates.

INTRODUCTION

1. Short Title and Commencement

For the smooth functioning of the Medi-Caps University, certain rules and regulations are framed keeping in mind the provisions laid down in the University Act, Statutes and Ordinances. Looking to the various types of functions to be performed by the University, the document containing the Rules and Regulations has been divided into following three parts:

(i) PART - I : General Regulations

This part of the regulations deals with general rules and regulations to be known to the students, faculty members, HODs and the Deans of Faculty so that they may function in a cordial and homogenous manner which will create healthy academic environment in the university.

(ii) PART - II : Academic Regulations

The rules and regulations described in this part are mainly concerned with the academic matters such as teaching and examination schemes, syllabi, courses offered by different departments at post-graduate, graduate, diploma, certificate courses etc. A detailed methodology for Ph.D. program has also been included.

(iii) PART - III : Service Regulations

These rules and regulations are meant for teaching and non-teaching staff of the University to understand service rules, their duties, responsibilities and privileges etc. It is desirable that the employees must read these rules and understand them while joining the University.

These regulations shall come in force with effect from the date of their approval by the Board of Management of the University and shall be applicable to all the students enrolled in the University from the academic year 2016 – 17.

Any doubt about the interpretation of the University Regulations or Ordinances and shall be referred to the Vice-Chancellor whose decision shall be final.

Legal dispute, if any, shall be under the jurisdiction of Indore court(s) in the state of Madhya Pradesh only as per Statute- 1.

2. Definitions

- (a) “Academic Council” means Academic Council as per Statute-11 of the University ;
- (b) “AICTE” means All India Council for Technical Education;
- (c) “API” means Academic Performance Indicator as specified by UGC Regulations 2010 and subsequent amendments time to time;
- (d) “Board” means Board of Management of the University;

- (e) “BOS” means Board of Studies constituted as per provisions of Statute-19 of the University;
- (f) “CGPA” means Cumulative Grade Point Average (Ordinance 4)
- (g) “CIE” means Continuous Internal Evaluation in a Semester for the subjects in which student has registered in that Semester.
- (h) “DC” means Departmental Council constituted as per the Statute-39.
- (i) “Dean” means Dean of the Faculty appointed as per provisions of Statute-16 , with the specific functions also indicated in the Statutes, Ordinances and Regulations with the title;
- (j) “DRC” means Department Research Committee for a Department/Centre in the University carrying researches, research projects and guiding the research leading to Ph. D. degree in a Faculty;
- (k) “DRSC” means Doctoral Research Scrutiny Committee constituted as per the research discipline by the Vice-Chancellor on the recommendation of the Department Research Committee for a Ph.D. research scholar of the Department/Centre.;
- (l) “ECA” means Extra-Curricular activities like Yoga, NSS, Physical Training, NCC etc.; Indoor games, such as Chess/Table Tennis; Outdoor games, such as Basketball, Lawn Tennis, Badminton, Football, Hockey, Cricket etc. ; performing Arts such as Music, Dance, Drama etc.. ECA shall be compulsory for a student to choose as hobby in the first year, and optional in subsequent years.
- (m) “ESE” means End Semester Examination conducted for the students unable to clear requisite Course credits;
- (n) “Faculty Member” means regular faculty or faculty imparting teaching at the University;
- (o) “KMC” means Knowledge Management Centre for providing facilities of e-Books, online resources, virtual class rooms, MOOCS activities, servers, such as NPTEL servers, Infilbnet, and e-journals.
- (p) “NAAC” means National Assessment and Accreditation Council of UGC;
- (q) “NBA” means National Board of Accreditation of AICTE;
- (r) “NCTE” means National Council for Teachers Education;
- (s) “PBAS” means Performance Based Appraisal System as specified by UGC Regulations 2010 and subsequent amendments time to time;
- (t) “Prescribed” means prescribed by these or any other Regulations or Ordinances or Statutes or Act of the University;
- (u) “Regulations” means Medi-Caps University this or other Regulations and Rules
- (v) “SGPA” means Semester Grade Point Average (Ordinance 4)
- (w) “State Government” means State Government of the Madhya Pradesh;
- (x) “UGC” means University Grants Commission, New Delhi
- (y) “University” means Medi-Caps University, Indore;

The meanings stated in Statutes and Ordinances shall also apply to the Academic Regulations.

REGULATION - 1

Endeavoring for Achieving Program Vision, Mission, Objectives, Educational Objectives and Outcomes based Teaching Learning Process

The University and its Constituent Colleges / Departments shall endeavor for Teaching Learning Processes for achieving the University Vision, Mission, Departmental Program Educational Objectives (PEO), Program Outcomes (PO) and Course Outcomes (CO) in line with Accreditation guidelines. University shall undertake NAAC assessment regularly within the interval (six years at present) as specified by UGC Regulations.

- (a) Following are the definitions of the terms used in this regulation:
- (i) Vision means a mental picture of a possible situation and state of affairs in which University foresees to be different from situation and state of affairs at the beginning after pursuing its goals and objectives.
 - (ii) Mission of the University means tasks and activities undertaken by the University to accomplish the goals and objectives specified in the University Statute- 4 with a zeal and total dedication.
 - (iii) Mission of a Department means tasks and activities undertaken by the Faculty members and its staff of the Department to accomplish the goals and objectives specified in the University Statute- 4 with a zeal and total dedication.
 - (iv) Program means a study leading to a diploma / certificate / degree such as, B.Tech., B.Sc., M.B.A. or Ph.D. etc. for specified number of academic years as per Faculty / Program Ordinances.
 - (v) Program Educational Objectives (PEOs) means the objectives of imparting education which fulfills the aspirations of the students after studies and practices, such as Software Engineer, Research and Development Engineer, Academician, Scientist, Artists, Manager or Educationist etc.;
 - (vi) Program Outcomes (POs) means the attributes imbibed after completing the studies of the prescribed course. The attributes may be Graduate Attributes as defined and enumerated by the guidelines of the NBA or Pleader attributes as defined and enumerated by the Bar Council of India or Teacher attributes as defined and enumerated by the N.C.T.E or attributes as defined and enumerated by respective regulatory bodies.
 - (vii) Course means a course undertaken by the Faculty during a Semester.
 - (viii) Course Outcomes (COs) means the achievements in each component of the course which maps with an attribute among the subset of the attributes contributed from the study of that course.
- (b) Following actions shall be taken by the University and its Departments
- (i) University Vision and Mission are formally defined and well disseminated and published on University Website and in the prospectus, displayed within the University and Departments. A committee of stakeholders

including Governing Body, Industry Experts shall formalize the University Vision and Mission in the first year of the University establishment. This will form part of University permanent archives.

- (ii) Vision and Mission of each University Department/Constituent College (mapped with the University Vision and Mission) are formally defined, well disseminated and published on Website, prospectus and displayed within the Departments. A committee of Subject Experts, Industry Experts, Alumnus and other stake holders shall formalize the Vision and Mission of department. The committee may also access and suggest steps for refinements at regular intervals of three to four years.
- (iii) Each University Department/Constituent College shall have the PEOs, POs for each program and COs for each Course. These shall be formally defined, well disseminated and published at University Website. A committee including Subject Experts, Industry Experts, Alumnus and other stake holders shall formalize Departmental Program PEOs, POs and for each Course the Cos. The committee may also access and suggest steps for refinements at regular intervals of three to four years.
- (iv) Departmental council shall develop metrics and assessment tools for regularly assessment and monitoring and will keep records of each activity for achieving COs, POs and PEOs.

REGULATION - 2
Course and Lesson Plans

- (a) Each faculty members shall design a lesson plan of the course in concurrence with the Head of the Department or the Dean. Faculty can seek help of the senior experienced faculty and from the experts during the planning process.
- (b) Formats of the course and lesson plans may be as suggested in Annexure – 7;
- (c) Course and lesson plans will have information about the delivery modes of the lessons, duration of the course and suggested reading material, references, books, e-books, knowledge resources, videos or webinars during the delivery of lectures;
- (d) The plan will include information of assignments and mid-semester class tests, quizzes activities.

REGULATION - 3

Admission

- (a) The Admission Committee shall be responsible to decide about the eligibility for admissions, change in intake capacity of students in each program of the Faculty, including that of the number of seats to be reserved for students of different categories, if any. The Academic Session shall be decided as per the Statutes and the Ordinances of the University and shall be as per approvals of the Academic Council from time to time.
- (b) Admissions will be made after a due process of advertisement through website and / or other media at least 30 days before the commencement of the admission process for Ph.D., PG, UG, Diploma and Certificate Programs of any Faculty.
- (c) A candidate willing to take the admission in the University has to apply online and / or in a prescribe form as applicable to the Faculty in which he / she will be willing to take the admission. The form shall be available with the Accounts Department on the prescribed cost. However, it could be downloaded from the website and be submitted with a **prescribed fee or otherwise**, failing which the application shall not be considered for admission. The sample of the form is given in the Annexure.
- (d) Admissions in the first year of all the programs shall be made before the start of each academic year according to the Statute - 28 and the Ordinance - 1 for the Courses in the Faculty specified in Ordinance - 2, in which the candidate is willing to seek admission.
- (e) The University shall also admit the students in the first year of the programs, against limited number of students reserved against Institutional Preference Seats (IPS) quota, Non-Resident Indian (NRI), Persons of Indian Origin (PIO), Foreign Nationals and others as per the Statutes and the Ordinances for the Courses in the Faculty in which the candidate is seeking the admission, provided the University has taken the prior permission from the competent bodies such as UGC / AICTE / Others / Central Government / State Government, as the case may be.
- (f) The Diploma qualified candidates shall be admitted, on merit-basis, directly in the second year (lateral entry) of UG Programs of Engineering / Technology courses in accordance with the State Government policy as applicable for such admissions.
- (g) The lateral entry admissions shall be made wherever applicable on merit basis.
- (h) Each admitted student has to pay requisite tuition and other fee as described in the Regulations meant for it.
- (i) Each student has to furnish an undertaking duly countersigned by the parent(s) for
 - i. truthfulness of the information provided by him / her,
 - ii. Payment of fees as per General Regulation – 4,

- iii. observance of conduct and discipline as per General Regulation – 5 and
- iv. observance of attendance, academic activities, discipline, rules and Regulations and all statutory undertakings, such as Anti-Ragging etc. within one week of the date of the admission, failing which admission may stand cancelled automatically, and the seat may be allotted to next meritorious candidate.
- v. The University reserves the right to revoke the admission, if at any time it is found that he / she does not fulfill all the requirements stipulated in the offer of the admission.
- vi. The University also reserves the right to cancel the admission or rusticate the student at any stage of studentship on account of unsatisfactory academic performance and / or indiscipline in behavior, on the recommendations of the Proctorial Board in accordance with the Statute - 34.
- vii. Transfer from other University
Transfer from any other University to Medi-Caps University shall be as per Academic Regulations 1 and 2. Transfer from any other University / Institute to University of his choice shall be permitted in the beginning of Third or Fifth Semester under following conditions:
 - i. The student is required to submit the NOC from the University / Institute where he / she is currently studying, Also the copy of the syllabus and mark sheets of all the Semesters which he / she has already studied.
 - ii. The student has to study those subjects, which shall be recommended by the equivalence committee appointed by the respective HOD.

REGULATION - 4
Payable Fee and Other Charges

- (a) The University should inform the payable fee and other charges to the students along with dates of payment, so that the students may arrange the payable amount, well in advance to avoid inconvenience to them.
- (b) The tuition fee and other charges payable by the students and the schedule of payments shall be recommended by the committee consisting of the followings:
 - (i) Chancellor's Nominee;
 - (ii) Vice-Chancellor's Nominee;
 - (iii) Dean of Students;
 - (iv) Chief Finance and Accounts Officer;

The committee shall normally decide the fees in February, before the presentation of the budget for the next financial year.

- (c) The tuition fee and other charges as payable by the students, are as under:



Table.xls

- (d) The remuneration to be paid for various works are as under:



Remuneration.docx

REGULATION - 5

Conduct and Discipline

- (a) All the students shall be required to conduct themselves in a manner befitting to the students of the Institution of high reputation, within and outside the precincts of the University.
- (b) Unsocial activities such as ragging in any form shall not be permitted within or outside the precincts of the University and the students found indulging in such activities shall be dealt with severely and may even be rusticated from the University.
- (c) In addition to the above, following acts of omission and / or commission by the students within or outside the precincts of the University shall constitute gross violation of code of conduct and punishable an act of indiscipline:
 - (i) Lack of courtesy and decorum, as well as indecent behavior;
 - (ii) Possession / consumption / distribution of alcoholic drinks and banned drugs;
 - (iii) Mutilation or unauthorized possession of library material, such as books;
 - (iv) Noisy and unseemly behavior, disturbing peace in the University / Hostel;
 - (v) Hacking in computer systems, either hardware or software or both;
 - (vi) Any other act considered by the University as of gross indiscipline.
- (d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, or outright expulsion.
- (e) The reprimanding authority for an offence committed by students in the Hostels, the Department and / or in the classroom shall respectively be, the Chief Warden of the Hostels and the Head of the concerned Department.
- (f) In all other cases of offence committed by students in jurisdictions outside the purview of Clause (e) above, the Dean of the Students shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Proctorial Board constituted as per Statute - 34.
- (h) In all other cases of indiscipline of students, such as adoption of unfair means in the examinations shall be reported to the Dean of the Faculty, for taking appropriate action and deciding on the punishment to be levied.
- (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Vice Chancellor through Chief Proctor, who shall constitute appropriate Committees to review the case.
- (j) Code of conduct for examination
 - Misbehavior, obstructing the orderly conduct of the examination or indulgence in any malpractice or indiscipline by an examinee student will be punishable and shall invite disciplinary action against the student as per Ordinance 8.

REGULATION - 6
Internal Quality Assurance Cell, Monitoring of Teaching Learning Process
and Student Feedback

The Internal Quality Assurance Cell (IQAC) shall be established in the University according to the guidelines of the University Grants Commission (UGC) and National Assessment & Accreditation Council (NAAC). The Vice-Chancellor, shall be the Chairperson of the Cell.

The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the Application Program Interface(API) criteria based upon Proforma Based Assessment System (PBAS) proforma using the indicative template separately developed by the UGC. The IQAC may also introduce, wherever feasible, systems such as monitoring of Teaching Learning Process and student feedback system as per the NAAC guidelines on University parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

(a) **IQAC Vision**

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

(b) **Mission**

- (i) To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programs or projects.
- (ii) To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions.
- (iii) To encourage self-evaluation, accountability, autonomy and innovations in higher education.
- (iv) To undertake quality-related research studies, consultancy and training programs, and
- (v) To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

(c) **Value Framework**

To promote the following core values of the University:

- (i) Contributing to National Development
- (ii) Fostering Global Competencies among Students
- (iii) Inculcating a Value System among Students
- (iv) Promoting the Use of Technology
- (v) Quest for Excellence

(d) **The Objective and the primary aim**

The IQAC objectives shall be as follows:

- (i) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University.
 - (ii) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- (e) The Strategies
- The IQAC shall evolve mechanisms and procedures for
- (i) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
 - (ii) The relevance and quality of academic and research programs.
 - (iii) Equitable access to and affordability of academic programs for various sections of society.
 - (iv) Optimization and integration of modern methods of teaching and learning.
 - (v) The credibility of evaluation procedures.
 - (vi) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
 - (vii) Sharing of research findings and networking with other Universities / Institutions in India and abroad.
- (f) Functions
- Suggested functions expected of the IQAC are:
- (i) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
 - (ii) Facilitating 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.
 - (iii) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
 - (iv) Dissemination of information on various quality parameters of higher education.
 - (v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
 - (vi) Documentation of the various programs/activities leading to quality improvement.
 - (vii) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
 - (viii) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
 - (ix) Development of Quality Culture in the University.
 - (x) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- (g) Benefits
- IQAC will facilitate and contribute the following:

- (i) Ensure heightened level of clarity and focus in University functioning towards quality enhancement.
 - (ii) Ensure internalization of the quality culture.
 - (iii) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
 - (iv) Provide a sound basis for decision-making to improve institutional functioning.
 - (v) Act as a dynamic system for quality changes in University.
 - (vi) Build and organize methodology of documentation and internal communication.
- (h) **Composition of the IQAC**
 IQAC shall function under the Chairmanship of the Vice-Chancellor with Heads of the important Academic and Administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The composition of the IQAC shall be as follows:
- The Vice Chancellor - Chairperson
 - Registrar
 - Three to eight Senior teachers
 - One member from the Governing Body nominated by the Chancellor
 - One or two nominees from local IEEE or ACM or Other reputed Research Bodies, Students and Alumni
 - One or two nominees from Employers, Industrialists and stakeholders
 - One of the senior teachers as the coordinator of the IQAC and also act as the Member Secretary.
- (i) The duration of the membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members.
 - (j) The Agenda of the meeting, minutes and report of action taken of are to be documented with official signatures and maintained electronically in a retrievable format, by the Member Secretary.
 - (k) It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting the awareness in the University and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:
 - (i) It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the University environment. They should be known for their commitment to improving the quality of teaching and learning.
 - (ii) It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate,

student welfare, administration, academic tasks, examination and planning and development.

- (iii) The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

(l) Role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She / he may be a full-time functionary or, to start with, she/he may be a senior academic / administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

(m) Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of a University needs to be maintained. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the Member Secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units in the departments and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

(n) Monitoring Mechanism

The University need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycles of accreditation.

(o) Annual Quality Assurance Report

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report of the University. The AQAR shall be approved by the Board of Management and will undertake the follow up action for necessary quality enhancement measures.

The University shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on the University website and regularly upload the report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the University Name. For example, MCUI2016 i.e. Medi-Caps University Indore.doc. The University need not have to submit the printed hard copy to NAAC but will send the acknowledgements through e-mail to the University.

REGULATION - 7

Students Counselling by the Faculty Members

The University considers counselling as an integral part of the Education and course studies, and therefore all the departments should make efforts towards effective student groups counselling by the faculty. Some of the guidelines to be followed are enumerated below:

- (a) A group of 20 - 25 students shall be allotted to a Faculty Counselor. He / She should counsel the group and keep the Counseling record of the student. Each student will be required to meet at regular intervals and the Counselor at least once in a fortnight in an academic session.
- (b) Counselor Faculty will guide and discuss with the student regularly and will help in building academic and extra-curricular interests. The faculty will also record the student regularity, discipline, class room studies, usages of library and knowledge management center resources, his / her academic activities, extracurricular activities and mid-test and examination performances. The faculty will also gather information about the student's activities, class room attentiveness, his eagerness to learn and class / laboratory behavior and ethics.
- (c) Counselor Faculty shall perform following functions:
 - (i) Attempt to render or arrange psychometric counseling;
 - (ii) Recommend lessons to him on weak spots, such as reading skills, writing skills, spoken manners and other skills for personality building.
 - (iii) Recommend student for the membership of technical, scientific and humanities bodies in subject of his studies.
 - (iv) Recommend the student for participation in indoor or outdoor games and outreach activities.
- (d) University will arrange sessions on recommendation of the Faculty counselors on the following subjects:
 - (i) Positive thinking
 - (ii) Learned optimism
 - (iii) Behavioural skills
 - (iv) Reading skills
 - (v) Writing skills
 - (vi) Speaking manners
 - (vii) Speaking skills
 - (viii) Personality building
 - (ix) Team building
 - (x) Get to know National and International Experts and their achievements in the subject of his study
 - (xi) Other sessions as felt necessary

REGULATION - 8

Library

University considers Library and Information Services of higher Education institutions play a central role in enhancing the quality of academic and research environment and enhances quality and excellence in higher education. Excellent library is essential criterion for NAAC accreditation. University considers library as the fulcrum of support for the entire range of academic activities on Medi-Caps University Educational campus.

(a) **Library Advisory Committee**

University shall form a Library Advisory Committee (LAC). LAC shall actively participate and hold periodic meetings, involve Librarian in academic activities of the University, shall have participation of the users (among the toppers in the courses). LAC shall ensure standard facilities with innovative library practices, regular flow of resource generation, skilled and qualified staff deployment with further training, capacity building in terms of information and communication technology.

(b) **Library Staff**

(i) The library staff members shall be regularly educated and refreshed by introducing and one day visit every year to study prevailing work practices in other Universities, IITs, College/institutional libraries. They will be made also aware about the best practices followed elsewhere.

(ii) Staff members are given the opportunity to familiarize and expertise with library automation, e-library services by arranging in-house and external training programs. By rotation of staff at various sections, on - job training is also given.

Staff shall also participate in counseling on the following:

- i. Positive Thinking
- ii. Learned Optimism
- iii. Behavioural skills
- iv. Reading skills,
- v. Writing skills,
- vi. Speaking manners
- vii. Speaking skills
- viii. Personality building.

(iii) The staff has to be enthusiastic and resourceful, has to be open-minded and eager to know and learn the best practices followed in other libraries. Financial support shall be given for organizing Seminars on the issues such as best library practices and use of new ICT tools.

(iv) Chief Librarian shall be responsible for maintain cleanliness inside and outside the library and provides suitable atmosphere for reading and searching for which appropriate administrative and financial support will be rendered.

(c) Membership Eligibility

- (i) Students in regular courses only on the Medi-Caps University Campus, Research Scholars, Faculty Members having current affiliation to anyone of the Departments/Constituent Colleges/Cells/Centers/ and, such Administrative Staff Members and Supportive staff members in permanent tenure of the Medi-Caps University are eligible to become a member in the Library under the subscription and non-subscription categories as the case may be.
- (ii) Anyone belonging to the above approved category will have to fill up the Library membership card and obtain the signature of the Head of the Department/Constituent College, where they may be working or from the Registrar as the case may be. The incumbent on being accepted after satisfying the procedures will have to get the Library Card/Smart Card in person after signing in the register and in no case the card shall be sent through a nominee or an authorized person.
- (iii) Vice Chancellor may grant a permission temporarily for study at the library or borrow specific number of the books for limited period to anyone not belonging to the above approved category.
- (iv) Any deputed staff under contract/temporary tenure or borrowed service from other departments or universities shall have to obtain special permission from the Registrar for a limited period not exceeding one year or till the end of the tenure period and such members shall come under the membership fee category.

(d) Entry into the Library

Any person intending to use the University Library and its resources in person, should present his/her personal Identity Card and necessarily furnish correct particulars at the Gate Register for entry into the library. It is recommended that the persons visiting the library should be decently dressed in such a manner others at the library may not object.

(e) Reference and Periodical Sections

Reference and Periodical Sections are open to the Students, Scholars, Faculty Members, Administrative staff, visitors from the other University or Colleges and other institutions with which an MOU as reciprocal arrangement is signed or has been permitted by Vice-Chancellor as the case may be, besides General Public which has been permitted by Dean/Registrar/Head of the Department for reference only during the normal working hours of the University Library.

(f) Functioning of Competitive Examinations Reference Library (CERL)

The function shall be to provide Exclusive Books and periodicals for students preparing to competitive examinations, such as, NET/Ph.D. Admission Tests/UPSC/Civil Services/ IES/ GATE/ CAT/GRE/ TOEFL, GMAT etc.

(g) Membership Fee and Borrowing Facility

Any person coming under the category specified under section (a) above, is eligible to become a registered borrower in this library on a payment of Library

fees and Library Caution money (refundable) at the time of admission in each academic year. The Faculty members and any other category of personnel permitted by Vice Chancellor or Registrar alone are exempted from the membership fee only when all the other clauses as applicable to other members are also applicable to them also.

- (h) A student on becoming a registered member of this library is issued with an Identity cum borrower card/smart card. Registered members are eligible to borrow such number of books as specified further. Books alone are for lending and in no case other category of materials like reference books, textbooks, periodical issues, newspapers and such materials as may be decided by the University Librarian may not be lent.
- (i) The member must ensure the good condition of the book at the time of borrowing.
- (j) Books borrowed by the registered member should be returned on or before the due date which is normally spanned for 14 days beyond which the delayed returned is liable for overdue charges at the rate of Re.1/ per book per day.
- (k) Loss of Borrowed Library Books
 - (i) In case of the report of any loss of library books by a member, the member/borrower shall have to replace the title with a current edition or the actual cost of the book in current exchange rates along with a payment of amount specified in Regulation- 4 and the overdue charges till such date on which the book or its cost reaches the University Librarian.
 - (ii) Such payment equal to the price of the lost book shall be paid into the account of the Medi-Caps University specifying 'for the loss of books and the accession number of the lost book' and the counterfoil should be submitted to the University Librarian. Payment through any other source other than the specified bank and account number shall not be accepted. The overdue charges related to the lost book(s) shall be paid at the Issue counter of the library as per rules governing Overdue Charges.
- (l) Permissible Number of Books for Borrowing: Category-wise
The number of books lent to registered members against the borrower's card differs according to the status and designation of the categories and the details are given below:
 - Faculty Members - 15
 - Ph.D. Scholars - 10
 - Students - 05
 - Non-Teaching Staff - 03

Every student and Ph.D. scholars will have to obtain a No Due Certificate at the end of the course from the library after surrendering the Library Membership Card. Retaining the card by members after the completion of the course shall be treated unlawful and liable for Overdue charges. Members intending to apply for a No Due Certificate are required to surrender the Library membership ID card and borrowed books together at

the Library Issue counter and fill up a printed application form obtained from the library. A member is required to pay with a payment of amount specified in respective Regulation(s) and get an official receipt to avail the NO DUES certificate from the University Librarian. In case a member approaches the University Librarian for a duplicate of the No Due Certificate already issued, he/she will have to pay with a payment of amount specified in concerned Regulation.

(m) General Rules Governing Other Aspects

- (i) Readers are required to deposit their personal belongings at the property counter at the entrance of the library and obtain a token for such deposits.
- (ii) Visitor/Members are instructed strictly not to keep valuable things such as Laptops/Mobile phones/important documents including cash/purse at the property counter. In no case, the Library can be held responsible for any loss of articles kept inside the bags. The library is unable to entertain any report of loss of materials like purse/valet or handbags left somewhere inside the library stack or any other section.
- (iii) Underlining, scribbling and tearing of pages or any other type of damaging of Books/ Periodicals are strictly prohibited.
- (iv) Photocopying services are available within the library premises on payment of amount per page decided by the University and the terms of payment is cash.
- (v) Readers are requested not to place the Books/Periodicals on the shelf after reference. They can leave them on the table.
- (vi) Use of mobile phone inside the Library is strictly prohibited.
- (vii) Personal books are not allowed inside the Library, whatever may be the purpose.
- (viii) The University Librarian has all rights to recall the issued books back at any time if required.
- (ix) Edibles are not allowed inside the library and it is highly recommended that cleanliness should be maintained inside the Library.
- (x) Strict silence, decorum should be maintained inside the library.

(xi) The University Librarian and/or the Library Committee, depending upon the extent and nature of a problem, shall consider and decide on such matters that might have been covered under the specifications in the present Library Rules.

(xii) Departmental Library

A departmental library will also be maintained in each department. The library shall be for uses of Faculty members, research scholars and project students of the department. The library shall house day to day required course and reference books and student project reports. A faculty member will be in-charge of the Departmental library.

REGULATION - 9

Knowledge Management Center

University shall setup a Knowledge Management Centre (KMC) which shall functions as a learning repository including a database for use by all stake-holders working in the Departments of the University. Further, the Center shall provide high speed Internet connections so as to have electronic access to professional literature including research journals, abstracts, review publications, and databases from all areas in science and technology, as well as in social sciences and humanities.

(a) KMC Functioning

- (i) The Centre shall be headed by a Faculty of 10 or more years of knowledge or experience in technologies Computer Databases, Networks, and Web Technology, Data/IT/Computer Center.
- (ii) University shall form a KMC Advisory Committee (KMC-AC). The Committee shall actively participate and hold periodic meetings, involve Head of the KMC, Head Librarian, In-charge-Faculty members for each category of Service for the Centre.
- (iii) KMC functioning areas shall be e-activities, e-databases, e-records, e-library, e-books, e-journals, webinars, virtual class rooms establishment, establishment of servers, such as NPTEL server, and their usages related and suggested activities by the University, shall have participation of the Faculty from the Departments/Constituent Colleges of the University.
- (iv) KMC shall ensure standard facilities, such ERP related software and hardware, Computer Digital Library laboratory, Information Technology Center, Servers, Database Servers, Cloud Server and innovative practices on use of e- and web- resources, regular flow of resource generation, skilled and qualified deployment with further training, capacity building in terms of information and communication technology.

(b) KMC Services

Following shall be the service categories at KMC:

- (i) Services and responsibilities of KMC shall be distributed to one Faculty member each for each category of Service.
- (ii) Following shall be the service categories,
 - i. University Website Design, Access Management, Maintenances and Regular update
 - ii. University ERP Software and Hardware Design, Access Management, Maintenances and Regular update

- iii. University Digital Library Access Management, Maintenances and Regular update or e-books, online journals and databases, e-lectures, Multimedia contents NPTEL or other necessary e-resources for students and academic activities and OPEC services
- iv. Access Management, Maintenances and Regular update of E-records of University Act, Ordinances, Regulations, Notifications, Minutes of Governing Body, Board of Management, Academic Councils, yearly e-record of syllabus of all courses
- v. Access Management, Maintenances and Regular update of E-records, CDs, and databases of Seminars, Conferences, Professional Society Chapter Activities, Inter-University, Inter-College Sports, Quizzes, Extracurricular activities, Training Programmes, Functions and Events held in the University

(c) KMC Sections and its Functions

The KMC has many sections and the responsibilities of each section shall be given to one faculty member for implementation.

(i) KMC Theses and Dissertations Section

Access Management, Maintenances and Regular update of thesis and dissertations for the members of University Library only.

- (ii) KMC INFONET Section provides free service to a University Library Member. This Section is open to visitors only on presentation of his / her library Identity card. Searching and downloading of retrieved information is at the free will of the user, totally free of cost.
- (iii) The University shall provide high speed Internet connections so as to have electronic access to professional literature including research journals, abstracts, review publications, and databases from all areas in science and technology, as well as in social sciences and humanities. The University Grants Commission INFLIBNET set up shall be utilised in modernizing the university library. This will promote automation of libraries, develop standards, create union catalogues of serials, theses, books, monographs and non-book materials and will provide access to bibliographic information sources, create database of projects, provide training, etc. Almost all academic libraries, especially university libraries, are members of INFLIBNET.

- (iv) KMC Information and Library Network Section functions as a resource centre with an aim to cater to the needs of its members for resources not accessible to them in electronic media or are available in print media.

- (v) KMC and Other Networks Access Section

Besides INFLIBNET, a number of other national networks and various library networks have also been developed including NICNET (National Informatics Center's network), INDONET, ERNET (Education and Research Network), CALIBNET (Calcutta Library Network), DELNET (Developing Library Network), etc. ADINET is associated with INFLIBNET, DELNET with NIC and MALIBNET with CFTRI. A number of educational institutions are members of such networks. These networks, especially DELNET (which has 752 member libraries including 742 from India and 10 from outside), are engaged in compiling union catalogues, creating various databases of experts, providing training to library staff, ILL, online facilities, reference service, assistance in retrospective conversion, etc.

- (vi) KMC-Library Consortia Facilities Section

Some special libraries and organizations like the Indian Institute of Astrophysics (IIA) Library, Inter-university Centre for Astronomy and Astrophysics (IUCAA) Library, National Centre for Radio Astrophysics (NCRA) Library, Physical Research Laboratory (PRL) Library, Raman Research Institute (RRI) Library, Tata Institute of Fundamental Research (TIFR) Library, Council of Scientific and Industrial Research, Department of Atomic Energy, etc., have established consortia to share electronic access to journal literature. NISCAIR (formed by the merger of INSDOC and NISCOM) is developing a consortium for CSIR labs for accessing e-journals.

- (vii) INDEST Consortium

The primary objective of libraries is to organize and provide access to information, and it remains the same although the format and methods have changed drastically. New technology has provided great opportunities for delivery of services within consortia. More and more libraries must unite, which of course requires a change in the attitudes, practices, and policies to get the maximum benefit.

The Ministry of Human Resource Development (MHRD) has set up the “Indian National Digital Library in Science and Technology (INDEST) Consortium”. The ministry provides funds required for the subscription to electronic resources for 38 academic institutions, including the Indian Institute of Sciences, Indian Institute of Technology, Regional Engineering Colleges,

Indian Institute of Managements, and about 60 centrally-funded/aided government institutions through the consortium. The INDEST consortium is the most ambitious initiative so far in the area of engineering and technology disciplines.

REGULATION – 10

Publication Centre

University shall setup a Publication center for dissemination of information and knowledge which shall be for use by all students, faculty members, staff, and stakeholders in the University.

(a) Functioning

- (i) The Centre shall be headed by a Faculty member with 10 or more years of knowledge or experience in Communication Skills and substantial knowledge of potential of Computers and Web technologies as Information and Knowledge Dissemination tools.
- (ii) University shall form a Publication Center Advisory Committee (KMC-AC). The Committee shall actively participate and hold periodic meetings, involve Head of the KMC, Head Librarian, In-charge-Faculty members for each category of Service of the Centre.
- (iii) Publication Center functioning areas shall be Web Contents, e-Contents, University online and offline Magazines, Prospectus, Handbook, and Departmental Wall Magazines and their usages related activities by the University, and shall have contributions and participation of the Students and Faculty from the Departments/Constituent Colleges/Centres of the University.

(b) Services

- (i) Services and responsibilities of Publication Center shall be distributed to one Faculty member each for each category of Service.
- (ii) Following shall be five service categories,
 - i Arrange latest Science, Technology and Humanities Topics Web Links/Contents publication shin, e-Contents, University Magazine, Prospectus, Handbook, and Departmental Wall Magazines
 - ii Arrange online-Offline Students/Faculty Magazine publication every Quarter for disseminating their achievements and new thoughts and intellectual creations
 - iii Arrange Online/Offline publication of Prospectus for the University Courses each year
 - iv Arrange Online/Offline publication of Handbook for the University, and handbook contents its submission to AIU, UGC for Publication
 - v Arrange fortnightly Departmental Wall Magazines in the departments.

REGULATION – 11
Write off the Stocks, Books and Others

- (a) The committee consisting of following shall be responsible to discuss and make suitable recommendations to the Vice-Chancellor with regard to the writing off of old, useless and surplus dead stock of articles, books, computer systems, software, equipment and apparatus etc. or writing off or waiving off the recovery of the value of property, money lost, over payments made, the recovery of outstanding dues and all other related matters having money value.
 - (i) The Head of the concerned Department / Section – Chairman;
 - (ii) The Registrar or his nominee;
 - (iii) The Chief Accounts Officer;
 - (iv) The Stores Officer;
 - (v) The University Engineer; if any
 - (vi) The Auditor;
- (b) All Members of Technical Committee appointed by the Vice Chancellor in case of Computers, related hardware and / or machinery / apparatus of Engineering Departments. The technical members will be as per the nomination by the Vice – Chancellor.
- (c) The Vice Chancellor as an authority can sanction such writing offs as recommended by the committee up to the value of Rs. 1.0 lac. Or as raised time to time. The registrar shall then take necessary steps through stores officer / concerned section officer to dispose of the articles written off.
- (d) The Registrar shall justify the viable reasons for the writing-off which may be one or more of the below mentioned categories:
 - (i) Wear, tear or obsolescence;
 - (ii) Breakages during the operation and losses in operations;
 - (iii) Unaccounted losses;
 - (iv) Natural calamity;
 - (v) Theft;
 - (vi) Reasons deemed sufficient / satisfactory by the Committee;
- (e) As far as Central Library is concerned, the rules framed by UGC guidelines are applicable, which fixes the upper limit for the loss of books as 1 book out of 1000 books in the library in a year. In addition, the library committee may frame the rules for its governess in the light of guidelines framed by the National or other bodies.

REGULATION – 12

Values and Ethics Development Cell

University recognizes ‘Values and ethics’ are central to any individual Education. Core Values and Ethics involves integrity, professionalism, caring, teamwork, and stewardship. University shall setup a Cell for values and ethics Development among the Students.

(a) Functioning

- (i) The Cell shall be headed by a Senior Faculty Member as Faculty In-charge and assisted by Faculty Counselors.
- (ii) The Cell will work for adherence to guidelines of UGC for professional code of ethics for teachers, students, non-teaching staff.
- (iii) The Cell In-charge will submit annual report of its activities each year to IQAC/NAAC Accreditation Cell of the University,

(b) Services

- (i) The Cell will facilitate the regular lectures and video presentations for Students and Staff on importance of the Values and Ethics in professional work and in day to day actions of individual and group of individuals
- (ii) The Cell will facilitate the regular lectures and video presentations for Students and Staff on Life and Work of Eminent Indian Personalities, such as, Father of Nation Mohan Das Karam Chand Gandhi, Jamshedji Tata, Bharat Ratna Abdul Kalam Azad, Sir C. V. Raman, Sir Ravindra Nath Tagore, Narayana Murthy, Azim Premji to importance of the Values and Ethics in professional work and in day to day actions of individual and group of individuals
- (iii) The Cell will keep and systematize all the records of the Undertakings given by the Teachers/Staff/Students for adherence to Values and Ethics in professional work and in day to day actions to the University at the time of joining the University.

REGULATION - 13

Women Grievances, Equal Opportunity and Gender Sensitization Cells

University will give utmost importance to the safety of women on the campus. Campus arrangements will address and redress issues related to the safety of women students and teachers.

(a) **The Committee for Prevention of Sexual Harassment (CPSH)**

The Committee will be constituted as per UGC and University guidelines, takes precautionary measures to prevent sexual harassment and violence against women in the campus.

CPHS will promote the wellbeing of all female students and women employees of the University for which certain code of conduct has been prescribed. University will arrange to provide safe working and study environment for staff and students free from all sorts of sexual aggression. The University shall be strict with zero tolerance for sexual harassment of all forms and will take strict disciplinary action against those found guilty of the crime by the CPSH.

The harassment includes any unwelcome sexually determined behaviour, whether directly or by implication which includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, and other unwelcome physical, verbal or nonverbal conduct, even though the electronic media.

(b) **Grievance Redressal Cell (GRC)**

University will aspire for redressal of the grievances at the departmental level and departments shall address the grievances that the students may face in the University. However, a student may also seek help of University GRC. In case of unresolved grievances. GRC will address all sorts of grievances that the students may face in the University.

(c) **CPSH and GRC Services**

(i) A complainant can be a student, member of the teaching or non-teaching staff, a temporary resident of any of the campus buildings or a visitor to the campus. Complaint from a witness or third party will also be entertained by the Committee.

(ii) The complaint should be written/typed with dated signature.

(iii) The Enquiry will be conducted by a team of not less than three members of the committee. The Enquiry Committee shall look into the complaint of sexual harassment using procedures in conformity with the existing rules and regulations.

- (iv) The Committee shall receive and record complaints of sexual harassment. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry is to be conducted.
 - (v) The Committee shall start functioning immediately after receiving and recording the complaint, which it found worthy of its enquiry. Normally the report is to be communicated in one week, with its recommendations, along with the reasons and documentary evidence, if any, in writing to the Principal. The Committee can take more time if necessary, but in any case this should not be more than one month.
 - (vi) The Committee shall be arranging counselling services available, to a person requesting for it. The Committee shall stop further action if the complainant withdraws her/his complaint in writing at any time during the enquiry procedure.
 - (vii) The identities of complainant, defendant and all witnesses shall be protected by the Enquiry Committee, if it has reasons to do so.
 - (viii) All proceedings of the Enquiry Committee shall be recorded in writing, and the same together with the statement of witnesses are to be filed. The Committee shall initiate appropriate action to ensure the complainant's safety on the campus.
 - (ix) After concluding its investigation, the Enquiry Committee shall submit a detailed report of its findings to the Principal. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint. If the complainant or defendant is dissatisfied with the disciplinary action taken by the authorities, s/he shall have the right to appeal. Appeals may be lodged with the Principal to be sent to the university.
- (d) Equal Opportunity Centre
- The centre works with the financial support of the UGC for the EOC. The centre will work concentrates on the marginalized sections of the society. The centre will conduct a short-term courses, guidance for competitive examinations and seminars as per UGC support.

REGULATION - 14

Training and Placement Cell

Medi-Caps University Training and Placement Cell (TPC) shall be committed cell which shall provide all possible assistance to its motivated and ranked students and also to meet the needs of organisation.

- (a) Functioning
 - (i) The Centre shall be headed by a Director, Training and Placement Officer and assisted by an advisory body.
 - (ii) University shall form each academic year a TPC Advisory Committee (TPC-AC). The Committee shall actively participate and hold periodic meetings, involve Head of the TPC, Student Placement Coordinators, Head of KMC, Senior Professors and Alumnus Students.
 - (iii) The Cell Head and AC will report its activities directly to Vice Chancellor from time to time, send regular intimation of results of its efforts to KMC for hosting at the University website and to the HODs.
- (b) Services
 - (i) TPC with the assistance of Student Placement Coordinators will ensure that the students secure esteemed positions and also provide the best arrangements for the visiting national and multinational companies officials.
 - (ii) TPC will coordinate various activities, provide career guidance, and arrange lectures and programs for imbibing necessary skills to the students along with their academic curriculum.
 - (iii) TPC will coordinate and seek help from the various alumnus of the University activities to provide career guidance, arrange lectures and programs for imbibing necessary skills to the students along with the academic curriculum.
 - (iv) TPC will arrange to clarify all student's queries of all kinds by qualified faculty and staff.
 - (v) TPC will arrange to make students technically sound, outstanding performers and excellent leaders with excellence in work cultures, professional and social ethics.
 - (vi) Shall arrange to expose students to the actual work environment of various Industries through Internships.
 - (vii) Each student is required to pay as per Regulation-23 for the Training and Placement Services fees.
- (c) TPC Computer Facilities and Library.

The Cell will computerize the entire activities of the placement Cell duly linked with the University KMC. The Cell will guide the students to the library for resource books and e-resources. The Cell will also provide, videos for self-

improvement, e-resources of top Indian Companies and their current activities, and render all help in job search.

TPC in coordination with the Faculty counselors / advisors in the Departments and Head of Communication Skills Department will arrange each year for necessary sessions as suggested below:

- (i) Positive Thinking
- (ii) Learned Optimism
- (iii) Behavioural skills
- (iv) Reading skills
- (v) Writing skills
- (vi) Speaking manners
- (vii) Speaking skills
- (viii) Personality building
- (ix) Team Building
- (x) Building Relationships
- (xi) Building and Winning Friends
- (xii) Building Leadership Qualities
- (xiii) Keeping good physical and mental (stress free) health
- (xiv) Story of World Class Companies and Institutions of India, such as, India, TCS, Infosys, Amul.
- (xv) Other

(d) Advisor / Counsellor

TPC shall arrange regular lectures, sessions and visit of the career advisors / counsellors for the students of the University.

REGULATION – 15
University Industry Interactions

Medi-Caps University Industry Interactions Cell shall be committed cell which shall explore and aspire for the interactions with the industries.

(a) Functioning:

- (i) The Centre shall be headed by a Faculty member designated as Director/Head Industry Interactions Cell and assisted by an advisory body.
- (ii) University shall form during each academic year an IIC Advisory Committee. The Committee shall actively participate and hold periodic meetings, and involve the Head of the TPC.
- (iii) The Head and AC will report its activities directly to Vice Chancellor from time to time, send regular intimation of results of its efforts for hosting on the University website

REGULATION - 16
Collaborations and MOUs Development Cell

University will have a 'Collaborations and MOUs Development'(CMD) Cell.

- (a) Functioning
 - (i) The Centre shall be headed by a Faculty In-charge and assisted by an advisory body.
 - (ii) University shall form during each academic year a CMD Advisory Committee (CMD-AC). The Committee shall actively participate and hold periodic meetings, involve In-Charge KMD and Senior Professors.
 - (iii) The Cell will adhere to the guidelines of UGC, AICTE and other regulatory bodies to develop partnerships with Indian and Foreign University / Institutions in the field of Science, Technical, Social Sciences and Humanities Education, Research and Training.
 - (iv) The Cell In-charge will report its activities directly to the Vice - Chancellor from time to time. All MOUs/Collaborations shall be signed after the approval of Vice-Chancellor/Board of Management/Chancellor.
- (b) Services
 - (i) The Cell will facilitate the collaboration and partnerships between Indian and Foreign University / Institutions in the field of Science, Technical, Social Sciences and Humanities Education, Research and Training.
 - (ii) The Cell will systematize the operation, collaborations and MOUs of Indian Universities/Foreign Universities / Institutions for research, training and other services, under any mode of delivery system such as conventional / formal, non-formal and distance mode.

REGULATION – 17

Health Center

University considers physical health plays an important role in human life for keeping sound mental health, academic advancement, assimilation of knowledge and service to the society at large.

(a) Functioning

- (i) A Health Centre shall be maintained for use of students, staff and Faculty member only.
- (ii) The Centre shall have an In-charge- Physician who shall visit the University as per the approved duration during each working day.
- (iii) The Center shall have an Health Centre Advisory Committee (HC-AC), consisting of In-Charge, Hostel Chief Warden, Dean of Students, and one or two Senior Faculty members. The HC-AC shall advise the OPD visiting doctor for undertaking various health related activities, health check-ups, such as eye checkups etc.

(b) Services

The services of Health Center shall be open to Students, Staff and Faculty members.

- (i) The students shall be charged a health services fee (Regulation- 4) at the time of admission in each academic year.
- (ii) Faculty members and those (if any) permitted by Vice-Chancellor or Registrar alone are exempted from the services fee only.
- (iii) Each student / staff / faculty member on becoming registered for the Center Services will be issued a Health Center Services Card/Smart Card.
- (iv) The Health Centre will operate after satisfying requisite criteria, standards and guidelines of the Government.

REGULATION - 18

Daycare Center

University considers important role of provisioning child day care facilities for the women Faculty members and Staff as to keep them free from stress during the work.

(a) Functioning

- (i) A Child Daycare Centre shall be maintained for use of staff, Faculty members and Research Scholars only.
- (ii) The Centre shall have a Woman In-charge who shall be full time employee of the University. All staff of the Centre has to be child-loving, enthusiastic and resourceful, has to be open-minded and eager to know and learn the best practices followed in other Daycare Centers. Financial support shall be given for their knowledge enhancement.
- (iii) The Center shall have a Day Centre Advisory Committee (DC-AC), consisting of In-Charge and one or two Senior Woman Faculty members. The DC-AC shall advise the upkeep and facilities at the Centre.

(b) Services

- (i) Facilities will be offered to a child in the age group of 6 month to 40 month only and for chosen time slots of 4 hours or 8.5 hours each day.
- (ii) The day center service shall be on a monthly chargeable basis.
- (iii) The services of Day Center shall be open to married Woman Staff, Faculty members and Research Scholars on an Application and payment of requisite charges.
- (iv) Fixed non-recurring expenses shall be borne by the University under the Staff/Faculty Welfare Fund.
- (v) Standard practices shall be followed at the Daycare Center.

REGULATION - 19

Alumni Association Cell

Medi-Caps University shall have an Alumni Association Cell (AAC) which will commit interaction, nurture and foster bonds with the alumni –*scattered across the globe* – keep alive the bonds of friendship created within its portals, and with the institution and its current students.

- (a) Functioning of the AAC
 - (i) The Cell shall be headed by a Senior Faculty members designated as In charge Alumni Cell and will be assisted by an advisory body.
 - (ii) University shall form during each academic year an Advisory Committee (AAC). The Committee shall actively participate and hold periodic meetings, involve Head of the TPC, Student Placement Coordinators, Head of KMC, Senior Professors and highly positioned Alumnus Students.
 - (iii) The Cell Head will report its activities from time to time, send regular intimation of results of its efforts to Head TPC and Head KMC for hosting at the University website and to the HODs.
- (b) Services of the AAC
 - (i) AAC will coordinate formation group IDs of each class, with Group IDs and PW records at the saved at the AIC as well as at KMC for each class studying in each academic year at the University. This will enable in future to have regular group contacts in future.
 - (ii) The Cell will invite alumnus at high positions regularly for lectures and to work in the Committees to frame Departmental Visions, Missions, PEOs. The Cell will also take guidance on Syllabus and other academic matters to make the students relevant with the present market trend and industry oriented.
 - (iii) An Alumnus meet shall be arranged every three years in December or June to foster bonds with the students studying at the Campus and Faculty.
 - (iv) Each student is required to pay Alumni Associate fee as per the Regulation.

REGULATION - 20

Incubation Cell Functioning and Services

University Incubation Cell shall coordinate, synergize and leverage the various strands of excellence driving innovation and entrepreneurship in a thriving ecosystem consisting of research at the cutting edge of science and technology, a highly successful body facilitating industrial interactions, and will aspire to create a stellar track record of incubation in sectors such as Information technologies, Connected Automobile subsystems, internet of things, embedded systems, Industrial solutions, structure solutions, automated instruments, and nanomaterials and other areas in which University has potential.

(a) Functions

- (i) The Incubation Cell (INC) aims to coordinate, synergize and leverage the various strands of excellence driving innovation and entrepreneurship.
- (ii) The Cell will seek support of members of the University ecosystem including staff, students, alumni, faculty, and R&D partners, in creating successful business ventures that can translate benefits from technology and knowledge innovations to the society at large.
- (iii) The Cell will seek mentorship from the vast and extensive alumni network, to provide mentoring support (with Entrepreneurship Forum) tailored to help entrepreneurs navigate the transition from ideas to successful businesses.
- (iv) The Cell shall be headed by an industry as well teaching experienced faculty, full time or part time with 10 or more years of teaching experience in product development of innovative projects and new technological innovations and tools.
- (v) University shall form an INC Advisory Committee (INC - AC). The Committee shall actively participate and hold periodic meetings, involve Head of the INC, Head KMC, Senior Faculty members for various departments attached to the Cell.
- (vi) INC – AC functioning areas shall be e-Commerce Development, Business Analytics, Application of Predictive Analytics, Extreme Shock Bearing Automobile Technology, Information technologies, Connected Automobile subsystems, internet of things, embedded systems, Industrial solutions, structure solutions, automated instruments, and nanomaterials and other areas in which University has potential and areas identified by INC-AC.

REGULATION – 21

Admission Procedure

The University shall endeavor to promote the principles which included national integration, social justice, and secularism, democratic way of life, international understanding and scientific approach to the problems of society.

Towards this end, the University shall:

- (a) foster the composite culture of India and establish such faculties and departments as may be required for the study and development of the technology, management, languages, arts, commerce, and other areas including culture of India;
 - (b) make provisions for dual degree and integrated courses in all the areas depending up on the need and benefit of the society;
 - (c) take appropriate measures for promoting inter-disciplinary studies in the University;
- In the light of the above, the approach of the University shall be to evolve policies and programmes which will make the Medi-Caps University a distinct addition to the national resources in higher education rather than a mere quantitative expansion of facilities. The University has identified and is concentrating upon some major academic programmes, which are also of relevance to national progress and development.

In order, however, to facilitate students coming from varying backgrounds with medium instruction other than English at their entry level, the University has in-built facilities for remedial courses in communication skill in order to enable them to strengthen their foundation in English as well as to cope up with their academic and research programmes adequately.

The University has the following faculties in force:

- (i) Arts, Humanities and Social Sciences
- (ii) Commerce
- (iii) Education and Physical Education
- (iv) Engineering
- (v) Management
- (vi) Science and others as per the statutes / ordinances.

In matters relating to admission, steps have been taken to ensure that students from all parts of the country are able to join the University so that it becomes a national University in the true sense.

The admission policy of the University is governed by the following principles:

- (a) to ensure the admission of students with academic competence and potentialities of high quality so that its alumni may be able to play their role in the process of national construction and social change in a meaningful manner;
- (b) to maintain all-India character of the University by having on its rolls a fair representation of students from different regions of the country.

- (c) In the light of the objectives of the University as spelt out in the First Schedule of the Act, steps will be taken to ensure that students from outside India, especially from the developing countries join the rolls of the University in adequate number.
- (d) The number of seats being limited, admission will be made on the basis of merit. Merit lists will be drawn in accordance with the provisions of Admission Policy of the University.
- (e) No candidate shall be eligible to register himself/herself for a full-time programme of study if he/she is already registered for any full-time programme of study in this University or any other University/Institution.
- (d) Admission Notice:
The announcement for admission to various programmes of study to be published in leading newspaper(s), as well as, in the University Notice Board, University Website, and other media for wide publicity.
- (e) Eligibility Criteria:
Eligibility to take admission into various programme for the Diploma, UG and PG levels are given as per the respective ordinances. These criteria should be fulfilled by the candidate to take admission in the University.
- (f) Procedure:
Any candidate seeking admission to the university shall follow following procedure:
 - (i) Candidate has to submit the filled up registration form (appendix-I) in the university office either in person/post/email/other media.
 - (ii) Candidate has to submit the following documents along with the registration form:
 - For B. Com. programme
 - (i) One photograph
 - (ii) 12th pass marksheet/equivalent.
 - For Diploma (Engg) programme
 - i. One photograph
 - ii. 10th pass marksheet/equivalent
 - For B. Tech. programme
 - (a) One photograph
 - (b) JEE Score Card
 - (c) 12th pass marksheet/equivalent
 - For M. Tech. programme
 - (i) One photograph
 - (ii) GATE Score Card
 - (iii) Bachelor degree marksheet/equivalent
 - For BBA programme
 - (i) One photograph
 - (ii) 12th pass marksheet/equivalent

For MBA programme

- (i) One photograph
- (ii) CAT/XAT/MAT score card
- (iii) Bachelor degree marksheet/equivalent

For BCA programme

- (a) One photograph
- (b) 12th pass marksheet/equivalent

For B.Sc. (Computer Science) programme

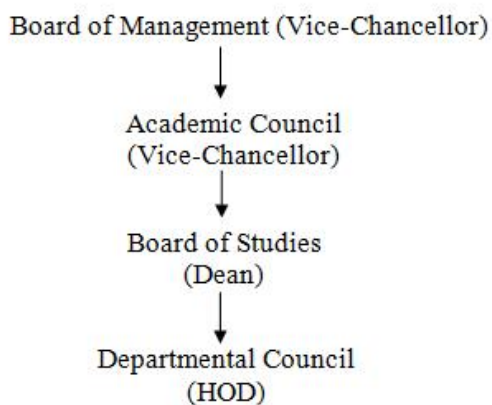
- (i) One photograph
- (ii) 12th pass marksheet/equivalent

- (g) An admission assistance cell will be formed by the University for easy access to the candidates. The collection of forms will be started from the date of notification of the admission. The collected forms will be scrutinized and the merit list will be prepared by the university admission committee headed by the Vice-Chancellor.
- (h) The cutoff will be decided by the university admission committee keeping in view of quality of student to be admitted into the university. If the seat(s) is/are lying vacant, fresh applications will be invited for the remaining seats.
- (i) The admission committee will inform the student via SMS/Telephonic call and/or publishing in the notice board/website.
- (j) The admission will be done by departmental committee as per the ordinance.
- (k) After verification of the original documents, if any information furnished by the candidate, on basis of which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- (l) The list of admissions made , together with the waiting list(if any), shall be put up on the notice boards / website in the stipulated period.

Regulation -22

Undergraduate Courses

- (a) Undergraduate Program offers progressive courses for professional upbringing of the aspiring scholars, managers and technologists. In order to achieve these goals, definite graduate attributes with certain objectives have been defined. These objectives intend to impart quality education through theoretical and practical hands on knowledge. Broadly, the graduate level courses aims to develop following attributes:
- (b) To prepare students for the development and implementation of systems as a solution to complex problems that we encounter during the research of scientific and social problems and to design appropriate systems to handle the real time problems of our daily life.
- (c) To provide fundamental knowledge in mathematics, science, engineering, computer science, electronics, communication, commerce and management to enable graduates to apply these fundamentals in various disciplines.
- (d) To train students not only about the fundamentals of management, scientific and engineering disciplines but also to impart more and more (in breadth) knowledge in these areas, so as to comprehend, analyze, design, and create innovative products and solutions as required by the industry in India and abroad.
- (e) To inculcate among students, the professional and ethical attitude, effective teamwork skills, effective communication, multidisciplinary approach, and an ability to relate engineering issues to broader social context.
- (f) To provide an academic environment aware of excellence, leadership, written ethical codes and guidelines, and the life-long learning needed for a successful professional career.
- (g) To prepare students with strong fundamentals in their area of study and excel in postgraduate programs, competitive examination or to succeed in industry / professions through global and rigorous education.
- (h) To provide student with practical and laboratory experience so that they may be able to relate theories with their implementations through interactive learning processes and applying innovative methods through modern equipment and teaching tools.
- (i) Organization Structure for Academic Matters of the Students
- (j) The academic programmes of the University are governed by the Rules and Regulations approved by the Board of Management, a supreme statutory body of the University.



- (k) These Regulations deal with Choice Based Credit System for under graduate courses. The duration of these Courses shall be that of 3 years or 4 years.
- (l) Faculties and courses with duration, offered by them are as under:
- (m) Faculty of Arts and Humanity
- (n) This faculty shall engage in the teaching of undergraduate courses and shall award Bachelor of Arts (BA) Degree. The duration of the course shall be normally that of three (3) years.
- (o) Faculty of Commerce
- (p) This faculty shall engage in the teaching of undergraduate courses and shall award Bachelor of Commerce (B.Com.) and Bachelor of Commerce-Hons. (B.Com.-Hons.) Degree. The duration of the course shall be normally that of three (3) years. Currently, the University is offering following under graduate courses in Commerce through the Commerce Department.

No.	Degree	Intake
1	B.Com.(Hons.)	60

The criteria / eligibility for admission shall be as per the ordinance.

- (q) Faculty of Engineering:

This faculty shall engage in the teaching of engineering and technology courses and shall award Bachelor of Technology (B.Tech.) Degree. The duration of the course shall be normally that of four (4) years. However, a facility of lateral entry in second year shall be extended to the diploma pass students, who shall be admitted in the II year and shall be able to earn the degree in 3 years. Currently, the university is offering following diploma and under graduate courses in engineering and technology through various departments. University is offering 10% of total intake as Institutional preference seats in under-graduate courses.

No.	B. Tech. in	Intake	AICTE approved
1	Automobile Engineering	60	60
2	Civil Engineering	180	180
3	Computer Science and Engineering	300	300
4	Electrical Engineering	60	0
5	Electronics and Communication	240	240

	Engineering		
6	Electronics and Electrical Engineering	60	60
7	Electronics and Instrumentation Engineering	60	60
8	Fire Technology and Safety	60	0
9	Information Technology	120	120
10	Mechanical Engineering	180	180

No.	Diploma in	Intake	AICTE approved
1	Civil Engineering	60	0
2	Computer Science and Engineering	60	0
3	Electrical Engineering	60	0
4	Mechanical Engineering	60	0

(r) Faculty of Management

This faculty shall engage in the teaching of undergraduate courses and shall award Bachelor of Business Administration (BBA) Degree. The duration of the course shall be normally that of three (3) years. Currently, the University is offering following under graduate courses in management through the Department of Management.

No.	Degree	Intake
1	BBA	60

(s) Faculty of Science

This faculty shall engage in the teaching of undergraduate courses and shall award Bachelor of Computer Application (BCA) and Bachelor of Science(Computer Science) Degree. The duration of the course shall be normally that of three (3) years. Currently, the University is offering following under graduate courses through the Department of Computer Science.

No.	Degree	Intake
1	BCA	60
2	B.Sc.(CS)	60

(t) Semester Registration

Registrations at the beginning of each semester shall be done on prescribed dates announced in the Academic Calendar. It is mandatory for every student till he completes the programme. Late registrations shall be only for valid reasons and permitted till a specified date on payment of late registration fee.

Under all circumstances, registration must be completed on or before the prescribed last date. Students having outstanding dues to the University or a hostel shall not be permitted to register.

The process of registration shall be announced prior to the beginning of the semester. This shall preferably be online application form filled by the student and subject to approval of the Faculty Advisor and Head of the Department.

(u) Subjects of Study

Each Department shall have prescribed courses of study for a programme duly approved by respective Board of Studies. It includes theory, practical, electives, seminars, projects and other such requirements for the award of degree. The scheme, syllabus and list of text / reference books shall also be provided at the institute website.

(v) Course Credit System / Structure

The quantum of academic work is measured by the credits accrued by the student for being eligible for the award of degree. This shall be formulated in accordance to Ordinance 4.

The academic performance will be assessed and graded as academic standing of the student. Normal load for sufficing the credit requirements shall be according to the academic standing of the students.

(w) Faculty Advisors

On joining the programme, a student or a group of students is/are assigned to a Faculty Advisor from his/her Department. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters / summer terms. The idea of a Faculty Advisor has been evolved to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and satisfactory manner.

(x) Requirements of Examination and Attendance

In accordance with Ordinance 4, the examination fee shall be accepted with duly filled examination form, forwarded by the Head of the Department. Attendance in the class is compulsory and is monitored. The student shall be eligible only after attaining 75% attendance in the semester studies.

(y) Scheme of Assessment and Examination

Various modes of assessment used for rating students' performance in a theory course including quizzes, class tests, home assignments, group assignments, viva-voce, mid-semester test and end semester examination. The assessment in a laboratory course will be based on turn-to-turn supervision of the student's work, her/his performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and a semester-end test that contains an experiment or a written examination.

(z) Internal / Sessional

Weightage to each of the components of evaluation shall decide the internal or sessional marks in accordance with the Ordinance 4. The components shall be notified in the scheme of the study. The instructor shall decide the marks depending upon the performance of the student in laboratory or theory sessions.

(aa) Mid Semester Examination

The examinations shall be held as per the academic calendar with prescribed weightages in the final award of sessional marks. These exams are mandatory. The instructor shall take re-examination for absentees only with valid reasons or medical grounds with approval from Dean of the Faculty on approval of HOD.

(bb) Components of Evaluation

The mid-semester and end-semester examinations are the essential components of evaluation. Other components include quizzes, term assignments, projects, viva-voce etc. The class teacher shall announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course.

(cc) Open Book and Take Home Examinations

The concerned faculty has to declare well in advance in the class about the Open-book or Take-home exams to the students. The faculty should also declare, about what will be allowed in the Open-book exams i.e. lecture notes, hand-outs, data handbook, data sheets, etc. The question paper must contain the detailed instructions for the Open-Book Exam so that there is no confusion to the invigilators. Similarly, in case of take-home assignments, the questions must be open ended type (difficulty level increased) so as to avoid mass copying. Different sets of papers can be formulated to achieve the objectives of such examinations.

(dd) Rescheduling Examinations

As the academic calendar is announced well in advance, the students shall not be permitted to participate / organize any activities or events that coincide with the schedules of the examinations. However, in case of reputed / national events, approval shall be taken from the Dean at some prior time and such exams can be rescheduled.

Interviews, medical emergencies or approved events, it is expected of the students to appear for re-examinations, failing to which they shall be treated absentees and awarded ZERO marks in the paper. No deviation from the above clauses shall be acceptable.

(ee) Results

The results shall be declared by the Examination Committee. The semester grade report shall also be prepared which will reflect the student's performance on the courses.

(ff) Passing Minimum and Classification of Successful Candidates (Ranking)

The minimum credit required for the award of Degree shall be divided into university requirements and departmental requirements accumulating to a sum total and different for different courses. The credits are distributed semester wise and are represented in the scheme of study. The courses progress with mature subjects taught after the pre-requisites. Their inclusion in different semesters helps in building the competencies and attaining academic maturity in a subject. The students are advised to follow the semester wise schedule with liberty to opt for courses of personal choice still keeping the course requirements in mind. The

courses shall be treated complete only on the attainment of minimum credit requirements for the course. The minimum credit requirement for the award of degree in various undergraduate programmes is as follows:

No.	Programme	Minimum Credit Requirement
1	B. Com.	138
2	B.B.A.	138
3	B.C.A.	138
4	B.Sc.(CS)	138
5	B. Tech.	176
6	Diploma(Engineering)	130

(gg) Issue of Mark sheets

Mark sheet / Transcript is the consolidated statement of the Academic Performance of a student for all the semesters since joining the programme and is given to a student on successful completion of the programme along with the degree certificate.

(hh) Award of Prizes, Gold Medals and Ranks

The Board of Management shall decide medals for meritorious students to be awarded during the convocation ceremony for the year. The nominations of the students eligible for the medals and awards may be considered under following conditions:

- (a) Students with eminent academic performance in the semesters and completed without dropping or failed credits.
- (b) Should not have been punished for misconduct, misbehavior, indiscipline, irregularities or unfair means.
- (c) There should not be disciplinary action taken/pending against the student.

(ii) Policy for Branch Change

Students are eligible to apply for change in branch after completion of first year under following conditions:

- (i) Completion of course credits prescribed for first two semesters
- (ii) No backlogs in these two semesters
- (iii) A merit list shall be prepared for all students expecting to change the branch and shall be thereby allocated the branch if vacancies occur.
- (iv) All branch transfers can be initiated only after the completion of first year and at the beginning of third semester.
- (v) Transfer shall be permissible for filling the seats under vacant seat categories only.

(jj) Transfer of Students

- (i) Transfer from Medi-Caps University to any other University
- (ii) Students desirous of having a transfer from this University to some other University / Institute will be permitted to do so provided he / she pay the fee for the remaining period of the course.

- (iii) Transfer from any other University to Medi-Caps University
- (iv) Transfer from any other University / Institute to University of his choice shall be permitted in the beginning of Third or Fifth Semester under following conditions:
- (v) The student is required to submit the NOC from the University / Institute where he / she is currently studying, also the copy of the syllabus and mark sheets of all the Semesters which he / she has already studied.
- (vi) The student has to study those subjects, which shall be recommended by the equivalence committee appointed by the respective HOD.
- (kk) Revision of Regulations and Curriculum
Subject to the approval of Academic Council this regulation is subjected to modifications and amendments as and when required.
- (ll) Scheme and Syllabus
The scheme and syllabus shall be notified through web site and circulars before the commencement of the academic session.
- (mm) Seminars and Projects
As a part of academic scheduling of subjects, seminars shall be included in the curriculum to be duly assessed through a written report and oral presentation before a panel of examiners constituted for the purpose within the department.
- (nn) UG Research Opportunities
Students having inclination towards research shall be promoted to join research groups and contribute in appropriate publications. A research guide may be allocated for the assessment of research work.
- (oo) Industrial Training
Students shall be permitted to avail up to 8 weeks of industrial training from relevant organizations after taking due approval from the Project Coordinator or Head of the Department. The student shall be graded based on the completion certificate and a viva voce conducted in the department.
- (pp) Academic Calendar
A definite time schedule is set by the Academic Council for various academic activities, through an Academic Calendar issued in the beginning of each academic year. It is mandatory to adhere to the academic calendar for all academic and co-curricular activities.
All other conditions relating to the academic planning and academic calendar shall follow Ordinance – 3. The calendar shall be made available on the University website and notified well in advance.
- (a) The schedule of academic activities approved by the Academic Council for a session, inclusive of dates for registration, mid - semester and end - semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session.
- (b) Since, the schedules of Mid Semester Examination and End Semester Examination for both semesters is known in 6 - 8 months in advance

therefore, students should NOT participate and/or organize any event/competition which clashes with dates of Mid Semester Examinations and End Semester Examinations.

- (c) For better planning of the Academic Calendar (AC), the Student Council must inform the Dean of Faculty about the reputed important Competitions and Events in which students are likely to participate at the time of preparation of the Academic Calendar.

REGULATION - 23

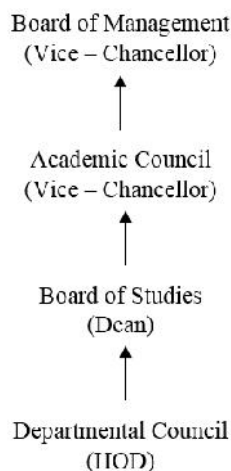
Post Graduate Courses

(a) **Introduction**

The following regulation shall be the directives to conduct the post graduate programs in the concerned Departments of the Medi-Caps University. Within this general framework, the Academic Council shall prescribe requirements and constraints to run the Post graduate programmes. The couple of objectives to impart Post Graduation Education in different subjects are as follows:

- (b) Development of Managerial, Scientific and Engineering human resource of the highest quality and to cater to the needs of industry, R & D organizations and educational institutions;
- (c) A string understanding of the fundamental principles of the sciences and scientific method with, a deep understanding of the areas of specialization;
- (d) An ability to evolve solutions to problems in an innovative approach;
- (e) Capacity to learn continually and to interact with multidisciplinary groups.
- (f) **Organization Structure to deal with Academic Matters**

The academic programs of the University are governed by the Rules and Regulations duly framed by different statutory bodies such as Departmental Council, Board of Studies and finally the Academic Council and later, before implementation, to be approved by the Board of Management, a supreme statutory body of the University.



- (g) The University shall run 2 years Post Graduate Program in concerned faculties and award Master's Degree. Currently the University is giving Post Graduate Programmes as mentioned below:
- i. Master of Technology (M.Tech.) - 2 years
 - ii. Master of Business Administration (MBA) - 2 years

- (h) The faculty of Engineering shall offer program dealing with Master of Computer Applications (M.C.A.) of 3 years duration, in addition to 2 years program, where a candidate with B.Sc. qualifications with mathematics can be admitted.

(i) Conditions for Admission

(i) Faculty of Engineering

The eligibility for admission to the first year of M.E / M.Tech. and MCA Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level as per respective ordinances. Currently, the University is offering following post graduate courses in Technology through various Departments.

No	M Tech in	No of total Intake	AICTE approved
1	Civil Engineering	18	0
2	Computer Science and Engineering	36	36
3	Electronics and Communication Engineering	18	18
4	Electrical Engineering	18	0
5	Information Technology	36	36
6	Mechanical Engineering	18	18
7	Nano Technology	18	18

No.	Master in	No of total Intake	AICTE approved
1	Computer Application(2 yr)	60	60
2	Computer Application(3 yr)	60	60

(ii) Faculty of Management

The eligibility for admission to the first year of MBA courses shall be based on the qualifying examination (Entrance Test) to be conducted at State or at National level as stated in the respective ordinances.

No	Master in	No of total Intake	AICTE approved
1	Business Administration	180	180

(j) Selection Criteria and Short Listing

On the basis of merit, the selected candidates will be called for admissions in the University. The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests etc. will be advertised separately.

After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee

deposited by him will not be refunded. The list of admissions made, along with the waiting list, shall be put up on the notice boards / website in the stipulated period.

(k) Registration

Registrations at the beginning of each semester shall be done on prescribed dates announced in the Academic Calendar. It is mandatory for every student till he completes the programme. Late registrations on valid reasons shall only be permitted till the specified date on payment of late registration fee.

In all circumstances, the registration must be completed on or before the prescribed date for registration. Students having outstanding dues to the Institute or a hostel shall not be permitted to register.

The process of registration shall be announced prior to the beginning of the semester. Preferably it shall be online application form filled by the student and subject to approval of the Faculty Advisor and Head of the Department. Students with backlog and re-joining after the break shall be filling the application off line (manually) subject to the approval by recommending authority.

(l) Subjects of Study

Each Department shall have prescribed courses of study duly approved by respective Board of Studies. It includes theory papers compulsory or electives, practicals, seminars, projects and other such requirements for the award of degree. The scheme, syllabus and list of text / reference books shall also be provided at the institute website.

(m) Course Credit System / Structure

The quantum of academic work is measured in terms of credits accrued by the student for becoming eligible for the award of degree. This shall be formulated in accordance with Ordinance - 4. The minimum credit requirement for the award of degree in various postgraduate programmes is as follows:

No	Programme	Minimum Credit Requirement
1	M.B.A.	102
2	MCA(2Year)	78
3	MCA(3Year)	126
4	M. Tech.	90

To assess the academic performance of the student, as mentioned earlier, the grading system has been adopted. Normal load for sufficing the credit requirements shall be according to the academic standing of the students.

(n) Financial Assistance

The Institute may provide financial assistant to the postgraduate students in the form of Scholarship (referred to as Institute Assistantship). Assistantships are awarded on a semester to semester basis for a period of up to 2 years to P.G. students. The stipend for the assistantship will be paid at the approved rates if awarded by the sponsoring authority.

Some financial assistantships in the form of research assistantships may also be available from sponsored research projects. Additional assistantships in the form of

scholarships, fellowships, etc. may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), etc.

(o) Faculty Advisors

On joining the programme, a student or a group of students is / are assigned to a Faculty Advisor from his / her Department. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters / summer terms. The idea of a Faculty Advisor has been evolved to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and satisfactory manner.

(p) Requirements of Examination and Attendance

In accordance to Ordinance 4, the examination fee shall be accepted with duly filled examination form, forwarded by the Head of the Department. Attendance in the class is compulsory and is monitored. The student shall be eligible only after attaining 75% attendance in the semester studies.

(q) Scheme of Assessment and Examination

Various modes of assessment used for rating students' performance in a theory course including quizzes, class tests, home assignments, group assignments, viva-voce, mid-semester test and end semester examination. The assessment in a laboratory course will be based on turn-to-turn supervision of the student's work, her/his performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and a semester-end test that contains an experiment or a written examination

(r) Internal / Sessional

Weightage to each of the components of evaluation shall decide the internal or sessional marks in accordance with the Ordinance-4. The components shall be notified in the scheme of the study. The instructor shall decide the marks depending upon the performance of the student in laboratory or theory sessions.

(s) Mid Semester Examination

The examinations shall be held as per the academic calendar with prescribed weightages in the final award of sessional marks. These exams are mandatory. The instructor shall take re-examination for absentees only with valid reasons or medical grounds.

(t) Components of Evaluation

The in-semester and end-semester examinations are the essential components of evaluation. Other components include quizzes, term assignments, projects, viva-voce etc. The class teacher shall announce the modes of evaluation and distribution of weightages for each of the assessments at the beginning of the course.

(u) Open Book and Take Home Examinations

The concerned faculty has to declare well in advance in the class, about the Open-book or Take-home exams to the students. The faculty should also declare, about

what will be allowed in the open-book exams i.e. lecture notes, hand-outs, data handbook, data sheets, etc. The question paper must contain the detailed instructions for the Open-Book Exam so that there is no confusion to the invigilators. Similarly, in case of take-home assignments, the questions must be open ended type (difficulty level increased) so as to avoid mass copying. Different sets of papers can be formulated to achieve the objectives of such examinations.

(v) **Rescheduling Examinations**

As the academic calendar is announced well in advance, the students shall not be permitted to participate / organize any activities or events that coincide with the schedules of the examinations. However, in case of reputed / national events, approval shall be taken from the Dean at some prior time and such exams can be rescheduled.

Interviews, medical emergencies or approved events, it is expected by students to appear for re-examinations, failing to which they shall be treated absentees and awarded ZERO marks in the paper. No deviation from the above clauses shall be acceptable.

(w) **Procedure for Completing the Course**

The courses shall be treated complete only on the attainment of minimum credit requirements for the course.

(x) **Results**

The results shall be declared by the Examination Committee. The semester grade report shall also be prepared which will reflect the student's performance on the subjects.

(y) **Minimum Credits Requirements**

The minimum credit required for the award of B.Tech. Degree shall be divided into institute requirements and departmental requirements accumulating to a total of 220 credits. The credits are distributed semester wise and are represented in the scheme of study. The courses progress with mature subjects taught after the pre-requisites. Their inclusion in different semesters helps in building the competencies and attaining academic maturity in a subject. The students are advised to follow the semester wise schedule with liberty to opt for subjects of personal choice still keeping the course requirements in mind.

(z) **Issue of Mark sheets**

Mark sheet / Transcript is the consolidated statement of the Academic Performance of a student for all the semesters since joining the programme and is given to a student on successful completion of the programme along with the degree certificate.

(aa) **Transfer of Students**

(i) **Transfer from Medi-Caps University to any other University**

Students desirous of having a transfer from this University to some other University / Institute will be permitted to do so provided he / she pay the fee for the remaining period of the course.

(ii) Transfer from any other University to Medi-Caps University

Transfer from any other University / Institute to University of his choice shall be permitted in the beginning of Third Semester under following conditions:

- i The student is required to submit the NOC from the University / Institute where he / she is currently studying, Also the copy of the syllabus and mark sheets of all the Semesters which he / she has already studied.
- ii The student has to study those subjects, which shall be recommended by the equivalence committee appointed by the respective HOD.

(bb) Revision of Regulations and Curriculum

Subject to the approval of Academic Council this regulation is subjected to modifications and amendments as and when required.

(cc) Scheme and Syllabus

The scheme and syllabus shall be notified through website and circulars before the commencement of the academic session.

(dd) Seminars and Projects

As a part of academic scheduling of subjects, seminars shall be included in the curriculum to be duly assessed through a written report and oral presentation before a panel of examiners constituted for the purpose within the department.

(ee) Academic Calendar

A definite time schedule is set by the Academic Council for various academic activities, through an Academic Calendar issued in the beginning of each academic year. It is mandatory to adhere to the academic calendar for all academic and co-curricular activities.

All other conditions relating to the academic planning and academic calendar shall follow Ordinance – 3. The calendar shall be made available on the University website and notified well in advance.

The schedule of academic activities approved by the Academic Council for a session, inclusive of dates for registration, mid - semester and end - semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session.

Since, the schedules of Mid Semester Examination and End Semester Examination for both semesters is known in 6 - 8 months in advance therefore, students should NOT participate and/or organize any event/competition which clashes with dates of Mid Semester Examinations and End Semester Examinations.

For better planning of the Academic Calendar (AC), the Student Council must inform the Academic Office about the reputed important Competitions and Events in which students are likely to participate at the time of preparation of the Academic Calendar.

REGULATION – 24

Ph.D. REGULATIONS

(a) **Categories of The Students**

The University admits Ph.D. students under the following categories:

(i) **Regular**

The regular students are those who work full-time for their Ph.D. and may receive assistantship from the University or fellowship from CSIR/UGC or any other recognized funding agency or may be self-financed.

(ii) **Sponsored**

The University may admit persons who are employed in a Central/State Govt. Departments / PSUs / Institutes/Universities / Research organizations / Industries for doing research in the University on a full-time basis. He / She should have at least two years of working experience in the respective field. The candidate must submit the filled-in sponsorship letter (FORM I) from the employer with the application for admission. He / She shall not be entitled to any financial support from the University.

(iii) **Part-Time**

This category refers to the candidates who are professionally employed personnel. They have to stay in the University/around the University at least during the period of course work so that they can attend regular classes as per the University academic norm.

The applicant must be an employee of a State/Central Govt. Departments/PSUs/ Educational Institutions / Research organizations/ Industries at the time of admission having at least one year experience in the discipline in which admission is sought. No financial assistance shall be provided by the University to such students.

A No Objection Certificate from the Head of the Institution/Organization, in which he/she is employed, must be enclosed with application in FORM II.

(iv) **Project Staff**

This category refers to the candidates who work on sponsored projects in the University. They may apply for admission into part-time Ph.D. program of the University. The remaining duration of the project at the time of admission should be at least one year. They may be sponsored (FORM II-A) as part-time students by the Dean of Faculty on recommendation of the Project investigator.

(v) **Sponsored (External Registration)**

This category refers to candidates employed in R&D organizations/educational Institutions having adequate research facilities. The research work leading to the Ph.D. degree may be carried out on part-time basis largely in the parent organization of the candidate under a Local Supervisor (Co-Supervisor) from his/her organization, but with the overall

guidance and advice to be provided by a faculty member (University Supervisor) of the department in which he/she is registered. A consent letter along with bio-data of the proposed local supervisor must be enclosed with the application for admission. Sponsorship certificate (FORM III) from the Head of the organization where the candidate is employed must be enclosed at the time of application. No financial assistance from the university shall be provided to such students.

(b) University Employees

University employees (regular and adhoc/contract) may be sponsored (FORM II-B) as part time students by the Vice Chancellor, on recommendation of the Head of the Department and Dean of Faculty of the concerned employee. A contractual employee may continue with his/her Ph.D. program even after his/her tenure of appointment or his/her contract is terminated.

(c) Conversion from full-time to part-time and vice-versa

Dean of Faculty, on recommendation of the Research Advisory Committee (RAC) and Department Research Committee (DRC) may approve changes from full-time to part-time. Changes from part-time to full-time may be considered by the Vice Chancellor on recommendations of RAC, DRC and Dean of Faculty.

i. Minimum Qualifications

Candidates for admission to Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

ii. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark.

(d) Admission Procedure

A candidate can apply for admission in the prescribed form round the year. However, the admission shall be offered twice in a year, during July-December and January-June sessions only.

- (a) Admission to all the categories of students shall be made on the basis of a written test and/or interview to be evaluated by the Department Research Committee (DRC). An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. A University level Ph.D. admission committee (UPAC) shall scrutinize the candidatures of the candidates recommended by the DRC. Candidates shall be admitted after approval by the Vice Chancellor and on recommendation of the UPAC and payment of the prescribed fees.
 - (b) An interview/viva-voce to be organized when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.
 - (c) In the case of externally registered candidates the following additional conditions are to be satisfied:
 - (d) The candidates shall have attend the University for at least one semester during the first year to complete the course work.
 - (e) The candidate must submit full details of the facilities relevant to his/her research program available in the organization where he/she is employed, duly certified by the sponsoring authority.
 - (f) The candidate shall have to submit a certificate from the sponsoring authority that required facilities will be made available by the organization. The adequacy of facilities available in the organization may be physically verified by the university before granting permission to the candidate to carry out research at the parent organization.
- (e) Financial Support
- Students admitted into the Ph.D. Program shall be considered for assistantship according to the following norms:
- (i) Assistantship shall be as per the guidelines of GOI/funding agencies as the case may be.
 - (ii) Students with B.E./B.Tech. Degree must have a valid GATE score at the time of admission.
 - (iii) Students having M.E./M.Tech. Degree do not require a valid GATE score.
 - (iv) Students with a post graduate degree in Science/Humanities/MBA must have a valid GATE/NET score for the award of University fellowship.
 - (v) Students with fellowship tenable at the time of admission from CSIR/UGC or any other organization recognized by the University shall be permitted to draw the same.
 - (vi) Eligible student is permitted to draw assistantship only up to the date of submission of thesis.

- (vii) Students receiving assistantship from the University or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.
 - (viii) The continuation of the assistantship/fellowship will be subject to satisfactory progress in the research as well as performance on the academic duties assigned by the department.
 - (ix) Extension or enhancement of the assistantship will be subject to satisfactory progress and as per rules of the University/funding agency subject to availability of fund.
 - (x) No financial assistance from the University will be available to part-time students.
- (f) **Leave**
A student is entitled to get the benefit of leaves after due approval of the Vice-Chancellor. General rules as applicable to regular faculty members may be used as guidance for approving any kind of leaves to the student.
- (g) **Academic Requirements**
1. **Supervisor/Co-Supervisor**
Every student admitted into the Ph.D. program of the University must carry out his/her research work under the supervision of at least one faculty member of the department which admits the students. This faculty member will be called the Supervisor of the student.
In special cases, like lack of faculty members from the appropriate field, a student may be allotted his/her supervisor from another department provided both the department's (DRCs) agree. The reason for disagreement, if any, by any of the two DRC(s) is to be communicated (written communication) to Dean of faculty by the concerned Chairperson, DRC(s). Final decision on such matters shall be taken in a joint meeting of Dean of Faculty and the two Chairmen, DRCs.
The student (other than externally registered student) may also have a second person, called Co-Supervisor, from the same or another allied department of the University or other organizations as in 5.1(f) for joint guidance. All the administrative responsibilities related to the Ph.D. Program of the student, however, shall lie with the supervisor.
In the case of externally registered candidates, there shall be one supervisor (University supervisor) and one Co-Supervisor (local supervisor). The administrative responsibilities shall lie with the supervisor.
The Vice Chancellor may allow a University supervisor/co-supervisor to continue as Co-Supervisor after retirement also, provided the student and the faculty member are willing; and at the same time, the progress is satisfactory in the opinion of the RAC.
 2. The following categories of persons can act as co-supervisor

- (i) Retired persons appointed as a Faculty member on contract for at least a period of 3 years.
 - (ii) Scientists/faculty members from Industries/other Academic/Research Universities. Written consent, along with bio-data, of the proposed Co-Supervisor is to be submitted.
 - (iii) In case a supervisor/co-supervisor remains absent for a long duration due to sabbatical leave, lien leave or any other leave, he/she may continue as supervisor/co-supervisor if he/she and the student mutually agree. Otherwise, the DRC shall appoint new supervisor/co-supervisor
 - (iv) In no case, more than two persons are permitted to get associated with a scholar as supervisor and/or co-supervisor.
3. Appointment of Supervisor/Co-supervisor
- The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce. The supervisor/co-supervisor shall be appointed by DRC in consultation with the scholar and after taking the consent of the supervisor/co-supervisor (FORM-X). Appointment should be made within one month from the date of admission.
- The Department Research Committee (DRC) shall appoint supervisor/co-supervisor using FORM IV.
- The Co-Supervisor of an externally registered sponsored student shall be appointed as per the recommendation of the sponsoring organization.
4. Allocation of Research Supervisor:
- Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.
5. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
- (a) Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
 - (b) Only a full time regular teacher of the concerned University can act as a supervisor. The external supervisors are not allowed. However, Co Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of the DRC.

- (c) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- (d) A person willing to be Supervisor/Co-Supervisor of the university have to apply in the prescribed format (FORM-XIII). After verification by the controller of examination he/she will be approved as Supervisor/Co-Supervisor by the Vice-Chancellor.
- (e) Note: Refereed Journal- the journals listed in Scopus (Journals only option) or web of science (A Thomson & Reuter Publication)

6. Change/Addition of Supervisor/Co-Supervisor

The Vice Chancellor in consultation with Chairperson, DRC and Dean of Faculty may permit a student to change his/her supervisor/co-supervisor for valid reasons.

(h) Research Advisory Committee (RAC)

To monitor the progress of research of the students, DRC shall form a committee called Research Advisory Committee (RAC) consisting of:

(i)	One faculty member other than the supervisor/ co-supervisor	Chairperson
(ii)	One faculty member to be nominated by the Vice Chancellor	Member
(iii)	One faculty member of the department, preferably with same specialization where the student desires to carry out research	Member
(iv)	Co-Supervisor, if any	Member
(v)	Supervisor	Secretary & Member

- (i) Chairperson, DRC shall request the Vice Chancellor for his/her nominee. After receiving the same, the RAC is to be constituted by DRC in consultation with the supervisor, and preferably within 30 days from the date of appointment of the supervisor. The formation of RAC shall be approved by Dean of Faculty in FORM V. Chairperson, DRC of the Department, not having adequate number of suitable faculty members, may nominate Chairperson/member to the RAC from other departments, with approval from Dean of Faculty.
- (ii) The Secretary shall convene the RAC meetings in consultation with Chairperson as and when necessary in addition to the mandatory meetings. It is the responsibility of the secretary to send the progress report/evaluation report to the office of the Dean of Faculty.
- (iii) Until the RAC is constituted, the DRC will perform the duties of the RAC.

(i) Course Work

Research Methodology course is mandatory for all Ph.D. scholars. In addition to this, the minimum Ph.D. /PG level course work requirements are as follows:

Qualifying degree	Minimum course work requirement	Remarks
B.E. / B. Tech.	36 credits	Minimum 30 credits in the core areas of proposed Ph.D. work
PG	8-16 credits	Minimum 04 credits in the core areas of proposed Ph.D. work

- (i) Maximum 20 credits shall be allowed to be registered in a semester. The supervisor and Co-Supervisor shall not be permitted to teach all the courses offered to a student solely. At the most 50% or two courses (whichever is lower) is permitted to be taught solely by the supervisor and Co-Supervisor.
- (ii) The course work shall be prescribed by the RAC after interviewing the student keeping in view his/her background and proposed area of work. However, till the RAC is formed, the DRC shall prescribe the course work. While prescribing the courses, the RAC/DRC shall see that the student does not repeat any course already he/she studied in his/her UG/PG programs during the last 3 years. On the other hand, at the most 50% of the courses (which the student studied before 3 years of his/her admission), relevant to the research, may be allowed to be refreshed.
- (iii) Course work is to be completed within first two semesters by the students with a Master degree, while the students with B.E./B.Tech. degree has to complete the same within first four semesters. In case, the same is not completed during the stipulated period on valid ground(s), permission for additional time needs to be taken from Dean of Faculty.
- (iv) Minimum CGPA to be earned during the stipulated coursework period is 5.5 to continue with the program. The registration of a student shall get automatically cancelled if his/her CGPA is less than 5.5 after completion of coursework.
- (v) Examination and Grading rules shall be similar to postgraduate programmes.

(j) Registration Seminar

After the successful completion of the Course work, the student has to submit (at least one week in advance) a plan of proposed research work to the Chairperson, RAC defining the research problem identified and course of investigation proposed to be pursued. Assessments of the current status of problem area (literature survey) and justifications for the scope of proposed work have to be projected in his/her proposal. The student shall make a presentation of the above proposal before the Research Advisory Committee, preferably within 6 months after successful

completion of the Course work and the report (FORM VII) shall be sent to Dean of Faculty for approval.

(k) Progress Review

There shall be a continuous monitoring of the progress of a student's work after his/her registration seminar is over. If a student completes the registration seminar in i th semester, then starting from the $(i+1)$ th semester onwards, he/she has to present his/her progress in the given semester before the RAC. At the same time, the progress report containing an introduction highlighting his/her previous progress and the salient features of the progress during the reporting period shall have to be forwarded to Dean of Faculty in the given format (Annexure II).

(a) Satisfactory Progress

Once the progress is found to be satisfactory, he/she shall be allowed to register in the next semester.

(b) Unsatisfactory Progress

If the progress as assessed above is found unsatisfactory during his/her program for the:

(i) First time, he/she shall be allowed to continue with the program

(ii) Second time in continuation, his/her registration shall be terminated or assistantship/scholarship (if any) shall be withdrawn subject to approval by Vice Chancellor and duly notified by Dean of Faculty. However, in the event of cancellation, he/she may appeal not later than 3 months from the date of notification to Vice Chancellor for continuation with program as well as scholarship/assistantship (if any). Decision of the Vice Chancellor shall be final and binding in this regard.

(iii) The progress of a student shall be considered to be unsatisfactory if he/she does not make the presentation or does not submit the progress report.

(l) Semester Registration

(i) Students of all categories in the Ph.D. program will have to register in person in each semester on the stipulated date till the submission of their thesis, failing which a late fee is to be paid.

(ii) They are required to pay the prescribed fees within stipulated dates till the submission of the thesis.

(iii) On genuine and exceptional grounds, Vice Chancellor on recommendation of the RAC, Chairperson DRC, and Dean of Faculty may allow a student to drop up to a maximum of two semesters during his/her entire program. No assistantship shall be provided during the dropped period.

(m) Cancellation of Registration

The Ph.D. registration of a student is liable to be cancelled for any of the following reasons:

- (i) Consistent lack of progress in research as described above.
 - (ii) Violation of Discipline and Conduct Rules of the University.
 - (iii) Non-submission of the thesis within the stipulated period.
 - (iv) Nonconformity with the regulations of the program.
 - (v) Giving false information at the time of application/admission.
 - (vi) CGPA falls below the minimum specified value.
 - (vii) Any student, who concurrently registers for any other degree (may be at another University) shall be automatically deregistered.
- (n) **Minimum Duration of the Ph.D. Program**
 The minimum duration of the Ph.D. Program, excluding dropped semester(s)/maternity leave, will be as follows:
 - (i) Students with Post Graduate degree shall have to be enrolled for a minimum period of six semesters.
 - (ii) Full-time students with B.E. / B. Tech. shall have to be enrolled for a minimum of period of eight semesters.
- (o) **Maximum Duration of the Ph.D. Program**
 The maximum duration of the Ph.D. Program, including all granted leaves, will be 6 years from the date of admission for full-time students and 7 years for students with Bachelor degree. Unless the Academic Council otherwise allows, the registration of a student shall stand cancelled automatically after the expiry of stipulated duration and will follow the regulation of UGC from time to time.
- (p) **Presentation of Synopsis**
 As a minimum publication requirement for submission of a thesis, one must publish (Acceptance for the publication is also allowed) at least a paper in a journal which must be listed in the web of science, a Thomson Reuters publication or scopus indexed journals (Journals only option) with the student being the first author. And also he/she has to present at least two papers in any conferences/seminars.
 Subject to the minimum duration requirement as above, student shall be asked to present the synopsis of the work as and when the RAC feels that the work is worth enough for submission. The concerned Department may invite one external expert (within India) from outside the University. Proposal for such expert shall have to be initiated by the RAC, recommended by the Chairperson, DRC and Dean of Faculty for approval by Vice Chancellor.
 Once the date for presentation is fixed, the Chairperson, RAC shall notify (at least seven days in advance) the same inviting all interested faculty members and students to attend the presentation. In this regard, the student has to submit 7 copies of synopsis of the research work to the Chairperson, RAC at least 7 days prior to presentation. The synopsis will contain an outline of the research work carried out by the student.
 The student shall make a presentation on his/her thesis work before the RAC. The RAC, if satisfied with the work done, will permit the student to submit the thesis

and forward the synopsis to the Dean of Faculty with its recommendation as per the format available in the guidelines for thesis preparation and submission.

(q) Thesis Submission

Within three months of acceptance of the synopsis by the RAC, the student shall prepare and submit the thesis, along with synopsis, as per guidelines on the thesis preparation and submission (FORM VIII) to the Dean of Faculty. In case, the student is unable to submit the thesis within this stipulated deadline on valid ground(s), he/she has to apply to Dean of Faculty through RAC for extension. Dean of Faculty may allow additional time (maximum one year) if he/she is satisfied with the ground(s) for extension sought.

(r) Examiners of the Thesis

After successful presentation of the synopsis, RAC of the concerned student shall forward the panel of examiners (at least 8 examiners: 5 from India and 3 from abroad), along with their designations and contact details in sealed envelope to Dean of Faculty. The panel should comprise of persons from reputed Academic Institutions/R&D organizations/Industries. Final examiners are selected by the Vice Chancellor from the panel. In case the Vice Chancellor is not satisfied with the panel, he/she may change the panel in consultation with Dean of Faculty.

(s) Thesis Examinations and Reports

- i Dean of Faculty is responsible for taking consent and sending copies of the thesis to two examiners approved by the Vice Chancellor from the panel of examiners in order of approval.
- ii The examiners are expected to send the reports as per the format (FORM IX) on the thesis within two months from the date of receipt of the thesis. However, if an examiner does not send the report within this time, a reminder shall be sent. If the report is not received within 3 months (from the original date of dispatch of the thesis), the appointment of the said examiner shall be deemed to have been cancelled. Dean of Faculty shall issue a cancellation of appointment letter to the examiner and refer the thesis to the next examiner to be approved by the Vice-Chancellor from the panel. This process will continue till the approved panel is exhausted. However, if any one of the examiners did not send his/her report within 3 months, and sends a delayed report after cancellation of the appointment, the Vice Chancellor may revive the appointment of that examiner and consider his/her report.
- iii A student becomes eligible for the award of the degree when both the examiners recommend the thesis for the award.
- iv If an examiner suggests resubmission of the thesis for reexamination, the student is allowed to resubmit the thesis after due revision within the time stipulated by the RAC. The revised thesis needs to be resubmitted for further action.

- v If one of the two examiners does not recommend the thesis for the award of the degree, the thesis shall be referred to the third examiner from the approved panel with permission from the Vice Chancellor. In case, the third examiner also does not recommend the thesis for the award, the degree shall not be awarded and the registration shall automatically get cancelled. However, in such cases, re-registration as a fresh student can be considered by the University.
 - vi Once the reports are favorable for the award of the degree, Dean of Faculty shall forward the reports/content of the report to the Supervisor, for consideration by the RAC.
 - vii Identities of the thesis examiners are always confidential for the students. Supervisor/Co-supervisor shall share with the students only the relevant (required for corrections in the thesis, queries to be answered etc.), portions of the report without disclosing the identities of the examiners.
 - viii All other cases, not covered under these Regulations, shall be referred to the Academic Council for a decision.
- (t) **Formation of Defense Examination Board (DEB) and Conduct of Viva-Voce**
- Once the reports are favorable and actions as in 7.1(f) are taken, the RAC shall consider the reports and initiate necessary action to incorporate the suggested changes, if any, in the thesis. In this regard, the student shall also submit para-wise replies of the questions raised/observations made by the examiners to the satisfaction of RAC. The process for nomination of the Vice Chancellor in the DEB shall be initiated by the supervisor through Dean of Faculty. After getting the nomination, the recommendation of RAC (FORM X) along with the replies of the student, shall be forwarded to Dean of Faculty who, in turn, shall consider for approval of the conduct of viva-voce examination. After the conduct of viva-voce is approved, the Head shall notify the formation of Defense Examination Board (DEB) as per format (FORM XI) as well as conduct of the same at least 10 days in advance.
- Once the DEB is formed, the student appears the viva-voce examination, also known as Defense of the thesis, where he/she makes a presentation of his/her thesis in front of the DEB. During the Defense, the student also answers the queries raised to the satisfaction of the DEB. The viva-voce is also open to all interested faculty members and students of the University.

- (u) **Composition of the Defense Examination Board**

(i)	Chairperson, RAC	Chairperson
(ii)	One examiner of the thesis within the country or an approved expert from the panel of examiners, to be recommended by supervisor through Dean of Faculty and approved by Vice Chancellor	Member (nominee of Chairperson, Academic Council)

(iii)	All other members of the RAC	Member
-------	------------------------------	--------

- (i) After conduct of the viva-voce examination and ensuring that the candidate has replied all the queries satisfactorily, the DEB shall submit its report to Dean of Faculty as per format in FORM XII in a sealed envelope superscribing, “DEB Report of name: _____ and registration no. _____”.
 - (ii) If the DEB finds the performance of the student unsatisfactory, the student will be asked to reappear for another viva-voce examination at a later date (not earlier than a month and not later than six months from the date of the first examination).
 - (iii) If the DEB evaluates performance of the student as unsatisfactory on the second occasion also, the matter shall be referred to the Academic Council for a decision.
 - (iv) The DEB may also recommend revisions to be made in the final version of the thesis after taking into considerations the suggestions of the examiners who evaluated the thesis and the discussion at the viva-voce examination. In such cases, the Chairperson, RAC shall forward the report to the Dean of Faculty certifying that the recommended revisions by the DEB have been incorporated in all copies of the thesis.
- (v) **Award of Ph.D. Degree**
If the performance of the student in the viva-voce Examination is satisfactory, he/she will be awarded the Ph.D. degree on recommendation of the Academic Council, and with the approval of the Board of Management of the University. However, immediately after satisfactory completion of the viva-voce, a provisional certificate may be issued on recommendation of the Dean of Faculty and with approval of the Vice Chancellor, if requested by the student. In case, the performance is not satisfactory, no degree shall be awarded and his/her registration shall stand cancelled.
- (w) **Conduct and Discipline**
Conduct and Discipline of undergraduate Regulations are also applicable to Ph.D. students.
- (x) **Grievance Redressal**
Grievances from any stake holders of the program shall be addressed in the following order: Head, Dean of Faculty, Vice Chancellor, and finally the Academic Council. Decision of the Academic Council shall be final and no further appeal shall be entertained.
- (y) **Regulations for the conferment of the Honorary Degree of Doctorate of Philosophy (Ph.D. – Honoris Causa) Appendix-A**

REGULATION – 25
Change of Branch / Programme

These regulations deal with the change of branch / discipline after admissions (in I Semester) and in the beginning of III Semester, if the vacancies exist. The change shall be allowed on the basis of merit and in the branches, where the vacancies exist. Following rules shall be applicable for the CHANGE OF BRANCH / PROGRAMME.

- (a) Change in the I Semester after the Admissions:
 - (i) Once the admissions are over, the university shall invite the applications for the change of branch/ programme by putting a notice on the Notice Boards of the Faculty and also by uploading on the web-site, if vacancies exist.
 - (ii) Interested students shall apply in the prescribed pro-forma for the change of branch/ programme, in the office of the Dean of the concerned Faculty, before the closing date as notified by the regulatory body.
 - (iii) For the change of branch/ programme, the merit on which the student was admitted in the University shall be considered.
 - (iv) Once the branch is changed and the orders are issued, no consideration to revert back shall be entertained.
- (b) Change of Branch at the beginning of III Semester:
 - (i) The number of seats available in any branch shall be calculated on the basis of number of sanctioned (approved) seats minus the number of students admitted in the first year plus number of vacant seats arising out due to unforeseen reasons in the branch (discipline).
 - (ii) Intending students eligible for change of branch shall apply for the same to the office of Dean of Faculty before the closing date notified at the beginning of III semester of each academic year.
 - (iii) Such students shall be required to indicate the branches, in order of preference to which they wish to change over, as the change shall be strictly based on their merit, subject to availability of vacancies.
 - (iv) The change of branch shall be permitted purely on inter-branch merit of all the eligible applicants. The CGPA of students at the end of the second semester shall be considered for rank ordering of the applicants seeking change of branch and in the case of a tie, the Mathematics marks in first year examination, in case of further tie, then qualifying examinations, such as JEE marks / ranks shall also be considered.
- (c) All the changes in branch permitted to intending students as per the above clauses shall be effective from the first / third semester only. No further change of branch shall be permitted after third semester.
- (d) All the changes of branch permitted at this stage shall be final and binding on the applicants and no student shall be permitted, under any circumstances, to refuse the change of branch allotted.

- (e) There is no provision for changing one program to another program viz. B.Tech to BCA/BSc (CS) or vice versa, in the university after the date finalized by the regulatory authority.

REGULATION - 26

Registration for Courses during Semester Studies

Each student shall be required to register for study and course work following the advice of the Faculty Counsellor/Mentor, at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar.

Students who fail to register for course work on the notified day may be permitted by the Department for late registration on another day announced in the Academic Calendar after payment of an additional fee fixed by the University

Only those students shall be permitted to register for course work who have:

- (a) Cleared all dues of the University, Hostel and Library including other charges and fines (if any) of the previous semester,
- (b) Made all the required advance payments towards the University and Hostel
- (c) Dues for the current semester before the closing date, and
- (d) Not been debarred from registration of courses on any other specific ground.
- (e) Otherwise must be permitted by the competent authority.
- (f) Each student shall have to fulfill the following conditions at the time of registration of course work in any semester:
- (g) Student of the first year shall have to register for all the courses in the first two semesters, with flexibility to drop one / two courses up to the minimum permissible limit of 18 credits in each case. Similarly Direct Diploma students will also register for all courses in third and fourth semester.
- (h) A student shall be permitted to register for more than the average course load, i.e., up to a maximum of 28 credits.
- (i) On the other hand, a student whose performance is not so good in the preceding semesters, i. e., $= < 5.0$, shall be permitted to register 18 credits, the students who have secured CGPA in between 5 and 6 are allowed for normal credits (i.e. The credits offered by the department in that semester) and the students who have secured more than 6 CGPA are allowed to register for one additional course. The students are mandatorily required to register for backlog subjects first. The faculty Counselor is required to check for the pre-requisites if any at the time of registration.
- (j) Students having CGPA less than 5 at the time of admission to 7th Semester, shall not be allowed to register for the next year subjects / project work till their CGPA / SGPA improves above 5, respectively.
- (k) In case of student clearing all subjects till sixth semester of B.E./B.Tech with $CGPA < 5$, he/she will be allowed for grade improvement in odd semester of final year.
- (l) For grade improvement, student will have to take 3 subjects in which he/she has secured D or C grades from the same semester in one stretch.
- (m) Student can choose three subjects from a particular semester offered for V Semester B.E./B.Tech (odd semester) in which he/she has secured D or C grade. Student will

have to register for these subjects in VII semester in which those subjects are offered. He/she will not be allowed to take up project work.

- (n) In such cases if student improves his / her CGPA he/she will be allowed to register as a special case, for the project work in odd/even semester of Final year of B.E./B.Tech.
- (o) All the students should note the following special features of the credit base system, which shall be strictly followed by the University:
- (p) End Semester Examination shall be conducted for the course once in a semester. However, to meet the need of students, the Vice Chancellor may consider the request of the students and permit the University to conduct once again.
- (q) A student shall have to re-register in all the failed courses (i.e., Getting Grade F after summer term / re-examination) in a semester when these subjects are being offered again. Freedom is given to the student to change the course only if it is an elective.
- (r) If a student is getting certification as NP in the ECC, shall be allowed to re-register in the following semester/s until he / she obtains certification as PP.
- (s) A student shall be permitted to drop a course in the middle of a semester, without mentioning it in the Grade Card, with the concurrence of the Faculty Counsellor and the concerned course instructor(s) and intimating to the academic section. However, the student shall not be allowed to register in an alternative course in that semester.

REGULATION-27

Academic, Cultural, Sports and Other Activities Calendar

(a) Academic Calendar:

Table 1: Suggested Breakdown of Academic Year into Semesters

Number of Semesters per Year	There shall be three (3) semesters per year. Two semesters shall be the main semesters to be known as odd and even semesters and the third shall be the supplementary semester.
Semester Durations	Main Semesters shall be of 18 Weeks each. Whereas, supplementary semester shall be of 9 Weeks;
Duration for Academic Activities	<p>Main Semester (Odd / Even Semesters)</p> <p>Registration / cancellation / change of courses : 1 week</p> <p>Teaching and Course work : 15weeks</p> <p>Examination period : 2 week</p> <p>Total time for each Semester : 18 weeks</p>
	<p>Declaration of Results : 1.0 weeks</p> <p>Supplementary Semester</p> <p>Registration of Courses- 2days;</p> <p>Course Work- 7.0 weeks;</p> <p>Examination Preparation-2days;</p> <p>Examinations- 7 days;</p> <p>Declaration of Results- 3days;</p> <p>Total: 9 weeks;</p> <p>Inter-Semester Recess:</p> <p>After each Main Semester- 1weeks;</p> <p>After Supplementary Semester- 1weeks;</p> <p>Total: 12 (for good students) and 3 (for weak students)</p> <p>(Note: In each Semester, there shall be provision for students for Registration of Courses at the beginning, Dropping of</p>
Examinations:	<p>Continuous Internal Evaluation (CIE) and Semester End Examination (ESE), both having weightage in the students' performance in Course Work/Laboratory Work and other activities;</p> <p>(Note: The CIE shall be conducted throughout the Semester on dates announced in advance and its results made known to the students from time to time. This would be of help to the students to decide on Dropping or Withdrawal from Courses in consultation with their Faculty Counselors. However, the dates for the ESE shall be fixed at the University level.</p>

Other Items:	<p>Care shall be taken to ensure that the total number of days for academic work are > 180/year;</p> <p>Academic schedules prescribed shall be strictly adhered to by all the Departments;</p> <p>Supplementary Semester shall be mainly for Makeup Courses, to benefit weak or failed students to the extent possible;</p> <p>Students failed in a course after re-examination shall attend a Course fully when it is offered again, and appear for all components of evaluation;</p> <p>Specified Min./Max. Course load per Semester shall be followed at all times.</p>
--------------	---

Each academic year shall be divided into two main semesters, each of 18 weeks, viz., odd semester (Aug–December) and even semester (January–May), and 9 weeks supplementary semester (June–July).

The University shall arrange regular academic activities for the students during the main semesters. The teaching for supplementary semester and makeup examinations shall be held during the supplementary semester.

The University shall announce the schedule for all the academic activities well before the commencement of the academic year and take all the necessary steps to follow them scrupulously.

The University shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that there shall be a minimum of 180 academic working days per year.

- (b) Seminars, Conferences, Cultural, and Other Activities Calendar
- (c) The University shall plan and announce the schedule for all the Seminar, Conferences, Cultural and other activities for the semesters and take all the necessary steps to follow them scrupulously.
- (d) Sports Activities Calendar
- (e) The University shall plan and announce the schedule for all the sports activities for the semesters and take all the necessary steps to follow them scrupulously.
- (f) Programme Duration
- (g) The Programme duration for a student to complete the academic and other requirements at the University and qualify for the award of Degree by the University shall be as per Ordinance of the respective courses in the Faculty.
- (h) However, it shall be possible for an outstanding student to qualify for the Degree award in less than requisite semesters, by registering for more number of credits i.e., up to the maximum permissible limit of 30 credits per semester from the third semester onwards to complete the Programme requirements of total credits 22 credits and above per requisite semester. The outstanding student can undertake internship in an Industry, such as Force Motors, Eicher Motors, or eminent Institution for Research, such as ISRO, BARC, and Centre for Advanced

Technology, Indore or of eminence. The University shall issue a Provisional Certificate to the student only after completion of requisite semesters for the Degree award by the University.

- (i) This flexibility shall also enable academically weaker students to carry out their studies at a slower pace and complete their Degree requirements in more than requisite semesters. The maximum duration for the course completion will be as specified in the respective programme ordinance.

REGULATION - 28

Supplementary Semester

The University shall conduct Supplementary Semester once in a year so that students may clear their failed courses, improve the grading and increase their knowledge by “Add-On courses beyond his/her the Curriculum Courses”.

- (a) Departments shall have the flexibility to conduct supplementary semesters for different courses as per requirement, during summer months, according to the Academic Calendar of the University.
- (b) The supplementary semester shall be utilized primarily by the failing students.
- (c) A student shall be allowed to register for a maximum of 18 credits in a supplementary semester.
- (d) Re-examination for the subjects opted by the students shall be conducted during the supplementary semester. However, no summer term teaching or re-examination will be conducted for the practical/laboratory courses.
- (e) The students will be permitted to register only in the courses in which they have failed.
- (f) The students are required to attend the classes of the courses registered in supplementary semester.
- (g) They will be allowed to register in the courses in which they have been registered during immediate previous odd / even semester and they are not allowed to register for any new course in supplementary semester. However, a Department shall be free to arrange for “Add-On Courses” for its students, for which no credit will be counted for the award of their degree.
- (h) The department shall arrange for the classes of the courses in supplementary semester so that for each credit, two hours theory classes per week shall be held. This will ensure that the syllabus is completed in 7 weeks duration. This will enable the department to maintain same number of contact hours as that of the normal semester.
- (i) Other requirements like Continuous Internal Evaluation (including Mid-Semester exam) and End Semester Examination will be equally applicable for the supplementary semester.
- (j) Students shall have to register for the courses offered by paying the prescribed fees within the stipulated time.
- (k) A ‘*’ shall be marked in the grade report (mark sheet) on the subject which has been cleared in the re-examination.

REGULATION – 29
Temporary Withdrawal

A Student shall be permitted to withdraw temporarily from the University on the grounds such as prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for the period which will be integral multiples of the semester. Following rules shall apply:

- (a) The student should apply to the University within at least 6 weeks from the commencement of the semester or from the date he / she has attended the last classes, whichever is later, stating the true reasons for such withdrawal together with supporting documents and endorsement of his / her guardian.
- (b) The University is satisfied that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the Program requirements of minimum credits as specified in regulation-2 & 3 within the time limits specified earlier.
- (c) The applicant has to settle all the accounts and dues of the University including those of Hostel, Department, Library and other units.
- (d) A student availing the facility of temporary withdrawal from the University under the above provision shall be required to pay such fee and / or charges as may be fixed by the University, till his / her name appears on the Roll List. However, it shall be noted that the fee / charges once paid by the student shall not be refunded.
- (e) Normally, a student shall be entitled to avail the facility of temporary withdrawal only once during his / her studentship of the Program. However, the Vice Chancellor may allow one more such facility, under very special circumstances.

REGULATION-30

Performance Assessment

- (a) The performance of the student shall be assessed by the subject teacher on the basis of the attendance in the class, attempting of short class tests and quizzes etc; inclusive of lecture, laboratory, design and drawing classes as the case may be. Normally, this shall consist of two parts, as follows, both of them shall be important in assessing the student's performance and achievement in the particular course.
- (b) Continuous Internal Evaluation (CIE), normally shall be conducted by the subject teacher throughout the semester. This shall include mid-term tests, weekly / fortnightly class tests, home assignments, problem solving, group discussions, quizzes, seminars, mini-projects and other similar means to evaluate student's intelligence and subject interest. It shall be the responsibility of the subject teacher to announce the detailed methodology before conducting the various segments of the CIE at the beginning of the semester, together with their weightages.
- (c) End Semester Examination (ESE), shall be conducted by the University in theory and practical / design / drawing as per the teaching and examination scheme, duly approved by the Academic Council. The Practical Examination shall be conducted by the panel of internal (preferably subject teacher) and external (not necessarily be from some other Institute) examiners duly appointed by the University.
- (d) The theory examination shall be a written examination in which the question paper may be set by the teacher from this University or an expert / teacher from the outside University / College / Institute.
- (e) Continuous Internal Evaluation (CIE) and End Semester Examination (ESE) shall have 40 : 60 weightage. A student's performance in a subject shall be judged by taking into account the results of CIE and ESE together, but he / she has to pass the both individually.
- (f) Continuous Evaluation and End Semester Examination System
 - (i) There shall be two tests in a given Semester for Continuous Evaluations, say T1 and T2. The weightage of evaluation will be 20%.
 - (ii) The End Semester examination shall have the weightage of 60%. However, the Academic Council may modify this scheme according to the need, from time to time. Following procedure shall be adopted for the continuous evaluation and examination:
 - (iii) The Controller of Examination will declare the tentative schedule of these tests and end semester examination and see that it is being mentioned in the academic calendar.
 - (iv) The absentees in T1, T2, and End-Semester Examination, will have to seek permission from the Dean of the Faculty to appear in the supplementary examination. This permission will not be a privilege and will be decided on the case to case basis. If any student participates in any of the events on

behalf of the institute, he / she has to inform in advance in writing to the HoD.

- (v) If any of the students misses T1 or T2 due to genuine reasons and the re-examination is not to be conducted, then his / her end-Semester performance will be appropriately weighted to account for the loss of T1 or T2. If any student misses both T1 and T2, then no proportionate ratification in marks will be carried out and his marks in the end-semester examination will be considered for final grades.
- (g) For the consideration of re-examination, some of the legitimate reasons shall be as follows:
 - (i) Illness on or immediately before the exam date (may include the critical illness of a close family member);
 - (ii) Death of someone in a close relationship with the student;
 - (iii) A sufficiently crowded exam schedule, say 3 or more End Semester Examinations on a given date.
 - (iv) The evaluation of the project work shall be based on Sessional Work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee, as covered in Regulation-10(f).
 - (v) In the case of other requirements, such as, seminar, comprehensive viva voce and Extra Academic Activities the assessment shall be made as determined by the Grade Awarding Authority of the University.
 - (vi) While the conduct of CIE for a course shall be the responsibility of the subject teacher and the Department concerned, and ESE shall be conducted centrally by the Examination Section of the University. The records of both CIE and ESE shall be maintained by the Examination Section.
 - (vii) The performance of students at every stage of the CIE shall be announced by the concerned subject teacher within a fortnight of the date of the particular assessment. The subject teacher shall also show the assessed answer books to the students before submission of the final marks to the Controller of Examination.
 - (viii) The concerned ESE examiner(s) of the particular subject shall be responsible to submit the award list of grades to the Controller of Examination, within two weeks of the receipt of answer books for evaluation.
- (h) **Question Papers**

The question paper to be set by the examiner to test the achievement of the students should be effective in manner. A good question papers shall be used as the principal tool, making it necessary for the question papers at CIE and ESE to:

 - (i) Cover all the sections of the course syllabus uniformly;
 - (ii) Be unambiguous and free from any errors in language;

- (iii) Emphasize knowledge testing, problem solving through quantitative methods;
 - (iv) Provide adequate data / other information on the problems assigned;
 - (v) Give clear and complete instructions to the examinees.
 - (vi) In the view of above, the question papers, particularly at the level of End Semester, should be set keeping in mind to cover the entire syllabus and the students be given opportunity to answer questions from the full syllabus of the course by restricting their choices out of each unit in the syllabus.
 - (vii) Besides, the course syllabi should be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the concerned Departmental Councils.
- (i) The subject teacher at CIE level and the examiner at ESE level may set two types of questions in the question papers, as explained below:
- (i) Multiple Choice Questions, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding the subject by the students. Usually, no more than 15% to 20% of the questions in a paper for CIE or ESE shall be of this type.
 - (ii) Comprehensive Questions, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a subject, through long questions relating to theoretical / practical knowledge, derivations, problem solving and quantitative evaluation.
- (j) Standards in Examinations
- The University shall maintain a high standard in both CIE and ESE. It should ensure that the final result of the semester be declared before the commencement of the next semester as per the Academic Calendar. For meeting these requirements, the University shall take the following steps:
- (k) CIE shall be conducted exclusively by the subject teacher, who shall spell out the components of CIE in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The teacher shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
 - (l) ESE shall be preferably conducted individually or jointly, as the case may be, by the subject teacher and an external examiner appointed for this purpose by the University. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner may be associated with the class teacher

only in the setting of the question paper and evaluation of the answer books if the number of students shall be more than 100 or so. Where more than one teacher are involved in same subject the single question paper will be prepared for the whole students.

- (m) The answer scripts of ESE shall be evaluated by the subject teacher only; but, an external review of the entire ESE shall be conducted under the aegis of the Board of Examiners of the University before declaring the results. This step shall be useful to the University to gain the confidence of the University on the fairness and transparency in the system.
- (n) Suggested passing standard for each of the courses shall be 50 % of the topper marks from the CIE and ESE taken together.
- (o) Attendance at all examinations, both CIE and ESE of each course shall be compulsory for the students. Students having the following deficiencies shall not be permitted to attend the ESE:
 - (i) Disciplinary action by the University pending against him / her;
 - (ii) Irregular in attendance at lecture / laboratory and other classes;
 - (iii) Failure to meet the standards of attendance prescribed;
- (p) Make-Up Examinations
There shall be make-up examination for a course to take care of students got “F” grades in ESE. This facility shall be made available to those students who might have missed to attend the ESE of one or more courses in a semester for valid reasons.
The makeup examination shall be held on dates, as notified in the Academic Calendar.
- (q) Evaluation of Project Work
The project work shall be conducted in two stages, spread over one or two sequential semesters.
- (r) At the end of first stage, the student shall be required to submit a preliminary report of the work done before a prescribed date. The evaluation shall be done by the Project Coordinator, Departmental Council and presented before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of project work.
- (s) Student shall follow dissertation guidelines as prescribed in Regulation- 17.
- (t) The Examination Committee shall receive a panel of names from the Departmental Council for identifying the project examiners of the students at least two weeks before the submission of the second stage of project work. This shall comprise of three unbound, typed copies of the project report (one for each examiner), prepared in a prescribed format and submitted to the Project Coordinator at least one week before the date of oral examination.
- (u) The Department shall record the date of submission of the project report and arrange to send copies of the same to the examiners, prior to the date fixed for the oral examination. The project coordinator shall notify the date of the oral

examination to the examiners and also the student, with a copy marked to the Controller of Examinations. The project report shall be evaluated by the Project Evaluation Committee. The result shall be submitted to the Project Coordinator, who in turn shall forward it to the Controller of Examinations.

- (v) After the oral examination, the student shall be required to submit two hard bound copies of the final, corrected project report, one being for the Department and the other for the project supervisor(s).
- (w) If a student desires extension of time, he shall have to seek permission from the Project supervisor(s) and Head of the Department, up to a maximum of 3 months from the notified date of submission of the project report. The Departmental Council shall consider such requests, case by case, before giving the permission.
- (x) Such students who fail in the assessment of the first stage of project work shall be required to re-register for the first stage in the following semester. Likewise, those who obtain an F grade in the assessment of second stage shall be required to re-register for the same in the subsequent semester.
- (y) The evaluation of performance in Extra Academic Activities shall be done by the concerned faculty members, who shall communicate the student's performance to the Examination Section after the conduct of examination.

REGULATION-31

Grading System

(a) Letter Grades and Grade Points

In pursuance to Ordinance – 4 prescribed for evaluation of performance of the students, this regulation shall be followed the award of letter grades and the corresponding grade points at the end of every semester and is given in Table 2.

Table 2: Letter Grades and Grade Points

Grade shown by Letter	Grade Point
O	10
A+	9
A	8
B+	7
B	6
C	5
D	4
F	
PP (Only for Compulsory Non Credit Subjects)	0
AU (Audit Subject)	0
NP (Only for Non Credit Subjects)	Not Passed
Ab	Absent or Not Opted in a semester

Successful Completion of a Course

A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than F in that course. Letter grade F in any course implies failure in that course.

- (b) As per ordinance-4 both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- (c) Other academic requirements for the Programme include the following two certifications as indicated earlier in clause (a) viz., PP (Passed) and NP (Not Passed) for Extra Academic Activities. However, there shall be no grade points are associated with these certifications and they do not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for, the Degree award.
- (d) It shall be open to each student to take additional courses for audit from the fifth semester onwards, with the concurrence of the Faculty Counselor. Students having CGPA ≥ 8.0 shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Grade Card, they do not contribute to SGPA or CGPA of the concerned student.

REGULATION-32
Method of Awarding Letter Grades

- (a) Award of Grades
- (i) The subject teacher(s) shall award the letter grade(s) to students based on the marks secured by them in both CIE and ESE together in the course(s) registered. This shall be done by following a relative grading system based on the use of statistics, for which the university shall make available an appropriate software package.
 - (ii) The subject teacher(s) shall submit two copies of the result sheet for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Controller of Examinations after preliminary scrutiny and moderation (if necessary) at the Departmental Council level.
 - (iii) All the evaluated answer scripts of CIE in a subject shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only be shown to the students during the specified period after the evaluation and the detailed marks sheets together with ESE answer scripts and any other relevant papers connected with ESE shall be submitted by the subject teacher(s) to the Controller of Examinations who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after obtaining permission from the Examination Committee at the end of the prescribed period.
- (b) Appeal:
- A student shall have the possibility to appeal to the Controller of Examination against a subject teacher for awarding lower grade in a course than that expected by him/her, on payment of prescribed fees, before the commencement of the next semester. In such a case, the Controller of Examination shall arrange a meeting of the aggrieved student together with a Committee comprising of the subject teacher, another subject expert from the University and the Head of the Department, who shall reconsider the evaluation done, show the answer script to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand, if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Grade Card, corrected soon thereafter. In the latter case, the prescribed fee paid by the student shall be returned.
- (c) Withholding of Grades
- The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the University or has disciplinary action pending against him/her.

REGULATION-33
Eligibility for the Award of Degree

(a) Eligibility for the award of UG / PG Degree

A student shall be eligible for the award of Degree from the University and the University provided:

- (i) Completed all the prescribed credit requirements for the award of Degree with grade P or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar and Project Work;
- (ii) Satisfactorily completed all the non-credit requirements with PP certification, covering Extra Academic Activities, Field work, (if any);
- (iii) Obtained a CGPA of ≥ 5.00 at the end of the semester in which he/she completes all the requirements for the award of Degree;
- (iv) Paid all the dues to the University including the Department, Hostels, Library and other units; and,
- (v) No case or disciplinary action pending against him/her.

(b) Approval of the Award

The Examination Committee constituted as in Statute-14, shall be the recommending Authority for the award of UG / PG Degree to students fulfilling the requirements specified under clause (a) stated above and the Vice Chancellor shall be the Approving Authority. The Degree award shall then be granted by the University completing other formalities.

REGULATION-34

CGPA Improvement

Students secured CGPA between 5.0 and 6.5 after completing the pre-requisite credits for the award of degree and wish to improve their CGPA are permitted to do so. Such students are permitted to withdraw grades maximum in five subjects of their choice where he has been awarded “C” or “P” grades and reappear in the examinations of these subjects. This shall be considered as a fresh exam and there are all chances that the CGPA may not be improved and the student himself shall be responsible. The University will issue the new mark sheet after withdrawing the old one, before declaring the result. Following rules shall be applicable:

- (a) The student can appear for grade improvement examination within one year from the date of passing his / her PG or UG Examination, provided that the student has not have taken Migration Certificate from the University and also not taken the Degree from the University through convocation.
- (b) The student shall submit a written application to Chairperson of the Departmental Council seeking his / her permission to register for grade improvement within one month from the date of declaration of result or one week before the date of convocation of the University, whichever is earlier. In any case, this period should not be more than a year of the declaration of the result and before the registration process of that semester is over.
- (c) For grade improvement, student will have to take maximum 5 theory subjects in which he / she has secured “C” or “P” grades in the same semester and has to appear in these subjects in continuation provided the teaching of those subjects is available in the regular classes.
- (d) At the time of registration student will surrender all the original mark lists given to him by the University. He will have to give an affidavit on Rs. 100 judicial stamp paper that he / she will not do any use of surrendered mark lists till he / she gets official result of the subjects for which he / she wishes to re-appear for grade improvement. No change of subjects or drop of subjects will be allowed after registration.
- (e) Student wishing to improve his / her grade will have to pay appropriate fee as laid down by the University from time to time.
- (f) Student wishing to re-appear for grade improvement is exempted from attending the regular classes as he / she has already undergone the course instructions but he / she will have to re-appear for all the evaluation tests conducted for the particular subject. Student will not be allowed to ask for re exam or re-test, in case he / she misses any of the tests or examinations. Absence in End Semester Examination (ESE) will automatically lead to the award of “F” grade in that subject.
- (g) Student wishing to use the facility of grade improvement will have to pass in all the subjects chosen by him, at a time for which he / she has registered for. He / she will not be entitled for the summer term or re-examination in such cases.

- (h) Only one attempt will be permissible to any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- (i) Student who improves his / her CGPA will be issued fresh mark sheet by the University by putting the stars against the subjects in which he / she has appeared for grade improvement and shall be stated as “Grade Improvement”. The date on the new mark sheet will be that as issued to regular students. Name of such students shall be communicated to the University for the award of Degree Certificate in the forthcoming convocation.

REGULATION - 35

Standard Formats and Guidelines for Thesis / Dissertations / Reports

In this regulation, standard formats and guidelines for the submission of the thesis / dissertation / report are given which shall be the requirement for partial fulfillment of the respective degrees such as Ph.D, M.Tech, M.Phil etc.

(a) Organization of the Thesis / Dissertation / Report

The Thesis / Dissertation / Report shall be presented in a number of chapters, starting from Abstract, Introduction and ending with Summary and Conclusions. Other chapters will have the description of the work carried out by the student. All the chapters shall have precise title reflecting the contents of the chapter and be subdivided into *sections, sub- sections and sub- sub- sections* describing the contents distinctly with due emphasis.

When the work comprises two or more mutually independent investigations, the thesis may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part I may comprise of Chapters 1- 5 and Part II having Chapters 6- 9. The chapters and their contents are highlighted below.

TITLE PAGE, DEDICATION, ACKNOWLEDGEMENT, Approval Sheet, ETC.

(b) Abstract

About 500 word abstract shall highlight the important features of the thesis / dissertation / report. The electronic version shall be submitted to KMC for inclusion in the website. The Abstract in the thesis, however, additionally shall have two more parts, namely, the layout of the thesis giving a brief chapter- wise description of the work and the key words.

(c) Contents

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and sub- section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

(d) List of Figures and Tables

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

(e) Abbreviation, Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of figures and tables. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary pages from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu- Arabic. (The first pages in the both the cases shall not bear a page number).

- (f) **Declaration of Academic Honesty and Integrity**
A declaration of Academic honesty and integrity is required to be included along with every thesis / dissertation / report after the approval sheet. Sample copy of the 'Declaration Sheet' is in the Specimen Annexure - C
- (g) The writing of the thesis will commence in several chapters starting from Introduction. The chapter wise details are given below:
- (h) **Introduction**
The title of **Chapter 1** shall be Introduction. This shall normally form literature review and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation. It may also highlight the significant contributions from the investigation. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis.
- (i) **Report on the Present Investigation**
The reporting on the investigation shall be presented in one or more chapters with appropriate titles.
- (j) Due importance shall be given to experimental setups, procedures adopted,
- (k) techniques developed, methodologies developed and adopted.
- (l) While important derivations / formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.
- (m) Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.
- (n) Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.
- (o) **Results and Discussions**
This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible future work.
- (p) **Summary and Conclusions**
This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented

and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

(q) Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published / unpublished literature in the appendices. These should precede the "Literature Cited" section.

(r) Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

(s) Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed.

(t) Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

(u) Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

(v) Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

(w) Format of the Thesis

(a) Paper Quality

(b) The thesis shall be printed/xeroxed on white bond or Executive Bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

(c) Size

(d) The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

(e) Type - Setting, Text Processing and Printing

(f) The text shall be printed employing laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

(g) Page Format

i. The Printed Sheets shall have the following written Area and margins:

- | | |
|--------------------|--------|
| 1. Top Margin | 15 mm |
| 2. Head Height | 3 mm |
| 3. Head Separation | 12 mm |
| 4. Bottom Margin | 22 mm |
| 5. Footer | 3 mm |
| 6. Foot Separation | 10 mm |
| 7. Text Height | 245 mm |
| 8. Text Width | 160 mm |

When header is not used the top margin shall be 30 mm.

ii. Left and Right Margins

The candidates shall have the options of single or double sided printing

Single sided/odd number page (in double sided printing)

Left Margin 30 mm

Right Margin 20 mm

Double sided- even numbered page

Left Margin 20 mm

Right Margin 30 mm

(x) Pagination

Page numbering in the text of the thesis shall be Hindu- Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

(i) Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

(ii) Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left)

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

(y) Chapter and Section Format

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu- Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

(z) Sections and Sub- sections

A chapter can be divided into Sections, Sub- sections and Sub- sub- Sections so as to present different concepts separately. Sections and sub- sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub- section in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub- Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

(aa) Table / Figure Format

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter - wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

(bb) Other Details

(a) Binding

(b) The evaluation copies of the thesis/dissertation/report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva- voce examination will be accepted during the submission of thesis/dissertation/report with the following colour specification:

- | | |
|---|------------|
| (c) Ph.D. Thesis | Black |
| (d) M.E./M.Tech./M.Phil./M.A./M.B.A./M.Sc. Dissertation | Royal Blue |
| (e) Project Report | Maroon |
| (f) B.E./B.Tech./M.Sc. Project Report | Brown |

(g) Front Covers

The front covers shall contain the following details:

- (a) Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- (b) Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- (c) A 40 mm dia replica of the university emblem followed by the name of department, name of the faculty and the year of submission, each in a separate line and properly centered and located at the bottom of page.

(h) Lettering

All lettering shall be embossed in golden colour.

Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

(i) Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis/Dissertation/project Report submitted in partial fulfillment of the requirements of the Degree, Ph.D./M.Tech./M.Ed./LL.M./M.S./DIIT/B.E./B.Tech./M.Sc., the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor (s) (if any), Department, Institute and year of submission.

Sample copy of the 'Title Sheet' is in the Specimen Annexure – A

(j) Dedication Sheet

(k) If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

(l) Approval Sheet

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case “ii” at the center of the footer. The top line

shall be :

- **Thesis Approval** for Ph.D.
- **Dissertation Approval** for M.Tech., M.Phil., M.Ed./LL.M., and M.S.,
- **Report Approval** for M.A./M.B.A., B.E./B.Tech., and M.Sc. Projects, as the case may be.

The Approval Sheets are to be included only in the hard bound copies which are submitted after the successful Ph.D. viva - voce examination.

REGULATION - 36
Purchase of Articles

- (a) The purchase committee shall consist of the following members:

(i)	The Vice- Chancellor	Chairperson
(ii)	One member to be co-opted by the Vice-Chancellor depending on the purchase	Member
(iii)	One member to be nominated by the Chancellor	Member
(iv)	Registrar	Member
(v)	CFAO	Member Secretary

- (b) The Committee shall meet as often as required but it shall meet at least twice a year to review the purchase procedure followed.
- (c) The committee will process purchases above the amount of Rs. 50,000/- within the budgetary provisions of the University. All the purchases below Rs. 50,000/- shall be carried out by local purchase committees duly approved by the Vice-Chancellor.
- (d) Three members shall form the quorum of the meeting.
- (e) Depending on the nature of purchase, Dean/HOD/Subject Expert may also be called to attend the meeting.

Appendix- A

MEDI-CAPS UNIVERSITY INDORE

Regulations for the conferment of the Honorary Degree of Doctorate of Philosophy (Ph.D. – Honoris Causa)

(a) Preamble:

Medi-Caps University Indore confers Honorary Doctorate Degrees (Ph.D. – Honoris Causa) as a mechanism to uphold and maintain the highest standards of excellence. Only such individuals who have distinguished themselves through exceptionally outstanding achievements in their chosen area of activity, which can be looked upon as exemplary standards of excellence for the faculty and students of Medi-Caps University Indore and the society at large, shall be honored with such awards.

(b) Number Of Awards:

The number of such awards shall be limited to at the most only one per year. However, under exceptional circumstances, Academic Council may consider honouring more than one person in a given year under consideration.

Such deviations may be recorded in writing by the Academic Council.

(c) General Guidelines:

Candidates for the award of Honorary Doctorates should be chosen to ensure that the most worthy candidates are honored for their exemplary contribution to Academics, Profession, and Society.

(a) Categories:

(a) Nominations for Honorary Doctorates should be based on one or more of the following:

(b) Excellent Academic Distinction;

(c) Outstanding Professional Achievement;

(d) Exceptional Contribution to the Society

(b) Criteria:

The following criteria should apply in considering nominees for Honorary Doctorates:

(a) Individual achievement and worth should be the prime criteria.

(b) The award of the degree should be made to persons distinguished in the arts, the sciences and the technologies, business, industry, the professions, sport, social and service to society.

- (c) Restrictions:
- (a) Honorary doctorates recognize an individual, not an office or position. So far as possible, there will be an effort to ensure that the persons honored represent a variety of fields of endeavor. No more than one honorary degree will be approved in any one year with the exceptions cited in para-2 above. Honorary degrees will be awarded at the Convocation, and the recipient must be present to receive the award.
- (d) Honorary doctorates are not awarded:
 - (a) in absentia
 - (b) posthumously
 - (c) to current employees of the University
 - (d) to individuals who have direct political, legal, management/administrative or budgetary authority over the University.
 - (e) in consideration of any past, present, or future gift or other benefaction to the University.
- (e) Procedure:
 - (a) Nominations shall be invited by the Vice Chancellor of the University from amongst the faculty, members of the Academic Council, the Board of Management and the Board of Governors.
 - (b) All nominations shall be made in writing, signed by at least TWO Nominators and seconded by another TWO members of faculty or TWO members of the Academic Council or TWO members of the Board of Management or TWO members of the Board of Governors.
 - (c) All nominations shall be forwarded to the Chairperson, Nomination Committee appointed by the Academic Council.
 - (d) The Nomination Committee will collect all the supplementary information required for evaluation of each candidate.
 - (e) The Nomination Committee shall recommend at the most three names to the BOG in the order of priority for the award.
 - (f) The BOG shall consider the nomination and decide and do the needful in contacting the approved candidate for obtaining acceptance.

Annexure I

MEDI-CAPS UNIVERSITY INDORE

DEPARTMENT RESEARCH COMMITTEE (DRC)

Name of the Department:

Composition:

(i)	Head of the Department (ex-officio)	Chairperson
(ii)	One faculty member preferably from the department to be nominated by the Dean of Faculty	Member and Secretary
(iii)	At least Three faculty members of the department to be nominated by the departmental faculty members in a departmental meeting	Members
(iv)	One faculty member from any department, to be nominated by the Vice Chancellor.	Member
(v)	One Ph.D. scholar of the department, to be nominated by the Head. He/she can participate only in major policy decision process, not involving a particular case, for Ph.D. program of the department	Members

In case, there is a lack of sufficient suitable faculty members in the department, the faculty may nominated from other allied department, with consent of the concerned member(s) and approval from Dean of Faculty. Formation of new committee/ nomination of new members is to be communicated to Dean of Faculty.

Tenure:

Two years for faculty members and one year for student members.

Functions:

- (i) To oversee the conduct of the departmental Ph.D. programs.
- (ii) To ensure academic standard and excellence of the Ph.D. work of the department.
- (iii) To consider and recommend to Dean of Faculty all matters related to the Ph.D. program of the department.
- (iv) To explore and promote the research in the department

Annexure II

MEDI-CAPS UNIVERSITY INDORE
PH.D. PROGRESS REPORT

Name of Supervisor:

Name of Co-Supervisor:

Reporting period: (July-December/January-June, year)

Name of the student :

Registration no :

Date of admission :

Date of Registration Seminar :

Nature of Registration (Full time/Part time) :

Department :

Reporting Semester :

Seminar/workshop/conferences attended during the reporting semester (attach :
supporting documents)

Publications during the reporting semester:

(Attach supporting documents)

Date of progress assessment :

- I. Introduction (maximum 300 words): Attachment
- II. Progress During the Reporting Period: Attachment

(Signature of the student)

Recommendation of the RAC¹ (*strike out whichever is not applicable*)

¹ Copy is to be given to the student

1. The reported progress is presented in front of the RAC and certified to be (satisfactory/unsatisfactory) _____
2. May continue with the program with/without assistantship

Signature of the members of Research Advisory Committee

(Name)	(Name)	(Name)	(Name)	(Name)
Supervisor	Co-Supervisor ²	Member	Member	Chairperson

Forwarded to Dean of Faculty

Signature and seal of the Chairperson, DRC

² Co-Supervisor may not attend the progress seminar; however, his/her comment should be enclosed

FORM I
SPONSORSHIP LETTER FOR FULL-TIME PH.D. PROGRAM
(Should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

The Vice Chancellor
Medi-Caps University Indore
Madhya Pradesh 788010

Sub: Sponsoring an Employee for Ph.D. Program

Dear Sir,

We hereby sponsor the candidature of

Mr./Ms./Mrs. _____,

Designation: _____ who is a regular employee in our organization, for joining Ph.D. Program in the department of _____ at your University as a full-time student.

It is certified that he/she has completed two years of service in our organization as a regular employee. He/she has gained experience in the field(s) _____.

If selected, we shall relieve him/her from his/her duties to join the program during the first three years of the Ph.D. Program.

Signature and Seal of the Sponsoring Authority

FORM II

No Objection Certificate for Part-Time Ph D Students

(Should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

The Vice Chancellor

Medi-Caps University Indore

Madhya Pradesh 788010

Sub: No objection Certificate

Dear Sir,

We have no objection if

Mr./Mrs/Ms. _____,

Designation:

an employee/project staff in our organization, is admitted to the Ph.D. Program in the department of _____ at your University as a part-time student.

If selected, we shall sanction him/her leave of absence to attend classes/research work at MCU Indore during the Ph.D. program.

Signature and Seal of the Sponsoring Authority

MEDI-CAPS UNIVERSITY INDORE

FORM II-A

No Objection Certificate for Admission in to Ph.D. Program (Project Staff)

Reference No.

Date:

The Vice Chancellor

Medi-Caps University Indore

Madhya Pradesh 788010

Sub: No objection Certificate

Dear Sir,

We have no objection if

Mr./Mrs./Ms.: _____, Designation:

a project staff, under the project: (title of the project), Sanction letter no. _____, in the department of _____, is admitted to the Ph.D. Program in the department of _____ of the University as a part-time student. It is certified that the said project shall continue for two more years.

If selected, we shall allow him/her to attend classes/research work under the said project at MCU Indore during the Ph.D. program without affecting normal project work assigned to him/her.

Signature of Project Investigator

Signature of Dean of Faculty

(Name)

MEDI-CAPS UNIVERSITY INDORE

FORM II-B

No Objection Certificate for Admission in to Ph.D. Program (Employee)

Reference No.

Date:

It is certified that we have no objection if

Mr./Mrs/Ms.: _____,

Designation:

a (regular/contractual) employee of this University, working in the department of _____, is admitted into the Ph.D. Program in the department of _____

at this University as a part-time student.

If selected, he/she shall be allowed to attend classes/research work without affecting normal duties assigned to him/her.

Signature of Head

Signature of Vice Chancellor

(Department:)

FORM III

Sponsorship Certificate for External Registration

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

The Vice Chancellor

Medi-Caps University Indore

Madhya Pradesh 788010

Sub: Sponsoring an Employee for Ph.D. Program under external registration

1. Name of the sponsoring organization:
2. Address:
3. Name of the Candidate:
4. Designation of the applicant:
5. Present status of the applicant:
(Regular / year of completed service)
6. Department/Division/Center where research work is proposed to be done:
7. Name of the Local (Co-Supervisor):
(Bio-data of the Local supervisor (Co-Supervisor) to be enclosed giving details of designation, qualification, research experience etc.)
8. Details of relevant facilities which will be made available to the candidate:
9. Statement of Local supervisor (Co-Supervisor):

Dear Sir,

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program at Medi-Caps University Indore, I agree to supervise his/her research program jointly with the Supervisor from MCU Indore.

Signature of Local supervisor (Co-Supervisor)

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program, we agree to relieve him/her to reside at MCU Indore/around MCU Indore during one/two semester (s) of his/her Ph.D. program to complete his/her course work requirement.

Mr./Mrs./Ms. _____

will be permitted to carry out research at our organization under the guidance of Dr. _____ leading to Ph.D. degree from MCU Indore. Necessary facilities will be provided for this purpose.

Signature and Seal of the Sponsoring Authority

FORM IV

Appointment of Supervisor/Co-Supervisor

Reference No.

DATE:

Name of the student :

Enrollment No :

Date of admission :

Nature of Admission :

Department :

DETAILS OF THE SUPERVISOR/CO-SUPERVISOR

Name	Designation	Department/ Address	Supervisor	Signature of the Supervisor with Date

Secretary, DRC

Chairperson, DRC

Copy to the following for information please:

1. Dean of Faculty
2. The supervisor
3. The co-supervisor (if any)
4. The concerned student

Please write complete address for outside co-supervisor.

Co-Supervisor please enclose his/her bio-data and consent letter.

MEDI-CAPS UNIVERSITY INDORE

FORM V

FORMATION OF RESEARCH ADVISORY COMMITTEE

Name of Supervisor:

Name of Co-Supervisor (if any):

Name of the student :

Registration no :

Date of admission :

Nature of Registration :

(Full time/Part time)

Department :

MEMBERS

S No.	Name	Department	Chairperson/Member
1			Chairperson
2			Member
3			Member (nominee of Vice Chancellor)
4			Supervisor
5			Co-Supervisor

Secretary, DRC

Chairperson, DRC

Dean of Faculty

Copy to the following for information please:

1. The Chairperson and all the members
2. Concerned student

MEDI-CAPS UNIVERSITY INDORE
FORM VI
REPORT OF COMPREHENSIVE EXAMINATION

Name of Supervisor:

Name of Co-Supervisor (if any):

Name of the student :

Registration no :

Date of admission :

Nature of Registration (Full time/Part time):

Department :

Course works done

Course code no	Course name	Credit	Grade Obtained
---	---	---	---
Total credit			
CGPA			

No of attempt	Date of exam(s)
First Attempt	
Second attempt	

Result³ (please tick the appropriate box)

satisfactory	unsatisfactory

Signature of Research Advisory Committee

(Name) (Name) (Name) (Name) (Name)
 Supervisor Cosupervisor/Jt Member Member Chairperson
 Supervisor⁴

Forwarded to Dean of Faculty:

Chairperson, DRC

Copy to be given to the student

⁴ Co-Supervisor may not attend the examination

MEDI-CAPS UNIVERSITY INDORE

FORM VII

REGISTRATION SEMINAR REPORT

Name of Supervisor:

Name of Co-Supervisor (if any):

Name of the student :

Registration no :

Date of admission :

Date of successful comprehensive exam : Nature of Registration: Department :

Date of the Seminar :

Literature review (Satisfactory /Unsatisfactory)	
Problem formulated (Yes / No)	

Brief Comments about the student's performance (*if required, use back side of this FORM*)

Signature of the members of Research Advisory Committee

(Name)	(Name)	(Name)	(Name)	(Name)
Supervisor	Co-Supervisor ⁵	Member	Member	Chairperson
Chairperson DRC				

⁵ Co-Supervisor may not attend the seminar; however, his/her written comment should be enclosed

MEDI-CAPS UNIVERSITY INDORE

FORM VIII

SYNOPSIS SEMINAR REPORT

Name of Supervisor:

Name of Co supervisor(if any):

Title of the Thesis:

Name of the student :

Registration no :

Date of admission :

Nature of Registration :

(Full time/Part time)

Department :

Date of the Synopsis Seminar :

Submission Type (for Evaluation/Record):

Signature of the Student

Recommendation of the RAC

Above thesis is recommended/not recommended for submission_____

Signature of the members of Research Advisory Committee

(Name)	(Name)	(Name)	(Name)	(Name)
Supervisor	Co-Supervisor ⁶	Member	Member	Chairperson

Forwarded to Dean of Faculty:

For Academic/Departmental office use

Thesis is received on _____

Signature of the Dealing Assistant/AR

⁶ Co-Supervisor may not attend the seminar; however, his/her written comment should be enclosed

MEDI-CAPS UNIVERSITY INDORE

FORM IX

RECOMMENDATION OF EXAMINER ON PH.D. THESIS

Name of the Candidate:

Regn. No:

Title of the Thesis:

Please send detailed report on the thesis on separate sheet, and specific recommendation by ticking any one of the following options)

Sl. No	Comments	
1	The thesis meets the academic standard of institutions of higher learning around the world. It may be accepted for award of the Ph.D. degree in its present FORM.	
2	The thesis is acceptable subject to clarification of certain points at the time of viva-voce.(List of points enclosed)	
3	The thesis is acceptable subject to modification/clarification/revision, as per enclosed details. After modification the thesis need NOT be referred back to me.	
4	The thesis is acceptable subject to further work/modification/substantial revision of text, as per enclosed details. After modification the thesis should be _____.	
5	The thesis does not meet the standards of comparable works in institutions of higher learning. It is not recommended for award of the degree.	

Place: _____

Date: _____

Signature of Examiner: _____

Name of the Examiner:

Affiliation:

N.B:

1. A detailed Report is enclosed in a separate sheet
2. The University requires a signed report from the examiner. Kindly return it under confidential cover, to:

The Dean of Faculty

MEDI-CAPS UNIVERSITY INDORE

FORM X

APPROVAL FOR CONDUCT OF VIVA-VOCE EXAMINATION

Name of Supervisor:

Name of Co-Supervisor (if any):

Title of the Thesis:

Name of the student :

Registration no :

Date of admission :

Nature of Registration (Full-time/Part-time):

Department :

Name & Designation of Thesis Examiners	Address	Brief Description of the Comments	Final Recommendation
Examiner 1			
Examiner 2			

Brief Comments of RAC about the Actions taken on the Examiners' comments:

Final Recommendation

Recommended to conduct Viva-voce on	Date
Not Recommended to conduct Viva-voce	Please specify the reason, if not recommended

Signature of the members of Research Advisory Committee

(Name)	(Name)	(Name)	(Name)	(Name)
Supervisor	Co-Supervisor ⁷	Member	Member	Chairperson

Recommended and forwarded:

Approved by:

Chairperson, DRC

Dean of Faculty

⁷ Co-supervisor may not sign; however, his/her written comment is required to be enclosed

MEDI-CAPS UNIVERSITY INDORE

FORM XI

CONSTITUTION OF DEFENSE EXAMINATION BOARD

Name of the student :

Registration no :

Date of admission :

Nature of Registration:

(Full time/Part time)

Department :

Under rule 7.2 of the Ph.D. regulations, the Defense Examination Board of the above student is hereby constituted with the following members.

No.	Name	Designation	Department
1.		Chairperson (Chairperson, RAC)	
2.		Member (nominee of Chairperson, Academic Council)	
3.		Member	
4.		Member	
5.		Member (Supervisor)	
6.		Member (Co-Supervisor)	

Chairperson, DRC

Dean of Faculty

MEDI-CAPS UNIVERSITY INDORE
FORM XII
VIVA-VOCE REPORT OF PH.D. STUDENTS

Name of the student :

Registration no :

Date of admission :

Nature of Registration :

(Full time/Part time)

Department :

Date of Defense :

Recommendations

The Defense Examination Board evaluated the Ph.D. work and thesis of the candidate taking into account the queries/questions raised by the external examiners and recommend that (tick one):

1.	The thesis in the present form is recommended for the award of the degree	
2.	The thesis is recommended for the award of the degree. However, suggestions for modifications of the thesis based on the discussions during the Defense examination and detailed in a separate sheet, be incorporated in the thesis.	
3.	The thesis is not acceptable for the award of the degree	

Defense Examination Board

No.	Name	Designation	Signature
1		Chairperson (Chairperson, RAC)	
2		Member (nominee of Vice Chancellor)	
3		Member	
4		Member	
5		Member (Supervisor)	
6		Member (Co-Supervisor)	

Forwarded to Dean of Faculty:

Chairperson, DRC

MEDI-CAPS UNIVERSITY INDORE
FORM XIII

Application Form for Recognition as Ph.D. Supervisor/Co-Supervisor

1. Name (in Block Letters) : _____
2. Designation & Official Address : _____
3. Date of Birth : _____
4. Phone No. : _____
5. Email ID : _____
6. Qualifications : _____
7. Area of Specialization : _____
8. Experience as (No. of years)
a. Assistant Professor: _____ b. Associate Professor: _____ c. Professor: _____
_____ Total Experience: Teaching _____ Industrial: _____

9. Department and Faculty in which recognition is sought :

10. Ph.D. Research Guidance (Attach list separately, if space is not sufficient):

No.	Candidate's Name	Thesis Title	University	Status	Supervisor or Co-Supervisor
1					
2					
3					

Total awarded: _____

Total in progress: _____

11. Publications (Please attach list of Publications and their reprints in referred National / International Journals)
a. National Journals: _____ b. International Journals: _____
12. Any other information : _____

Declaration:

The above information furnished by me is true and correct to best of my knowledge.

Date and Place:

Applicant Signature

Encl.:

List of Publications and Reprints (Atleast five)

Xerox copies of UG, PG & Ph.D. certificates

Note: Refereed Journal means the journals listed in Scopus or Web of Science (Thomson Reuters) only or as per decision of the Vice-Chancellor.

MEDI-CAPS UNIVERSITY INDORE

FORM XIV

Recommendation of Courses to be done by the Scholar during the Course Work

Name of the student :

Registration no :

Date of admission :

Nature of Registration :

Department :

Date of RAC Meeting :

Recommendations

The RAC recommended the following courses to be cleared by the scholar before the registration seminar:

Sl. No	Course Code	Name of the Course	Contact Hour			Total Credit
			L	T	P	
1.	EN6RD01	Research Methodology	4	0	0	4
2.						

Sl. No.	Name	Designation	Signature
1		Chairperson (Chairperson, RAC)	
2		Member (nominee of Vice Chancellor)	
3		Member	
4		Member Secretary (Supervisor)	
5		Member (Co-Supervisor)	

Forwarded to Dean of Faculty:

Chairperson, DRC

Definitions

The definitions of the terms given in the Act shall also be applicable for the Regulations of the University. Additional definitions shall be as under:

1. 'Active Service period' means aggregate sum of the period of service during which an employee is on the payroll of the University minus the period of break in service period or the period of leave without pay.
2. 'Employee' means Authorities and Officers, teaching staff, non-teaching staff on the Pay Roll of the University.
3. 'Family of an employee' means an employee including the wife / husband, children and / or step-children dependent upon the employee.
4. 'Faculty members' means Professor, Associate Professor, Assistant Professor, Lecturer or one assigned to undertake teaching, other member of the teaching staff of the University including the Head of the Department / Centre or Director.
5. 'Non- vacation staff' means non-teaching staff inclusive of administrative staff and officers, their Head, Training and Placement Officer, Sports Officer, Librarian. They are not granted the vacations in the Semester breaks for the students.
6. 'Service' means service of an employee with the University.
7. 'Statutes and Ordinances' means Statutes and Ordinances of the Medi-Caps University.
8. 'Teaching staff' or 'Teaching employee' or 'Teacher' means the one who is assigned to undertake teaching in the University including the Head of the Department or Centre, Dean of a Faculty and is on the payrolls of the University.
9. 'University Authority' means an authority defined in the Statutes.
10. 'Vacation staff' means the Faculty / Teaching staff imparting teaching in the University and are entitled for in-between breaks and vacations.

REGULATION – 37
Recruitment and Other Service Conditions

- (a) These rules shall apply to Academic, Administrative, Technical and Non-Technical employees working in all the Faculty / Departments / Cells / Centers / Offices of the Medi-Caps University, except part-time, contract or casual employees unless otherwise specified.
- (b) All the employees in service in erstwhile Medi-Caps Group of Institutions will be taken over by the Medi-Caps University along with their Departments / Cells / Centers / Offices on the recommendations of the Screening Committee(s) and after the approval of the Chancellor. All the benefits of their services shall continue. The new designation of a University Employee shall also be as per the approval. The employees shall be given enough time to attain the requisite qualifications and experience as required by the UGC / AICTE and other competent bodies, if they do not possess at the time of taking over.
- (c) All new appointments whether temporary, permanent, part-time or on contract basis shall be made according to the relevant Statutes and Regulations.
- (d) All the teaching staff posted in any of the Departments / Cells / Centers / Offices shall directly be under the control of the Vice-Chancellor. However, the non-teaching staff shall be under the control of the Registrar.
- (e) Unless permitted in writing, the full time employees shall devote their time to carry out the work entrusted to them by the Vice-Chancellor / Dean of the Faculty / Head of the Department / Registrar, as the case may be.
- (f) Every employee shall remain present at the work place of his / her duty as assigned by the University Authority and attend to it sincerely and faithfully to the best satisfaction of his / her superiors.
- (g) All the Head of the Departments shall be responsible for the efficient functioning of their Departments. Further, they shall also be responsible for maintaining the discipline and decorum in their respective departments. Faculty members shall work under the directions of the Head of the Department and assist him / her by extending their full cooperation in the day-to-day administration.
- (h) Laboratory Staff: Instruction in laboratory, assisting the teachers in laboratory work and any other related job, as may be assigned by the Head of the Department.
- (i) The members of the teaching staff are required to undertake the jobs to the entire satisfaction of the University. The jobs includes Class room teaching, Instruction in laboratories, Tutorials, Students Mentoring / Counselling File Maintenance, Attendance Register-cum-Teacher's diary Maintenance, Laboratory Attendance Register-cum-Laboratory records/diary, Maintenance, Invocation Courses,

Laboratories, Dissertations, On-line Instructions, webinars, On-line Interactions with students or any similar activity, Student's Assessment and Evaluation, Publishing Papers / Research Papers / Articles / Reviews / Wall Magazine / Web Material Research / Consultancy / R & D / Industrial Projects, Co – curricular activities, Extracurricular activities, Departmental administration, Activities, Student Feedbacks, Academic audit, preparing e-book, books, video lectures, web material for the University, Examination work, Upgrading qualifications, Self-development Programme / Learning, new subjects / Technology / Skills, International Conference, National Seminar / Conference / Workshop / Faculty Development Program, Professional Societies activities, Development of learning material, Industry-University Relationship, Policy emulation, Submission of Performance Based Appraisal / Self-Appraisal Report at end of each academic year, Evaluation of Teachers etc. Teachers will also undertake any other duties assigned by the academic bodies / Authorities of the University

- (j) The Pay scale and allowances payable to the employees shall be decided by the University from time to time.
- (k) Each employee has to give a joining report at the time of joining his / her service along with an undertaking to abide the code of ethics and discipline, prescribed rules and regulations, and the Acts / Statutes / Ordinances of the University.
- (l) Normally, appointments in the University shall be made on a probationary period of one year. At the end of probationary period, the appointee shall be confirmed in writing, on the satisfactory performance. If the performance remains unsatisfactory, the person shall either be removed from the service or the probation period shall be extended for a further period as decided by the Vice-Chancellor / Board of Management.
- (m) Appointments for specified period may be made by the Vice-Chancellor / Board of Management. Such services may be terminated without any notice or assigning any reason, during the period of assignment or stands terminated at the expiry of the period unless the period is extended in writing.
- (n) Transfer: An employee posted in one Faculty can be transferred to another Faculty of the University, by the order of the Vice-Chancellor, if deemed necessary, in the best interest of the academic convenience.
- (o) Increment: For a new appointee, the increment shall be as follows:
 - (i) Joining between 1st April - 30th September, the increment shall be due next year in the month of July
 - (ii) Joining between 1st October – 31st March, the increment shall be due next year in the month of January

For a confirmed employee, normal periodical increments in the pay scale shall be

as a matter of course. Additional increments may be given to the performing employee based on the recommendations of their superiors. Further, the increment of the employee may be withheld based on unsatisfactory performance or disciplinary actions.

- (p) All types of duties assigned to a post, on a time scale of pay, counts for an increment in the time scale. The period spent on leave without pay shall not be counted for the award of increment, as decided by the Vice-Chancellor.
- (q) The University may terminate the service of any permanent employee, by giving one month notice in writing or by paying one month salary as the case may be in lieu thereof, if in the opinion of the University, the continuation of service of an employee is not desirable in the interest of the University or if there is a fall in the work load and the post held by the employee is found surplus / superfluous.
- (r) An employee can quit the service by giving one month notice or by paying one month salary in lieu of such notice. However, the teaching staff may not be allowed to leave the University in the middle of the academic session, i.e. July to December and January to June to avoid disturbance in the teaching work.

(s) Age of Superannuation:

(v) The Non-teaching Employees:

The non-teaching employees of the University shall be retired from the services after attaining the age of 62 years or as per UGC norms.

(vi) The Teaching Faculty:

The age of superannuation for the faculty shall be decided as per the rules of the UGC / AICTE / other relevant bodies. Currently following rules shall be applicable:

- viii. The age of superannuation shall be 65 years and the revision by the competent authorities shall be applicable. Besides, if a teacher is due to retire in the middle of the academic semester, the University may retain such a teacher till the end of the semester.
- ix. Subject to availability of vacant positions and fitness, Professors may be re-employed on contractual basis beyond the age of 65 years up to the age of 70 years as per the norms of UGC.
- x. Re-employment beyond the age of superannuation shall, however, be done selectively, for a period of 3 years in the first instance and then further for a period of 2 years purely on the basis of meritorious work in the past, experience, area of specialization, review report from a peer group and health provided only against vacant position.

- (vii) University can employ a retired person on a regular or contract basis with terms and conditions as may be mutually determined. It is also open to the University to renew the contract period of an employee on mutually agreed terms and conditions.

REGULATION – 38
Leave Rules for University Employees

All employees including teachers shall be entitled to avail leave in accordance with the following rules and the rules framed by the competent authority from time to time.

- (a) No leave can be claimed as a matter of right by any employee. Discretion is reserved with the authority empowered to grant, to refuse or to revoke the sanctioned leave at any time according to exigencies of service.
- (b) The mere submission of an application does not mean that the leave has been sanctioned. The applicant should proceed on leave only after it has been duly sanctioned by the competent authority, except in case of emergency. In such cases, the competent authority may ask the employee to explain the nature of the emergency and to submit the necessary documents to prove the same.
- (c) All kinds of leave other than earned leave shall automatically lapse on the date of actual retirement or resignation of an employee.
- (d) Sundays and other holidays may be prefixed and or suffixed with any kind of leave, subject to the limit of total number of days absence from the duty attached with each category of leave.
- (e) The period of overstay shall be treated as a leave without pay until such period is converted into leave by the competent authority. If he / she continues to be absent from the duty for more than a fortnight without obtaining proper sanction from the sanctioning authority, his / her services will be liable for termination.
- (f) An employee on leave may not take any service or accept any employment (including the setting up of a private professional practice as consultant, accountant or legal practitioner etc.) without obtaining the prior sanction of the appointing authority in writing.
- (g) Leave is earned by duty.
- (h) Part-time employees are not entitled for any leave except the casual leave, which shall be limited to five (5) days leave in a calendar year. Clauses (d) to (f) as stated above shall also be applicable to such employee.
- (i) **Eight (8) days casual leave** in a calendar year (July – June) may be granted to full-time employees. Casual leave shall not be granted in continuation of any other type of leave except Sundays and other general holidays, which can be prefixed or suffixed as stated in clause (d) above. However, total absence from the duty in continuation shall not be more than ten (10) days, until and unless sanctioned by the sanctioning authority in writing under special circumstances.
- (j) During the first year of service an employee can be granted casual leave in

proportion to the period of service.

- (k) Casual leave cannot be clubbed with summer vacation or mid-term vacation or any other kind of leave.
- (l) If an employee takes casual leave and extends the leave by applying for other kind of leave in continuation, the entire period of absence shall be treated as other kind of leave subject to the availability. In such a case, the casual leave already sanctioned shall be treated as cancelled.
- (m) If an employee attends to his / her duty late and / or leaves the department before the closing hours on a given day without proper permission, one casual leave shall be deducted. If there is no casual leave in balance, one day's earned leave shall be debited with a warning to the employee. If there is no earned leave in balance, then he / she will be treated as leave without pay.
- (n) **Teaching Staff:**
 - (g) **Thirty (30) days** vacation leave in a year to all teaching staff. However, if a teaching staff is prevented in part / full from availing the vacation during a particular year by a specific order, the earned leave shall be admissible in the ratio of 1:2 of the vacations. Special case
 - (h) **Twenty one (21) days** gazette holidays as declared by the State Government and approved by the Vice-Chancellor shall be admissible in the calendar year.
 - (i) The fact of refusing the vacations should be recorded in the service book of the concerned staff member and may be compensated as stated above.
- (o) **Non-Teaching Staff:**
 - (xi) **Fourteen (14) days** earned leave in a year shall be admissible to the non-teaching employees such as Office staff, Placement Staff, Drivers/ Conductors, Workshop, Library and Housekeeping staff. The earned leave shall be credited to the leave account of the staff of these categories as 7 days on 1st January and 7 days on 1st of July every year.
 - (xii) **Twenty one (21) days** gazette holidays as declared by the State Government and approved by the Vice-Chancellor shall be admissible in the calendar year.
 - (xiii) All Non-Teaching staff except drivers will work for 6 days in a week from 8.30 a.m. to 5.00 p.m. Such staff will get 15 days Compensatory Off in a year. However, not more than 02 compensatory off can be availed at a time.
- (p) For service of less than six months, proportionate earned leave shall be credited. However, the leave without pay shall not be considered in the calculations of earned leave.

- (q) Earned leave can be accumulated to a total of **maximum 240 days**. This figure could be revised by the competent authorities.
- (r) Earned leave can be clubbed with the vacation leave. In such a case the employee should be on duty either on the last working day, before the commencement of the vacation or on the reopening day. If an employee happens to be absent on both days, the entire period of absence including the vacation leave shall be treated as earned leave or the leave without pay as the case may be.
- (s) **Authority competent to grant leave:** The Head of the Department is empowered to recommend to the Registrar for the sanction of the leave up to one month in continuation, of the non-teaching employees and to the Vice-Chancellor for the teaching employees. Cases of leave, excluding vacations, for more than one month should be referred to the Vice-Chancellor for sanction, in either case.

In the case of Registrar / Officers of the University, the leave sanctioning authority shall be the Vice-Chancellor. In the case of Vice-Chancellor, the leave sanctioning authority shall be the Chancellor.

- (t) Depending upon the availability, the minimum and maximum number of full pay leave (earned leave and / or any kind of leave commuted into full pay leave) that can be sanctioned at a time shall be One (1) and Ninety (90) days respectively.
- (u) **Maternity leave of 45 days** with pay and allowances can be granted to married women employees, subject to the following conditions:
 - (i) Women employees completed two (2) years of continuous full time service in the University shall be entitled for maternity leave. After availing the maternity leave, the employee should render minimum 3 years' service, otherwise whole leave pay should be deposited.
 - (ii) The maximum period of maternity leave shall be forty five (45) days both pre-natal and post-natal.
 - (iii) Maternity leave is not admissible to a married woman having two or more living children.
 - (iv) Maternity leave is admissible only twice in the entire service period of a woman employee.
 - (v) Maternity leave shall be granted on the condition that such employee should serve or should have served the University for a period of not less than five years, failing which she shall be required to reimburse the salary drawn during the period of maternity leave. An undertaking on non- judicial stamp of Rs. 100 / - shall be required to be signed by the employee.
 - (vi) Maternity leave shall not be debited to earned leave account.
 - (vii) Necessary entries in the service book of the women employee may be made to watch that the maternity leave is not sanctioned more than twice in the entire service

- (v) **Academic leave:** The academic leave to the extent of ten (10) days shall be recommended by the Head of the Department for attending the examination work, conference, seminars, workshop, symposium and meetings of academic council, executive council, Regulatory Bodies etc. However, if the employee requires more leave, then the special sanction from the Vice-Chancellor has to be taken.
- (w) **Extra Ordinary Leave:** Extra ordinary leave without pay may be granted to an employee in special circumstances, where no other leave is admissible.
 - (i) The period of leave shall be decided by the Vice-Chancellor depending upon the circumstances. Under normal circumstances, the extra ordinary leave without pay may not be sanctioned to the employees who have not put at least five years of service.
 - (ii) An employee failing to rejoin duty on the expiry of extra ordinary leave shall be deemed to have resigned and shall cease to be in service. The name of such employees shall be struck off from the rolls of the University without any notice.
- (x) **Leave Salary:** An employee on earned leave is entitled to leave salary equal to the pay and allowances last drawn on the day before the leave commences. If an increment is due during the spell of leave the increment shall be given but the incremental benefit is extended only from the date of rejoining duty on expiry of the leave period. Any increase in pay due to pay revision or grant of increment etc., shall have effect only from the date of reporting on duty after the leave.
- (y) No employee of the University shall accept any employment and join elsewhere while on duty or on leave without written permission from the competent authority, failing which the disciplinary action to the extent of termination from services shall be taken.
- (z) An employee shall promptly rejoin duty on the expiry of the leave sanctioned. If the leave sanctioned is on medical grounds, medical fitness certificate should be produced at the time of rejoining the duty on the expiry of such leave.
- (aa) If an employee is recalled from leave on account of exigencies of work cancelling the unexpired portion of leave, the employee should do so immediately. The unexpired portion of the leave will be credited back to his relevant leave record.
- (bb) Over-stay of leave shall entail loss of pay even though sufficient leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond the control of the employee.
- (cc) If an employee (teaching / non-teaching) is recalled on Sunday / public holiday on account of exigencies of service then he / she will be entitled to compensatory off for that day. However, this cannot be encashed. They will get 01 day off for working on Sunday / public holiday which has to be availed within a period of three (3) months, otherwise it will lapse. No compensatory off will be given for working on Saturday and also for paid duties like examination etc.

- (dd) **Gazette Holidays:** From the following list, any 21 days will be declared as paid holidays every year for all employees except part time employees.

Occasion	No. of days	Occasion	No. of days
Id-Ul Zuha	1	Independence Day	1
Republic Day	1	Janmashtami	1
Moharram	1	Gandhi Jayanti	1
Holi (Dhulendi)	1	Dashara	2
Rang Panchami	1	Deepawali	5
Good Friday	1	Id-Ul-Fitter	1
Dr. Ambedekar Jayanti	1	Gurunanak Jayanti	1
Raksha Bandhan	1	Christmas	1
Mahavir Jayanti	1	Buddha Purnima	1
Id - E - Milad	1		

- (ee) The Board of Management may, in exceptional cases, grant for the reasons to be recorded, any other kinds of leave such as study leave, special leave, lien etc., subject to such terms and conditions as it may deem fit to impose.

REGULATION - 39

Procedure for Appeals by Staff, Employees and Teachers

- (a) Subject to the provisions in the Regulations, an employee of the University shall be liable to disciplinary action for acts of misconduct such as, negligence in the discharge of duty, in-subordination, any act prejudicial to the interest of the University or its property. The penalty / action, as laid down in concerned Regulation shall be taken against the employee, if found guilty after the enquiry. An employee shall have a right of appeal against an order passed by an authority imposing on him any of the penalties as stated above.
- (b) An appeal shall be made to the Head of the Department against any orders passed by an Officer, subordinate to the Head of the Department and against the order of the Head of the Department as well. Appeal against the order of the Head of the Department shall be forwarded to the higher authority with specific remarks by the concerned Head.
- (c) The appeal should be submitted within 45 calendar days from the date on which the appellant received copy of the order in question.
- (d) Every appeal shall comply with the following requirements:
 - (i) The employee submitting an appeal shall do so separately and in his / her own name.
 - (ii) The appeal shall be given with all material statements and arguments on which appellant relies, and shall be complete in itself.
 - (iii) It shall specify the relief desired.
 - (iv) It shall be submitted through inward.
- (e) An appeal may be withheld by the Head of the Department, if:
 - (i) It is an appeal against an order which is not worth making an appeal.
 - (ii) It does not comply with any of the provisions as specified above.
 - (iii) It is illegible;
 - (iv) It repeats or is at par with an appeal already rejected by the authority to whom the appeal is addressed;
 - (v) It is addressed to an authority to which no appeal lies under these rules;
 - (vi) It is not submitted within the period specified in this Regulation.
- (f) In case an appeal is withheld, the authority with-holding the appeal shall inform the applicant reasons of with-holding the appeal.
- (g) An appeal, which is not to be withheld shall be forwarded to the higher authority with comments of the Head of the Department.

(h) No appeal shall lie against the order of withholding an appeal.

(b)

REGULATION – 40
Travelling and Daily Allowance

(a) All employees are entitled to travelling and daily allowance (TA and DA) for the journeys and halt outside the University, during the course of their official duty. Travelling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest route. All employees are expected to travel by the entitled mode of travel. Travel may be undertaken with the specific approval of the Head of the Department / Vice-Chancellor.

(i) When the one-way distance to place of temporary duty is less than 15 km, only actual fare is admissible and no incidentals or D.A. is payable.

(ii) Daily allowance is admissible at the following rates if the place of temporary duty is beyond 15 kms, depending on the duration of absence from place of duty.

Up to 6 hours	25% D.A.
6 to 12 hours	50% D.A.
More than 12 hours	100% D.A.

(b) For the purpose of TA and DA the employees are classified as decided from time to time, according to the gross salary, which includes all allowances by the University. Presently these are as under:

Category I : Drawing gross salary of Rs.45,000 or above per month

Category II : Drawing gross salary of Rs.35,000 or more but below Rs. 45,000 per month

Category III : Drawing gross salary of Rs.25,000 or more but below Rs 35,000 per month

Category IV : Drawing gross salary of Rs. 15,000 or more but below Rs. 25,000 per month.

Category V : Drawing gross salary less than 15,000 per month.

The rates of DA and the class of train journey for the above purpose are given below:

Employee's Category	Rate of DA for type of Cities			Class of Train	Road Mileage (per Km) for Car
	A	B	C		
I	500	400	300	AC II / AIR	Rs.8
II	400	300	250	AC II	Rs.8
III	300	250	200	AC III	N.A
IV	250	200	150	II Sleeper	N.A
V	200	150	100	II Sleeper	N.A

These rates shall be revised every alternate year.

For travel by air, specific permission from the Vice-Chancellor shall be taken.

- (c) For stay at hotels or other registered establishments providing boarding and / or lodging at scheduled tariffs, room rent is reimbursable to the extent shown below on production of vouchers. In case, vouchers are not produced 20% of the admissible rates will be reimbursable.

Employee's Category	Type of cities		
	A	B	C
I	Rs.3000	Rs.1500	Rs.750
II	Rs.2000	Rs.750	Rs.500
III	Rs.1500	Rs.500	Rs.400
IV	Rs. 750	Rs.300	Rs.300
V	Rs. 500	Rs.200	Rs.200

Cities are classified as shown under:

A type cities : Metros namely Delhi, Mumbai, Calcutta, Chennai etc.

B type cities : All state capitals such as Jaipur, Bhopal etc. and other cities such as Ahmedabad, Gwalior, Jabalpur, Ghaziabad, Kanpur, Lucknow, Mussoorie, Nagpur, Pune, Shimla, Srinagar and other hill stations as classified by different states.

C type cities : All places other than "A" and "B"

- (d) For journeys by trains, buses and the official vehicles, computation of D.A. should begin when an employee actually leaves the Headquarters and ends when the employee returns to the headquarters.
- (e) All claims for the journeys shall be submitted in prescribed format and accompany relevant vouchers (tickets or Xerox copies thereof) without which the claims will not be entertained. Any up gradation in the above limits in the individual case depending on exigencies can be allowed by the Vice-Chancellor.
- (f) If the employee gets reimbursement of the expenditure from any other agency for the journey undertaken by him / her, the employee will not claim traveling expenses under these rules.
- (g) All bills shall be certified by the Head of the Department / Registrar for payment.
- (h) Reasonable advance against approved travel plan can be sanctioned by the Vice-Chancellor. Such travel advances should be settled within one week of the completion of the travel, failing which the whole amount of advance shall be deducted from the next salary payment to the employee. No further travel advance will be sanctioned till the settlement of earlier travel advance is settled.
- (i) The objective of these TA / DA rules is to reimburse the employees, the reasonable expenses incurred by them in the discharge of their official duty; and these shall not be made a source of income by any employee.

REGULATION - 41

Consultancy and Consultancy Project Proposal

‘Consultancy’ is viewed as an activity which extends assistance to another organization in finding solution to specific Managerial / Technical problem; or performing a task or project for it, in return for pecuniary consideration in whatever form.

It envisages harnessing of the sophisticated instruments and technological expertise available in the University, in the service of the community at large, in more ways than only imparting technical education, in consideration for financial compensation to the faculty and others, making extra efforts for the same.

A consultancy project is, however, to be distinguished from a Research Project; while the former is a commercial endeavour, the latter is purely academic in nature, with practical implications, and has no commercial content.

- (a) The Consultancy Service in the University will be available only for such work that is important and relevant to the work of the educational Institution or the consultant's field of specialization.
- (b) Consultancy facility is allowed to the teaching faculty only.
- (c) The Consultancy Service will cover the followings:
 - (i) Testing and analyses of engineering materials
 - (ii) Software development
 - (iii) Other related problems of industries
 - (iv) System design for computerization
 - (v) Preparing feasibility reports for entrepreneurs desirous of starting industries
 - (vi) Product/ Process / Plant / Design or Development
 - (vii) Calibration and standardization of equipment, instrument and apparatus
 - (viii) Research, design and development work of industry and other area
 - (ix) University information system support maintenance and data processing related work
 - (x) Long term and Short term training program for executive, officers and other employees
 - (xi) Any other matter relevant to the field of specialization of University's faculty where they possess high degree of expertise
- (d) Consultancy will not be claimed by any individual faculty member as a right. Normal teaching work, shall take precedence over Consultancy. It should not interfere with the normal work of the departments. No omission in the prescribed

teaching assignment will be allowed to a faculty member undertaking consultancy work.

- (e) In some cases, faculty members receive financial compensation for membership on Boards and Committees, participation in teaching programmes, occasional lectures, publication in journals, magazines, newspaper or such other media, books or chapters in books and such other Sundry activities. As these activities do not fall strictly under the scope of Consultancy Project, a faculty members' income from these sources upto an amount of half month's salary per annum will be exempted from the purview of the Consultancy. For faculty having been on the Universitys' pay roll for less than a year, this exemption will be on pro-rata basis. The amount in excess of half month's salary (or pro-rata) will be treated as Consulting income of the faculty.
- (f) The faculty members may be allowed to accept consultative or similar assignments subject to the following conditions:
 - (i) The Vice-Chancellor would examine each request for permitting a faculty member to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the University in the long run and will not adversely affect the faculty member's work at the University;
 - (ii) They may be allowed to retain a fee upto 30% of their gross salary in a year, and if the fee received in any year is in excess of the 30% ceiling limit, the excess should be shared by the faculty members and the University in the proportion as given below: The fees received by the teachers on account of above in a financial year, shall henceforth be shared between the teachers and the University in the following manner:

i.	Money received up to 30% of the gross salary	No sharing
ii.	Money received beyond 30% and up to the gross salary	70:30 between the teacher and the University
iii.	Money received beyond the salary	50:50 between the teacher and the University

Explanation: The following shall not be construed as consultancy work for the purpose of regulating the fee received by a faculty member:

- iii. Writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc.
- iv. Fees received by a teacher from recognized University and other statutory bodies or public sector undertakings, which are wholly or substantially owned or controlled or subsidized by Government for the

performance of work connected with the examination conducted by these bodies or for delivering lectures;

- v. Income derived by a teacher from exploitation of patent or invention taken out by him with the permission of the University while in its service;
- (g) Limitation of Consultancy Work: The main focus of the University is to provide quality education to the students and at no point of time this objective should be lost from the sight.
- (h) Procedure for Undertaking Consultancy
 - (i) All consultancies will be undertaken by the University only and not individually. The Registrar of the University shall sign the letter of intent. Written permission of the Vice-Chancellor should be obtained for every assignment or project.
 - (ii) A Letter of Intent should be obtained from the duly authorized representative of the client for entrusting the Consultancy Project to the University. This Letter of Intent should specify the broad objective of the Project, scope, time-frame (probable start and finish of the Project) and broad financial parameters, including schedule of payment of Consultancy Charges to the University.
 - (iii) No commitment about the consultancy charges should be made to the client by the faculty member. The consultancy fee will be determined by the Consultancy Advisory Committee (CAC).
 - (iv) The letter of Intent along with appropriate Consultancy Project proposal Form should be submitted to the Registrar for internal appraisal.
 - (v) The University will have a Consultancy Advisory Committee (CAC) consisting of the following members:
 - i. Vice-Chancellor – Chairperson
 - ii. Dean of the Faculty – Member
 - iii. Head of the concerned Department – Member
 - iv. Registrar - Member
 - v. Accounts Officer - Member
 - vi. One member nominated by the Chancellor - Member

- (vi) The Consultancy Advisory Committee would evaluate the Consultancy work to be undertaken and would assign it to an individual staff member (Consultant) or to a group of staff-members (Consultants), one of whom would be designated as the Project Leader by the Head of the Department.
- (i) Consultancy Charges / Fee
- (i) The Consultancy Advisory Committee (CAC) shall, on the basis of cost accounting principles, determine the fees chargeable from the client for the particular Project. The fee should be based on proportionate emoluments and the time to be consumed by the persons engaged in Consultancy work. An overhead of percentage may be added to the consultancy fee in all cases as per the CAC, and the total figure so arrived at should be formally communicated to the client, including the payment schedule.
- (ii) A Budget for the Consultancy Project shall be prepared, which should specify the following four components:-
- i. Consulting Fees
 - ii. Direct expenses
 - iii. University Assistance (Research, clerical work, materials etc).
 - iv. University Support (overheads)
- (j) University Assistance
- (i) The physical resources of the University and the research facilities will be made available to the Consultancy provided that such work does not interfere with the regular teaching work of the University.
- (ii) The consultant(s), supporting staff in the laboratories and office staff shall continue to work in a normal way and their behaviour and conduct during consultancy period should be within the desired decency.
- (iii) Involvement of supporting staff of the office needs prior permission of the Head of the Department, clearly specifying the extent and limitation of such support including the use and cost of stationery, postage, telephones / e-mail etc.
- (iv) A copy of all Project Reports emanating from this consultancy are submitted to the client must invariably be made available to the Head of the Department / Chairman of Consultancy Advisory Committee.

(k) Disbursement of Consultancy Fees

- (i) For this purpose the year will be divided into four quarters January – March, April - June, July - September and October - December.
- (ii) A percentage of the total revenue received as Consultancy fees in a quarter will be transferred to a “Development Fund” of the University as per decision of CAC. The remaining percentage of the Consultancy fee received in the quarter will be disbursed as per CAC guidelines.
- (iii) All expenditure including raw materials required in connection with consultancy work will be met from the “Development Fund” created and no expenditure in the consultancy work will be debited to the University.
- (iv) The fee to be paid by the client to the University will be accepted through Bank Draft / Cheque / Electronic transfer etc. issued in the name of the University and as such no cash payments shall be accepted.
- (v) The fee received will be credited in the account of University under the Head, created for the consultancy services.

(l) Payment Schedule of Consultancy Fees

- (i) As a guideline, it is suggested that in every project, before starting the work, and after execution of the agreement / work order, the client organization needs to pay 50% as advance (to meet current expenses); and at the time of submission of final report another 40% should be paid. Balance 10% can be paid within a month after submission of the final report. In case of Govt. client, at least $(1/3)^{rd}$ of the total fee should be claimed as advance and the rest in two instalments within 45 days of submission of final bill.
- (ii) In all cases, the project leader of the consultancy will be responsible for recoveries.

REGULATION - 42
Incentive for Higher Studies, Research Incentives and Awards for Research to Teachers

The standard and quality of University are evaluated on the basis of academic excellence of its faculty and their involvement in research activities, which is an ongoing process. It is expected that teachers will update their current knowledge and keep themselves abreast with the advances in technology.

- (a) The incentives to the faculty on account of attaining higher degrees / qualifications shall be as per the UGC / AICTE / Regulatory Bodies norms and guidelines.
- (b) Teachers are encouraged to publish books from reputed International publishers. Teachers are also encouraged to publish papers in the field of their specialization in journals and magazines of repute. As an incentive for such publications, the respective teacher may be reimbursed full or part of the membership fee of top International research body for one year.
- (c) The appropriate assistance may be given for publication in reputed journals having impact factors and indexed in Web of Science / Scopus such as ACM, IEEE Transactions, Elsevier etc. Quantum of the assistance will be decided by a committee with two experts in the field keeping the guidelines of the UGC and duly approved by the Vice-Chancellor, provided the publications bear the name of the University.
- (d) For presentation of papers in Symposiums / Conferences / Seminars / Workshops etc; the faculty members shall be sponsored under the following conditions:
 - (i) No sponsorship is admissible to any of the faculty members, during the probation period, except in special cases where the Head of the Department may recommend to relax this condition to the Vice-Chancellor.
 - (ii) A faculty member will be sponsored to attend one inland National / International level conference in a year to the extent of 50% of his / her registration fee, to and fro expenses and stay as per the rules, subject to acceptance of papers to be presented in the Conference or chairing the session.
 - (iii) A confirmed faculty can be sponsored to attend International Conference to be held outside the country, once in three years, with financial assistance up to Rs. 1.00 lac subject to the acceptance of paper to be presented in the conference or chairing the session. The faculty must serve the University for a period of two years from the date of the Conference. The amount so spent

would be recovered from his / her remuneration, if he / she leaves the organization before the stipulated time.

- (iv) In addition to above, the Vice-Chancellor reserve the right to permit or refuse to sponsor a faculty to participate in Local / National / International Conference / Seminar for paper presentation.

REGULATION – 43
Code of Professional Ethics for Teachers

(a) Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher must see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

(b) Teachers and the Students

- (i) Respect the right and dignity of the student in expressing his/her opinion;

- (ii) Deal judiciously and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) The assessment of merit shall be made only on the basis of the academic attainment of the student in an unbiased manner
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

(c) Teachers And Colleagues

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

(d) Teachers and Authorities:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own University bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions / Statutory National bodies and accept employing University offices;
- (v) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of services.
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and Non-Teaching Staff:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(f) Teachers and Guardians

Try to see through teachers' bodies and organizations, that University maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

(g) Teachers and Society

- (i) Recognize that education is a public service and strive to keep the public informed of the educational program which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

REGULATION- 44

Code of Ethics and Disciplines for Employees

Employees should attend to their duties and discharge them faithfully and diligently, while maintaining punctuality. It is desired that the employees shall come to their working places in a proper dress and work for scheduled hours, during which they shall be present at the place of their duties, except for valid reasons and/or unforeseen contingencies.

No employee should remain absent from the duty and / or leave the station without prior permission from the person authorized to sanction leave. Whenever, the employee has to leave the station, he / she should inform the leave sanctioning authority, about the address, telephone numbers etc. where he / she would be available during the period of his / her absence from duty.

Every employee is expected to exhibit the decency in his / her behaviour and observe the **code of conduct** as spelled out in this chapter, failing which the University may take the disciplinary action against the defaulter.

Code of Conduct

- (a) Every employee shall deem to have the knowledge of all the rules, regulations, directions and instructions issued by the University from time to time. Ignorance of rules shall be no excuse for any lapse.
- (b) Every employee shall maintain honesty, integrity and devotion towards the duty assigned to him / her and be impartial in his / her official dealings and shall not do anything contrary to the ethics of the University.
- (c) Unless, otherwise stated specifically in the appointment letter, every employee is a full time employee of the University, and may be called at any time to perform urgent duties by the competent authority during or beyond scheduled working hours inclusive that of holidays and Sundays. These duties may include attending the meetings of the committees to which he / she is the member.
- (d) No employee should participate in any kind of demonstration which is prejudicial to the interests of the University, public order, decency, morality, or which involves inciting of students or employees, contempt of court, defamation etc.
- (e) No employee shall be allowed to take part in any kind of strike what so ever it may be including in connection with the matter of his / her service conditions or that any other employee.

- (f) No employee should communicate directly or indirectly, any official document or part thereof or information to any other employee or person to whom he / she is not authorized to do so.
- (g) No employee should give any evidence in connection with any enquiry conducted by any person, committee or authority without the approval of the competent authority. However, during such circumstances the care should be taken to avoid such evidences / criticism of policies which may damage the image of the University.
- (h) Every employee is required to behave with students, employees of the University and the general public in a manner worthy of their position and dignity of the profession. Further, he / she should extend the necessary courtesy in the dealings without prejudice to the caste, creed, religion, race or sex.
- (i) No employee of the University shall join or continue to be the member of an association whose objectives and activities will be / are against the interests of the University, the Nation and general decency / morality. Further no employee should take part in politics or in any political demonstration or contest the election of any kind without the specific permission of the Chancellor / Vice - Chancellor.
- (j) No employee should ask for / accept contribution to raise funds or other collections in cash or in kind, in pursuance of any object other than for religious or charitable purposes, without the permission from the competent authority.
- (k) No employee or member of his / her family should accept any gift from any person, if it is linked with the services of the employee.
- (l) No employee should, except with the prior permission of the competent authority, engage himself / herself directly or indirectly in any trade / business / private tuition / any other kind of employment, in addition to his / her official assignments.
- (m) Canvassing to promote business / insurance agency / commission agency etc., by the employee is prohibited. Therefore, every employee should inform in writing to the Head of the Department, if he / she is engaged in such a trade or business.
- (n) No employee shall bring or attempt to bring any political or executive influence upon decision making authorities in respect of matters pertaining to his / her service in the University.

- (o) No employee shall approach any Governing Council member to question about his / her views on any resolution or motion to be moved on a matter connected with his / her condition of service or any disciplinary action initiated against him /her.
- (p) No employee shall take part or subscribe to any political movement.
- (q) No employee who has a living wife / husband shall have another marriage without obtaining the permission from the competent authority, withstanding that such a subsequent marriage will be permissible only under the prevailing law in the country at that time.
- (r) No employee should participate in activities related to press, radio and television etc. without the permission from the competent authority. Further, an employee should not make any statement of fact / opinion / criticism of any current or earlier policy or action of the University in any radio broadcast or telecast or in any document published anonymously or in his / her own name or in the name of any other person or in any communication to the press, which adversely affect or embarrass the relationship between the University and the Central Government or any State Government or any other Institute or Organisation or member of the public.
- (s) Any employee found guilty of any misconduct may be punished by awarding any of the following punishments taking into consideration the gravity of the misconduct.
 - (i) Dismissal / discharge from service.
 - (ii) Stoppage of increments with or without cumulative effect.
 - (iii) Withhold of increments and or promotion.
 - (iv) Recovery of loss from pay, caused to the University by negligence or otherwise.
 - (v) Salary reduction in the same grade, a reduction in post and / or grade.
 - (vi) Warning or censure.
- (t) The following shall also include the acts of misconduct.
 - (i) Irregularities in attendance and absence without leave. Wilful absence from the duty after the expiry of leave.
 - (ii) Misbehavior, use of abusive language or insolence and / or the criticism of the University.
 - (iii) Participation in a strike, abetting, instigating or acting in furtherance of the same.
 - (iv) Dereliction of duties, insubordination of orders of the superiors, disobedience of any order, noncompliance of a regulation or habitual neglect of duty / work.

- (v) Theft, fraud, wilful damage to the property or dishonesty in connection with the dealings.
- (vi) Engaging in any trade or profession falling outside the scope of the duties allotted by the University.
- (vii) Any malpractice committed in the conduct of examinations.
- (viii) Rendering assistance for committing malpractice in University examinations of the students.
- (ix) Followings shall be the acts of serious misconduct.
 - i. Refusal to accept a charge sheet, order or any other communication.
 - ii. Conviction in the court of law;
- (u) The punishment will be imposed only after giving sufficient opportunity to the employee to defend oneself after conducting impartial enquiry.
- (v) If an employee is kept under suspension, pending enquiry, such employee will be paid fifty percent of the salary till the enquiry is completed and the case is disposed off as per regulations.
- (w) If the employee is exonerated after the impartial enquiry and is reinstated, the employee shall be paid the balance of the salary for the period of suspension.
- (x) An employee may put forth in writing to redress his / her grievance, through proper channel, for any wrong which he feels has been done to him / her. In case the employee does not listen from his / her superior in a month's time, the representation could be made to the higher authorities such as Registrar / Vice-Chancellor, as the case may be.
- (y) An employee who gets involved in some criminal proceedings, shall immediately inform in writing to the competent authority through proper channel to which he / she is attached, irrespective of the fact whether he / she has been released on bail or not.
- (z) An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the University unless he has obtained the written permission to that effect from the Head of the Department.
- (aa) The decision of the Governing Body on all questions relating to the interpretation of these Regulations shall be final.

REGULATION - 45
Seniority and Promotions for Teachers

- (a) Personal prospects as well as responsibilities assigned by the Administration in an Institute of higher learning should be decided on academic merit and performance, rather than by service seniority. However, in cases where “seniority” is an issue, the following will be the deciding factors in decreasing order of importance: (i) Designation (ii) AGP (iii) Pay in Pay Band (iv) Date of Governing Body meeting in which current AGP was sanctioned (iv) Position in the merit list prepared by the Selection Committee, (vi) Seniority in lower AGP (vii) Date of Birth.
- (b) **Promotion of teachers:** The recruitment process and the rules for promotion provide ample opportunities to teachers for their promotion. This has been dealt with in Regulation meant for Career Advancement Scheme for Teachers. In general following points will be considered by the committee appointed for promotion / selection of a teacher as per Statute 21. These promotions will be governed under the following specific conditions:
 - (i) There should not be any adverse remark noted or reported against the concerned employee, otherwise, the consideration for promotion may be delayed or deferred forever.
 - (ii) There should be clear vacancy in the cadre for which the employee is to be considered for promotion.
 - (iii) The consideration for promotion may include process like personal interview / test as deemed appropriate by the Selection Committee.
 - (iv) The above conditions may be waived off in case of an exceptionally good performer out of line promotion may be considered by the Vice-Chancellor on specific recommendations of the HOD / Selection Committee. This exceptionally good performance should reflect in the Performance Appraisal Form.
 - (v) The teacher has to submit his / her Performance Appraisal Form as per the format prescribed in the University Regulations from time to time, for the consideration of the Selection Committee for promotion.
 - (vi) Final decision for promotion rests with the Vice-Chancellor.

REGULATION - 46
Seniority and Promotion for Non-Teaching Staff

Seniority and Promotion of Non-teaching staff

- (a) Seniority of Non-Teaching Staff will be determined on the following factors in decreasing order of importance: (i) Designation (ii) GP (iii) Pay in Pay Band (iv) Date of Governing Body meeting in which current GP was sanctioned (iv) Position in the merit list prepared by the Selection Committee, (vi) Seniority in lower GP (vii) Date of Birth.
- (b) The Recruitment and Service Rules provide sufficient opportunity for career growth to the non-teaching staff. Any such staff member who has completed five years of continuous service is eligible for the consideration to the next higher position, subject to a clear vacancy existing in that position.
- (c) Promotion of non-teaching staff is also through a Selection Committee appointed by the Vice-Chancellor. This committee will assess the suitability of the employee to the position he / she is seeking promotion. The tools of assessment will normally be:
 - (i) Self-Appraisal Report / Performance Appraisal Report.
 - (ii) Feedback from subordinates, peers, immediate supervisors and HOD.
 - (iii) Planning and efficiency of the employees work record.
 - (iv) Personal qualities like reliability, loyalty, and initiative (Self-Starter) and Communication skills.
- (d) The Promotion Policy for non-teaching staff will also be governed by general rules as laid down.
 - (i) There should not be any adverse remark noted or reported against the concerned employee, otherwise, the consideration for promotion may be delayed or deferred forever.
 - (ii) There should be clear vacancy in the cadre for which the employee is to be considered for promotion in his/her category. The employee must fulfill the necessary qualification, experience and should be eligible for the promotion post.
 - (iii) The consideration for promotion may include process like personal interview / test as deemed appropriate by the Selection Committee.
 - (iv) The above conditions may be waived off in case of an exceptionally good performer out of line promotion may be considered by the Vice-Chancellor on specific recommendations of the HOD / Selection

Committee. This exceptionally good performance should reflect in the Performance Appraisal Form.

- (v) Final decision for promotion rests with the Vice-Chancellor.

REGULATION - 47
Career Advancement Scheme for Teachers

With a view to inspire the teaching staff for self-improvement, self-development and to achieve **Career growth**, the **Career Advancement Scheme** is introduced in the University. The promotions under Career Advancement Scheme will be followed as per the AICTE / UGC / other regulations guidelines given and amended from time to time.

REGULATION - 48
Provident Fund

- (a) All employees of the University are eligible for Employees Provident Fund as per the EPF Act 1952 and other subsequent order / acts as framed / enacted by the Government of India from time to time. The CFAO will be responsible to ensure that the employees of the University are brought under this provision.
- (b) There shall be a Provident Fund Committee as per Statute 53 consisting of the followings:
 - (i) Vice-Chancellor (Chairperson)
 - (ii) Chancellor's Nominee
 - (iii) Registrar
 - (iv) Chief Finance and Accounts Officer
- (c) The committee shall advise the Chancellor / the Governing Body in matters relating to Provident Fund.

REGULATION - 49

Gratuity

- (a) Payment of the Gratuity shall be made as per Statute 54 of the University to a serving employee.
- (b) The payment of gratuity shall be made within one month as per Government rules on superannuation or on voluntary retirement from the University.
- (c) The gratuity shall be payable only in case an employee has put in minimum years of active service in the University as per government rules.
- (d) The deduction, if any, shall be made from the amount of gratuity payable as per Statute 54 to recover the money from the Gratuity.
- (e) The gratuity payable shall be equal to average salary drawn in last six months multiplied by 15 days per year of active service up to limit of Rs. Ten (10) lacs as per the Government rules at present.
- (f) University will maintain a gratuity fund for the payment of gratuities to the employees and interest if any, shall also be accrued in that fund. The PF committee as per Regulation - 13 shall also advise the Governing Body in matters relating to investment, payments and all other matters in respect of Gratuity.
- (g) Employee provident fund account's nominees shall be paid the Gratuity in case of death of the employee.

REGULATION - 50
Induction and Invocation Programs for Teaching and Non-Teaching Staff on
Joining the University

University considers Induction and Invocation Programs for Teachings and Non-Teaching Staff as an essential activity on joining the University and shall make efforts towards effective implementation of the programs for them.

- (a) Induction means making the staff well versed with the Service Rules, Regulations, Statutes and Ordinances of the University, Statutory Officers and Bodies of the Universities, Facilities of the University, Courses of the University, past achievements in the University, employee Service Book/File, etc.
- (b) A senior faculty will be responsible for the Induction for the new teaching and non-teaching staff.
- (c) Invocation means the act of referring to the professional skills of various kinds, as follows:
 - (i) English Skills
 - (ii) Computer Skill
 - (iii) Behavioural skills
 - (iv) Reading Skills
 - (v) Writing Skills
 - (vi) Speaking manners
 - (vii) Speaking skills
 - (viii) Laboratory Skills
 - (ix) Personality Building
 - (x) Team Building
 - (xi) Skills for keeping good physical and mental (stress free) health, etc.
- (d) A senior faculty will be responsible for the Invocation programs for the new teaching and non-teaching staff.

REGULATION - 51

Incentives for Skill Upgradation and Awards for Achievements to Teaching and Non-Teaching Staff

University recognizes the importance of Incentives for Skill Upgradation and Awards for Achievements to Teaching and Non-Teaching Staff.

- (a) Functioning
 - (i) A Committee will frame guidelines for giving incentives for Skill up-gradation and obtaining higher qualifications in service. The Committee shall keep UGC guidelines for Teachers in view while recommending incentives.
 - (ii) Every teaching/non-teaching employee's work will be assessed after 5 years of service. An Award Committee will frame guidelines for giving awards every year for meritorious services or achievements at State or National level or as a result of the assessment.
 - (iii) Recommendations of the Committee shall be placed before the Vice- Chancellor for examination and further submission to the Board of Management for approval.

REGULATION - 52

Compassionate Appointments

The dependents of the employees of the University who “die in harness” / retire from service on medical grounds may be employed in the university.

- (a) Functioning Aspects
- (i) General Procedure: The Vice-Chancellor after the concurrence of the Chancellor is competent to make the appointment on compassionate grounds in relaxation of procedure of recruitment through selection committee. The appointment will be as laid down in service regulations but subject to the other requirements, eligibility, qualification and experience for the post offered. An employee of the University who either dies in harness or is retired on medical grounds, his unemployed wife or son or daughter shall be eligible for appointment on compassionate ground.
 - (ii) Filling of Posts: The appointments made on compassionate grounds will not in any case exceed 50% of the vacancies in any calendar year.
 - (iii) Eligibility: The wife / son / daughter will be appointed on compassionate grounds only if they are eligible and suitable for the posts in all respects under the provision of service regulations of the University. Cases where the condition of the family is very hard then appointment can be made only by relaxation of educational qualifications. The Vice-Chancellor may relax educational qualifications in case of appointments on the posts such as Mallis / Sweepers / Chowkidars / Khalisis / Peons / Lab Attendants. Where a wife / son / daughter applying for the post does not have the necessary qualifications may be given opportunity to acquire the requisite qualification. This relaxation will be permitted for a period up to two years only. Beyond this no relaxation of educational qualifications will be admissible and the services of the person concerned are liable to be terminated.
 - (iv) The appointment made on compassionate grounds will be subject to the following conditions:
 - i. The person concerned fulfils the requirements of educational qualification and experience for the post as laid down in the University Service Regulations.
 - ii. The benefit of employment on compassionate grounds will be admissible to widow of a deceased employee provided she is not remarried.
 - iii. The benefit of appointment on compassionate grounds will be admissible to wife/son/daughter up to a period of 5 years after

the death/ compulsory retirement on medical grounds of an employee.

REGULATION – 53

Teaching Staff and Non-Teaching Staff Group Insurance Scheme and Health and Daycare Centre Facilities

University recognizes the importance of welfare measures for the family of the Employees. Welfare measures such as, ‘Group Insurance Scheme’ and services of Health and Daycare Centers will be offered to the all categories of the employees.

- (a) Functioning
 - (i) The In-Charge of all welfare scheme shall be the Registrar assisted by an Advisory Committee of one male and one female Senior Faculty.
 - (ii) The needed contributions of the employee and employer for the facilities of group insurance and health and day care centers shall be considered for various categories of the Employees by the Board of Management of the University from time to time.
 - (iii) Every regular Teaching Staff and Non-Teaching employee will subscribe per month to Group Insurance Scheme from his/her pay. The subscription shall be recommended as per the Insurance Company discounted rates for the Employees Groups and as decided by the Board of Management.
- (b) Services
 - (i) The University will render all possible help in settling the claims from the insurance company in case of demise of the employee in-service.
 - (ii) The corpus fund built from the employees and employers’ contributions and accrued interest amounts from the employees subscription shall be also used for rendering ex-gratia help in medical emergencies of serious nature for the employee or his/her family.

REGULATION – 54

Internship / training program for outsider students

The University being the seat of knowledge has the responsibility and capability to undertake many academic activities like internship / training for students of different streams. Students from other Institutions, Colleges and Universities can take the benefit of the University's rich and highly sophisticated labs.

The University will take appropriate action as deemed fit to facilitate the students, if they approach to the University with the formal request through their parent institutes, colleges or universities.

In order to run the Academic internship / training smoothly and objectively, the University will decide the same in the following manners:

- (a) Internship / training by charging certain amount to the participants.
- (b) Free of charge internship / training.
- (c) Stipend for meritorious students to be paid by the University.

The Dean / HOD will prepare the detailed proposal with justification and shall take approval of the Vice-Chancellor. In case, University is charging to the student(s), the distribution of the amount shall be as per the approval of the Vice-Chancellor.

After the approval, the Dean / HOD will co-ordinate for smooth conduction of internship / training.