



UNITED UNIVERSITY

ORDINANCE

AS ON 01.07.2023

**ADDRESS
VILLAGE- RAWATPUR, JHALWA, PRAYAGRAJ-211 012**

ORDINANCES OF UNITED UNIVERSITY, PRAYAGRAJ
(as on 01.07.2023)

PRELIMINARIES

- (a) These “Ordinances” shall be known as the Ordinances of the United University, Prayagraj, established in 2021, according to the Uttar Pradesh Universities (Amendment) Act, 2021 (UP Act No.17 of 2021) dated 24th August 2021.
- (b) These Ordinances will include Academic Ordinances, Service Ordinances and Ordinances related to Discipline and Conduct of Students.
- (c) The Rules under the Academic Ordinances shall be applicable for all the regular Programs offered by the University and any matter relating and incidental thereto.
- (d) The Rules under the Service Ordinances shall be applicable to all the regular employees of the University.
- (e) The Rules under the Ordinances related to Discipline and Conduct of Students shall be applicable to all the bonafide students of the University.
- (f) They shall come into force with immediate effect after their formulation by the Executive Council (EC), approved by the Governing Body.
- (g) Subject to the provisions of the Act and Statutes, the Ordinances shall be made, revised, amended by the EC as deem fit.
- (h) The provisions of the Rules under these Ordinances will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University.
- (i) Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, the Ordinances and the Regulations.
- (j) “Clause”/ “Sub-clause” Means duly numbered Clause/Sub-clause of the Ordinances.
- (k) “He” includes “She” and “His/Him” includes “Her”.

ORDINANCE-1
ACADEMIC ORDINANCES

1. Definitions

- (a) “Faculty Advisor” means a faculty member assigned the task to provide Program-specific and Course-specific information to students and to advise them on the selection of suitable courses.
- (b) “Class” means a specific group of students meeting for specific instructional purposes. It shall also refer to the meeting itself for a lecture, a tutorial or a practical.
- (c) “Continuing Student” means a student who has registered in one or more courses in a particular program being run at the University.
- (d) “Program” means an area of study leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University.
- (e) “Program Detail” means Scheme of Courses that constitutes a Program.
- (f) “Course” means a subject offered as a unit of studies within an Academic Program.
- (g) “Course Detail” means detailed syllabus of a course and its LTP (Lecture-Tutorial-Practical per week) structure.
- (h) “LTP” means Lectures, Tutorials and Practical (Laboratory) hours of a course per week in a regular term.
- (i) “Lecture” means a class in which a designated teacher delivers lecture on the theoretical concepts of a particular course to a group of students.
- (j) “Tutorial” means a class that offers students (generally in smaller groups compared to lectures classes) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.
- (k) “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- (l) “Pre-requisites” means conditions that must be met before a student can register for a course. Pre-requisites can include other courses or a specific skill level (e.g., a minimum grade in a specific course).
- (m) “Scheme” means the courses of the Program, their sequencing, their pre-requisites, and their nature whether they are compulsory or optional.
- (n) “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, and such related details for a Program.
- (o) “MTE” means Mid-Term Examination.
- (p) “ETE” means End-Term Examination.
- (q) “Roll Number” means a unique number allotted to a student after completion of all admission formalities in a particular Program. Roll number of a student remains unchanged throughout the duration of his enrolment in a particular program at the University. A student will not be considered as a bonafide student of a Term, if the Roll Number of the student has not been validated.

- (r) “Fresher” means a student who registers for the first time at the University in any program.
- (s) “Disciplinary Probation” refers to the status assigned to a student under punishment for having committed some act(s) of indiscipline, academic or otherwise and once assigned, the student remains on Disciplinary Probation for the period decided by the Proctorial Board.
- (t) “Suspension” by the University means withdrawal of the right of access to all or some of the premises or facilities of the University from students where action is taken as an interim measure pending further investigation
- (u) “Rustication of students” by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfillment of certain conditions.
- (v) “Expulsion of a student” by the University means his permanent removal from the University rolls with prohibition from future enrolment.

2. Courses of Studies

The courses of studies at the United University shall be:

- (i) Four-year Bachelor’s Degree Programs in Engineering, Pharmacy, Design, Agriculture and Hotel Management.
- (ii) Five Year Degree Programme in Medical Science.
- (iii) Three-year Bachelor’s Degree Programs under lateral entry schemes in Engineering and Pharmacy.
- (iv) Three-year Bachelor’s Degree Program in Business Administration, Commerce, Computer Applications, Sciences and Humanities.
- (v) Two- year Bachelor’s in Education.
- (vi) Two-year Master Degree Course in Computer Applications.
- (vii) Two-year Master’s Degree Programs in Business Administration, Engineering, Pharmacy, Commerce, Science and Humanities.
- (viii) Three-year Master’s Degree / Diploma Programs in Medical Science.
- (ix) Five-year Bachelor’s Degree Programme in Architecture.
- (x) Five-year Bachelor’s (Honors) Degree Programme in Law.
- (xi) Five-year Bachelor’s Degree Programme in Law.
- (xii) Three-year Bachelor’s Degree Programme in Law.
- (xiii) Fiver-year Integrated Master’s Degree Program in Management.
- (xiv) Three-year part-time Master’s Degree Programs in Engineering.
- (xv) Three-year Diploma in Engineering
- (xvi) Two-year Diploma in Engineering under lateral entry scheme.
- (xvii) Two-year Diploma in Pharmacy.
- (xviii) Two-year Diploma in Hotel Management
- (xix) One Year Certificate Programme.
- (xx) One-year and Two Year Postgraduate Programme in Law.

Also, Full-Time & Part-Time Doctoral Programs in Medical Science, Engineering, Technology, Management, Pharmacy, Applied Sciences, Humanities and Social Sciences, Education and Law. Dual Degree Programs.

3. Eligibility Criteria for Admission

Admissions to various programmes will be made as per the guidelines given by the Regulatory bodies from time to time. This will be published on the Web Site every year and also in the brochure.

4. Selection Process

- (a) Admission of students shall be done on the basis of merit/ entrance test providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed.

However, the University shall make provisions for reservations in admission of students of the weaker section of the society, student having excelled in sports and persons with disabilities in accordance with the guidelines of the UGC/ Regulatory Bodies or as per the provisions made by the University.

- (b) Applications for admission to various Programs of studies shall be invited through advertisement in regional & national newspapers, university web site and other electronic media.
- (c) Selection for admission shall be made for a particular Program on the basis of merit to be decided either through competitive examination or marks obtained in qualifying examinations as applicable or both and/ or personal interview/ personal interview+ group discussion, wherever applicable, to be decided by the University from time to time.
- (d) Every student selected for admission in first year of a Program shall fill Admission Form along with Form for Hostel Accommodation/ Availing Transport Facility arranged by the University. He shall submit all essentially required documents for Admission along with notarized Affidavits/ Undertakings from self and parent/ legal guardian, as specified.
- (e) Initially Provisional Admission will be given to all the students till the completion of all the admission formalities and verification of the credentials.
- (f) Regular Admission will be given only after submission of medical fitness Certificate in the prescribed format available on the university website, deposition of prescribed fees and other admission formalities.
- (g) If the deficiency is not removed or the required formalities are not completed by the prescribed date as notified in the university website, the Provisional Admission shall stand cancelled.
- (h) Hostel Accommodation/Transport Facility (if available) will be provided to the admitted students either on provisional or regular basis as the case may be.

5. Fee Structure

- (a) A fee structure shall be established for different Program concomitant with the objectives of the University to provide quality education.
- (b) The Academic fees chargeable from students for various Programs of studies shall be recommended by the Fee Committee and approved by the Executive Council. The fee revision, if any, shall be notified by the University. Fee once revised shall be applicable to all the newly enrolled students, provided it shall be done only at the beginning of the academic year.

- (c) The fee structure approved by Executive Council will be published on the University Website and admission brochure every year.
- (d) **Scholarship:** University may provide scholarship to meritorious students as per policy approved by Executive Council.

6. Syllabi & Scheme of Examinations

- (a) The subjects and the course contents for every Program shall be followed as approved by the Executive Council on the recommendations of Academic Council. For each Degree/Diploma Program, there will be a separate Board of Studies which will prepare the detailed syllabi and schemes of examinations and forward the recommendation to the Academic Council.
- (b) Details of Curriculum of UG & PG Programs will be published as approved by the University. The University shall follow semester in the courses as decided/adopted by the University.
- (c) The University follows Choice Based Credit System (CBCS) except for the courses where Regulatory Bodies suggest otherwise. The prominent features of Choice Based Credit System are process of continuous evaluation of student's performance and flexibility to allow a student to progress at an optimum pace suited to his ability or convenience to fulfill the requirement of the minimum credits earned for continuation in the Program of study.

7. Medium of Instruction and Examination

In all the Academic Programs, the medium of instruction and examination shall be English.

8. Tenures of Courses

The maximum period in which a student will be allowed to complete his degree/ diploma requirements is as follows:

| | | |
|------------------------------------|---|-------------|
| For Doctoral Programs | - | Six Years |
| For 5-year Degree Programs | - | Eight Years |
| For 4-year Degree Programs | - | Seven Years |
| For 3-year Degree/Diploma Programs | - | Five Years |
| For 2-year Degree/Diploma Programs | - | Four Years |
| For 1-year Degree/Diploma Programs | - | Two Years |

Note: However, if the Regulatory body/ Executive Council gives direction otherwise, the University will follow the same.

9. Academic Session, Academic Calendar and Academic Load

Academic Session

In Semester System, the academic session of the University is divided into three parts: two regular semesters termed as Odd and Even Semesters and a Summer Term. The two regular Semesters (Odd and Even) are normally of eighteen weeks' duration whereas Summer Term is approximately of nine weeks' duration.

Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents,

examinations, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the University, approved by the Executive Council on the recommendation of the Academic Council.

Academic Load

Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. Under CBCS Scheme, the student is expected to register for such number of credits or subjects as specified in CBCS regulations framed and adopted by the University.

A student may, however, be permitted by Dean Academic Affairs as recommended by the HOD of the concerned Department to take an extra course to (i) clear backlogs, or (ii) improve Grade Point Average, if it is required to meet the minimum academic requirements. The university may allow change of branch in third semester subject to the availability of seats in specific branches, satisfying minimum CPI requirement and pre-requisite fulfilment as decided by the Academic Council from time to time.

If any student is seeking transfer in any semester of any course from some other institute/university, the credits earned by him in the earlier institute/ university may be transferred as per the provisions of the regulatory authorities.

For B Sc (NURSING), GNM & MBBS and other related courses, all conditions as per regulatory body's provision will be followed.

10. Registration

All students are required to register in each semester/ summer term, if any, for the courses to be pursued by them, as per the Program, on the dates specified in the Academic Calendar. The sole responsibility for the registration in time as specified in academic calendar in a semester/ summer term will be of the student concerned only.

Registration Procedure

The registration procedure shall involve:

- (a) Online/ offline filling of the registration form mentioning the courses to be credited in the year semester/ summer term, if any
- (b) Payment of fees and clearance of outstanding dues (if any).

The candidate admitted to the University in his first year in any Program is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his registration regularized. The students of the University whose results have not been declared and are seeking registration in other semesters/ summer term shall be admitted only provisionally. However, they shall have to fulfil all the requirements of registration after the results are declared on or before the last date prescribed by the University, failing his provisional registration will stand cancelled.

- (c) One back paper registration may be allowed in respective semester for the students who had earlier appeared in the examination but FAILED due to non-achievement of desired grades.

University may allow **MOOC courses** as per approval of Board of Studies and Academic Council.

Late Registration: If for any compelling reason like illness etc., a student is unable to register on the day of registration, he can register by the last date of registration specified in the academic calendar on payment of the late registration fee.

Cancellation of Registration: Unauthorised absence for a period of three/ two or more weeks at a stretch during a year or semester / summer term, respectively, shall result in automatic cancellation of the registration of a student from all the courses in that semester/ summer term.

Summer Term Registration: A list of courses to be offered in the Summer Term shall be brought out by the Office of Dean Academic Affairs, towards the end of the academic year (before the date of declaration of results) or by the date as specified in the Academic Calendar.

Students shall have to register for these courses at the beginning of the Summer Term on the advice of their Academic Advisors. However, this facility is not available to students not registered for the subjects earlier in a semester. Late Registration in summer term is not permitted.

There will be sufficient number of theory, tutorial and laboratory classes in Summer Term as prescribed by the Board of Studies of concerned Department for certain subjects/year(s) of study in a Program, for which the process of evaluation will one mid semester examination of 30 marks and end semester examination of 50 marks. Teacher assessment marks will be the same as was awarded in regular semester.

Students who have any subject backlog in regular session will have an opportunity appear in summer semester as per following system:

Students who appeared/were allowed to appear in final exam but failed the subject – Can register for summer exam by paying fee as prescribed from time to time and straightaway appear for the exam. If they also wish to attend classes, they can pay total fee as prescribed from time to time and do so.

Students who were debarred due to shortage of attendance (if attendance in the subject is between 40% and 75%) – Can register in summer semester by paying fees as prescribed from time to time per subject, will have to attend classes for 5-6 weeks and appear for mid-term and final exam during summer semester.

A student can appear for a maximum of 16 Credits during summer semester.

Attendance requirement for appearing in mid/ End summer semester examinations will be similar to normal semesters.

- (d) **Branch change** in III Semester of Engineering courses may be allowed as per laid down policies.
- (e) **Readmission** of any student in any programme will be allowed as per laid down policy.

11. Performance Evaluation

- (a) Courses: Performance Evaluation of the students in a course/ subject shall be a continuous process based on their performance in the mid-semester examinations, quizzes, short tests, assignments, and the annual/end-semester examinations.

(i) Theory Courses in Semester System

For courses based on Semester System, the evaluation will be done through mid-semester examination and one end-semester examination. This will be in addition to quizzes, assignments, class participation, etc. The mid-semester examination will carry a weightage of 30% marks, and the end-semester examination will carry a weightage of 50% marks. 5% marks will be given for attendance in graded form from 1 to 5 to encourage students to attend more and more classes. The remaining 15% marks will be awarded by teacher for performance in quizzes, presentations and assignments etc. to be devised by the department/teacher [Autonomy to Teacher/ Department]. The Mid-Term will be of two-hour duration and the End-Term will be of 3 hours' duration. The End Term Examination shall be from the entire syllabus.

(ii) Laboratory Courses

In each laboratory course, the student will be required to carry out the number of experiments as specified in the course. Each laboratory class/ practical conducted will be assessed by the course instructor based on the work done during the class, submission of the report, and understanding of the work done. There may be an examination at the end of semester/ summer term with or without an additional/external examiner. The total marks at the end of the semester will be sum of the marks awarded in all the experiments conducted which will be awarded out of 100marks.

The students have to perform all prescribed experiments (up to minimum 10). The continuous evaluation during semester shall be of 50% marks. The End Term practical examination shall be of three hours of 50% marks.

(b) Summer Training, Project, Seminar etc.

Summer Training, Project, Seminar, and other learning oriented activities shall have associated credits as stated in the Program details.

(c) Attendance requirement

Since all the courses are professional in nature, it is therefore obligatory on the part of the student to attend each and every Lecture, Tutorial, and Laboratory class in a course. However, on account of late registration or illness or any other contingencies, *the attendance requirement will be a minimum of 75% for appearing in Mid-Term, and End-Term Examination, of the classes scheduled/held.*

| Examination | Attendance Requirement | Course Coverage | Remarks |
|-------------|------------------------|-------------------------|--------------------------------------|
| Mid Term I | 75% | Minimum 40% of Syllabus | |
| Mid Term II | 75% | Minimum 80% of Syllabus | course covered after Mid Term |
| Make Up | 75% | Full Syllabus | To be held after 100% course covered |
| End Term | 75% | Full Syllabus | Preparation leave as may be decided |

Make-up test/Improvement

- Attendance Criteria – 75% (can appear if he/ she has missed 1st or 2nd mid-term examination on genuine medical or any other unforeseen emergent circumstances).

Final Exam

- Students with attendance between 40% and 75% will be debarred from appearing in final exam but will get an opportunity to appear for the subject in summer semester
- Students with attendance less than 40% in a particular subject will be barred from final examination and will not be allowed in summer semester as well (fail status)

Attendance will be tabulated as per following criteria:

- Overall Attendance (all theory and labs combined) above 75% - Allowed to appear for all papers
- Overall Attendance below 75% - Will be treated subject wise:
 - Ø *For subjects with attendance above 75% - Will be allowed to appear in Make-up and Final Exam*
 - Ø *For Subjects with Attendance between 40% and 75% - Will be allowed to appear in summer semester*
 - Ø *For Subjects with attendance below 40% - Will be considered fail in the subject and will have to attend classes and reappear in future corresponding semesters*

However, in extraordinary case the requirement of attendance can be further relaxed by 10% by the Academic Council for genuine cases with proper documentation.

(d) Credits and Grade System

All courses, except non-credit courses, shall have credits associated with them as per their LTP Structure which shall be determined as follows:

- (i) One lecture hour per week per semester shall be assigned one credit.
- (ii) One tutorial/ practical hour per week shall be assigned half credit.

However, the credits associated with every course will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded off to the next whole number.

Students admitted in the programs shall be awarded letter grades 'P' and above provided they have secured at least 30% marks in end-semester/ summer semester examinations. The final grades shall be based upon their performance in examinations (80% marks) and work carried out during the semester/summer term in the form of assignments, presentations, quizzes etc., the details of which will be worked out by the respective faculty member (20% marks). The letter grades based upon the overall marks obtained in a course shall be as follows:

| S. No. | Marks (out of 100) | Letter Grade | Description | Grade Point |
|--------|--------------------|----------------|-----------------------|----------------|
| 1. | 91–100 | O | Outstanding | 10 |
| 2. | 81– 90 | A+ | Excellent | 9 |
| 3. | 71– 80 | A | Very Good | 8 |
| 4. | 61– 70 | B+ | Good | 7 |
| 5. | 51– 60 | B | Average | 6 |
| 6. | 50 ^a | C ^a | Pass ^a | 5 ^a |
| 7. | 41–50 ^b | C ^b | Adequate ^b | 5 ^b |

| | | | | |
|-----|------------------|----------------|-------------------|----------------|
| 8. | 40 ^b | P ^b | Pass ^b | 4 ^b |
| 9. | <50 ^a | F ^a | Fail ^a | 0 ^a |
| 10. | <40 ^b | F ^b | Fail ^b | 0 ^b |

a=for practical subject only;

b = for theory subject only

Students obtaining 'F' grades will be required to register (with fee) and repeat or substitute theory and/or practical subjects in summer term or as and when offered.

(e) 'S' and 'U' Grades

A student may be awarded 'S' or 'U' grade in the Project/ Dissertation/Thesis based upon his satisfactory or unsatisfactory performance before the Committee constituted for the evaluation of work carried out by the students at various intervals during the academic year as per the evaluation scheme of the programme.

(f) Change of Grade Already Awarded

A letter grade once awarded shall not be changed unless a representation is made by either the student or the faculty who taught that course to the Dean-Academic Affairs through the HOD. All such cases will be considered by the Dean-Academic Affairs who will recommend the change of grade(s), if any, specifying the reasons for the same to the Vice-Chancellor. The Vice-Chancellor will consider the recommendations on their merit and take a decision.

(g) Challenge Evaluation

The provision of re-evaluation of answer scripts after declaration of results as a mechanism for redressal of grievance of a student with reference to evaluation. The request of students for challenge evaluation shall be considered by a Committee constituted by the Vice-Chancellor.

12. Conduct of Examinations and use of Unfair Means (UFM) and/ or Misconduct during Examinations

The Central / Departmental Examination Committee shall appoint requisite number of Centre Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee/ Centre Superintendents in consultation with the respective Head of the Departments will assign flying squad/ invigilation duties to faculty members in requisite number to ensure fair and smooth conduct of examination as per the set rules.

Any student observed not focusing on working on his answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet, if a student is found to possess smart phone/ mobile phone/ electronic gadget or using unfair means or engaging in misconduct with the Invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad, who may permit that student to continue to write the examination, after completion of the necessary formalities.

After the examinations are over, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behaviour. After examining the facts of the case and statement of the student and the concerned invigilator, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him as having failed in that entire semester/ summer term. The intensity of

punishment shall increase with repeat occurrence of UFM/ Misconduct by the same examinee. The Vice-Chancellor will consider the recommendations of the Examination Committee and take a decision.

The student held guilty of using UFM/ Misconduct during any examination of a subject shall be awarded only grade 'P' in theory and 'C' in practical whenever declared pass in the subject and will not be permitted to repeat this subject to improve his grade in the subject.

13. Semester Performance Index(SPI):

The SPI shall be a weighted average of the grade points earned by a student in all the courses he registered for in a semester and describe his overall performance in that semester. If the grade points associated with the letter grades awarded to a student are g_1, g_2, g_3, g_k etc. and the corresponding credits are c_1, c_2, c_3, c_k , the SPI shall be given by:

$$SPI = \frac{c_1g_1 + c_2g_2 + c_3g_3 + \dots + c_kg_k}{c_1 + c_2 + c_3 + \dots + c_k} = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

14. Cumulative Performance Index(CPI)

The Cumulative Performance Index (CPI) shall indicate the overall academic performance of a student in all the courses registered up to and including the latest completed semester/ summer term. It shall be computed in the same manner as the SPI, considering all the courses (say, n), and shall be given by.

$$CPI = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} = \frac{\sum_{j=1}^m TC_j(SPI)}{\sum_{j=1}^m TC_j}$$

Where TC_j is total credits of j semesters, and m is number of semesters completed.

Whenever a student is permitted to repeat or substitute a course, the new letter grade, if better, obtained shall replace the old letter grade in the computation of CPI.

For courses under CBCS scheme, all the courses in which a student registers in a semester, excluding those in which the student gets an F grade will be considered while calculating the SPI/CPI. The SPI/CPI shall indicate the overall academic performance in the courses cleared up to that semester.

15. Grade Report Card

The Grade Report Card may be issued to each student at the end of each academic year. The duplicate copy of the Grade Report Card or the Transcript Card, if required can be obtained on payment of prescribed fee.

16. With holding Grade Report Card

The Grade Report Card of a student may be withheld if he has not paid his dues or if there is a case of indiscipline pending against him or for any other such reasons.

17. Promotion to Subsequent Year of Study

(a) Promotion to subsequent year shall be made as mentioned below:

A student must obtain 50% credits offered during that academic year with a minimum of 5.5 CPI to get promoted to next year. However, if anyone is debarred from the complete semester (attendance <40%), he/ she will not be promoted. Also if anyone is debarred from the complete semester (attendance >40%), fails to register and attend summer class will not be promoted to next year.

- (i) A student with F Grade has to repeat the relevant subjects in the summer term to clear them with improvement in his CPI to move into next year of study. If it is perceived that it will not be sufficient to attain the desired result/CPI, the student may be allowed to repeat one or more subjects (with C and/or P grades) by the HOD/ Dean-Academic Affairs so that he may attain the desired CPI to move into the next year of the study. However, any student who has dropped/ deemed to drop a Semester shall not be permitted to register for the courses of that Semester in the Summer-Term. Further, all such candidates whose CPI is below 5.50 may also be allowed to register in summer term if they so desire to improve their CPI. However, total number of subjects to be allowed in summer term will be such that the total credits for them do not exceed 16, unless and until permitted by the committee constituted for the purpose by the Vice-Chancellor in genuine cases and in unprecedented circumstances, and no course where the candidate has obtained grade better than C will be repeated.
- (ii) The student of Diploma Program should obtain a minimum CPI of 5.00 to move to the next higher year of Program and the students of all degree Programs should obtain a minimum CPI of 5.50 to move into the next higher year of Program, provided the student does not have F grade in any of the laboratory subject.
- (iii) If the student is not able to move into subsequent year of study due to non-attainment of requisite minimum CPI, he shall have to repeat subjects with F grade (along with subjects with C and P grades, if required) in semesters of next year in which these are offered so as to clear them with improvement in his CPI to move into next year of study.
- (iv) A student of first year who could not clear all subjects of First year and/or obtain required CPI for promotion to second year of his Program of studies for two consecutive years will be declared unfit for the Program and disqualified for that particular Program.
- (v) A student having backlog of first year will not be promoted to third year and a student having backlog of second year will not be promoted to fourth year till he clears his backlogs.

18. Conversion of CPI to Percentage of Marks

The Conversion of CPI to exact percentage of marks does not have a perfect rational. However, its equivalence at best can be arrived at by multiplying CPI with 10.

19. Award of Certificates and Degrees

A student of Diploma in Engineering Programme will be awarded a Diploma, if he obtains a minimum CPI of 5.00 and complete the credit and other requirement of the Program as

specified in the Program detail. The student of Diploma Program obtaining CPI of greater than or equal to 5.00 but less than 6.50, will be placed in Second Division.

A student of Bachelor's or Master's Program will be awarded a degree if he obtains a minimum CPI of 5.50 and completes the credits and other requirements of the Program as specified in the Program detail. The student obtaining CPI of greater than or equal to 5.50 but less than 6.50, will be placed in Second Division.

If the CPI is greater than or equal to 6.50 but is less than 8.00, the candidate will be placed in First Division. If the CPI is greater than or equal to 8.00, the candidate will be awarded the diploma/ degree in First Division with Honours, provided he clears all the subjects in single attempt in normal duration of the Program, and that too in regular semesters/ trimesters without use of unfair means/ misconduct during examinations.

20. Ph.D. Program: (As per latest guidelines of UGC)

In the present Information Technology era, the social science research has received new dimensions where theoretical modelling involves mathematical programming and computer science techniques to analyse and assess the available information, quantitative and qualitative research inputs to analyse the data so as to arrive at innovative research findings. The quality research studies had been very instrumental in bringing economic development, business growth, improved business management practices, better quality of life, industrial processing, and environmental sustainability and so on.

Recognizing the importance and need for quality research in different domains of social sciences, the University has commenced PhD program duly approved by the UGC in the year 2020-21. The PhD program aims to attain higher standards and quality research outputs. The program caters to the needs for full time PhD research scholars as well the working professional. The salient features are as under;

1.0 Objective:

- 1.1 Emphasis on promoting Fundamental Interdisciplinary Applied Research focusing on economic and social development, emerging business and enterprising needs and environmental issues through innovative and effective technology to meet the essential requirements of different segments of the society.
- 1.2 Focus on quality research work involving real world problems and providing the realistic solution in tune with global standards.
- 1.3 Promoting research studies in non-technical areas such as Arts, Humanities and design that add to innovations and creativity, empathy and social sensitivities. This will facilitate better understanding of society and human being as essential ingredients for sustainable and balanced life.
- 1.4 The suggested broad areas where research work can be taken up are; Climate and Environmental issues, Energy, Agriculture Products, Agro Industry, Pharmaceuticals and Medical Sciences, Management, Automation and Rural Technology, Interdisciplinary Research of Biological and Medical Sciences with Bioinformatics, relevant areas of Arts and Humanities etc. The focus will be the cutting edge areas that could contribute to new or additional knowledge in the areas of emerging concerns worldwide.

2. Admission to Ph.D. Program:

- 2.1 The number of students' intake shall depend on availability of research supervisors and other required research inputs and facilities in each department. The DRDC will decide in advance the availability of seats for the new admission in the department.
- 2.2 Admission to the Ph.D. program may be held twice in the academic year, preferably at the beginning of each semester viz. May-June and November - December.
- 2.3 The admission to PhD program will be conducted as per the norms decided by the RDC involving written examination and or Viva Voce and following required other criteria and procedure as per UGC norms from time to time.
- 2.4 The University will notify well in advance on the university website and also through advertisement furnishing the number of seats for admission in each department, criteria for admission, the procedure for admission etc. for clarity of the prospective candidates.
- 2.5 The preference in the PhD admission will be given to NET / JRF qualified candidates.
- 2.6 All the candidates seeking admission in the PhD program has to undergo personal interview mandatorily to discuss research interest before the duly constituted Departmental Research Committee. The committee will examine whether the candidate possesses the competence for the proposed research work and decide about the admission.

Modes of Ph.D. Program:

- 3.0 University offers following two categories of Ph.D. Program namely, Ph.D. Full- Time and Ph.D. Part-Time.
 - 3.1 Full-Time Ph.D.
 - 3.1.1 A Full-Time Ph.D. Scholar shall be required to remain present in the Department (where registered) from the beginning of the program till the final submission of the Ph.D. Thesis.
 - 3.1.2 A Full-Time Ph.D. scholar receiving scholarship from UGC/CSIR/AICTE/any other funding agency, shall have to undertake a minimum of 6 hours per week of academic work load as assigned by the Department.
 - 3.1.3 The University may also consider exceptionally potential research scholars on full time basis and pay them an honorarium as per the university norms. In that case, the candidate will have to work full time in the department and undertake teaching / Lab workload as assigned by the concerned Department.
 - 3.2 Part-Time Ph.D.
 - 3.2.1 Part-Time Ph.D. candidates shall be allowed provided all the eligibility criteria as prescribed by the University are met. In the part time PhD program preference will be given to candidates working as academicians, industry professionals and candidates working in Education and Research organizations.
 - 3.2.2 All candidates admitted in the Part-Time PhD program will be required to produce "No Objection Certificate" from their respective organizations and also an undertaking that they will be relieved for completing course work classes and appearing in the course work examinations and also they will be available for a minimum period physically as and when they are required to be present for PhD work such as progress presentation, research proposal and paper presentation, participating in conferences and workshops and meeting with their respective PhD supervisors etc. during the period of their PhD work.

3.2.3 The “No Objection Certificate” from the employer should have mention about the nature of employment.

3.2.4 The candidate pursuing part time PhD program will have to present in the Department to interact, present and submit the progress report as and when required by the department.

4 Criteria for Admission to Ph.D. Program

The following are the norms for being eligible for admission to the Ph.D. program;

- 4.1 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's 7-point scale (or an equivalent grade in a point scale wherever the 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.
- 4.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for the candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the University Grants Commission 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 the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark procedures.
- 4.3 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, 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, shall be eligible for admission to Ph.D. program.
- 4.4 The cases of candidates who have passed an examination outside the Indian Universities system and those who may not have obtained a Master's degree may be considered for admission to the program subject to the condition that each case shall be examined on its own merit by the Admissions Committee and University Research Advisory Committee and in accordance with the recommendations of the Equivalence Committee of the University.
- 4.5 All the candidates seeking admission to PhD program will be required to appear Research Entrance Test (RET) and qualifying RET will a mandatory requirement.
- 4.6 A Ph. D Aspirant who has qualified NET, SLET, GATE or M. Phil (admitted to M. Phil program through entrance examination) will be exempted from research entrance test.
- 4.7 M. Phil Candidates shall also be exempted from the course work.

5 **Ph.D. Program– Organization, Coordination and Committees**

- 5.1 The overall execution of the Ph.D. program shall be monitored and controlled by the Dean Research and Consultancy at University level.
- 5.2 The Academic Council shall coordinate and exercise general supervision over the academic policies for the Ph.D. Program leading to award of Ph.D. Degree, subject

to the provisions of the University Act, Statutes and UGC guidelines. However, URAC (University Research Advisory Committee), FRC (Faculty Research Committee), DRC (Departmental Research Committee) and any other Committee(s) constituted in this regards by the Competent Authority shall organize and coordinate the Program.

5.3 **Composition, Functions and Powers of Committees**

5.3.1 **URAC (University Research Advisory Committee)**

Composition of the University Research Committee shall be as under: -

- i. Vice Chancellor – Chairperson.
- ii. Pro Vice Chancellor.
- iii. Dean Research and Consultancy – Convener.
- iv. Dean Academic.
- v. Associate Dean Research.
- vi. Two Senior Professors.
- vii. Two external experts.

Functions and Powers of URAC

- i. The role of URAC is to formulate and lay down policy guidelines for the conduct of Ph.D. program so as ensure high standard of original, relevant and useful research work.
- ii. Review, identify and recommend the thrust areas for research.
- iii. Monitor progress of research work in the University.
- iv. Consider and approve the recommendations of FRC (Faculty Research Committee), and Standing Committee of URAC (University Research Advisory Committee)
- v. This committee is empowered to provide exemptions in exclusive cases on the basis of merit of individual case from compliance of prescribed regulations related to the Ph.D. program.

5.3.2 **Standing Committee of URAC**

Composition:

- i. Dean Research and Consultancy – Chairman.
- ii. Associate Deans research and Consultancy
- iii. Two Deans of Faculties.
- iv. Two Senior Professors.

Functions of the Standing Committee of URAC

- i. To act as facilitator of URAC, preparing agenda items for URAC, handling routine matter other than major policy issue, and appraise the Chairman URC for seeking advice.
- ii. To implement the decision of URAC in letter and spirit.
- iii. To consider and approve the recommendation of various FRC (Faculty Research Committee).
- iv. To perform work related to Research and Consultancy, as suggested by URAC.
- v. To act on and approve any matter related to Ph.D. Program on behalf of the URAC as suggested by the Chairman of the URAC.

5.3.3 Faculty Research Committee (FRC)

Composition: The composition of the Faculty Research Committee (FRC) shall be as under:

- i. Associate Dean (Research and Consultancy) – Chairman.
- ii. Dean of the Faculty.
- iii. HoD
- iv. One Professor nominated by the Dean of respective Faculty.

Functions of FRC

The functions of FRC shall be as under:

- i. Constitute Departmental Research Committee (DRC) for each research student.
- ii. Consider and approve the recommendation of various Departmental Research Committees (DRC).
- iii. Frame rules and regulations related to overall functionality of the Ph.D. program of the respective faculty.
- iv. Finalize and execute the Ph.D. admission process of the faculty.
- v. Perform such functions as are required for operationalization of the Ph.D. program subject to suggestions and guidance of the University Research Committee (URAC).

5.3.4 Departmental Research Committee (DRC)/ Research Advisory Committee (RAC)

5.3.4.1 Composition of DRC

(For general policy matters related to research activities of the Department)

- i. HoD – Chairman
- ii. At least **TWO** Ph.D. Supervisors of the Department
- iii. Associate Dean (Research & Consultancy)
- iv. One external expert from other Institutions than University (Optional)
- v. All the Professors/Associate Professors of the Department

Functions of DRC

- i. The committee shall have the responsibility to process and finalize all the research related activities of the department and shall also work as Research Advisory Committee (RAC) for each Ph.D. student of the Department.
- ii. To review the research proposal and finalize the topic of research.
- iii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- iv. To periodically review and assist in the progress of the research work of the research scholar.
- v. In case the progress of the research scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend with specific reasons for cancellation of the registration of the research scholar.
- vi. DRC shall conduct the Comprehensive Examination on completion of course work and consider and approve the synopsis of the thesis when submitted and recommend a panel of the examiners for the evaluation of the thesis.

5.3.4.2 Composition of RAC

(To act as Research Advisory Committee for each student)

- i. HoD – Chairman
- ii. Ph.D. Supervisor – Convener
- iii. Co-Ph.D. Supervisor (if any)
- iv. One external expert from other Institutions than University
- v. one Professor/Associate Professor of the Department

RAC and its functions:

The following will be the functions of the RAC

- i) To review the research proposal and finalize the topic of research.
- ii) To guide the research scholar to develop the research study design and methodology of research. Also identify and suggest additional course (s) if required to be undertaken by the candidate.
- iii) To periodically review and assess the progress of the research work and provide necessary guidance.
- iv) A research scholar shall be required to appear before the RAC once in six months to present the progress of research work for evaluation and further guidance. The six-monthly progress review reports shall be submitted by the RAC to the DRC for onward transmission to Dean Research Office periodically.
- v) In case the performance of the research scholar is not satisfactory consequently and if RAC feels that the scholar has not evinced required interest, the RAC shall recommend to DRC for discontinuation of the scholar from the program and cancel the registration.

6 Duration of the Ph.D. Program

- 6.1 Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years. Duration of Ph.D. program is counted from the date of registration till the date of submission of the Ph.D. thesis.
- 6.2 The women candidates and Persons with Disability (at least 40% of disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil. /Ph.D. for up to 240 days.
- 6.3 In case of exceptional circumstances like, serious illness/hospitalization/family tragedies etc., the Vice-Chancellor, on the recommendation of **University Research Advisory Committee (URAC)**, **Faculty Research Committee (FRC)**, and **Departmental Research Committee (DRC)**, may grant extension for a maximum period of one year.
- 6.4 The Vice-Chancellor, on the recommendation of **URAC**, **FRC**, and **DRC** may permit a candidate to get re-registered on the same topic, the requirement of the regular attendance shall not be applicable to such re-registered candidate. The research scholar has to apply for re-registration within six months' time from the date of completion of extended period by making the payment of applicable fee.

7 Procedure for Admission

- 7.1 The office of the Dean, Research and Consultancy at the University on behalf of University Research Advisory Committee (URAC) in consultation with Faculty Research Committee (FRC) and Departmental Research Committee (DRC), shall execute and oversee the entire admission process.

- 7.2 Applications for admission to Ph.D. program in the prescribed format, shall be invited for predetermined and manageable intake depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms set by UGC and other regulatory bodies, twice in a year normally in December and May.
- 7.3 The admission shall be based on the criteria notified by the University in advance, keeping in view the guidelines/norms in this regard issued by the UGC and statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government applicable to the University time to time.
- 7.4 The university shall conduct an Entrance Test with qualifying marks as 50% (a relaxation of 5% of marks to be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the Commission from time to time). The syllabus for the Entrance Test shall consist of: (a). research methodology (50%) and (b). subject-specific (50%). The Entrance Test shall be conducted at the Centre(s) notified in advance by the University.
- 7.5 The admission shall be based on the performance of the qualified candidates in the interview/viva-voce to be organized by the Department concerned where the candidates shall be required to discuss their interest/area through a presentation before a duly constituted Departmental Research Committee.
- 7.6 The interview/viva-voce shall also consider the following aspects, viz. whether:
- 7.6.1** the candidate possesses the competence for the proposed research;
- 7.6.2** the research work can be suitably undertaken at the Institution/College;
- 7.6.3** the proposed area of research can contribute to new/additional knowledge relevant and useful to the society.
- 7.7 The candidates who have qualified UGC/CSIR-JRF/NET/SLET/GATE, or are Teacher Fellowship holders, or have passed the M.Phil. Programme with course work recognized by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedures for award of M.Phil. /Ph.D. Degree, 2009), shall be exempted from the written test.
- 7.8 In case of international students, NRI, Person of Indian Origin (P.I.O.) and Foreign Nationals, the Entrance Exam may be exempted and subsequent online mode presentation/interview be held. In addition, their admission would be in accordance with the policy guidelines laid down by the Government of India.

8 Ph D Course Work

- 8.1 The Ph.D. course work shall be offered with credit system. A minimum of 18 credits course work, in two semesters, is mandatory for all the Ph.D. students, as per the following details:

Table-1: Course Work and Evaluation Scheme

| Sr.No. | Course name | Semester | Teaching | Evaluation | | | Credit |
|--------|--------------------------------------|----------|----------|------------|-----|-------|--------|
| | | | L | CA | ESE | TOTAL | |
| 1 | Research Methodology* | I | 4 | 50 | 50 | 100 | 4 |
| 2 | Research and Publication** Ethics | I | 2 | 25 | 25 | 50 | 2 |
| 3 | Core Subject-1*** | I | 4 | 50 | 50 | 100 | 4 |
| 4 | Review of Published Research work | II | 4 | 50 | 50 | 100 | 4 |
| 5 | Core Subject-2**** | II | 4 | 50 | 50 | 100 | 4 |

| | | | | | | | |
|--------------|-----------------------------------|----|-----------|------------|------------|------------|-----------|
| 6 | Supporting Course 1 (Optional) | I | 2 | 25 | 25 | 50 | 2 |
| 7 | Supporting Course 2 (Optional) | II | 2 | 25 | 25 | 50 | 2 |
| TOTAL | | | 18 | 225 | 225 | 450 | 18 |

Note: L-Lecture; P-Practical; CA- Continuous Assessment; ESE- End Semester Examination

*Research Methodology- Based on Quantitative Method, Computer Application and Research Ethics.

**Research and Publication Ethics-Based on basics of philosophy of ethics, research integrity, publication ethics, and other matter related to publication misconducts.

***Core Subject-1: Based on fundamentals and major advancement of research subjects.

****Core Subject-2: Research Area/ Topic specific-providing fundamentals and major recent advancement in the Area/Topic. This course should serve as prerequisite before student finally embark on research problem.

Guidelines on Continuous Assessment (CA)

1. Continuous Assessment (CA) of a course (except the paper, Review of Published Work) will be based on Assignments (three Assignment), quizzes, Case Studies, Seminar, Mini Project and its presentations, which may also be related to some real life examples from Corporate and Industrial houses and some Financial & Economic Institutions etc.
2. Continuous Assessment (CA) of the course "Review of Published Work" would involve one interim presentation and another final major presentation after submission of final Report. There may not be any formal class room teaching; however, Ph.D. students should participate in discussions & presentations of papers.
- 8.2 In addition to 8.1, the structure of Course work may be modified to accommodate the various recommendations given by different regulatory bodies UGC, ICAR etc. from time to time.
- 8.3 All courses prescribed for Ph.D. work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods, duly approved by the authorized academic bodies.
- 8.4 All students admitted to Ph.D. program shall be required to complete the course work prescribed by the Department during the initial two semesters.
- 8.5 A Ph.D. student has to obtain a minimum of 55% (in aggregate at the end of semester) of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale), in the course in order to be eligible to continue in the Ph.D. program and submit the thesis.
- 8.6 The candidates failing to obtain a minimum 55% may be allowed to continue provisionally for a maximum period of two more semesters during which the candidate would be required to fulfill the minimum required marks or CGPA. He/she shall be allowed to reappear in the next end-semester examination. No further chance will be given to candidate.

9 Progress Report

- 9.1 The Ph.D. students shall give the presentation of his/her course work/research work before the Department Research Committee (DRC) and submit a progress report through supervisor in every 6 months to the University.
- 9.2 The progress report shall be signed by the student, Supervisor and Associate Dean (Research) of the Faculty.
- 9.3 In case the progress of the research student is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the research student fails to implement these corrective measures, the DRC may recommend with specific reasons for cancellation of registration of the research student.

10 Allocation of Research Supervisor

Eligibility criteria to be a research supervisor and co-supervisor and Number of Ph.D. students permissible per supervisor etc.

- 10.1 A regular Professor of the University with Ph.D. and at least five research publications in refereed journals (with ISSN No.) and any regular Associate/Assistant Professor of the University with a Ph.D. Degree and at least two research publications in refereed journals (with ISSN No.) may be recognized as Research Supervisor.

Provided that in areas, disciplines wherever there is no or only a limited number of refereed journals, the Vice – Chancellor may relax the above condition for recognition of a faculty to act as Research Supervisor.

- 10.2 Only a full time regular faculty member of the University can act as a supervisor, the external supervisors are not allowed. However, co-Supervisor can be allowed in inter-disciplinary areas from the same department or other Department/Faculty/Institute/ Centre of the same University or from other University and other related academic institution/ Industry/Corporate Houses/Financial Institutions/Media/Law and Medical set-up etc. with the approval of the University Research Advisory Committee (URAC) on the recommendation of DRC & FRC.
- 10.3 The allocation of Research Supervisor for a selected research scholar shall be decided by DRC and duly approved by FRC and URAC depending on the number of scholars per Research Supervisor, availability of specialization amongst the faculty and research interest of the scholar as indicated by the scholar at the time of admission.
- 10.4 In case of topics, which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department/Faculty/Institution/ Centre has to be supplemented from outside the Department/Faculty/Institution/ Centre may appoint a Research Supervisor from Department/Faculty/ Institution/Centre itself who shall be known as the Research Supervisor, and co-supervisor from other Department/Faculty/Institute/Centre of the same University or from other University and other related academic institution/Industry/Corporate Houses/Financial Institutions/Media/Law and Medical set-up etc. with the approval of the University Research Advisory Committee (URAC) on the recommendation of DRC & FRC.
- 10.5 A Research Supervisor/ Co-supervisor of a Professor position, at any given point of time, can guide a maximum of Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum four (4) Ph.D. scholars.
- 10.6 A recognized supervisor shall be eligible to supervise after his superannuation for a period of two years. **Change of Supervisor** will be allowed as per approved policy.

- 10.7 A retired Professor/Associate Professor/Senior Scientist or equivalent in the concern subject if approved by the URAC shall also be permitted to act as a co-supervisor.
- 10.8 A person approved by URAC can act as a Co-supervisor.
- 10.9 Professor Emeritus shall be eligible to act as a Research Supervisor/co-supervisor.
- 10.10 A close relative / blood relative of the candidate cannot function as research supervisor or co-supervisor.
- 10.11 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other condition in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 10.12 Approval of Synopsis

After completion of the course work, a research scholar will be required to prepare Synopsis for the proposed research work. The following will be the procedure for approval of the synopsis.

- 10.12.01 The synopsis should be submitted within 6 months of course work completion and in any case not later than 12 months.
- 10.12.02 The Synopsis should include national and international reviews related to the proposed research work, clear objectives of the proposed research, proposed research methodology and research plan along with expected research output. The synopsis should also contain the list of relevant references.
- 10.12.03 The research scholar will be required to give a presentation before the RAC which will be open to all.
- 10.12.04 RAC will evaluate the synopsis based on the contents and its presentation, clarity of the scholar on the research topic etc. The RAC can suggest required changes and advice the scholar to resubmit the synopsis after required modifications.
- 10.12.05 The RAC will submit the recommendation to the DRDC. The DRDC shall refer the synopsis to one/two external experts for their comments. After approval by the external experts, the DRDC will recommend to the Dean, Research for approval of the Synopsis.
- 10.12.06 Once the Synopsis are finalized, the title of the research work cannot be changed. However, in rare cases, on the recommendations of DRDC/Dean Research, the Vice Chancellor may permit the changes in research topic.
- 10.12.07 The following will be the obligations of the research Supervisor;
 - a) Regular contact with the Ph.D. scholars, and ensure that the scholars have been pursuing quality Research project.
 - b) Guiding the scholar about the choice of relevant courses and conferences related to the field
 - c) Advising the scholar for contacting relevant national and international organizations in the area of Research.
 - d) Assisting the scholar on incorporation of knowledge dissemination element in the course of study
 - e) Regular review and feedback on the PhD project
 - f) Preparation of the final statement from supervisor summarizing the overall PhD program at the time of PhD thesis submission
 - g) Active participation in the assessment and PhD defense.

11 COMPREHENSIVE EXAMINATION

11.12 A comprehensive examination is designed to test the overall comprehension of the student in subjects/ topics closely related to his/her research work. It is organized and conducted by **DRC**.

11.13 Each Ph.D. student, after completion of prescribed course work, shall be required to take a comprehensive Examination.

11.14 The comprehensive Examination will be **oral examination** and a Ph.D. student is required to give a presentation about his/her Research Plan and progress before members of **DRC**.

11.15 A Ph.D. student must clear the Comprehensive Examination within six months of completing the course work. If a student fails to clear Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted. If a student is unsuccessful again, his Ph.D. registration may be cancelled.

12 STATE OF ART SEMINARS

After the comprehensive Examination, a Ph.D. scholar is required to give a general seminar in the respective Department covering the review of literature, identifying frontiers of his/her research topic and justifying the **relevance, impact and usefulness of research problems** undertaken. The State of the Art Seminar shall be given within six months from the successful completion of the Comprehensive Examination. A detailed Research Plan shall be submitted and discussed by the student at the time of delivering the State of the Art Seminar.

13 Criteria for Pre submission of the Research work

13.12 A research scholar can make pre submission of the research work on completion in all respects in an Open seminar on completion of minimum of three years' period from the date of registration to PhD program. This will be presented before the DRDC and one External Expert.

13.13 The Research scholar must have made a minimum of **THREE** Six (6) monthly progress report before the ARC during the period of 3 years.

13.14 The research scholar must have participated at least in **TWO** International Conferences during the period and presented research papers on the research area.

13.15 A Scholar must have at least two publications (accepted/published) in SCI/ SCOPUS/ ABDC indexed journals before the open seminar. The manuscripts shall have the name of the student as the principal author.

13.16 The candidate must have attended a minimum of **ONE** Research Methodology Workshop during the period.

13.17 The ARC must recommend that the research work is completed in all respects and Supervisor should give recommendations and observations on the research study before the pre submission of the research work.

14 OPEN SEMINAR BEFORE SUBMISSION OF Ph.D. THESIS

14.12 Before proceeding to finalize the thesis, each Ph.D. student must deliver a Seminar before the **DRC** open to faculty and students.

14.13 During the Open Seminar, a student is expected to present details of his research finding highlighting the major achievement of his/her research work.

14.14 Comments/criticism/suggestions received during the presentation should be incorporated in his/her thesis to the satisfaction of the supervisor.

14.15 The final Thesis after incorporating the comments and observations during the Open Seminar duly certified by the Supervisor and ARC should be submitted within three months from the date of receiving the comments and observations from the ARC.

15 THESIS SUBMISSION, EVALUATION AND EXAMINATION

15.12 The process and overall execution of submission and evaluation of the Ph.D. thesis leading to the award of the Ph.D. degree will directly be supervised by the **Dean Research and Consultancy** through **DRC** and **FRC** on behalf of the University Research Advisory Committee (**URAC**), of which the Vice-Chancellor is the Chair Person.

15.13 The maximum time duration for the submission of the thesis after the date of successfully delivery of the Open Seminar will be three months.

15.14 In exceptional circumstances if the student fails to submit the Thesis within specified period, then an extension of three months can be given by **URAC** on the recommendation of **DRC** and **FRC**.

15.15 If the student fails to submit the Thesis within the extended period, he/she has to deliver Open Seminar again.

15.16 After completing all the formalities, **DRC** would allow the student to submit his Thesis. The student would submit three copies of synopsis and thesis, through supervisor in softcover who would get the report on **similarity** index and check for **plagiarism**. The supervisor shall be satisfied for limits of **similarity** index (<20%) and **plagiarism** (<10%) before forwarding it to the **Dean Research and Consultancy**. In addition, the student would submit an undertaking about the originality of the work and vouching that there is no plagiarism and that the work has not been submitted for award of any other degree/diploma in the **United University** or any other institution.

15.17 Four hard copies of the Thesis (Soft bound) and one soft copy (CD) should be submitted for Thesis Evaluation. The Thesis should be in the specified format as given below:

15.17.01 The back and front cover of the Thesis copy should be in Maroon Colour.

15.17.02 The Thesis should be typed in double spacing using Times New Roman font with 12 font size.

15.17.03 Chapter heading: Bold/Caps 14 font size.

15.17.04 Main Heading (Section): 12 font Bold

15.17.05 Subsection Heading 12 font, bold, italic

15.17.06 References in the thesis should be as per standard of International Journals (e.g. IEEE, Springer, Elsevier, etc. journals, the scholar must ensure that every reference cited in the text is also present in the reference list (and vice versa).

15.17.07 Thesis should be printed back to back (both sides) but new chapter should start from a new front page.

15.17.08 The sequence should be: Inner cover page, undertaking of the student, Certificate of the Supervisor(s), Acknowledgement, Abstract (not more than 4 pages), Table of contents, List of figures, list of tables, nomenclature followed by Chapters, References, and Appendix.

Requisite number of hard bound copies with soft copy (CD) pasted on last page of thesis [1. Academic Office, 2. Institute Library, 3. Departmental Library, 4. Supervisor (s), 5. Candidate] incorporating all the corrections suggested by the Thesis Examiners is to be deposited in the respective offices/departments.

CD: containing the final corrected copy of the Thesis in PDF format is to be submitted in the Dean (R&C) Office.

Mention on the CD with black CD Marker (1) Name of the candidate (2) Roll No. of the candidate (3) Title of the Thesis.

- 15.18 The Ph.D. Thesis submitted by a research student shall be evaluated by his/her **Research Supervisor(s)** and at least **two External Examiners**, who are not in employment of the University, of whom one examiner preferably from **outside the country**.
- 15.19 On the recommendation of the supervisor(s), the **DRC** through **FRC** shall forward a panel of **eight external examiners** (at least three of the Examiners in the panel shall be from outside the country) from the concerned area of Research to the **Dean Research and Consultancy** who subsequently would forward it to **URAC** for consideration.
- 15.20 From this panel, the Vice- Chancellor, in consultation with the members of **URAC** shall appoint two External Examiners (One may be from outside the country).
- 15.21 The name of any close relative of the candidate shall not be included in the panel of examiners.
- 15.22 After submission of the thesis and constitution of the panel of the Examiners, the office of the **Dean Research and Consultancy** would seek consent of the approved Examiners.
- 15.23 After receiving the consent of the Examiners, the office of the **Dean Research and Consultancy** would send the thesis for evaluation to the Examiners.
- 15.24 Each Examiner will examine the thesis and submit a detailed evaluation report and his recommendation on the prescribed format clearly stating one of the following:
- (i) The Thesis is acceptable in the present form and Recommended for the Oral Defense.
 - (ii) The Thesis is acceptable and recommended for the Oral Defense subject to the student incorporating given modifications, corrections and improvements to the satisfaction of the Oral-Examination Board.
 - (iii) The thesis needs major improvements/modifications, which must be carried out by the student to the Examiner's satisfaction before the Examiner recommends the Thesis for acceptance and subsequently for the Oral-Examination.
 - (iv) The Thesis is rejected.
- 15.25 If reports from all the Examiners of the thesis are of category (i), the student shall be eligible for Oral Defense.
- 15.26 If one or more reports are of the category (ii), the Supervisor(s) shall ensure and certify that all the suggestions have been incorporated by the student which would make the student eligible for the Oral Examination.
- 15.27 If one or more reports are of the category (iii), the student would be advised to revise the thesis accordingly and resubmit it normally within a period of one year for re- evaluation by the same set of Examiners.
- 15.28 If one of the report recommends rejection (category IV), the comments in the report shall be communicated to the student, and the student shall be given an opportunity to give replies to the comments made in the report and may accordingly revise the thesis. Such reply of the student and his thesis shall be sent to the next (new) examiner in the Examination Panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected.
- 15.29 If reports from both the External Examiners recommend rejection, the thesis shall be rejected. The student may, however, be allowed to re-submit the thesis normally after one year, provided the title of the thesis remain unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis.

15.30 In case of any confusion and doubt arising out of the procedure laid down in thesis regulations or any ambiguous recommendations by the Examiners or a situation not covered in the above regulation, Dean Research and Consultancy would refer the matter to the Vice-Chancellor for his decision.

16 ORAL DEFENSE EXAMINATION (Viva-Voce)

16.17 If the thesis is acceptable and recommended for the Oral Defense, the student shall be required to defend his thesis orally (Viva-voce Examination) before duly constituted **Oral Defense Committee (ODC)**.

16.18 Composition of Oral Defense Committee (ODC)

- (i) Dean Research and Consultancy of the University.
- (ii) One External Examiner.
- (iii) Dean of respective Faculty.
- (iv) Associate Dean Research
- (v) Head of the respective Department (HoD).
- (vi) Supervisor and Co-supervisor.

* In exceptional circumstances when the External Examiner is not available for viva-voce examination, the next person on the approved panel of examiners shall be appointed as an External Examiner on ODC by the Dean Research & Consultancy.

16.19 The date and time of the viva-voce shall be notified by the Dean Research and Consultancy to enable the interested faculty members, staff members and students to attend the Oral Defense Examination.

16.20 During the viva-voce examination, the student shall be required to give his response to comments and questions arising out of the examiners reports apart from the queries raised by members of the Oral Defense Committee.

16.21 The **ODC** will recommend on the prescribed format one of the following:

- (i) that the Ph.D. degree be awarded.
- (ii) that the student should appear for another Oral Examination as prescribed by the Committee.

16.22 In case the **ODC** recommends that the student be awarded the Ph.D. degree, **ODC** shall recommend to the **Vice-Chancellor** through **FRC & URAC** that the Ph.D. degree may be awarded to the student.

16.23 After successful oral defense of the thesis, the student shall submit five copies of the thesis along with its soft copy, after incorporating all necessary modifications/corrections as suggested during the examination process, to be bound in the specific format of the University. The hard bound copy of the thesis must contain the appropriate copyright certificate in the beginning of the thesis.

One copy of the thesis shall be sent to Central Library, one to the Department/Departmental Library, one will be retained by the student after endorsement of satisfactory defense, one will be retained by the office of the Dean, Research and Consultancy and the fifth copy will be sent to the Supervisor of the student.

16.24 The student shall also submit a "Summary of the Research" in requisite number of words along with requisite fee for its publication in the **International Dissertation Abstracts**.

16.25 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree. The Dean Research and Consultancy of the University shall submit an electronic copy of the Ph. D. thesis to the **INFLIBNET**, for hosting the same so as to make it accessible to all Institutions/Colleges within a period of thirty days.

17 **Provisional Degree**

The candidate may be issued a **Provisional certificate** after successful completion of the examination procedure in accordance with the provisions of the UGC (Minimum Standards and Procedure for awards of Ph.D. Degree) Regulations 2016 and after the Competent Committees and the Vice-Chancellor approve the recommendations of the Viva-Voce Board.

18 **Award of Ph.D. Degree**

A Ph.D. student shall be eligible for award of Ph.D. degree at Convocation after approval of the Vice Chancellor.

19 **Other Explanations**

Notwithstanding what is contained in the Ordinance, the Academic Council or the Vice Chancellor may, in exceptional circumstances and on the recommendations of the **DRC, FRC, URAC**, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the course work.

21. **Convocation**

- (a) The Convocation of the University shall be held at a date fixed by the Executive Council. The Registrar shall report to the Executive Council the names of all students who fulfill the requirements prescribed for various Degrees of the University and have become qualified under these regulations for the award of the Degrees, the names of the persons to be awarded the degrees shall also be submitted to the Uttar Pradesh Higher Education Council before 30 days of the date of the Convocation for its approval.
- (b) If a student is unable to attend the Convocation in person to receive his degree, he may obtain his degree in absentia by submitting an application in prescribed format fifteen days prior to the convocation.
- (c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within one year after the batch of the students has become eligible to receive the degree, the degree be dispatched by mail or collected by the students from the office of the Registrar.

ORDINANCE 2

SERVICE ORDINANCES

RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES

The Service Ordinances shall apply to all categories of employees except Chancellor, Pro-Chancellor, Vice-Chancellor, Pro Vice Chancellor or any other senior functionary (as may be decided) of the University.

1. Categorization of Posts

The various categories of posts of employees in the University shall be:

- (a) **Academic:** Professor, Principal, Librarian, Associate Professor, Deputy Librarian, Assistant Professor, Assistant Librarian, Lecturer, Pro-tem-Lecturer and Teaching Assistant, Workshop Superintendent and any other teaching/ research posts specified by the Executive Council. In addition, Professor of Practice will be appointed as per UGC Guidelines and adopted by Executive Council.
- (b) **Administrative Officers:** Registrar, Controller of Examinations, Finance Officer, Deputy Registrar, Assistant Registrar, Horticultural Officer, Medical Officer, Sports Officer, University Engineer, Assistant Engineer, Estate Officer, Store Purchase Officer, Transport Officer, Training and Placement Officer, Training and Development Officer, Personal Relation Officer, Accounts Officer, Audit Officer, Manager House-Keeping, System Administrator and such other officers as may be decided by the Executive Council.
- (c) **Technical Staff:** Chief Technical Officer, Junior Engineer, Computer Programmer Software Developer, Hardware Engineer, Laboratory Assistant, Laboratory Technician, Electrician, Pharmacist, Nurse, Gardener, Workshop Supervisor, Carpenter, Plumber, Mechanic, Machinist, Welder, Black Smith, Glazier, Fire-man and such other posts of technical staff as may be created by the Executive Council.
- (d) **Supporting Staff:** Personal Secretary, Personal Assistant, Steno-Typist, Typist, Accountant, Accounts Clerk, Store-Keeper, Assistant Store-Keeper, Supervisor, Driver, Peon, Attendant, Mali, Helper, House-Keeping Staff, and such other posts of supporting staff as may be created by the Executive Council.

2. Qualifications & Selection Process

(i) For Category 1(a) and 1(b) posts;

These shall be decided by the Executive Council keeping in view the norms laid down by UGC or any other Regulatory Bodies.

(ii) For Category 1(c) and 1(d) posts;

These shall be decided by the Executive Council.

(iii) The Selection Committee for the posts of Category 1 (a) and Category 1(b) except for those mentioned in the Statutes shall be as follows:

- The Vice- Chancellor as the Chairperson of the Selection Committee.
- The Pro-Vice-Chancellor
- Two/ Three outside experts in the concerned subject/field
- Head of the concerned Department, if any,
- Nominee of the Chairperson of the Governing Body.
- Registrar, Member Secretary

At least four members, including two outside subject experts and nominee of the Chairperson of the Governing Body shall constitute the quorum.

- (iv) The Selection Committee for the posts of Category1(c) and Category1(d) shall be as follows:
- The Pro-Vice-Chancellor as the Chairperson of the Selection Committee.
 - One/Two experts in the concerned subject/field
 - Head of the concerned Department, if any,
 - Nominee of the Chairperson of the Executive Council.
 - The Registrar, Member Secretary
- At least four members, including one expert and nominee of the Chairperson of the Executive Council shall constitute the quorum.
- (v) Applications for various posts specified in categories 1(a) and (b) shall be invited through advertisement in Regional and National Dailies.
- (vi) The applications received in response to the advertisements shall be compiled by the Registrar and forwarded to the concerned officer/head to prepare the summary of the candidates satisfying the eligibility criteria with remarks and send back to the Registrar for further necessary action. The Registrar shall place the summary sheet before the Screening Committee constituted by the Vice-Chancellor. The shortlisted candidates by the Screening Committee and approved by Vice-Chancellor will be called for interview through Registrar.
- (vii) The Selection Committee shall consider all the candidates called for interview. The Selection Committee may also consider an eminent person for the post of Professor/ Associate Professor/ Assistant Professor *in absentia*. No decision of the Selection Committee shall be called to question by anyone merely because of the absence of any of its member or members, provided the quorum is complete at the time of the meeting.
- (viii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of merit, provided that not more than three candidates are recommended for one vacancy/post.
- (ix) Appointments shall be made on regular, *ad hoc* or contractual basis. Any recruitment on contractual mode will be valid for a period of 11 months which can be renewed further. *Ad hoc* appointment will be valid for a period as recommended by the Selection Committee but should not be more than two years. The regular appointee shall be on probation for one year which can be extended further, if considered necessary.
- (x) All the regular appointments shall be approved by the Executive Council or its Chairperson subject to be ratified in the next meeting of the Executive Council.

3. General Conditions of Service for Regular Employees

Without prejudice to any special condition that may be incorporated in the appointment order, all employees of the University shall be governed by the following terms and conditions:

- (i) **Medical Fitness:** All appointments are subject to the condition that the appointee is medically fit. He shall provide a certificate to that effect from Medical Officer of any Government Hospital.
- (ii) **Termination of Service:** The appointing authority shall have the power to terminate the service of an employee as already laid down in the Statutes of the University.
- (iii) **Pay Scales and Allowances:**
- (a) On first substantive appointment to a regular post, the initial basic pay in the Scale shall be fixed at the minimum of the scale; provided that the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale.
 - (b) Each employee shall be entitled to the annual increment as specified in the scale of pay. It shall be paid automatically unless it is withheld as a penalty for disciplinary or non-performing reasons by the appointing authority.
 - (c) In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:

1. Dearness Allowance at the rates and subject to such conditions as the Executive Council may prescribe from time to time.
2. House Rent Allowance as decided by Executive Council from time to time.
3. Conveyance Allowance wherever specially provided for in the appointment letter.
4. Special pay wherever specially mentioned in the appointment letter.

(iv) Employee Provident Fund

- (a) Employee Provident Fund established for the benefit of the employees by the Government of India shall be managed according to the plan approved by the Executive Council.
- (b) An employee shall be required to subscribe to the fund as per the plan approved by the Executive Council.

I. GRANT OF LEAVE:

Granting of leave is at the discretion of Vice Chancellor or a person nominated by him / Management depending on exigencies of work. Leave cannot be claimed as a right.

As a worthy employee of the University, each faculty and staff member must give priority to the University and the students in particular. Henceforth, taking leave during teaching-learning period is an unethical act and must be avoided in the interest of the University.

II. TYPES OF LEAVES:

1. **Festival & Public Holidays:** Regular employees shall be entitled to avail Festival & Public holidays as specified in the Academic Calendar of the University.
2. **CASUAL LEAVE: (CL)**
 - a. **Quantum of Casual Leave:** Faculty members and Non Faculty members (excluding Hostel & gate employee) are entitled to a maximum of 14 (Fourteen) days casual leave during an academic calendar year, i.e. 1st August to 31st July.
 - b. **During Teaching periods:** Faculty members cannot avail more than one CL per calendar month during teaching period. However more than one CL during the month of teaching period can be granted in special cases with the permission of Vice Chancellor/ Pro Vice Chancellor.
 - c. **During the first year of service:** Casual leave for all employees will be granted on pro-rata basis, Casual Leave will be reckoned only against working days i.e. for every month of working in the organization, the employee will be granted one casual leave.
 - d. **Casual leave for less than a day:** Casual leave for less than a day may be granted in urgent circumstances. Such a leave will be reckoned in terms of ½ day. To be considered present for half day, an employee should be present in the University premises for at least four hours. All the academic and administrative duties should be properly arranged before-hand. The academic requirements, at least the theory lectures, for the particular day should be fulfilled by the faculty member.
 - e. **Lapse of casual leave:** Casual leave will lapse at the end of an academic calendar year, i.e. August to July.
 - f. **Hostel and Gate:** Employees of hostel and gate are eligible to have a maximum of three days leave in a month including Sundays and United University holidays, subject to a total of 30 days in a year.

3. **EARNED LEAVE: (EL)**

- a. **Eligibility:** Non-teaching staff members (Office and technical staff) are eligible to avail earned leave only when he/she has completed 12 months in the service of the institute.
- b. **Quantum of EL:** Non-teaching staff is entitled for 15 days earned leave during the academic year.
- c. **Accumulation of earned leave:** Earned leave can be accumulated up to a maximum of 60 days. The period of leave without pay (LWP) will not be taken into account for calculating earned leave.
- d. **Availing of Earned Leave:** Earned Leave cannot be availed without giving prior information and consequently getting approval from the Head of the Institution. It is at the discretion of the head of institution to decide on whether to Grant EL or not. At least 3 days EL must be taken at a time.
- e. Earned leave cannot be availed during teaching period. However, in special cases, it can be granted with the permission of head of institution.

4. **VACATION:**

- a. **Eligibility:** A faculty member is eligible to avail full vacation only when he/she has completed 12 months in the service of the institute.
- b. **Quantum of Vacation** (for teaching staff) including summer and winter, vacation can be up to 30 days per academic year, depending upon academic requirement of the institution.
- c. **During the first year of service:** Vacation will be granted on pro-rata basis and the quantum of vacation will be decided by the Vice Chancellor in consultation with the management just before the vacation.

In the event, any faculty member is required to work in the University during the vacation period, and is unable to avail his Vacation Leave in total or in part, during these vacations, his Vacation Leave (VL) entitlement will be converted into Privilege Leave (PL). The PL can be availed during the NEXT academic year during non-teaching period. If no. of PL is more than 15, one can avail maximum of 15 days at one time. Balance can be availed at other time during the year.

5. **STUDY LEAVE:**

- a. **NOC:** All faculty members applying for a part time study assignment (M. Tech, Ph.D., or D. Phil only) during their period of employment will have to obtain a no objection certificate duly authorized by the Head of the Institution.
- b. **Commitment:** It will be mandatory for a faculty member applying for higher studies to give a written commitment to the Head of Institution that he/she will continue to work in the organization at least one year after the completion of the course for which he/she has requested for the study leave.

Faculty members, who are successful in getting admission for the part time course applied for as above, will also have to either deposit two month's salary or submit all original documents (high School, Intermediate & Graduation are mandatory) to the institution which will be returned on fulfilment of his/her commitment.

- c. **Quantum of Study Leave and Eligibility:** A Study leave of Seven days in an academic year will be granted to faculty members who have worked with United Group of Institutions for three years or more.

- d. **Duration:** Study leave of seven days per year cannot be granted for more than two academic years in a row. Beyond this period, it is the discretion of the Head of Institution/Management to decide whether to continue with the study leave or not.

6. COMPENSATORY OFF:

Compensatory off will be allowed in lieu of performing duty on a holiday or for four or more hours after office hours at a stretch. HOD's should inform the Vice Chancellor in advance about the requirement of staff on Holidays. On the following day HOD is to send the list of the staff who have performed duties on the preceding holiday, detailing nature of work done. Based on this, compensatory off will be granted if and when required in future. However compensatory off must be availed within 3 months of performing duty on a holiday. Prior approval of Vice Chancellor is necessary. **Compensatory off will be given on lean days by the Vice Chancellor** (i.e. the days when no teaching or other urgent work is going-on in which where faculty / staff is required).

- Compensatory off should not be given during teaching period.
- Two days' advance approval of the Head of the department is necessary before availing CO, CL/LWP cannot be converted into a CO at a later stage.
- The three months' rule, which says "compensatory off must be availed within three months of performing duty on a holiday" may be relaxed by the Vice Chancellor, if the duration to avail CO expires during peak teaching period.
- Additional duty to be compensated must be approved within three days of performing it. These should be recommended by concerned HOD and duly approved by Vice Chancellor.
- Any remunerative extra duty will not be considered for Compensatory Off.

7. DUTY LEAVE:

- a. When deputed for official work outside the Campus, the faculty member or the staff concerned should obtain written approval of HOD under intimation to the Vice Chancellor.
- b. When deputed for outstation duty, the tour itinerary and number of days required for performing the duty should be sent to Principal's Office with recommendation of HOD.
- c. When deputed to perform out duty (OD) or outstation duty (OSD) for the work of other Institutions or any other University, prior approval of the Vice Chancellor is required. Also OD to be avoided during teaching period unless absolutely essential. He/she will be treated on duty only on the days of official engagement at his/her place of work. Paid duties shall be adjusted against winter / summer vacation, if they fall during vacation period.

8. SPECIAL LEAVE:

Special advance leave of up to 10 days in an academic year for any special circumstances (Serious restlessness, illness, major problem in the family etc.) may be granted to faculty members at the discretion of the Management after getting it duly forwarded through the HOD & Vice Chancellor. These leaves will be adjusted during vacation period or Holidays in the same academic year as per the requirements of the institution (**adjustment period = 5/3 of leave availed**).

9. MATERNITY LEAVE

A female faculty associated with UU for at least one year can be granted maternity leave for a period of a maximum 30 days and a maximum period of LWP of 30 days (total 60 days). If the aforesaid faculty resumes duty within 60 days, her services will be continued, failing which, re-induction will be at the discretion of the Head of Institution/Management.

The female faculty member availing Maternity Leave during a semester is expected to teach for a minimum period of 45 days during that semester in which Maternity Leave has been availed.

It can be availed maximum two times in the service career, provided the concerned employee serves the University at least for three years after availing the Maternity Leave failing which she has to pay an amount equal to the salary withdrawn during the Maternity Leave.

LWP taken during maternity leave will not be considered for shifting of annual increment.

10. SHORT LEAVE (SL)

Short Leave may be granted in a month as per the either of the scenarios below:

- Up to one hour in a day, maximum two times in month.

Or

- Up to two hours in a day, maximum once a month.

Timings to decide the nature of leave/ presence is as follows: (It can be modified by the Head of Institution/Management as per need of institution.)

For Arrival

- **On or before 8.30 AM** – Present, On Time.
- **Between 8.30 AM and 8.45 AM** – Present, but late (must be controlled and monitored through HoD and Head of Institution to assure that everyone arrives before 8.30 AM. Frequent late arrivals may impact performance / appraisals of a faculty / staff)
- **Between 8.45 AM and 9.30 AM** – Short Leave.
- **After 9.30 AM** - Half CL

For Departure

- **On or after 4.30 PM** – Present, On Time.
- **Between 3.30PM and 4.30 PM** – Short Leave
- **Before 3.30PM** - Half CL

Short Leaves under no circumstances can be clubbed with Lunch hour (before or after).

Concerned HODs should approve short leaves only for genuine cases.

If short leaves taken for a particular month exceeds two it will be treated as half CL.

Irrespective of arrival and departure time, every faculty / staff must punch on the biometric machine both at the time of entry and exit. The HOD and concerned faculty must ensure that the class/ lab to be missed during short leave period is engaged properly and the concerned faculty must teach his/her designated no. of periods for the day accordingly, else short leave will not be approved.

- ## 11. Extra Ordinary Leave (EOL)
- may be sanctioned with or without salary by the Chairman Governing Body under the recommendation of the Vice-Chancellor as a special case.

PROCEDURE TO OBTAIN LEAVE:

- a. Faculty member and other staff should obtain approval before going on leave from HOD concerned and handover the assigned tasks to a colleague whose written consent should be handed over to the HOD. The application in a prescribed format, duly recommended by the HOD, should reach the Vice Chancellor at least one day in advance.
- b. It becomes the responsibility of the Head/ Academic Coordinator of the Department to ensure that that classes arranged are actually held or else appropriate action is to be taken by them under intimation to the Principal/Dean Academics
- c. Telephonic information would not be considered as leave. However, under extraordinary circumstances, if a faculty / staff is forced to take unplanned leave the faculty must arrange his / her classes / assignment under intimation to HOD / academic coordinator. Leave form of such leave availed along with an application mentioning the reason (in brief), duly forwarded by the HOD concerned is necessarily required to reach the Vice Chancellor on the day of reporting by the faculty/staff at the institution.

Non-conformance of above would be treated as an act of indiscipline and action deemed suitable would be initiated against the faculty / staff member concerned.

- d. Earned leave will be granted by the Vice Chancellor on the recommendation of HOD. Prior approval has to be obtained before proceeding on leave.

RESIGNATION

In addition to the employment terms in the appointment letter, following is to be taken care of:

Faculty members are expected to leave the University only at the end of Semester i.e. normally in May or December. They must resign giving a month's notice by April end or November end so that they can be released in May/ December. However, if anyone resigns during semester, he/she will have to deposit TWO-month salary before being relieved.

This is to ensure that all faculty members give their relieving information well within time.

III. GENERAL:

- a) An Employee will be treated as on continuous leave in case a holiday falls in between two leaves, other than CL.

Head of the institution and the management have the right to amend the above rules from time to time depending upon the need of the organization.

If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, or remains absent without intimation for ten days, he shall be deemed to have left the service of the University on his own accord and his name shall be struck off from the rolls of the University and intimated accordingly to him at the address provided by the employee by post. However, the condition of termination of service will apply in such cases. And necessary legal action may be initiated against such employee. Sundays and notified holidays occurring during the period of all kinds of leave except CL will be counted into/treated as part of leave applied for but not as prefix or suffix.

4. Discipline and Related Matters

(i) Suspension

The appointing authority may place an employee under suspension:

- (a) If disciplinary proceedings against him are contemplated or are in progress.
- (b) If a criminal case against him is pending in a trial court; Provided that subsistence allowance will be paid in line with CCS rules of Government of India not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension as decided by the appointing authority, on the recommendation of duly constituted Inquiry Committee.

If an employee is exonerated of the charge against him, the period of suspension shall be treated as normal period of service and he shall be paid his full emoluments for that period.

(ii) Penalties

The appointing authority may, for good and sufficient reasons to be recorded in writing after an enquiry in which the employee is given the opportunity to explain his conduct/ laps etc., impose on an employee any of the following penalties:

- (a) Censure
- (b) Withholding of promotion or annual increment with or without cumulative effect.
- (c) Demotion to a lower rank or to a lower stage in the time scale of pay
- (d) Compulsory retirement
- (e) Removal from service with/ without disqualification for future employment in the University

5. Code of Conduct

- (i) All employees shall abide by the Indian Constitution and respect its ideals and Institutions, the National Flag, the National Anthem.
- (ii) All employees shall also abide by all the Rules and Regulations of the University and shall respect the University Flag and University Logo.
- (iii) All the employees of the University shall promote harmony and the spirit of common brotherhood transcending religious, linguistic and regional or sectional diversities.
- (iv) All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealings.
- (v) Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of any nature whatever.
- (vi) All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
- (vii) All employees shall perform duties assigned by the competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
- (viii) An employee shall leave the station of posting only with prior approval of the competent authority during leave, holidays or vacation and shall inform the authorities of his contact details.
- (viii) No employee shall be under the influence of liquor or drugs during working hours and in Academic Area.
- (ix) No employee shall engage in political activities. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest, integrity or security of the University, State, Public Order or in any indecency which involves Contempt of Court or impinges adversely on the dignity of the University.
- (x) No employee shall accept any offer to participate in a radio or TV broadcast, contribute

- an article, write a letter/news item to any newspaper, periodical or participate in online discussion forum etc., except with the permission of the competent authority;
- (xi) No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
 - (xii) No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
 - (xiii) An employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties with prior approval of the competent authorities.
 - (xiv) No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any enterprise or the company.
 - (xv) No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
 - (xvi) No employee or a member of his family shall accept gift from any person having or likely to have official dealing with him.



ORDINANCE-3
DISCIPLINE AND CONDUCT OF STUDENTS

1. Definitions

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts

Academic Activity – It is any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicum, field experience / short trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.

Academic Integrity Committee – It is a panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panelist will serve as the Committee Chairperson, selected by the Associate Vice- President of Student Affairs (or designee).

Advisor – He is an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

Appeals Committee: To be appointed by the Vice-Chancellor

Faculty Member–He is a member of the University community who has responsibility for class room or other teaching activities, mentoring, or academic evaluation of a student this includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

Respondent – He is a student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, in active members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.

Student – He is an individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for

reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

Student Group – It consist of a number of persons who are associated with the University and each other, but who have not registered, or are not required registering, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.

Student Organization – It is a student-led organization that has been approved and is recognized by the Student Government Association

University– It is the GLA University and its affiliates

University Business Day – It refers to any day the University is open for official business (usually Monday through Saturday, not including University breaks or holidays)

University Official– He is an individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, Hostel in-charge, law enforcement officers, or facility managers

University Policy–It is any written guidelines of the University

University Premises – It is a land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates

Witness – He is an individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter.

2. **Purpose**

The Code of Conduct Outlines University behaviour expectations for students, student groups, and student organizations. The Code of Conduct aligns with United University's institutional values and helps the University meet its legal obligations.

3. **Philosophy**

United University is a living, learning, and working community dedicated to the personal and academic growth of its students and serves as an educational, cultural, and economic driver for Uttar Pradesh and the greater public good. The University also endeavors to provide students with the necessary tools to engage in effective communication and to resolve conflicts in an appropriate manner.

Freedom of inquiry and freedom of expression are valued as critical components in the generation and transfer of knowledge to advance the University's mission. The Code of Conduct is designed for the promotion and protection of an environment that encourages reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals. By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with United University rules and policies; central, state, and local laws; and city ordinances. Being a member of the United University community is a privilege, and the student conduct process will determine if a student's conduct warrants that they should no longer share in that privilege.

4. **Code of Conduct for all Students of the University**

(a) Every student shall observe proper discipline in the campus and within a radius of two kilometers from the University conforming to rules and regulations as may be in force from time to time in the University.

- (b) Every student should
 - E Come to the class in time in proper uniform,
 - E Attend the theory, tutorial and laboratory classes;
 - E Submit the assignments timely;
 - E Participate in co-curricular and extra-curricular activities on a regular basis;
 - E Appear in all the examinations;
 - E Behave decently in civilized manner with fellow students, senior and junior students, employees, teachers and authorities of the University.
 - E Move around and inside any academic department to maintain silence and not disturb the classes and the faculty members.

Use of mobile phones for non-academic activities in the classrooms, laboratories and library area is strictly prohibited.
- (c) A valid photo identity card issued by the University must always be carried by the students. He is required to produce as a proof of his identity on demand by any teacher/security personnel/invigilators and flying squad in the examination hall or other authorities of the University.
- (d) Every student shall take due care of the property in the University Campus.
- (e) It is collective as well as individual responsibility of the student(s) not to litter and to maintain the campus and its environs neat and clean.
- (f) All the students shall take care of their belongings themselves. The Authorities of the University shall not be responsible for the loss or damage to the belongings of the students.
- (g) Every student shall execute Undertaking/ Affidavit of good behaviour and satisfactory academic performance and also of total compliance of the rules and regulations of the University as in force from time to time during the entire period of his stay in the University. His parent/ legal guardian shall execute Undertaking/ Affidavit (in the prescribed format) of good behaviour of the student and also of total compliance of the rules and regulations of the University as in force from time to time by the student during the entire period of his stay in the University.
- (h) Possession/Consumption of *pan masala*, tobacco, liquor, drugs or any other intoxicant(s) in any form and spitting on roads, corners and walls of the buildings is strictly prohibited in the campus and within a radius of two kilometers from the University.
 - (i) The University does not permit students to bring in the campus motorized vehicles unless authorized by the University.

5. Code of Conduct for all Resident Students of the University

- (a) It is the endeavor of the University to make it fully residential as soon as possible and allot hostel accommodation to all newly/ freshly admitted/ registered full-time Under-Graduate, Post-Graduate and Doctoral Degree students/ scholars, except those permitted by the competent authority of the University to reside with his parent or legal guardian (or blood relation in extraordinary circumstances) in Prayagraj district and/ or where from the transport facility is being made available by the University.
- (b) Every student residing in the hostel automatically becomes a member of its mess.
- (c) All the resident students shall observe rules and regulations of the hostels. They should also observe quiet hours from 10:00 pm to 06:00 am during which the noise from the source should not be loud enough to disturb the fellow residents as well as the other residents of the campus. During other hours also, unnecessary or non-essential noise must be avoided.
- (d) The resident students cannot host guests/outside in their rooms without the written permission of the Warden of the hostel/Chief Warden. Visitors of the opposite gender are strictly prohibited to enter the residential rooms of the hostel anytime.

- (e) The student shall be responsible for conduct of his permitted guest in the hostel including any financial charges that may result from damages, if any.
- (f) The resident students are responsible for the condition/upkeep of their rooms and all the furnishings assigned to them. They should return these to the hostel authorities in good condition while vacating the room. If the room is damaged, disfigured and defaced or its furnishings damaged or lost by the residents then they will be imposed fine assessed by the competent authority.
- (g) Electrical/ Electronic Items other than calculators, mobile phones, tablets, laptops and computers are not allowed/ permitted to students in hostel.
- (h) Life threatening and other banned items such as weapons, narcotics etc. shall not be brought inside the campus premises/ hostels. If such items are found during search or otherwise, the items will be taken away and disciplinary proceedings will be initiated. Only electrical/ electronic items of hostel inmates may be returned as and when the University authorities find it appropriate to do so.
- (i) Use of internet facilities for indecent purposes is strictly prohibited.
- (j) All the hostel inmates shall inform of any change in contact number and address of parent/guardian to warden as well as administrative officer and faculty adviser for the up-gradation of records.
- (k) No hostel inmate shall leave the hostel for outstation without prior and proper permission of the Warden/Chief Warden for holidays and HOD, in addition, for working days of the University.
- (l) Hostel inmates visiting city and surroundings in permitted hours shall leave the campus after proper entry at the main gate and return in time as notified seasonally. In case, there is likelihood of overstay than permitted hours, its intimation with valid reasons should be given to the Warden/Chief Warden within permitted hours without fail.

6. Acts of Indiscipline and Punishments

- (a) The following shall constitute acts of indiscipline:
 - (i) Unauthorized use of any facility such as mess, transport etc. as specified by the University authorities from time to time.
 - (ii) Indulging or instigating others to indulge in vitiating the academic environment of any section/class/branch of study in the University.
 - (iii) Damaging the furnishings and equipment of the class room(s), tutorial hall(s), laboratories, library, common rooms, offices and/or common facilities such as toilet etc. of the academic floor/wing/block etc.
 - (iv) Attempting to harm himself or others in campus premises and within a radius of two kilometers from the University.
 - (v) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than eight centimeters in length in the hostel room or outside.
 - (vi) Keeping, using or supplying intoxicants in any form.
 - (vii) Gambling/online gaming in any form.
 - (viii) Ragging, bullying or harassing of student(s), in any form.
 - (ix) Demonstration in any form including taking out procession and holding meeting.
 - (x) Strike or hunger strike.
 - (xi) Boycotting of a University function, program or activity or preventing any student from attending classes, functions, programs or any other activity of the University.
 - (xii) Abusing, intimidating, manhandling, physically assaulting, and causing injury to any student or employee of the University.
 - (xiii) Recourse to violence and rioting.

- (xiv) Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of fellow student/ employee of the University.
 - (xv) Incitement to commit any act of indiscipline.
 - (xvi) Any breach of law of the country/state or the statutes, ordinances, rules and regulations of the University or orders of competent authorities.
 - (xvii) Disturbing other students in their studies.
 - (xviii) Damaging any other property within the campus of the University and/or damaging assets of the University outside the campus.
 - (xix) Disorderly behaviour in any form.
 - (xx) Displaying/ distributing/ circulating unauthorized/ forged notices, leaflets, posters or electronic media at any place in the campus.
 - (xxi) Disfiguring or defacing anything or writing slogans and undesirable things on the buildings and structures of the University and its sister establishments.
 - (xxii) Any act specifically forbidden by the Warden, Chief Warden/ Dean (Student Welfare) or any other officer of the University.
 - (xxiii) Misuse of Computers and/ or Communication Technology
 - (a) Misuse of Computers or other Technology– engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by United University or United University affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
 - (b) Misuse of Communication Technology–using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
 - (c) Violation of Copyright Law–engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.
 - (xxiv) Any other act intended or expected to cause inconvenience, annoyance or injury to any fellow student(s), employee(s) of the University or resident(s) of the campus, or guest(s)/ visitor(s) to the University.
 - (xxv) Defiance of any other provision of Sections 1 and 2 of this Ordinance.
 - (b) The Departmental Discipline Board (DDB) /Proctorial Board (PB) or its Subcommittee (PBS), as may be decided by the competent authority/ the Enquiry Committee constituted for the purpose will probe into the Acts of Indiscipline of student(s) and depending upon the nature & seriousness of the Act(s) of Indiscipline, recommend one or more of the following punishments with approval of the competent authority/body:
 - (i) Monetary fine.
 - (ii) Deduction in marks/ reduction in letter grade(s) of the General Proficiency.
 - (iii) Collective or Group Fine imposed when It is impossible to fix the responsibility on any members of the group for any act of indiscipline.
- Any student or group of students indulging in any act of indiscipline including stealing or damaging property or equipment(s) and causing loss to the assets of the University/ residents/ fellow students shall be financially responsible and pay the assessed charges for losses, damages, repairs or replacements along with fine imposed, if any.
- (iv) Reprimand on Record (RR), wherein an official warning to the student(s) not to repeat any act of indiscipline in future is given with or without punishments described under 3(b) (i) and/or 3(b) (ii). In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as

his parent/legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.

- (v) Conduct Probation (CP), wherein an official warning to the student(s) not to repeat again any act of indiscipline in future is given with or without punishments described under 3(b) (i) and /or 3(b) (ii). However, this warning will also contain that any further act of indiscipline might lead to withholding character certificate and/or debarring from facility of campus placement and/or rustication of the student(s) involved for minimum of a semester/trimester to up to four semesters/six trimesters (two years) from the University. In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as his parent/ legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.

Bonds as specified under 3(b) (v) will have to be executed which will remain operative for the entire remaining period of the stay in the University. The Character Certificate to student kept on Conduct Probation will be issued only after the recommendation of the Departmental Discipline Board/ Proctorial Board and Dean, Students' Welfare.

A student on 'Conduct Probation' may be refused readmission/ registration, if his CPI is less than the minimum CPI required to move into next year of study.

- (vi) Rustication for one semester/ trimester to up to four semesters/ six trimesters (two years).

Student(s) so rusticated, if hosteller(s), shall be required to vacate the hostel immediately.

After the period of rustication to be able to complete the degree requirements of the Program in which he was registered prior to rustication, the rusticated student may be readmitted on bond(s) with such conditions as may be imposed of good behaviour and satisfactory academic performance of the student by the student as well as his parent/ legal guardian (to be executed in the presence of the Registrar of the University). Nevertheless, he will remain on 'Conduct Probation' throughout his remaining period of studies at the University.

If a student has been awarded punishment of rustication in his final semester/ trimester of studies, the Vice-chancellor, however, on receipt of an unconditional apology, security deposit of Rupees one lakh, and fine as imposed, may keep it under abeyance so as to enable him to complete the degree requirements on compassionate grounds. Students who have been given the benefit of abeyant rustication will only be allowed to participate in the academic activities (i.e., attending classes and writing examinations only).

If a placed student has been awarded punishment of rustication in his final semester/trimester of studies, his employer may also be informed of his act(s) of indiscipline and punishment awarded.

The Character Certificate to rusticated student(s) will be issued only after the acceptance of the recommendation of the Departmental Discipline Board/ Proctorial Board and Dean, Students' Welfare by the Vice-Chancellor. Rusticated student(s) shall also be debarred from admission in any further degree Program/ Employment in the University

- (vii) Expulsion from the University for act(s) of indiscipline of student(s) which can be construed as serious offence in conducive to the health of the University or further acts of indiscipline of the student(s) on 'Conduct Probation'/ 'Abeyant Rustication'/ readmitted after rustication.

Student(s) so expelled from the University, shall be required to leave the University immediately. The punishment may be entered in the transcript of the student (s) and he shall be debarred from admission to the University in any further degree Program/ employment in the University.

- (c) Expulsion of the student(s) from the hostel: if the act(s) of indiscipline of student(s) vitiate(s) the atmosphere of the hostel(s), the student(s) may be expelled for a specified period or forever from the hostel.

When the student(s) is/are expelled from the hostel, then his (their) parent(s)/legal guardian(s) are required to execute a bond that he (they) will reside in Mathura District at a suitable place which will not be in radius of at least ten km from the University campus and that he (they) will not indulge in any act of indiscipline; else, he (they) will attract rustication/ expulsion from the University.

- (d) There shall be a permanent record card of each student of the University in which entries will be made of his act(s) of indiscipline and punishment(s) awarded as well as punishment(s) revoked, if any.

7. Act of Sexual Harassment and/or Misconduct and Punishments

- (a) Any sexual suggestiveness on the campus shall be considered as a violation of the academic ambience of the University.

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- (i) Any unwelcome physical, verbal or nonverbal conduct of sexual nature
 - (ii) Demand or request for sexual favors
 - (iii) Making sexually coloured remarks
 - (iv) Physical contact and advances
 - (v) Showing pornography
 - (vi) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
 - (vii) Creating an intimidating offensive or hostile learning environment
 - (viii) Humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned
 - (ix) Any other Act of harassment in any other form
- (b) The Internal Complaints Committee (ICC) depending upon the nature & seriousness of the Act(s) of Sexual Harassment and/ or Misconduct, can recommend one or more of the following punishments. Further, the penalty awarded shall be recorded in his Personal File.
- (i) Warning or reprimand
 - (ii) Written apology
 - (iii) Bond of good behaviour
 - (iv) Withdrawal of hostel accommodation
 - (v) Debarring from exams and/ or placement activities
 - (vi) Withdrawal of the right to an official Character Certificate from the University
 - (vii) Withhold privileges of the student such as access to the library, auditoria, transportation, scholarships, allowances, and identity card
 - (viii) Suspend or restrict entry into the campus for a specific period
 - (ix) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants
 - (x) Withholding of a degree awarded by the University
 - (xi) Award reformatory punishments like mandatory counseling and/ or, performance of community service
 - (xii) Any other suitable punishment approved by the competent authority

8. Ragging

The University is free from Ragging in all respects. It strictly follows the guidelines and regulation on ragging. The term “Ragging” which has been define by the UGC vide their notification No F. 1-15-/2009(ARC) dated29th June2016, is as follows:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background.”

9. Student Academic Integrity

1. Engaging in academic misconduct as described in Student Academic Integrity

A. Alcohol, Drugs, & Other Substances

1. Consumption of Alcohol
2. Unauthorized Possession and/or Consumption of Alcohol – possession and/or consumption of alcohol except as expressly permitted by law and University policy
3. Unauthorized and/ or Unlawful Distribution, Sale, and/or Service of Alcohol – engaging in the distribution, sale, and/or service of alcohol, regardless of age, except as expressly permitted by law and University policy
4. Social Host – permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the University, except as expressly permitted by law and University policy
5. Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances–unauthorized possession, use, and/or misuse of drugs and/or other substances which may alter a student’s mental state or impair a student’s behaviour including, but not limited to, marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines.
6. Driving While Impaired–control or operation of a vehicle (e.g. automobile, motorcycle, bicycle, scooter, etc.) when impaired by alcohol, drugs, or another substance
7. Public Intoxication – being impaired by alcohol or another substance to the point where one’s behaviour adversely affects, or could affect, the regular operations of members of the University community.

B. Damage and/or Destruction of Property

It is engaging in the intentional, reckless, and/or unauthorized defacement, damage, or destruction of University property or the property of another sister organisation.

C. Disruptive Behaviour

1. Failure to Comply– It is the failure to comply with the reasonable directive or request (including appearing for meetings or student conduct hearings) of a University official, law enforcement officer including, but not limited to No Trespass Notices, building or campus ban/restriction, or removal from campus housing facilities.
2. Interference with a University Process or Procedure – It is the behaviour that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or the rights of other members of the University community.
3. Academic Environment Disruption–It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and

functions within a classroom, laboratory, or other academic environment. This includes interfering with the academic mission of the University, interfering with other students' ability to benefit from the educational program, or interfering with a faculty member's ability to carry out the normal educational functions of any academic environment.

4. University Event Disruption – It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
5. Disruptive Behaviour– It is the behaviour that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly, or engaging in public fighting

D. Fire and General Safety

1. Breaking the Plane–It is the behaviour like throwing, dropping, or releasing any object or substance out or off of a University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
2. Failure to Follow Emergency Procedures– It is the failure to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify the University of a Fire Explosion, chemical spill, or other safety hazard.
3. Falsely Reporting an Emergency – It is to make a false report regarding an emergency including, but not limited to, a bomb threat, a fire, or other emergency
4. Fire, Explosion, or Other Safety Hazard–It is the act that causes intentionally or recklessly a fire, explosion, or other safety hazard including, but not limited to, blocking emergency exits.
5. Fireworks, Hazardous Chemicals, or Explosives – It is an unauthorized possession of or use of fireworks, hazardous chemicals, or explosives.
6. Interference with or Misuse of Emergency Equipment – It is the act like tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, Shocker Alert system, or an emergency call box.

E. Harm and Endangerment

1. Physical Violence– It is an act like engaging in behaviour that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. Threats – It is an act like engaging in behaviour, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behaviour includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
3. Harassment–It is an act like engaging in behaviour that is severe, pervasive, or persistent to a degree that it interferes with a reasonable

person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyber bullying, intimidation, or coercion.

4. Endangerment—It is an act like engaging in behaviour that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/ or creating hazardous conditions.
5. Harm or Endangerment of Animals—It is an act like engaging in behaviour that threatens or endangers the health or safety of any animal except as permitted by law or University policy.

F. Keys/Unauthorized Entry

1. Unauthorized Entry – It is an act like engaging in the misuse of access privileges or unauthorized access or entry to any University property, building, structure, or facility of any individual or group.
2. Unauthorized Keys— It is an act like engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, structure, or facility of any individual or group.

G. Misrepresentation

1. Providing False or Misleading Information—It is an act like providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
2. Falsification of Records/Documents – It is an act like forging, altering, or misusing any record or document including, but not limited to, medical documentation, letters of recommendation, transcripts, contracts, financial aid forms, receipts, test results, admissions applications or other materials, transfer documents, or applications for residency classification.
3. Misrepresenting Self, the University, or Another— It is an act like misrepresenting oneself to a University official, law enforcement officer, potential employer, or other individual or entity; acting as a representative of the University, any group or organization, or any individual without prior authorization; or engaging in the unauthorized use or misuse of University, University-affiliate, group, or organization's names or images. This includes, but is not limited to misuse of United University's ID card or other form of identification, or permitting another to use your identification for unauthorized purposes.
4. Fraudulent Identification – It is an act like manufacturing, distributing, delivering, selling, providing, purchasing or possessing any form of fraudulent identification.

H. Misuse of Computers and/or Communication Technology

1. Misuse of Computers or other Technology – It is an act like engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by University or affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
2. Misuse of Communication Technology—It is an act like using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not

limited to persistent contact with a University employee or other entity via communication technology

3. Violation of Copyright Law – It is an act like engaging in unauthorized use or possession of copyrighted material including, but not limited to; down loading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.

I. Retaliation

It is an act like engaging in, or causing another to engage in, an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/ or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behaviour prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee or visitor should be reported to the Office of the Registrar.

J. Solicitation

It is an act like engaging in unauthorized canvassing or solicitation including, but not limited to, sending advertisements or recruitment materials via Black board, or other forms of communication not intended for canvassing or solicitation; placing flyers under and/ or on doors in University facilities or on vehicles.

K. Theft

It is an act like engaging in the taking, misappropriation, or possession of University property or the property of another including anything of value, goods, services, funds, and/ or other valuables or possession of property that can be reasonably determined to have been stolen.

- L. It is an act like engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University facilities or University vehicles.

M. Unauthorized and/ or Unlawful Gambling

It is an act like conducting, organizing, or participating in any gambling activity except as expressly permitted by law and University policy.

N. Violation of Law or University Policy

Violation of Law – It is the behaviour that would constitute a violation of any central, state, and/ or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

O. Weapons

It is an act like engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/ or University policy. This includes the use of any object or material to cause or threaten physical harm.

10. Process Outcomes & Consequences

Students, student organizations, and student groups who are found to have violated this Code

of Conduct will receive consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, “prior conduct history” includes incidents occurring within the preceding five years. Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur with that consequence.

11. Appeals

Following written notification of the outcome of their cases, respondents may submit one appeal. The presumption is that the investigation and decision processes have been appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

12. Authority

The Registrar serves as the primary conduct administrator, as designated by the University Chancellor. In this capacity, the Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.

13. Ethics Policy

(a) It is to set forth the expectations for the responsible acquisition, discovery, and application of knowledge by students at United University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University.

(b) Philosophy

United University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, United University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviour will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Integrity policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Integrity policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis.

(c) Prohibited Conduct

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others

and to be accountable for their behaviour. Lack of familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at United University:

- (i) Plagiarism – It represents the words, ideas, graphics, or any portion of another’s work, whether published or unpublished, as one’s own and/or without appropriate and/or accurate citation/attribution.
- (ii) Unauthorized Use or Possession of Materials or Resources – It is to use or possess any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course text books, articles, cheat sheets, other print sources; and/ or looking at another individual’s current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).
- (iii) Unauthorized Collaboration or Consultation – It is the collaboration or consultation with another individual or group during an academic activity without the express permission of the faculty member.
- (iv) Fabrication, Falsification, or Misrepresentation of Information – It is to provide fabricated or falsified information or misrepresent the information in an academic activity or related to academic attendance or other academic requirements.
- (v) Academic Interference – It is to engage in any behaviour or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:
 - removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
 - tampering with another person or group’s work; and/ or
 - interfering with another student’s academic performance.
- (vi) Unauthorized Resubmission – It is to submit an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was given for the previous enrolment period.
- (vii) Facilitation of Academic Misconduct – It is to engage in behaviour that facilitates another person or group’s ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student’s work and/or access to unauthorized materials or forcing or coercing another student to complete academic work on behalf of another.
- (viii) Bribery – It is to offer, give, receive, or solicit any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.
- (ix) Unauthorized Sale, Distribution, or Receipt of Academic Materials – It is to buy, sell, receive, or distribute academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowd sourced digital databases and web platforms.

- (x) Use of Unfair Means and /or Misconduct during examinations – The Central / Departmental Examination Committee shall appoint requisite number of Central Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee / Centre Superintendents in consultation with Heads of the Departments will assign flying squad / invigilation duties to faculty members in requisite number to ensure smooth conduct of examinations as per the set rules.

Any student observed not focusing on working on his/her answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet if a student is found to possess smart phone/ mobile phone or using unfair means or engaging in misconduct by the invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad who may permit that student to continue to write the examination after completion of the necessary formalities. On the conclusion of the examination, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behaviour. After examining the facts of the case and statement of the student, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him/ her as having failed in that entire semester/trimester/summer term. The intensity of punishment shall increase with repeat occurrence of unfair means/ misconduct by the same examinee. The Examination Committee will consider the recommendations on their merit and take a decision.

The student held guilty of using unfair means / misconduct during any examination of a subject shall be awarded only grade "D" whenever declared pass in the subject and will not be permitted to repeat this subject to improve his/her grade in the subject.

For the students admitted in first year of the program in 2017-18 and onwards the student held guilty of using unfair means/ misconduct during any examination of a subject shall be awarded only "Pass" grade ("P" in theory and "C" in practical) whenever declared pass in the subject and will not be permitted to repeat/replace this subject to improve his/her grade in the subject.

The M. Tech, M. Pharm and PhD students found using unfair means and or misconduct during examinations shall be summarily required to leave the program and withdraw from the University.

An examinee using unfair means/ misconduct in the examination shall be debarred from any financial assistance/scholarship/fellowship with immediate effect and the amount paid/ adjusted, if any, in the academic fee will be recovered.

- (xi) Reporting, Procedures and Appeals- Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of the Dean Academic Affairs. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of the Dean Academic Affairs to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of the Dean Academic Affairs, even when the faculty member chooses not to sanction a student for violations of this

policy, or if the violation was resolved without an academic sanction. Students who disagree with the sanction imposed by the faculty member may request a hearing by the Dean Academic Affairs who will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.

The Office of the Dean Academic Affairs will maintain a record of all reported incidents of Academic Misconduct. In some cases, (e.g., repeat offender so rigorous offenses), the Office of the Dean Academic Affairs may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Office of the Dean Academic Affairs will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate, and may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions.

(xii) Sanctions-Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where rigorous and/ or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible.

(xiii) Jurisdiction-This policy applies to behaviour that is committed by:

- Ø a University student, student group, or student organization;
- Ø An applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
- Ø An individual who has transferred, graduated, been academically disqualified, or expelled from the University for Alleged Violation committed prior to separation from the University.

This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behaviour conducted online, via e-mail or through other electronic media. The University may take action if an alleged violation of this policy is brought to the attention of University officials.

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