

## **Appendix-XI**

# **FIRST REGULATIONS OF THE UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR, 2015**

### **1. Short title and commencement -**

- 1.1. These Regulations may be called the First Regulations of the **University of The Engineering and Management, Jaipur.**
- 1.2. They shall come into force from the date of their publication subject to the approval of Board of Management as per Clause 31 of the Act No. 5 of 2012.

### **2. Definitions. - (1) In these Regulations, unless the context otherwise requires, -**

- (a) “Employee” means a person appointed by the University to work in the University and includes teachers, officers and other employees of the University.
- (b) “Fee” means collection made by the University from the students and it is not refundable.
- (c) “Government” means the State Government of Rajasthan.
- (d) “Higher Education” means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level.
- (e) “Hostel” means a place of residence for the students of the University.
- (f) “Statutes”, “Ordinances” and “Regulations” mean respectively, the Statutes, Ordinances and Regulations of the University made under this Act.
- (g) “Student of the University” means a person enrolled in the University for taking a course of Study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree.
- (h) “Teacher” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of the University.
- (i) “Chairperson” of the University will be the “Chancellor” of the University.
- (j) As per norm of the UGC the “President” of the University will be same as “Vice-Chancellor” of the University.
- (k) “Pro-President will be same as Pro-Vice-Chancellor of the University.
- (l) “University” means the University of Engineering and Management, Jaipur.

- (2) Words and expressions, if any, used but not defined in these Regulations shall have the same meaning as assigned to them in the Act and Statutes.

**3. The Finance Committee of the University:-** (1) The Finance Committee (created by the power vested in Statutes under Part –VIII (Clause 11. (1) (a))) shall consist of the following:-

- (a) The Chairperson – Chairman;
- (b) The President – Vice-Chairman;
- (c) One person having special knowledge in financial matters, nominated by the Chairperson – Member;
- (d) One person having expertise in finance and accounts/audit, nominated by the Governing Board – Member;
- (e) Dean of the University, nominated by the President – Member;
- (f) the Registrar – Member;
- (g) the Chief Finance Officer – Secretary.

**3.1. The powers and functions of the Finance Committee shall be –**

- (a) to make the budget estimates and financial planning for every financial year, taking into account the grants received/receivable, income from fees and other charges received/receivable by the University from students and others, and estimated expenditure under different heads of accounts, and place the same to the Governing Board well ahead of the beginning of a financial year for consideration and approval;
- (b) to recommend the statement of audited accounts along with the audit report for a financial year and place the same to the Governing Board for consideration and approval, within six months from the beginning of the next financial year.
- (c) Finance Committee must recommend to the Governing Board ways and means to keep the University financially healthy and ways to stop excess of wasteful expenses by the University.

**3.2. The Finance Committee shall have power and perform functions relating to the provisions of Section 30 of the Act and any other matter relating to the finance of the University, as may be referred to it by the Governing Board.**

**3.3. The term of the nominated members shall be three years and such members will be eligible for further extension/nomination.**

**3.4. At least two meetings of the Finance Committee shall be held in a financial year and such meetings shall be convened by the Secretary under the guidance of the Chairman in regard to the agenda, date, time and venue of a meeting. A notice of at least 7 days for the members shall be required and quorum for a meeting of the Finance Committee shall be five.**

**4. The Students' Gymkhana Committee** (created by the power vested in Statutes under Part –VIII (Clause 11. (1) (a)) will consist of the following:-

- (a) The Chairperson

- (b) The President
- (c) One teacher of the University nominated by the Chairperson– Chairman;
- (d)(i) one student representative from each class, course-wise and academic session-wise, of the teaching departments of the University, nominated by the Head of the Department concerned, on the basis of one's academic records, regularity in class attendance, attitude and potential for giving selfless service to others including one's colleagues, and one's capacity to work with a spirit of co-operation and in unison with other members of the University and a strong will to maintain and sustain a corporate life of the University – Executive Members;
- (ii) one research student, if any, from each department, nominated by the concerned Dean of the Faculty Council in consultation with the Head of the Department to which the research students belong on the basis of the criteria as mentioned in (i) above – Executive Members;
- (e)(i) One of the Executive Members other than a research student representative, nominated by the President – Convener;
- (ii) Another Executive Member other than a research student representative, nominated by the President – Treasurer;

**4.1.** The functions of the **Students' Gymkhana Committee** will undertake, subject to the approval of the Board of Management, the following:-

- (a) Dealing with the students' welfare issues like maintenance and improvement of academic standard in every teaching department, updating and continuous improvement of the syllabi, development and improvement of communication skills, written as well as oral; tutorial and compensatory classes; arranging seminars, conferences, sports and games and cultural functions including Annual Sports and Annual Cultural Events; improving placement potentials and activities; arranging health check-up programs at least once a year and taking care of the general health of the students; maintaining and improving a healthy and congenial living condition and a proper learning atmosphere in the hostels and continuously monitoring the same; taking care of the canteen facilities in the University especially regarding standard of food being served and cleanliness of the kitchen including the utensils and supply of safe drinking water; neatness and cleanliness of the University campus as a whole, especially of the classrooms, stair-cases and passages, laboratories, libraries, wash rooms, common rooms, indoor games spaces, and maintaining the discipline in the University campus including the hostels; etc.
- (b) Giving recommendations/suggestions for enhancing the standard of education being imparted and the research facilities; and for enhancing the University's image to the members of the University community as well as to the outside world; and to make the students in general conscious in this regards.

- 4.2.** (a) The Student's Gymkhana Committee meetings will be held once every two months, with a notice of at least 7 days and stating the agenda of the meeting by the Convener, under the guidance and direction of the Chairman, on any working day after the University classes are over; provided that additional meetings may be held if so felt by the Chairman, Convener and the Treasurer; provided that Gymkhana activities shall not affect in any way the academic programs of the University.
- (b) Fifty percent of the total number of members of the Students' Gymkhana Committee excluding the Chairman, rounded off to the next integer, shall form the quorum of a meeting.
- 4.3.** The Convener and the Treasurer will hold office in the Students' Gymkhana Committee for one academic session only and shall not be eligible to be re-nominated for such offices; however, they shall be eligible for re-nomination as Executive Members for upto two academic years so that more students get opportunity to work for this student body and learn the organisational skills.
- 4.4.** If a student is a defaulter in respect of payment of tuition and other fees; or has percentage of attendance in classes including laboratory and tutorial ones, of less than 80% in the previous academic session; or has supplementary examination/back papers pending, or has been found indiscipline by the Head of the concerned Department, he/she will not be eligible for nomination to be an Executive Member.
- 4.5.** (a) It will be funded by the University, as and when necessary, on the basis of budget estimates prepared by it as well as on the basis of specific programmes, as decided upon in its meetings; provided that in cases of urgency / emergency, the Chairman shall obtain necessary approval from the President for sanction of money to meet an urgent / emergent situation, and the matter be reported to the next meeting of the Gymkhana.
- (b) The students' Gymkhana Committee or any of its Executive Members shall not collect any fund or any other facility either from the students of the University or from any outside source without written consent of the President.
- (c) (i) The Students' Gymkhana Committee shall prepare an Annual Report of its activities which shall be discussed at one of its meetings and adopted;
- (ii) The Students' Gymkhana Committee shall prepare its Annual Accounts, have the same audited and shall forward the same after adoption to the Governing Board.
- 4.6.** In case of a dispute arising between the Chairman and Executive Members, or any difficulty arising in regard to the functioning of the Students'

Gymkhana Committee, which the Executive Members are not in a position to resolve, the matter shall be referred to the President whose decision in the matter shall be final and binding to all concerned, provided that if the President so desires, he may refer the matter to the Chairperson, who may, after considering the gravity of the situation, dissolve the Gymkhana and order for the constitution of a fresh Students' Gymkhana Committee.

## **5. General provisions relating to the authorities –**

- (1)(a) President of the University, power vested on him by Statutes (Part II of 13 4(b)) may appoint as many standing or special committees as he/she may deem fit, and may include in such committees Faculty/staff members. Minimum number of members for any committee/authority shall be three and maximum shall be ten members.
- (b) A committee appointed under clause 1(a) above may deal with any matter not referred to it, subject to subsequent confirmation by the authority appointing it.
- (2) If in any committee, the Chairman is absent, the members present shall elect one from amongst its members themselves in order of preference of Dean, Professor, Head of Department or Associate Professor or Senior staff member, to preside over at such a meeting.
- (3) A member of an authority who remains absent in three consecutive meetings of the respective authority without prior information shall lose membership of such authority.

## **6. Different Courses: -**

### **(i) B.Tech.**

#### **Streams -**

- (i) Computer Science & Engineering,
- (ii) Electronics & Communication Engineering,
- (iii) Mechanical Engineering,
- (iv) Civil Engineering,
- (v) Electrical Engineering,

- Eligibility –**
- 1. As per norms of counseling laid down by the State Govt., if any.
  - 2. 60% marks in class X and XII for direct admission, if any.
  - 3. Must have Physics, Chemistry and Mathematics as compulsory subjects in class XII. (Biology in lieu of Mathematics for Bio-Technology stream)

**Procedures for Admission** – WBJEE or JEE main counseling. Vacant seats may be filled up via direct admission as per norms laid down, if any, by the State Govt.

**(ii) BBA**

**Eligibility** – 50% marks in class X and XII.

**Procedures for Admission** – Direct Admission

**(iii) BBA + MBA**

**Streams -**

- (i) Finance,
- (ii) Human Resources,
- (iii) Marketing,
- (iv) Systems

**Eligibility** – 50% marks in class X and XII.

**Procedures for Admission** – Direct Admission

**(iv) MBA**

**Streams -**

- (i) Finance,
- (ii) Human Resources,
- (iii) Marketing,
- (iv) Systems

**Eligibility** – 50% marks throughout career upto graduation.

**Procedures for Admission** – CAT/MAT/WBJE MAT/any other National level or State Level examinations. Vacant seats may be filled up via direct admission as per norms laid down, if any, by the State Govt.

**(v) MBA (Executive)**

**Streams -**

- (i) Finance,
- (ii) Human Resources,
- (iii) Marketing,
- (iv) Systems

**Eligibility** – 50% marks throughout career upto graduation and must have work experience of at least one year.

**Procedures for Admission** – CAT/MAT/WBJE MAT/any other National level or State Level examinations. Vacant seats may be filled up via direct admission as per norms laid down, if any, by the State Govt.

(vi) **MCA**

**Eligibility** – BCA or B.Sc. with 60% marks.

**Procedures for Admission** – WB JECA /any other National level or State Level examinations. Vacant seats may be filled up via direct admission as per norms laid down, if any, by the State Govt.

(vii) **M. Tech**

**Streams -**

- (i) Computer Science & Engineering,
- (ii) Electronics & Communication Engineering,
- (iii) Mechanical Engineering,
- (iv) Civil Engineering,
- (v) Electrical Engineering,

**Eligibility** – B. Tech with 60% marks

**Procedures for Admission** – GATE/PGET/any other National level or State Level examinations. Vacant seats may be filled up via direct admission as per norms laid down, if any, by the State Govt.

**6.1. Discipline and Attendance of Students -**

- i. Students unless attend 75% of the classes (i.e. 75% of the academic contact hours) will be treated as non-collegiate private candidates. They will not be able to represent the University in any form or kind. However, the students will be allowed to sit for University examination and it will be mentioned in their mark sheet that the students appeared in the examination as non-collegiate private students for that particular semester. Students shall attend 65 % of the classes if he or she shall participate in National Game.
- ii. If the students represent the University in academic/sports & games/cultural activities etc. with prior written permission from the concerned HODs or fall sick with serious illness like jaundice, pox, certain accidental injuries, etc., the students will be allowed to sit for the University examination with minimum 65% of the contact hours. If the contact hour is less than 65%, for whatsoever may be the reason, the students will be required to repeat the semester and 50% of the semester tuition fees will be refunded. The students will have the option to repeat the semester as regular candidate or can appear in the examination as non-collegiate private candidate. In the remarks column of the University marks sheet, it will be written clearly that whether the students appeared in the semester examination as regular candidate/non-collegiate private candidate.

## 7. Conduct of examinations: -

- 7.1 Appointment of Paper-Setters/Examiners/Moderators:** The Board of Studies shall draw a panel of paper-setters/examiners/moderators one month before every semester and forward the same to the Controller of Examination, who shall appoint the paper-setters / examiners / moderators. While drawing the panel, the Controller of Examinations shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under:

**7.1.1. Paper-Setter (s):**

- (i) The teachers from the University/Academic Institutions/  
Academic Departments/ Research Institutes may be appointed.
- (ii) Shall be a teacher in the subject concerned or
- (iii) from Industry with at least five-years experience in relevant field.

**7.1.2. Examiner(s):**

- (i) Shall have teaching experience in the subject University/Academic Institutions/ Departments/ Research Institutes /Industries (at least 7 years' experience).
- (ii) A panel of external as well as internal examiners will be made by the Board of Studies concerned (comprising internal & external members).

**N.B.** Ordinarily not more than 30 scripts shall be allotted to one examiner per paper.

**7.1.3. Moderation Board:** (I) A Moderation Board shall be formed for each subject by the Board of Studies concerned (having internal as well as external members) comprising internal as well as external members. The moderation board shall have a tenure of 3 years. Dean of Faculty will recommend the moderation Board to Vice-Chancellor for approval.

Functions of the Moderation Board:

- (i) To ensure that a question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
- (ii) To delete questions set from outside the syllabus and to make necessary substitution, if required.
- (iii) To remove ambiguity in the language of a question, if any.
- (iv) To moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities.



- (v) To ensure proper distribution and indication of weightage of marks for each question or parts thereof, time prescribed for the paper and to correct error/s, if any, in this regard.
- (vi) To bring to the notice of the Controller of examination, lapse or omission on the part of the paper-setter, if any.

## **8. Moderation of Examination Results:**

(I) There shall be a Moderation Board, if need be, to moderate results of each examination and it shall consist of:

- i. Dean/s of Schools to be nominated by the Vice-Chancellor – Chairman.
- ii. Head of the Department –(Ex-officio).
- iii. Controller of Examinations – Convener.

(II) Term of the office of the members of the Board shall be three years which may be shortened on any ground likely to affect/prejudice the confidentiality of examination results.

(III) The duties of the Moderation Board shall be as under:

- (i) The Board shall scrutinize the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of results.
- (ii) As a matter of policy, the candidates having shortage of upto 2% marks to pass a subject shall be given grace upto 2% marks in the subject concerned. This will be independent of the grace marks, if any, recommended by the Moderation Board.
- (iii) No grace mark shall be awarded after the declaration/publication of result.

## **9. Evaluation:**

- (i) There shall be a 2-tier system of evaluation of answer-scripts for which purpose there shall be an Examiner as appointed by the Dean in consultation with the Head of the department. Paper setter & evaluator of a paper should not be same person. Effort should be there to involve external paper setters and external evaluators. Ten percent of the evaluated paper may be re-evaluated by second evaluator. However, this is not mandatory.

- (ii) It shall be the duty of the Examination department to send all the evaluated answer scripts, paper-wise, along with the mark books received from the Examiners to the Chief Examiners, selected by the Controller of Examinations, alongwith a copy of the instruction for scrutiny.

It shall be the duty of the Chief Examiner to scrutinize the evaluated answer scripts according to the instruction given by the Controller of Examination. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. She/he shall conduct a check-evaluation of at least 15% of the total number of answer-books allotted to her/him. She/he will have the powers to re-evaluate any or every script allotted to her/his Examiners. But she/he shall not erase or obliterate the marks awarded by the original Examiner when she/he reassesses any script and if there is variation between her/his marks and the marks awarded by the original examiner, she/he shall clearly score off the marks awarded by the original Examiner, and award her/his own marks beside that. While scoring off the original marks the Chief Examiner shall take special care to see that the former marks are still clearly visible. If she/he finds very wide variation between her/his marks and those of original examiner, she/he shall make special mention of such cases in the final report which she/he submits to the Controller of Examination regarding the performance of each and every Examiner placed under her/him.

Besides check- evaluation of 15% of the scripts of each and every Examiner, it shall also be her/his duty to scrutinize each and every paper of all examiners under her/him.

- (iii) **Scrutiny does not mean re-evaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answer script, check-up the correctness of the totaling of marks and posting of the same in the mark book. Correction of marks affected by her/him at the time of scrutiny shall be initialed in the answer-scripts as well as in the mark-book with red ink.
- (iv) **Examiners:** It shall be the duty of each and every Examiner to carry on evaluation of answer scripts sent to her/him according to the instructions she/he receives. Immediately on receipt of answer scripts from the University, she/he shall check up whether all the scripts as mentioned on the cover of the packet are there. Discrepancies if any, shall be reported immediately to the Controller of Examinations. She/he shall complete the evaluation within the prescribed time and return the evaluated answer scripts with the Mark book to the Examination department on or before due date.

## **10. General:**

- (a) Special care shall be taken by the Controller of Examination, the Chief Examiner and Examiners to maintain confidentiality relating to matters of evaluation.

On completion of the scrutiny work, the Chief Examiner shall send the packets of answer scripts along with the mark books directly to the Controller of Examination. Malpractice, if any, detected during the course of evaluation and scrutiny, has to be referred by them directly to the Controller of Examinations.

- (b) Correspondence relating to Examinations shall be carried on most confidentially and all envelopes containing correspondence relating to Examination shall bear the superscription "Confidential". All correspondence to the Controller of Examinations shall be carried on in her/his personal address. No post card shall be made use of, for any correspondence relating to matters of Examination. The assignment of evaluation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Controller of Examination or the University shall be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of evaluation, dispatch of answer-books and submission of mark-books.

- (c) The External Examiners appointed for the Practical Examinations shall reach the allotted stations before the commencement of the concerned Practical examinations. Failure on the part of any external examiner to reach the allotted station on the due date & time will be reported by the concerned internal Examiner to the Controller of Examinations.

## **11. Remuneration:**

Chief Examiner, Paper-Setters, Moderators, Examiners, Practical examiners, Internal examiners, staff and others engaged for an examination shall be paid remuneration for examination work, which may be fixed by the Board of Management from time to time.

Chief Examiner, Members of the Moderation Board, Controller of Examinations, Paper-Setters, Moderators, Examiners, Practical examiners, Internal examiners, staff and others engaged for an examination shall endeavour to ensure utmost confidentiality and integrity at various stages of work of any examination, including paper-setting, moderation and printing of question papers, evaluation of answer scripts, any other work connected to any examination of the University, and thus uphold the sanctity and fairness of the University examinations.

## **12. Examination Code of Conduct for All Academic Programmes: -**

### **12.1. Code of conduct of Students:**

The students are advised to comply to the below mentioned Code of Conduct during the period of Examination of the University:

1. Admit card / ID Card is compulsory to enter into examination hall.
2. Mobile phones / books / bags etc. are not allowed in the examination hall. Possession of mobile phones will be treated as unfair means.
3. Only concerned design data book / tables regarding examination is allowed.
4. Strictly follow the seating plan / arrangement. Take the respective seat before 10 min of the examination schedule.
5. Gossiping / talking will not be allowed in the examination hall. In case of repeated act, student will be expelled from the examination hall.
6. Students found cheating in the examination hall, will be reported to unfair means committee.
7. Students misbehavior with Faculty members will be reported to unfair means committee. Exchange of pens / pencils / drawing instruments / calculators, data books, tables, etc. are not allowed.
8. Any type of piece of paper near to student seat must be removed by the student immediately before start of the examination.
9. Should not write anything on design data books / tables and question paper except enrollment number on question paper.
10. Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.
11. In case of any grievances regarding question paper, students can discuss with concerned Faculty member after examination.
12. Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the examination.

**13. Students are bound by the Code of Conduct during examination and be familiar with the Code. Failure to report a violation of the Code of Conduct during examination is itself a violation of the Code.**

**(a) Time and Place:**

At the time of University Examination all examinee must be present in the notified examination room at least 15 minutes before the designated start time published by the Controller of Examination office.

**(b) Starting of Examinations:**

When invigilator instructs, students must place all materials that are not specifically designated “permissible materials” in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, ipods, headphones, purses, and bags. Nothing except an article of clothing (sweater, handkerchief, etc.) or water bottle may be kept at the student’s seat. Once all materials are in the front of the room, and students have returned to their seats, the Exam office representative will distribute the exam.

**(c) Leaving the Examination Room:**

- i) Students may leave the room during the examination but may go only to the washrooms and, in appropriate circumstances to the Controller of Examination office or the Academic Dean’s Office.
- ii) Students are not allowed to take any materials (including bluebooks, answer sheets, the examination, laptops, scrap paper, and printed materials) from the examination room during examination.
- iii) Students are further not allowed to submit the answer paper not before one hour after the commencement of examination.

**(d) Concluding the Examination:**

- i) Students will be notified when there are five minutes and 1 minute remaining in the examination and when time has expired.
- ii) Immediately upon the announcement that time has expired, all writing or typing must stop, all pens/pencils must be put down.
- iii) A student should not leave the exam room, or immediate proximity of the exam room until they have received confirmation that their exam was successfully submitted.
- iv) Students may not remain in the room after completion of the examination.

**(e) Emergency or Illness:**

In case of emergency or serious illness which arise and preventing a student from getting to University examination, he or she must immediately contact the Office-In-charge /Controller of examinations or the Academic Dean.

**(f) In case of late arrival in Examination Hall:**

- i) Students must report on time for examinations.
- ii) In the event that a student is late for an examination, he or she must report immediately to the Office-In-charge /Controller of examinations or to the Academic Dean and specify the cause for late arrival.
- iii) A request for full time to complete the examination will be granted only upon showing of truly extraordinary circumstances which is beyond student's control.

**(g) Discussion during Examination:**

- 1. Any type of discussion or talking during University examination is strictly prohibited.
- 2. Upon completion of examination, students must quietly leave the examination room in silence. Students must not congregate outside the examination room.

**(h)**In case of persons with benchmark disabilities or medical issues, the provision of scribe/writer can be allowed on production of specific authorize certificate as per proforma at APPENDIX-I from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf,

a) The candidate should have the discretion of opting for his own scribe/writer or request the Examination Body for the same. The examining body may also identify the scribe/writer to make panels per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

b) In case the Examination Body provides the scribe/writer, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/writer should always be matriculate or H.S level.

c) In case the candidate is allowed to bring his own scribe/writer, the qualification of the scribe/writer should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/writer should submit details of the own scribe/writer as per proforma at APPENDIX-II.

d) There should also be flexibility in accommodating any change in scribe/writer in case of emergency. The candidates should also be allowed to take more than one scribe/writer for

writing different papers especially for languages. However, there can be only one scribe per subject.

**(i) Code of Conduct of Invigilators during Examination-** The invigilators are advised to implement the code of conduct for students during examination:

- a. Examination duty is compulsory. In case of any emergency, alternate arrangement should be made and informed to the Exam office.
- b. All invigilators must report within time to Exam office and must reach to respective examination hall before 15 minutes of the examination schedule time.
- c. Question papers will be made available by the member of Exam office in each examination hall before 10 minutes of the examination time schedule.
- d. All invigilators must maintain silence in the examination hall.
- e. Invigilators mobile phone will be in silent mode but they should not use in the examination hall.
- f. Invigilators must check that the students have occupied their respective seats according to seating plan.
- g. Invigilators should distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- h. Invigilators should distribute the question paper to the students before 5 minutes of the examination.
- i. Invigilators must verify the admit card of the students in the examination hall.
- j. Invigilators should take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
- k. Invigilators must watch the students continuously and should be vigilant.
- l. Invigilators are requested to move in the examination hall to prevent indiscipline / copying.
- m. Invigilators should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with permission from Exam office.
- n. Other invigilators / Faculty are not allowed to enter into other examination halls without consent of concerned Hall/room-in-charge/OIC/COE.
- o. Invigilators should distribute the supplement answer books / graph sheets to the students when requested by students.
- p. Once examination is completed, Answer books will be collected by concerned invigilator in the examination hall.
- q. Evaluated answer books should be done within 4 days from the date of examination schedule, and further, it should be handed over to the Exam office.
- r. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.

## 14. Qualifying Criteria for Passing and Grades

- a. A student will be declared to have passed in an examination without any supplementary if he/she scores 40% or more marks in each of the theory examination papers of the semester and 50% or more marks in each laboratory examination of the semester.
- b. There is no minimum pass marks in the continuous assessment component of the examination papers.
- c. A student can clear a supplementary paper of an examination along with next year's regular examination/s of the paper/s concerned.
- d. A student cannot obtain degree until all his/her supplementary papers (including theory and practical) in his/her entire course are cleared.
- e. Promotion/failure to be promoted to the next year will be decided at the end of an even semester. A student will be eligible for promotion to the next year of study, in an even semester, if he/she carries supplementary in not more than 4 theory papers and have passed all practical papers, during his/her entire course of study till that even semester. After declaration of results of an odd semester, if the student has more than 4 supplementary theory papers in his/her course curriculum, he/she still remains eligible for promotion to next year till then, since he/she has chance to clear a few supplementary papers in the upcoming even semester examination and reduce the number of supplementary papers to four or lesser, and become eligible to be promoted. However, if after declaration of result of an odd semester, a student has more than 4 supplementary papers only in his/her odd semester examinations till that time, then he/she has no chance of clearing those supplementary papers in his/her upcoming even semester examination, and he/she will be notified about his/her upcoming obvious year lag in that odd semester result itself. But the student may continue and appear for upcoming even semester examination (other conditions remaining applied) getting the chance to clear as many supplementary papers as possible. However, after the even semester examination, that student will not be eligible for promotion to next year, and will have to continue in the same year.

### **For example,**

- (i) If a student gets two supplementary papers in first year first semester; he/she remains eligible to continue. But if he/she gets three or more supplementary papers in first year second semester, his/her total number of supplementary papers becomes five (more than four) and he/she becomes ineligible to be promoted to second year.



- ii) if a student gets two supplementary papers in first year first semester, and two more supplementary papers in first year second semester, his/her total number of supplementary papers remains four and he/she remains eligible to be promoted to second year.
- iii) considering case (ii), if the student now cannot clear these supplementary papers in subsequent years, but does not get any more supplementary papers, he/she remains eligible to be promoted to higher years and “pass out” of the university, but he/she does not remain eligible to get the degree until all these supplementary papers are cleared.
- iv) also considering case (ii) if the student in his/her second year first semester, fails to clear the two supplementary papers he/she was carrying in first year first semester, and gets one more supplementary paper in his/her second year first semester, his/her total number of supplementary papers becomes five, but the student still remains eligible to be promoted till now, since in his/her upcoming second year second semester examination, he/she might clear the two supplementary papers of his/her first year second semester and might not get any new supplementary paper and become eligible for promotion, since his/her number of supplementary papers gets reduced to three (four or lesser) at the time of promotion after even semester examination results. However if this student fails to clear any of these two supplementary papers of his/her first year second semester, then even if the student does not get any new supplementary paper in his/her second year second semester, he/she becomes ineligible for promotion to third year (since his/her number of supplementary papers remains five) and has to continue from second year first semester.
- v) again considering case (ii) if the student gets three new supplementary papers in second year first semester and fails to clear any supplementary paper of his/her first year first semester, the student immediately become ineligible for promotion to third year since he/she accumulates five supplementary papers in his/her odd semester examinations and cannot clear those in his/her upcoming even semester examination. Hence, he/she will be notified about that in his/her second year first semester results. However the student may continue with his/her second year second semester studies and appear for exam and try to pass in the exam papers of second year second semester and clear as many supplementary papers as possible of his/her first year second semester exams. But after his/her second year second semester, the student will have to continue in his/her second year and also clear the supplementary papers in due time.

The students of B.Tech will have to appear for one examination of SWAYAM (NPTEL) per semester from 2<sup>nd</sup> semester to 6<sup>th</sup> semester, and the results of the

examination will be considered similar to any other theory papers for the final grades of the student, and pass/failure in this examination will also be considered similar to any other theory examination to determine the promotion of the student to higher years of study. However, supplementary in this examination can be cleared in any semester (supplementary in odd semesters can be cleared in even semesters and vice-versa) unlike other theory papers.

- f. The maximum duration for completing a programme is two times of the specified duration of a full time programme of study. For example, the 2 years MBA programme has to be completed within four years.
- g. A student will not be eligible to sit for a particular examination paper (theory/practical) in a semester examination, if his/her attendance in the classes/laboratories held for that particular paper, is less than 75% in a semester, and it will be considered a backlog against the student and will be counted as a supplementary paper for application of rules 14c, 14d and 14e.
- h. Eligibility of a student to appear in a semester examination paper in regard to class attendance as well as sessional will be finalized and published within 7 days from the date of dissolution of theoretical classes in each semester.

## 15. A. Calculation of Grade Point

(i). Percentage of Marks and Grade Table:

Percentage of Marks	Letter Grade	Grade Point
90 to 100	O (Outstanding)	10
80 to <90	A+ (Excellent)	9
70 to <80	A (Very Good)	8
60 to <70	B+ (Good)	7
50 to <60	B (Fair)	6
40 to <50 (Theory)	C (Below Average)	5
Below 40 (Theory)	F (Fail)	2
Below 50 (Practical)	F (Fail)	2
Incomplete	AB (Absent)	0

(ii). The Method of calculation of Semester Grade Point Average (SGPA) is as follows:

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the students in the  $i^{\text{th}}$  course

(iii). For Cumulative Grade Point Average (CGPA) the calculation is as under:

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  Semester and  $C_i$  is the total number of credits in that semester.

- (iv) The SGPA and CGPA shall be rounded off to 2 decimal points (i.e., somebody has got 7.2345, we will write 7.23 and if it is 7.2365, we will write 7.24) reported in the transcripts.
- (v) CGPA will be converted into equivalent Percentage marks as given in the following formula.

The formula is:  $(CGPA - 0.75) \times 10$

Example: 8 CGPA =  $(8 - 0.75) \times 10 = 72.5\%$

**B. Degree certificate distinctions will be made on the basis of CGPA in the following manner**

Those who will get Grade 'A', 'A+' or 'O' will be put in the category of **First Class with Distinction**. Those who will get grade 'B+' will be put in the category with **First class with Honors**. Those who will get 'B' will be put in the category of **First Class**. Those who will get 'C' will be put in the category of **Second class**. These distinctions of merit will be mentioned in the degree certificate of the University of Engineering and Management, Jaipur students.

**C. Medal**

Top three students obtaining First class with distinction marks will only be eligible to receive Medals - Gold, Silver and Bronze.

**D. Lost Mark sheet**

Incase students lost their degree certificate or mark sheet; they can apply for re-issuance of mark sheet or degree certificate by the following procedure:

- i) Students need to send a scanned/Xerox copy of the police diary of lost mark-sheet or degree mark-sheet to Controller of Examination along with application for re-issuance of the said documents.
- ii) Students need to pay a nominal charge for re-issuance of each mark-sheet or degree certificate. The fee for re-issuance will be decided by the Controller of Examination from time to time, with approval from the Board of Management.

### **E. Coding System of Enrollment Numbering**

Enrollment no of a student will be given in the mark-sheet as explained hereunder:

Say a student's enrollment no is 12015002001001. i.e. 1(A)-2015(B)-002(C)-001(D)-001(E).

A= For general entry it is 1, For lateral entry it is 2.

B= Year of admission

C=Degree Code, i.e. for MBA it is 001, for B.Tech it is 002, for BBA it is 003, for BCA it is 004, for M.Tech it is 005 etc.

D=Department code of the students, i.e. for CSE it is 001, for ECE it is 002, for IT, it is 003, for CE it is 004, for EE it is 005, for ME it is 006, for EEE it is 007, for BBA 008 etc.

E=Serial no of a student, 001 means serial no 1 of a particular department.

- F.** A pool of elective subjects will be given to a B.Tech student from 2<sup>nd</sup> Semester to 6<sup>th</sup> Semester apart from his/her regular curriculum subjects. A student shall choose one of those elective subjects mandatorily from SWAYAM/NPTEL per semester. The marks obtained in that SWAYAM/NPTEL will be converted to a grade point in the University results with the same mapping as per rules of section 15A.

Promotion/Failure in that SWAYAM/NPTEL subject will be considered similarly to other subjects for application of rules given in section 14c, 14d and 14e.

## **16. Marks Distribution and Eligibility Criteria**

- A.** The University is following credit based system as given in point number 15A. If a theory paper is taught for 'X' contact hours per week, it shall be a 'X' credit course, and if a laboratory subject is taken for 'X' contact hours per week it shall be a 'Y' credit course, where 'Y' is equal to 'X/2'. For example, if a theory paper is taught for 3 contact hours per week it shall be a 3 credit course, and if a laboratory subject is taken for 3 contact hours per week, it shall be a 1.5 credit course.

**Total marks for a paper will be 100. Out of 100, end semester examination weightage will be 70 and Continuous Assessment/evaluation weightage will be 30 i.e.  $70+30=100$ .**

**B. There will be 30 marks for Continuous Assessment (CA). It will be done in the following manner i.e. weighted average of 30 out of 100 marks.**

- a. 40 marks (20 marks each) for two written mid-term examinations on descriptive type of questions and mathematics;
- b. 40 marks for online test, mostly objective type questions; there has to be at least one such online test per paper in a semester. However, four such online tests per paper per semester are preferred. But that discretion will remain in the hands of respective teacher.
- c. 20 marks for one viva-voce test taken by the subject teachers at the end of each semester. The Viva Voce test should be taken before the semester examination so that almost full course taught in the semester, is covered.

Total Continuous Assessment marks for a paper in a semester will be total of (a)+(b)+(c). Thirty percent of the total marks thus obtained i.e. (a)+(b)+(c) will be taken paper-wise in final University semester examination marking. That means 30 marks weightage will be there for Continuous Assessment in a semester.

**C. Theoretical paper at the end semester (each subject) will be of 70 Marks. Question paper will be set for 100 marks basis.**

Marks obtained will, however, be proportioned to 70 marks. Thus if in one theory paper, a student gets, say 50 marks, it will be shown 35 marks in mark sheet.

**Thus marks for theory paper of 100 marks will have total of marks obtained is A+B**

**D. Practical Paper will be 100 marks. Distribution of Marks will be as follows:**

Total Marks for Practical Course (Lab) = 100 Marks

- a. Continuous assessment:- 40 Marks
- b. End-semester practical examination: 60 Marks

Break –up of Continuous Assessment of Practical Course (Lab)

Minimum Number of Experiments to be conducted is 10. Each experiment will carry 4 marks as per the distribution given below:-

- (i) One and a half marks for conduct of experiment.
- (ii) One and a half marks for report writing and explaining details about the utility of doing the experiment and the practical use of the experiment.
- (iii) One mark for viva-voice test with stress to find if the student can use the experiment for solving practical problems.

This means, there will be a total of  $(1.5 \times 10) = 15$  marks for conduct of lab experiments,  $(1.5 \times 10) = 15$  marks for laboratory report writing,  $(1 \times 10) = 10$  marks for viva-voce.

In case, number of experiments prescribed for the course is less than 10 or the number of experiments actually conducted by the department is less than 10 due to some practical constraints, then the 40 marks will be distributed accordingly (i.e. Pro-rata basis). Also, if the number of experiments prescribed for a course is more than 10, then the said 40 marks will be distributed accordingly (i.e. Pro-rata basis).

#### **E. Attendance and Eligibility criteria**

A student will not be eligible to sit for a particular examination paper (theory/practical) in a semester examination, if his/her attendance in the classes/laboratories held for that particular paper, is less than 75% in a semester, and it will be considered a backlog against the a student, and will be counted as a supplementary paper for application of rules 14c, 14d and 14e.

#### **17. Promotion with Back Paper Examination & Debarment of Readmission in The University.**

- a) Back paper examination/s will be held every year along with next year's regular examination/s of the paper/s concerned. For students going out of final year, carrying supplementary paper/s if any, separate back paper examinations will be held within six months from the date of declaration of the result of the final year second semester examination in the paper/s concerned, and will be held every six months from then onwards till the supplementary paper/s are all cleared or the stipulated time as in section 14f is over, leading to cancellation of degrees of the concerned student in the later case.

- b) The process of publication of results of a semester examination followed by review will generally be completed within 60 days from the date of completion of a semester examination.
- c) In case a student cannot pass all the examination papers as per rules and procedure within the stipulated time as in section 14f, he/she shall not be eligible for readmission in the University in any course of study.

## **18. Failure to Get Promotion**

- a) A student who fails to get promoted to the next year of study, may continue his/her studies from the first semester of that year of study in the same course during the next academic year and has to clear all his/her supplementary examination/s as well as sessional papers of the concerned semester accumulated till now and will have to attend classes like a regular student for the paper/s in that year in which he/she had to repeat. Eligibility criterion based on class attendance shall also be applicable to him/her for the concerned paper of that year in which he/she had to repeat.

## **19. General Rules**

- (a) From the second semester onwards, all students will have to enroll within seven working days of the beginning of a semester. A student is eligible for enrolment if he/she has paid all the dues for the semester in advance. His/her name will be put on attendance register after all dues are cleared in advance for the semester.

## **20. Semester Duration**

- a) An Academic year shall be of two semesters, each semester of around 15 to 16 weeks' or minimum of ninety calendar days. The academic calendar will be notified by the University each year prior to at the start of the Academic Session. Academic programmes will be as per UGC norms.

## **21. Creation of posts, method of recruitment and procedure of appointment to such posts**

### **a) General Conditions -**

- i) The employees of the University of Engineering & Management, Jaipur (Henceforth referred to as UEM) shall consist of the following categories, namely:
  - Teaching staff
  - Non-teaching staff
- ii) The Board of Management of UEM may determine the category in which a particular post or cadre may be placed.

- iii) The Board of Management of UEM may fix the grade of pay of all categories of employees of the University.
- iv) The qualifications, scales of pay and allowances of different categories of employees of the University shall be such as may be prescribed by the Board of Management in accordance to the norms followed by State Govt./AICTE/UGC, subject to the financial condition of the University.
- v) An employee shall devote his whole time to the service of the University and shall not, without written permission of the President (Vice-Chancellor), engage directly or indirectly in any trade or business whatsoever or any other work, provided, however, that this clause shall not apply to any remunerative additional work in connection with evening courses run by the University or to any other work undertaken by any member of the staff in connection with the work of UEM, as may be required and permitted by the President (Vice-Chancellor).
- vi) No member of the staff shall undertake private tuition.
- vii). In addition to the teaching work a teacher shall be liable to perform such extra-curricular duties, supervision and other work in connection with any examination held by the University as may be allotted to him by the President (Vice-Chancellor). Non-performance of such duty shall be deemed to be negligence in the discharge of his/her duties.

**(b) Recruitment**

- i. The university will issue All India advertisement for recruitment to the teaching posts in leading national dailies/electronic media and make appointments thereto on All India basis on the recommendations of the selection committee as per UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010.
- ii. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different Faculty positions throughout the year.



## 22. Minimum Qualifications and Experience

- i) The terms and conditions with regard to minimum qualification for appointment of Faculty and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010, the other terms and conditions as prescribed in the UGC Regulations and amended from time to time shall be followed.
- ii) In addition to the above, the President (Vice-Chancellor) may prescribe in consultation with the concerned Dean of Faculty Council, to the Academic Council such specification or any other condition as required for the post to be filled up.
- iii) The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as under:

### **(a) Professor**

(i) An eminent scholar with Ph.D. qualification(s) in the concerned / allied / relevant discipline having secured minimum 65% marks in class X, XII, Graduation and Post Graduate and published works in foreign journal of repute.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level and conducting at least two sponsored project/research or consultancy jobs of high value.

OR

An outstanding professional, with an exceptional accomplishment established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials. The person should have proven record of having high level network in Industry and/or Academia.

### **(b) Associate Professor**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. Throughout minimum 65% marks will be required to be eligible.
- ii. A minimum of five years of experience of teaching an academic/research position and/or research in equivalent Assistant to that of Professor in a University with evidence of Accredited Research Doing more than one sponsored project/research or consultancy.

**(c) Assistant Professor**

- i. Good academic record as defined by the concerned university with at least 65% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level.
- ii. Degree level in a relevant subject from a recognized University.
- iii. Relevant grade which is regarded as equivalent of 65% wherever the grading system is followed by a recognized university shall also be considered eligible.
- iv. Exceptionally brilliant student with 70% above marks throughout class X, XII and B. Tech degree from 'A' category institution/Universities may be appointed subject to his/her completing M. Tech degree within three years of such appointment. This exception is only for B. Tech degree course.

**23. Shortlisting of Applications**

- I. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
- II. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- III. The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the President (Vice-Chancellor).

**24. Reservation Policy**

The rules and procedures, prescribed by the State Government, Govt. of India, MHRD and UGC in respect of the Reservation policy for reserved categories shall be followed.

## **25. (A) Process of Selection**

- i) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma.
- ii) Universities may assess the ability for teaching and/or research aptitude through demonstration lecture classes in a class room situation or demonstration on the capacity to use latest technology in teaching and research at the interview stage.

The process of selection of Faculty member position shall involve inviting the bio-data with duly filled Performance Based Appraisal System proforma developed by the University.

## **26. Selection Committee**

(A) The Selection Committee for the post of Professor in the University shall have the following composition.

- (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
- (ii) An academician nominated by the Vice-Chancellor.
- (iii) One expert in the concerned subject nominated by the Vice-Chancellor.
- (iv) Dean of the concerned Faculty Council, wherever applicable.

(B) The Selection Committee for the post of Associate Professor in the University shall have the following composition.

- (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
- (ii) An academician nominated by the Vice-Chancellor.
- (iii) One expert in the concerned subject nominated by the Vice-Chancellor.
- (iv) Dean of the concerned Faculty Council, wherever applicable.

- (C) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
- (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
  - (ii) An academician nominated by the Vice-Chancellor.
  - (iii) One expert in the concerned subject nominated by the Dean of Faculty.
  - (iv) Dean of the concerned Faculty Council.
- (D) The Registrar, and while the office of the Registrar is vacant, the Deputy Registrar nominated by the President (Vice-Chancellor) for the purpose, shall be the ex-officio Secretary of the Selection Committee.
- (E) At least two members, including Chairperson and one subject expert shall constitute the quorum.
- (F) The University shall issue to each member a Notice before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of President's (Vice-Chancellor's) nominee and of the nominated experts.
- (G) Recommendations may be made with a condition attached to the concurrence of the future events.
- (H) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
- (I) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be with approval of the Chief Finance Officer.

## **27. Appointment**

- i. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

- ii. Number of posts advertised may be treated as indicative and not exhaustive. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- iii. The Selection Committee's recommendations shall remain valid for a period of one year from the date of such approval.
- iv. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Chomu, Jaipur.

**28. Grade Increment –**

The increment in pay though provided for in the grade cannot be claimed as a matter of right but has to be earned by such employee by approved service. Every whole time employee should be in approved service. Every employee shall normally be paid the increment that may fall due according to the grade pay rules unless the same has been withheld by the University for any reason.

**29. Age of Retirement and extension of Service/Re-employment -**

- i) The date of retirement of all employees shall be the last date of the month on which he completes the age of 60 years. In case of special need of the University the President (Vice- Chancellor) may given extension to an employee which may not be more than a year at a time.
- ii) Notwithstanding the provision made in clause (a) above the University may extend not beyond the limit of 65 years of age.

**30. Voluntary Retirement -**

Notwithstanding the provisions in clauses (a) and (b) above any employee on the completion of the age of 50 years or on the completion of 20 continuous years of loyal and faithful service of the University will have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement.

**31. Scales of Pay -**

Scales of pay attached to any post shall be in accordance with the AICTE/UGC norms. Other allowances will be as determined by the Board of Management from time to time.

**32. Promotion -**

- i) Principles of eligibility for promotion in the case of teachers will be as prescribed by UGC/AICTE norms and as per Regulations of the University.
- ii) Promotion in the case of non-teachers will be as guided by the Board of Management from time to time depending on the need of the University.

**33. Part-Time Service on Contract -**

Whenever felt necessary, the Vice-Chancellor may appoint a part-time lecturer or a part-time staff on contract. Such appointment will be made for a maximum of six- months period. All such employees will be paid a consolidated salary per month and they will not be entitled to any other benefits.

**34. Probationary Period -**

Probationary period and confirmation of service for a teacher will be six months. In case of a non-teacher, it will be guided by the Board of Management from time to time.

**35. Communication of Official / Confidential / Technical Information -**

Official/ Confidential/ Technical information obtained in course of employment shall not be divulged by any employee to any outsider or to the press without the permission of the President(Vice-Chancellor). Such information may be forwarded to any officer/other section/s of the University when required and as endorsed by the competent authority.

**36. Forwarding of Applications for Employment / Scholarship -**

- i) No application by a teacher of the University for any employment elsewhere or any scholarship, fellowship or research grant tenable otherwise in the University shall be made except with the previous written approval of the President (Vice-Chancellor). In case of any violation, services of the employee will be terminated and balance financial dues, if any, will be forfeited. Money thus saved will be given to student Gymkhana.
- ii) Employee other than teachers shall not apply for scholarship, fellowship or research grant tenable in the University.

**37. Appointing Authority -**

Appointments to different posts will be made as per provisions of the Act and the Statute of the University. Appointments to all other positions not mentioned in the Statute should be made by the President (Vice-Chancellor) or his/her nominee.

### **38. Penalties -**

- (A) The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down hereinafter.
- a. Censure.
  - b. Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
  - c. Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
  - d. Recovery from pay of the whole or part of any pecuniary loss caused to the University due to negligence or breach of order by the employee concerned.
  - e. Compulsory retirement.
  - f. Removal from service
  - g. Dismissal from service

**(B) Procedure for imposing Penalties -**

No order of imposing of the penalties shall be made except after an enquiry held in the manner as following:

- 1) The Disciplinary Authority shall draw or cause to be drawn up –
  - i. the substance of the imputation of misconduct/misbehavior into definite and distinct article or articles of charge;
  - ii. a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;
  - iii. The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiring Authority to advise the Vice-Chancellor about the action to be taken.

### **39. Disciplinary Authority -**

Subject to the provisions made hereinafter, the Vice-Chancellor of the University of Engineering & Management shall be the disciplinary authority in respect of all employees.

**(A) Suspension:**

- i. The disciplinary authority may place an employee under suspension.
- ii. The disciplinary authority may place an employee under suspension.
- iii. Where the disciplinary proceedings against him/her contemplated for and is
- d) pending or
- iv. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

**(B) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:**

- i. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
- ii. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours;
- iii. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority.
- iv. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Board of Management directs otherwise.
- v. An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.

**(C) Pay and Allowances on Reinstatement -**

When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Authority, may grant him/her for the period of his/her absence from duty as under:

- (i) When he/she is honorably acquitted, the full pay and allowances.
- (ii) In a case falling under clause ( a ) the period of absence from duty will be treated as a period spent on duty. In a case failing under this clause the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary Authority directs accordingly.



**40. Appellate Authority -**

Board of Management shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Board of Management will be final.

**41. Act of Misconduct -**

Any of the following act of an employee shall be construed as an act of misconduct:

- a. negligence in the discharge of duties;
- b. willful insubordination or disobedience to an order of a higher authority as per provisions of the Act, Statutes Regulations and Rules of UEM, or breach of discipline;
- c. theft, fraud or dishonesty in connection with the property of the University.
- d. giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently;
- e. habitual late attendance or willful absence from duty without leave or sufficient causes and reasons;
- f. taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
  - i. sexual harassments;
  - ii. indecent behavior or any other act subversive of discipline;
  - iii. assaulting or intimidating any employee of the University;
  - iv. sabotage or willful damage to or causing loss of goods or properties of the University.
  - v. spreading false information with a view to cause disruption of the normal work of the University.
  - vi. unauthorized use of land and building of the University.
  - vii. conviction in a court of Law for offence involving moral turpitude.
  - viii. breach of rules and regulations, orders and circulars of the University of any of the higher authorities.
  - ix. abetment or attempt to commit any of the acts of misconduct.
  - x. any other ground which may be considered by the Board of Management to be detrimental to the interest of the University.

## **42. Patents -**

1. Any proposal for patenting any invention or process made in the laboratories or workshops of the University shall be joint-patented i.e. patent holder will be jointly University and the person applying for the patent.
2. In case the University does not wish to apply for the grant of a patent the teacher concerned may, with the written permission of the President (Vice-Chancellor), apply for a patent solely in his/her own name, provided that, before doing so, he shall pay to the University the entire sum spent by the University on the invention or process; the amount of such sum may be arrived at by a committee constituted in this behalf by the Chief Finance Officer.

## **43. Leave Rules of the University**

### **(A) Conditions of Leave -**

- i) Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of University service.
- ii) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself/herself and in any case within three days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable cause.
- iii) Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty and may cause an employee's removal from service and decision of the Vice-Chancellor of the University in this regard shall be final and binding.
- iv) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Vice-Chancellor, as the case may be.
- v) These leave rules shall apply to all permanent employees of the University.
- vi) When an employee is granted study leave, leave on deputation or any other kind of long leave, he/she shall furnish clearance certificates regarding books, equipment/instruments, other assets and other dues before he/she actually avails the leave.
- vii) Earned leave has to be enjoyed during semester recess. Leave cannot be accumulated.

**(B) Casual Leave -**

- i) Casual leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.
- ii) Casual leave shall always be applied for and sanctioned before it is taken except in case of emergency, for which application shall be made at the earliest.
- iii) Casual leave may be granted by the Head of Department / Section concerned. Casual leave for more than three days at a time shall not be granted to an employee without the permission of the Vice-Chancellor.
- iv) Casual leave cannot be suffixed or prefixed to any other leave.

**(C) Earned Leave -**

- i) Earned leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 days prior to the date on which he/she proposes to go on leave. Prior sanction should be obtained for extension of leave at least 7 (seven) days before expiry of leave of 30 (thirty) days or more and 3 (three) days for leave less than thirty days. Earned leave should be utilized during academic recesses only.
- ii) Casual leave, Medical leave or Earned leave cannot be accumulated. Leave will lapse after 31<sup>st</sup> December of every year.
- iii) Earned leave shall be granted with full pay and allowances.

**(D) Sick Leave -**

- i) Sick leave is the leave which may be granted to an employee who becomes ill, on application made by him/her. An employee may be granted sick leave for a period not exceeding 7 days for every twelve month service completed, upon an application being made and being supported by a certificate from a qualified registered medical practitioner provided however that the authority may ask the employee to submit to an examination by a medical practitioner appointed by the authority before granting him leave.
- ii) An employee who has been granted sick leave on medical certificate will be required to produce a certificate of fitness for resumption of duty after sick leave has been completed or earlier.

**(E) Maternity Leave -**

Maternity leave may be granted to a female employee permanent or temporary on full pay and allowances she was drawing at the time of taking leave for a maximum period of 180 days.

**(F) Leave of Absence on Duty -**

An employee of the University may, with the previous sanction of the Vice-Chancellor in the case of teachers, be considered to be on “on duty” for attending business meetings, delivering academic lectures, conducting examinations or inspecting academic Institutions of any recognize University or a Government or a statutory body or for attending the meeting of any committee organized or constituted by Government or the annual session of any academic conference duly recognized by the University or for any other purpose deemed proper by the authority concerned, provided that total period of absence does not exceed three weeks in a year, and the University had taken initiative to send the Faculty/employee for the occasion.

**(G) Leave of the President (Vice-Chancellor) -**

- i) The Vice-Chancellor when he takes casual leave, will instruct the office to record it and will keep the Chancellor informed.
- ii) The President (Vice-Chancellor) may be granted leave, other than casual leave, by the Chancellor, which would be reported and recorded at the subsequent meeting of the Board of Management.

**(H) Leave of the Pro-President (ProVice-Chancellor)-**

- i) The ProVice-Chancellor when he takes casual leave, will instruct the office to record it.
- ii) The ProVice-Chancellor may be granted leave, other than casual leave, by the Chancellor, which would be reported and recorded at the subsequent meeting of the Board of Management.

**(I) Leave without pay -**

Leave without pay up to a maximum period of two years may be granted to an employee by the Vice-Chancellor under conditions to be determined in each individual case. Such leave shall not count towards increment, and shall be reported and recorded at the subsequent meeting of the Board of Management.

**(J) Study Leave -**

- i. Study Leave without pay may be granted by the Vice-Chancellor for advancement of knowledge and learning for further study, Training or Research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the University.

- ii. No employee of the University shall be eligible for study leave unless he has put in at least three years full time, continuous, active and approved service in a permanent post under the University and is not due to retire there- from within five years of his return from such Leave and joining the University service.
- iii. Total period of Study leave should not be more than 2 years.

**(K) Study Leave Committee -**

1. All applications for study leave shall, before submission to the President (Vice-Chancellor), be examined by a Committee consisting of the following:
  - i) ProVice-Chancellor – Chairman
  - ii) The Dean of Faculty concerned – Member
  - iii) The Head of the Department concerned – Member
  - iv) One member of the Academic Council as nominated  
by the President (Vice-Chancellor) – Member
  - v) The Registrar - Secretary
2. Application for study leave shall contain, inter alia, the following details:
  - a. Documents of his admission having been made or promised to be made in a University / Institution;
  - b. The nature of work to be pursued and or degree to be awarded;
  - c. The scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.
3. The study leave Committee may, if thought necessary, interview the applicant while considering their applications for grant of study leave.
4. It shall be the duty of the persons granted study leave to communicate immediately to the University any grant actually made to him/her and received by him during the course of the study leave from any person or University whatsoever.
5. The service of an employee who fails to return and join the University service at the expiry of the sanctioned leave may be terminated by the President (Vice-Chancellor) without reference to the period concerned as from the date on which he should have rejoined his/her duty at the University.

#### **44. Staff Quarters -**

Subject to availability, quarters may be allotted to all categories of the University staff provided that no employee shall have the right to claim any residential accommodation; allotment of quarters shall be made on the basis of the University need and incumbents' need. A committee of HODs will decide on allotment of quarters, the ProVice-Chancellor being the Chairman and the Registrar, the Secretary.

Rates of rent and conditions of eligibility of rent free quarter shall be prescribed by such rules as may be framed by the Board of Management from time to time.

#### **45. Constitution of Provident Fund, Gratuity and Pension Scheme to various Academic units of the University.**

During probation, only one-day leave per month will be allowed. During a calendar year, all employees should be on duty and will be entitled for leave as enumerated above.

##### **Provident Fund -**

University will follow provident fund rule of the government and all eligible employees will be covered within provident fund law.

##### **Gratuity -**

Payment of gratuity will be governed as per provisions of payment of Gratuity Act as amended from time to time.

##### **Pension Scheme –**

As per LIC New Jeevan Nidhi Scheme – Plan 818

**Medical Reimbursement:** RS.50,000/- (Rupees Fifty thousand) will be reimbursed to each staff member and/or their children, spouse and parents for medical expenses from organization under MOU with the University.

#### **46. Conference/Journal Publication Grant –**

1. All applications for attending conference and journal publication grants shall, before submission to the Vice-Chancellor, be examined by a Committee consisting of the following:

- |   |             |
|---|-------------|
| i) the Pro-Vice-Chancellor  | – Chairman  |
| ii) the Dean of Faculty concerned   | – Member    |
| iii) the Head of the Department concerned                                   | – Member    |
| iv) one member of the Finance Committee as nominated by the Vice-Chancellor | – Member    |
| v) the Registrar  | - Secretary |

2. Subject to approval of the above committee, each staff member will be eligible for registration fees and TA/DA for Conference/Journal publication upto:
  - a. RS. 5000 for attending recognized reputed National conferences for presentation of paper/s.
  - b. RS.20,000 for attending International conferences for presentation of paper/s / publication of papers in recognized foreign journals as per the list of recognized foreign journals approved by the Chairperson(Chancellor) being available with the Librarian of the University.
  - c. Reputed Journal Incentive - The institute will give an incentive of RS. 8,000 for publications by faculty members in SCI journals and list of IIM recognized Management journals. (In case of a team, the amount shall be shared equally among team members) and for publications by faculty members in SCI(E) Journal an incentive of RS. 5,000 will be given.
  - d. Book Publication Incentive: Award will be given for Publications of text books in relevant engineering discipline on submission of a complimentary copy of book to the library.
    - i) RS. 15,000/- if the text book is published by international publishers like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, USA, Springer, Germany or other internationally reputed publishers.
    - ii) RS. 10,000/- if the text book is published by a national publisher like Tata McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
    - iii) RS. 5,000/- if the text book is published by Regional / Local publishers.

#### **47. Training Grant -**

1. All applications for training grants shall, before submission to the President (Vice-Chancellor), be examined by a Committee consisting of the following:
 

i) ProVice-Chancellor	-	Chairman
ii) the Dean of Faculty concerned	-	Member
iii) the Head of the Department concerned	-	Member
iv) One member of the Academic Council as nominated by the President (Vice-Chancellor)	-	Member
iv) The Registrar	-	Member

2. Subject to the approval of the above committee, each staff member will be eligible twice in a year for training registration and TA/DA upto:
  - (a) RS. 10,000 for National Level Training imparted by reputed national institutes/organizations including industries and/or corporate management houses.
  - (b) RS. 20,000 for International Level Training imparted by reputed international institutes/Universities/organizations including industries and/or corporate management houses.

#### **48. Faculty Exchange Programme -**

1. All applications for Faculty exchange programmes shall, before submission to the Vice-Chancellor, be examined by a Committee consisting of the following:
  - i. the ProVice-Chancellor - Chairman
  - ii. the Dean of Faculty concerned - Member
  - iii. the Head of the Department concerned - Member
  - iv. one member of the Academic Council - Member  
as nominated by the President (Vice-Chancellor)
  - v. the Registrar - Secretary
2. Subject to approval of the above committee, each staff member will be eligible once in 5 years for Faculty exchange programmes on a reciprocal basis with a National University/Institute of repute or Foreign University/Institute and he/she may be paid upto:

v)RS. 60,000 for airfare for foreign tour/RS. 20,000 for domestic tour.

vi)RS. 30,000 for incidentals/accommodation in foreign country/RS. 10,000 for tour within India.

- #### **49. Faculty Development Programmes -** Faculty taking courses from the SWAYAM portal, upon taking courses approved by the Department HOD, the course fees will be reimbursed by the institute.

#### **50. Research & Development**

- i) UEM, Jaipur will be a research-oriented University and participation in research is compulsory for all the Faculty members. Master's degree holders and others not holding a Ph.D. degree shall register for Ph.D. programme within one year of joining the University as an employee, failing which they shall justify reasons for not enrolling in Ph.D. programmes to the committee mentioned below and their period of probation may be extended.



- ii) Participation in sponsored Research/Project/Consultancy & Development is compulsory for each and every Faculty member – at least two publications in a national/international journal per year is mandatory for each Faculty member, failing which the Faculty member shall give justification for lack of sufficient/sponsored research progress/sponsored project on consultancy to a Committee consisting of the following:
 

a) The Vice-Chancellor	- Chairman
b) The Pro-President (Pro Vice-Chancellor)	- Vice-Chairman
c) The Dean of Faculties concerned	- Member
d) The Head of the Department concerned	- Member
e) One member of the Academic Council as nominated by the President (Vice-Chancellor)	- Member
f) The Registrar	- Secretary
- iii) Patent: a. Revenue Sharing: 50% of patent revenue will be retained by the institute and 50% will be shared amongst the inventors. b. Reward: Rs. 10,000 after a patent is granted.
- iv) Consultancy Revenue Sharing - 30% of consultancy revenue obtained by faculty will be retained by the institute and 70% will be disbursed to the faculty members.
- v) Incentive for Externally Funded Research - The Institute shall pay the research team an incentive equivalent to 5% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members). The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds. Conditions for incentive are:
  - a. Submission of project report to library.
  - b. Publication of the project in a reputed journal/conference or filing patent.
  - c. For every 7 days' delay from deadline of submission, 1% will be deducted from incentive.

## **51. R&D Grant-in-aid Scheme – General Guidelines Proposals for Research & Development**

The Institute of Engineering & Management provides Grant-in-Aid support to its Faculty and Students to pursue research and development in the field of engineering and technology, science & humanities, management, business and commerce. The primary objective is to develop technologies and business models leading to innovation patents and startups.

## A. Salient Points of IEM and UEM R & D Grant-in-Aid Scheme

Project category	Guide	Quantum of grant	Project duration
Under Graduate (UG)	Should be faculty (internal or external) or Corporate Member(s)	Not exceeding Rs 50,000/- for a single project	Not exceeding six(06) months
Post Graduate (PG)	Should be Ph.D faculty	Not exceeding Rs 1,00,000/- for a single project	Not exceeding twelve (12) months
Doctoral (Ph. D)	Should be Ph.D faculty	Not exceeding Rs1,50,000/- for a single project	Not exceeding thirty-six (36) months
Faculty	Should be Ph.D faculty	Not exceeding Rs5,00,000/- for a single project	Not exceeding thirty-six (36) months
<ol style="list-style-type: none"> <li>1. R&amp;D committee will judge the R&amp;D proposals according to their merit and any decision taken by IEM/UEM R&amp;D committee is final. The proposals must have a literature review of existing patents and also propose then ew patent and commercialization prospects.</li> <li>2. The R&amp;D work has to be completed and final report has to be submitted within the scheduled completion of course of the student and faculty. [Normally processing of proposals takes about 3 months. So the applicant(s) should keep adequate time for completion accordingly].</li> <li>3. Preferences will be given to project proposals that are industry relevant and that have in-kind or cash support from the industry partners or those having potential to lead to a patent, an entrepreneurship venture or a start-up model. Projects that have thematic focus on green energy, clean water, waste-to-energy conversion, versatile simulation, urban rejuvenation, skill development in design and manufacturing will be preferred.</li> <li>4. All cheques will be drawn in favour of the applicant and will be provided as installments.</li> </ol>			

**B. Documents to be submitted on Project Completion**

Project category	Before Project Completion	After project completion			
	Half-yearly Report	Project Report	Project Completion Report (PCR)	Utilization Certificate (UC)	IEM R&D Compendium Proforma
Under Graduate (UG)	To be submitted in soft copy every six months	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy
Post Graduate (PG)	To be submitted in soft copy every six months	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy
Doctoral (Ph.D) & Faculty	To be submitted in soft copy every six months	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy
<ol style="list-style-type: none"> <li>1. Researchers should submit Half-yearly Reporting soft copy every six months during the course of the project work. Project Report, Project Completion Report, Utilization Certificate &amp; IEM R&amp;D Compendium Proforma are to be submitted immediately after the completion of project. Soft copies of the above documents (except UC) should be forwarded to the Research Dean, Coordinator of Research Cell &amp; Director: <a href="mailto:satyajit.chakrabarti@iemcal.com">satyajit.chakrabarti@iemcal.com</a></li> <li>2. Any intentional delay or non-submission of reports in time may result into debarring the guide/s and the student/s to avail any such grant-in-aid in future. IEM shall have the discretion to take any other action as deemed fit in such cases.</li> <li>3. The Faculty, Students/s and their guide/s should maintain a book of accounts of all the expenditure incurred under the project and should submit a statement duly signed by all of them alongwith each report. The grant-in-aid should not be utilized for any other purpose other than the R&amp;D work.</li> </ol>					

## 52. **Teaching Quality Measurement.**

Teachers performance will be measured by the quality of student's output. Feed back of teachers will be taken from students and peers. Other important craters will be sponsored research/project/consultancy etc. achieved by the teacher. Students' welfare will be the reason for the University to exist and survive.

## 53. **Accounting policy, financial procedure and preparation of budget:**

- i) The Accounting Policy, Financial Procedures and preparation of budget of the University shall be maintained in accordance with the standard accounting procedures of Institute of Chartered Accountants, India.
- ii) Unless otherwise provided, the financial statements of the University shall be prepared as per Indian Accounting Standards laid down by Institute of Chartered Accountants, India. Accounts will be audited and certified by a Chartered Accountant every year.
- iii) The Law Officer of the University shall assist the President to account for the declaration of **income, assets and liabilities of the University** and prepare and obtain approval of contents of related documents

## 54. **Matters relating to Hostel including disciplinary controls therein:**

- i. Once a student applies for hostel accommodation, it will be assumed that he/she would stay in the hostel throughout completion of his/her respective course. However, if somebody wants to vacate hostel it cannot be done before the year end.
- ii. The hostel fee for one year will be collected at the beginning of every academic year, which will not be refunded under any circumstances.
- iii. Visitors including parents and relatives shall need to take permission from the competent authority before entering the hostel.
- iv. Boarders shall not be allowed to take anybody except parents of students in to the hostel rooms during day time i.e. between 8 AM to 5 PM. Father cannot be allowed in female hostels. Unless accompanied by a female no male teacher or staff can enter the female hostels.
- v. Consumption of alcohol or addictive drugs will be strictly prohibited. Any student found guilty of this offence he/she will be expelled not only from the hostel but also from the institution without any further enquiry or intimation.
- vi. The hostel residents shall be in their room by 6:30 pm, if somebody has any valid reason for getting delayed he/she shall need to report to the hostel authority. In any

case, a hostel resident shall not be permitted to be outside or to go outside after 9.00 pm.

- vii. Students living in hostels shall need to obtain prior written permission from the competent authority, if they wish to go out on holidays.
- viii. Students shall need to maintain decency in the hostel so as to avoid any disturbance to the neighborhood. In case of any complaint are received from the neighbours, other hostel inmates or anybody concerned, stern action including expulsion from the hostel against will be taken.
- ix. Boarders shall need to keep the hostel as well as the rooms neat & clean and properly arranged. All the occupants of the rooms shall be jointly responsible for any damage to fittings and furniture of their room.
- x. The students shall need to hand over the room allotted to him / her at the end of the academic year, in the same condition as it was, when he / she had taken occupation of it. In exception, a fine of Rs. 5,000/- per person will be levied. This money will be transferred to student Gymkhana.
- xi. Ragging or harassment is a criminal offence. Any student involved in such activities will be expelled from the institution immediately on receipt of complaint.
- xii. Every student will be expected to live up to the decorum/decency for which the college stands. Anyone who damages the reputation of hostel in any way may be expelled.
- xiii. Electrical appliances like heaters, immersion rods, and iron boxes etc. shall not be used by the student without prior written permission from the competent authority.
- xiv. All hostel inmates shall need to switch off all the electrical appliances before leaving the room.
- xv. Boarders shall not be allowed to leave the hostel without prior permission from the hostel superintendent/competent authority.
- xvi. No meetings & any other functions shall be allowed in the hostel premises without the prior permission of the competent authority. Inside hostel, smoking, consuming of alcohol are serious offences and immediate expulsion from hostel will be done.
- xvii. Boarders shall need to abide by the rules & regulations of the hostel and notifications/orders issued by the competent authority from time to time.

- xviii. Non-compliance to any of the hostel rules and regulations shall be treated as misconduct and appropriate disciplinary action including expulsion from the hostel shall be taken against the student.
- xix. It should be given in undertaking by a boarder that he/she not have any pre existing illness, e.g., epilepsy, asthma, chronic depression, eczemas, diabetes, heart and liver ailments etc.

**55. Terms and conditions Governing Deputation of officers and staffs:**

- i) Teaching staff and/or a Non-teaching staff may be deputed to any other institute/university owned by the promoting body for a period of maximum 12months at a time.
- ii) During the period of deputation he/she will normally be eligible to draw his grade pay, all other allowances, medical facilities/insurance, leave, provident fund and gratuity he/she was eligible just prior to the deputation, subject to existence of such rules in the University at that time.

**56. The mode of execution of contract and agreement by or on behalf of the University:**

- a) Important contracts/agreements by or on behalf of the University shall be normally authenticated/approved by the Law Officer of the University and shall be executed by the Chairperson/Registrar.
- b) For associations of the University with other institutions, the cooperation shall be for the purposes of developing international educational opportunities for students and for the promotion of research activities on the part of Faculty members.
- c) The cooperation shall relate to exchange of students and Faculty members for lecturing and studies and/or research, exchange of information and publications, other activities of mutual interest, and the details of implementation of such activities shall be discussed and mutually agreed.