



ORDINANCES

OF

SGRR University
(UNDER SECTION 3 of Uttarakhand Act 2017)

Patel Nagar, Dehradun

Annexure I



Shri Guru Ram Rai University

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ORDINANCE-1

CHANCELLOR: Appointment, Powers and Functions

- i. A person of eminence shall be appointed as the Chancellor by the Governing Body for a period of five years.
- ii. The Chancellor shall by virtue of his office, be the head of the University and shall preside over the meetings of the Governing Body and the Annual Convocation.
- iii. The Chancellor shall be appointed by the Governing Body, for a period of five years, on the recommendation of the Trust; Provided that the trust may recommend to the Governing Body, the reappointment of the Chancellor for second or successive terms.
- iv. Subject to the provisions of the Act, the Trust shall determine the salary of the Chancellor.
- v. The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.
- vi. The Chancellor shall have power to conduct inspection of a School of Study, a Hostel, an Office or any other department of the University, on his own or direct any Officer or Authority of the University do so on his behalf. He also shall have powers to order an inquiry in respect of any of these establishments or in any other matter connected with University administration and financial management.
- vii. The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection/ inquiry, together with his views and advice to the Vice-Chancellor on the follow-up action. The Vice-Chancellor shall communicate forthwith to the authority concerned the result of the inspection/ inquiry, and the views/advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.
- viii. If Chancellor is of the opinion that the Vice-Chancellor will fully abuse the powers vested in him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice-Chancellor under suspension.
- ix. In such a situation the Pro-Vice-Chancellor or any other Professor may be assigned the officiating charge of the office of Vice-Chancellor by the Chancellor.
- x. The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his office; Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.

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- xi. If a vacancy arises in the office of the Vice Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, to be extended by another six months and any extension thereafter may be allowed only with the approval of the Governing Body.
- xii. Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out its business in accordance with the laid down in provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- xiii. The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and may have the right to modify or recall his order of delegation of such power.
- xiv. The decisions taken by the Chancellor may be placed before the Governing Body for information, in its next meeting.
- xv. The Chancellor is authorised to issue such directions and/or advise to any Officer/ Authority of the University as deemed necessary, in the interest of the university.
- xvi. The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from his office. The Pro-Chancellor shall, within a period of ten days from the date of receipt of such resignation, place this resignation before the Governing Body for decision.
- xvii. The Chancellor shall consider and approve all proposals related to expenditures which are duly examined and forwarded by the Board of Management and have not been included in the budget and shall report to the Board of Governors in the next meeting for approval.
- xviii. In the event of conflict of interpretation with regard to Statutes, Rules & Regulations and ordinances of the University, the decisions of the Chancellor shall be final.
- xix. The Chancellor may scarp the panel and call for a fresh panel if he does not agree with the recommendation of the committee constituted in accordance with sub section 2 of section 14 of the Act for the selection of Vice-Chancellor.
- xx. The Chancellor have all administrative and financial powers and shall direct the banker to stop any payment as he may deemed fit. However he may delegate such powers to Vice-Chancellor, Pro-Vice Chancellor and Registrar as deemed fit.
- xxi. In the absence of the Visitor, the Chancellor, if present shall preside over the convocation ceremony.



ORDINANCE-2
VICE-CHANCELLOR: Appointment, Powers and Functions

- i. The Vice-Chancellor shall be a whole time salaried 'Officer of the University.
- ii. The Vice-Chancellor shall be appointed by the Chancellor with the approval of the Governing Body, based on the recommendations of a Committee constituted as per sub section 2 of section 14 of the Act, for a term of three years or till the attainment of the age of 70 years;
- Provided that the Governing Body may consider re-appointment of a Vice-Chancellor for further term(s) as may be decided.
- iii. The Committee shall be constituted as under:
- a. One member nominated by the Visitor;
- b. One person nominated by the Chancellor
- c. Principal Secretary/Secretary, Department of Higher Education, Govt, of Uttarakhand.
- d. Three Person nominated by the Board of Governors, out of which one member shall act as the Convener of the Committee.
- iv. The Committee shall recommend a panel of three names, in order of merit, to the Chancellor within the stipulated period along with summary of academic/administrative/research achievements of each person.
- v. In case, none of the names so recommended is found suitable, the Chancellor may advise the search committee to draw a fresh panel of names.
- vi. The Vice- Chancellor shall be the Principal Executive and Academic officer of the University, shall exercise general superintendence and control over the affairs of the University and execute the decisions of the Board of Governors, other competent authorities / bodies and the State Government.
- vii. The Vice-Chancellor, in addition to the powers vested in him by the Act, shall have the following additional powers and responsibilities:
- a. It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, Statutes, Ordinances and Regulations of the University are duly followed.
- b. The Vice-Chancellor shall be entitled to be present at and to address any meeting of an Authority or any Body of the University.
- c. The Vice-Chancellor shall have the power to grant Sabbatical leave, Study leave and Duty leave to the eligible Officers and Teachers and any other kind of leave beyond a period of 30 days, to the Officers, teachers and other employees of the University at

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the level of Deputy Registrar, equivalent and above with prior approval of Chancellor.

provided that the Vice-Chancellor may delegate such powers to any other Officer of the University with the concurrence of Chancellor.

- d. The Vice Chancellor shall have the power to convene or cause to convene the meetings of various committees and sub- committees not specified in these Statutes.
- e. The Vice-Chancellor may resign from his office after giving a three months' notice and shall cease to hold his office on the acceptance of his resignation by the Chancellor, or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Chancellor at his discretion.
- f. The Vice-Chancellor is entitled for the medical facility extended by the University hospital, travelling allowance and rent free furnished accommodation as per the University norms.
- g. The Vice Chancellor shall be entitled to two attendants and a cook at his/her residence.
- h. The Vice Chancellor is entitled for an official vehicle with driver for the journey performed between office and his/her residence.
- i. The Vice Chancellor is also entitled for a mobile phone or a free telephone with internet facility at his/her residence



ORDINANCE -3
PRO-VICE-CHANCELLOR: Appointment, Powers and Functions

i. The Pro-Vice-Chancellor shall be appointed by the Chancellor on the recommendations of Vice-Chancellor, from amongst the Professors/officers of the University and shall discharge his duties in addition to his duties as a Professor of the University.

Provided that in the interest of smooth discharge of the work assigned to the Vice-Chancellor, the Board of Governors and the Chancellors may consider appointing more than one Pro-Vice-chancellor.

ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor nominated by the Vice-Chancellor shall discharge the day to day duties of the office of the Vice-Chancellor, unless otherwise directed by the Chancellor.

iii. If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor willfully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.

iv. The matter shall be reported to the Board of Management in its next meeting and the BOM, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.

v. The Pro-Vice Chancellor will be given additional remuneration as decided by the Chancellor subjected to the discretion and revision time to time.

vi. The Pro-Vice Chancellor is entitled for the medical facility extended by the University hospital as per the University norms.

vii. The Pro-Vice Chancellor is entitled for free furnished residential accommodation as per the University norms, if appointed on regular basis. However, he will not be entitled for free accommodation if appointed from the faculty/ statutory officers of the University.

viii. The Pro-Vice Chancellor is entitled for an official vehicle with driver for the journey performed between office and his/her residence.

ix. The Pro-Vice Chancellor is also entitled for a mobile phone or a free telephone with internet facility at his/her residence



ORDINANCE-4
REGISTRAR: Appointment, Powers and Functions

- i. The Registrar shall be a whole time salaried 'Officer of the University'.
- ii. The Registrar shall be appointed by the Board of Management, on recommendations of a duly constituted Selection Committee.
- iii. The qualifications for recruitment to the post of Registrar shall be as prescribed by the University Grants Commission from time to time.
- iv. The Selection committee for the posts of Registrar shall be constituted as under:
 - v. The Vice-Chancellor -Chairman;
 - vi. The Pro-Vice-Chancellor;
 - vii. One nominee of the Chancellor;
 - viii. One member of the Board of Governors nominated by Chancellor;
 - ix. One outside expert nominated by the Vice-Chancellor; and
 - x. The Director/Head, Human Resource Department shall be the convener of the Committee.
- xi. The term of office of the Registrar shall be for a period of three years, renewable for additional term(s) till the attainment of the age of superannuation, i.e. 65 years; Provided that in exceptional circumstances the Chancellor may extend the term of Registrar beyond 65 years and up to the age of 68 years.
- xii. The Board of Management/Chancellor, in a case of misconduct, may place the Registrar under suspension *suo-moto*, or on the recommendations of the Vice-Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.
- xiii. If the BOM, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, it may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order;
- xiv. Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard.
- xv. When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice-Chancellor with the due approval of Chancellor may assign the work of the Office of Registrar to a Joint Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;
- xvi. Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other

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important matters shall be taken by the Vice-chancellor.

- xvii. The Registrar may resign his office after giving a three months' notice. He shall cease to hold his office from the date of acceptance of his resignation by the Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived by the Chancellor.
- xviii. The Registrar in addition to the duties and responsibilities laid down in the Act shall:
- a. be the custodian of the records and the common seal and such other properties of the University, as placed by the Board of Governors under his charge;
 - b. be the ex-officio member secretary of the, Board of Management and the Planning Board and, non-member secretary of the Governing Body and the Academic Council;
 - c. be to issue notices for convening the meetings of the Governing Body, Board of Management, Academic Council and the Planning Board and prepare and circulate their agenda and also issue the minutes of the meetings and their record keeping;
 - d. be to conduct the official correspondences of the Governing Body, the Board of Management, the Academic Council and the Planning Board;
 - e. be to issue offers of appointment letters for appointment of the Teachers and employees;
 - f. be to exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university;
 - g. be to enter into agreements, sign documents and authenticate records on behalf of the university; and
 - h. be to represent the University in legal suits or proceedings by or against the University, sign powers of attorney and verify pleadings; Provided that the Registrar may delegate this authority to one of his immediate sub-ordinates or depute his representative for the purpose.
- i. The Registrar shall be assisted in his work by a number of other officials, including Joint Registrar, Deputy Registrar, Assistant Registrars and OSD level officers, whose work and conduct shall be supervised by him.
- ii. The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice-Chancellor.
- iii. The Registrar shall be the custodian of all properties of the University unless otherwise provided for by the Board of Management.
- iv. The Registrar shall exercise such other powers as may be necessary or expedient for carrying out the decisions of university authorities or bodies of which he acts as a member or a non-member secretary.

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- v. The Registrar shall be entitled entitled for the medical facility extended by the University hospital, travelling allowance and rent free furnished accommodation as per the University norms.
- vi. The Registrar is entitled for an official vehicle with driver for the journey performed between office and his/her residence.
- vii. The Registrar is also entitled for a mobile phone or a free telephone with internet facility at his/her residence



ORDINANCE 5
FINANCE OFFICER: Appointment, Powers and Functions

- i. The Finance Officer shall be a whole time salaried 'Officer of the University.
- ii. The Finance Officer shall be appointed by the Board of Management, on the recommendations of the Selection Committee;

Provided that the University may designate a Finance Officer, as Director Finance or Chief Finance Officer at its discretion.

- iii. The qualifications for appointment to the post of Finance Officer shall be a Post-Graduate degree, preferably in Commerce, Economics or Financial Management or Chartered Accountant or equivalent, having a minimum of ten years of work experience at the level of Deputy/Assistant Finance Officer preferably in a University or an Educational Institution of repute.
- iv. The Selection committee for the post of Finance Officer shall be constituted as under; **

- a. The Vice-Chancellor- Chairman
- b. The Pro-Vice-Chancellor;
- c. One nominee of the Chancellor;
- d. One member of the Board of Governors nominated by Chancellor;
- e. One outside expert nominated by the Vice-Chancellor; and
- f. The Registrar - *Ex-officio* Secretary.

- v. The term of the Finance Officer shall be for a period of three years, renewable for additional term(s), till the age of superannuation i.e. 65 years;
- vi. Provided that in exceptional circumstances the Board of Management may extend the term of Finance Officer beyond 65 years of age, up to the age of 68 years.
- vii. The emoluments and other terms and conditions of service of the Finance Officer shall be as decided by the University;
- viii. If at any point of time and based on a complaint received against the Finance Officer, the Vice-Chancellor after thorough examination of the matter is satisfied of the veracity of the charges levelled, may place the finance Officer under suspension and appoint an inquiry committee to inquire into the alleged charges;
- ix. The Board of Management, based on the findings of the inquiry committee and on the recommendations of the Vice-Chancellor may remove the Finance Officer from his office;

Provided that before taking such an action, the Finance Officer shall be given an opportunity of being heard.

- x. The Finance Officer may resign from his post after giving a three month notice or salary in lieu thereof and shall cease to hold office on the acceptance of such

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resignation or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

- xi. When the office of the Finance Officer is vacant or if the Finance Officer on account of illness or any other reason is unable to perform the duties of his office, the duties of the office of Finance Officer shall be performed by such person as the Vice-Chancellor may decide.
- xii. Subject to the supervision and directions of the Finance Committee, the Finance Officer shall:
- a) be responsible for general supervision over the funds of the University and advise the University with regards to its financial policy;
 - b) hold and manage the investments including those of the Trust and Endowments for furthering the objects of the University;
 - c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure are not exceeded to and that the money is expended for the purposes to which it was granted/allotted.
 - d) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
 - e) keep a constant watch on the maintenance of the cash and bank balances and on the state of investments;
 - f) watch the progress of collection of revenue and advise on the methods of collection employed;
 - g) be responsible for the preparation of the financial statements and the conduct of Annual Statutory Audit by an independent statutory auditor appointed by the Trust;
 - h) maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;
 - i) call explanation for unauthorised expenditure or other financial irregularities and, after being satisfied that the expenditure incurred is unauthorised, bring the same to the notice of the Vice-Chancellor;
 - j) obtain from any School/Department/Centre any information or return that he may consider necessary to discharge his financial responsibilities; and
 - k) perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Ordinances Rules and the Regulations.



ORDINANCE 6

CONTROLLER OF EXAMINATIONS: Appointment, Powers and Functions

- i. The Controller of Examinations shall be a whole time salaried officer of the University having a teaching experience of at least 10 years.,at a University/ Institution of repute
- ii. The Controller of Examinations shall be appointed by the Board of Management on the recommendations of a duly constituted selection committee for a period of three years or as decided; Provided that the Board of Management may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University for a term of three years or as decided by the Board of Management.
- iii. The Selection committee for the selection of Controller of Examinations shall be constituted as under:
 - a. The Vice-Chancellor – Chairman
 - b. The Pro-Vice-Chancellor;
 - c. A nominee of the Chancellor;
 - d. One member of the Board of Management nominated by the Chancellor;
 - e. One Dean/ Professor of the University nominated by the Vice-Chancellor; and
 - f. Registrar - *Ex-Officio* Secretary.
- iv. The age of superannuation of the Controller of Examination shall be 65 years;
- v. Provided that in exceptional circumstances the Board of Management may extend the term of the Controller of Examination beyond 65 years, up to the age of 68 years;
- vi. The Controller of Examinations shall be the responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.
- vii. The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Board of Management and the Academic Council as and when a matter related to examinations is under consideration.
- viii. The Controller of Examinations with prior approval of the Vice-chancellor shall:
 - a. prepare and announce the calendar the examinations;
 - b. get the examiners and moderators appointed by the Vice- chancellor from the list prepared by the Examination Committee and approved by the Academic Council;
 - c. be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation-preparation and timely declaration of results, verification, revaluation, issue of certificates / degrees/ diplomas and

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- maintenance of examination records;
- d. make available one set of question papers to the University library after the examinations are over;
- e. get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;
- f. recommend to the Vice-Chancellor postponement or cancellation of the examinations in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action or initiate a civil or criminal proceedings against a person or persons alleged to have committed the malpractice, in consultation with the Vice-Chancellor;
- g. make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy and confidentiality of examination;
- h. make a performance analysis of results, within a period of one month, and report the outcome thereof to the Vice-Chancellor, the Dean and the Head of Department; and
- i. submit a comprehensive report to the Academic Council on the examination conducted in each semester/term.
- ix. The Controller of Examinations shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.
- x. The Vice-Chancellor, in order to strengthen the Examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as a may be decided by the Vice-Chancellor.
- xi. The Controller of Examinations may resign his office after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the noticeperiod may be waived off by the Vice-Chancellor at his discretion.
- xii. If, at any point of time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Board of Management the removal of the Controller of Examinations from his office from such date as may be specified; provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.



Ordinance 7

SCHOOLS OF STUDIES (Under Statute –Of SGRR University Act 2017)

The University shall have the following Schools of Studies and Departments/Centers within the School. Abbreviations and corresponding codes are assigned for the various Schools and the Departments:-

S. No.	Name of Schools	Abbreviations	Code
1.	School of Agricultural Sciences	SAS	01
2.	School of Basic and Applied Sciences	SBAS	02
3.	School of Computer Applications & Information Technology	SCAIT	03
4.	School of Education	SOE	04
5.	School of Humanities and Social Sciences	SHSS	05
6.	School of Management & Commerce Studies	SMCS	06
7.	School of Medical & Health Sciences	SMHS	07
8.	School of Nursing	SON	08
9.	School of Paramedical and Allied Health Sciences	SPAHS	09
10.	School of Pharmaceutical Sciences	SPS	10
11.	School of Yogic Science & Naturopathy	SYSN	12
12.	Research & Development Cell	R&D Cell	11

2. The University may add New Department(s)/ Centre(s) to a School that does not exist presently after approval of the Board of Management on the recommendation of the Academic Council.



ORDINANCE 8

MAINTENANCE OF DISCIPLINE AMONG STUDENTS

1. General

- (a) Section -- of the Statutes provides that all powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor.
- (b) Section -- of the Statutes provides that “without prejudice to the generality of his powers relating to maintaining discipline amongst students of the University and taking desired action in the interest of maintaining discipline, the Vice Chancellor shall be guided by the recommendations of the Chief Proctor or the Proctorial Committee’.
- © Section -- of the Statutes provide that “the Vice Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Chief Proctor, to such other persons as he may specify in this behalf’.
- (d) Section 14 of the Statutes provides for the appointment, powers, and functions of Chief Proctor, Associate/ Assistant Proctors, and Proctorial Committee.
- (e) The Deans of Schools may be delegated powers to exercise disciplinary control over the students in their respective Schools.
- (a) Dean Students’ Welfare may be delegated powers to exercise disciplinary control over the students staying in Hostels and for the act of indiscipline committed in common areas of the University campus.

2. Ethics and Conduct

2.1 The code of conduct and ethics for students includes, *inter-alia*, the following:

- (a) He shall be a regular student and will complete his studies in the University, in accordance with the University Ordinances, rules and regulations in regard to 75% attendance, examinations and academic progression;
- (b) In case He is forced to discontinue his studies for any legitimate reason, He may be relieved from the University only after the written approval of the School, through its Dean or any such authority who has been authorized for the purpose;
- © He undertakes to deposit University fee and other charges as per the University schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.
- (c) In case He is allowed to leave the University, He shall clear all pending tuition fees, hostel/mess dues and any other dues/penalty imposed on him. If He had joined the University on scholarship, the said scholarship shall be revoked and He shall have to deposit the amount received on this account, before such release/ migration is allowed.

3 The students are expected to uphold highest standards of academic integrity, respect towards teachers, fellow students and society as a whole, and also honour the right to property and safety of others.

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4 At the time of admission, each student/parents shall undertake that in case the student is admitted to the University hostel, He shall scrupulously follow the Hostel Manual.

5 Students must deter/ refrain from indulging in any form of misconduct, including participation in any activity, including dharna or agitation on the campus or off the campus that may affect the University's reputation and interests. The various forms of misconduct include:

- (a) Any act of discrimination or abuse, physical or verbal, based on any person's gender, race, religion, religious beliefs, caste, colour, region, language, disability, sexualorientation, marital or family status, physical or mental disability, etc.;
- (b) intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;
- (c) any disruptive activity in the class room, examination room or in any event sponsored or organized by the University;
- (d) inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall;
- (e) indulgence in the activities prohibited by the University include:
 - a. organizing gatherings/meetings or processions without permission from the University;
 - b. accepting membership of religious, terrorist, and anti-national groups prohibited by the University/Government;
 - c. encouraging or indulgence in violence or any act of moral turpitude.
- (f) possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;
- (g) possession or use of harmful chemicals and banned drugs;
- (h) indulging in physical assault or threat to use physical force against any member of the teaching, non-teaching staff or any student of the University.
- (i) indulgence in any form of gambling, bribing, or corruption in any manner;
- (j) indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and or boycotting examinations, or extra-curricular activities;
- (k) smoking on the University campus or University provided transport;
- (l) possessing, consuming, distributing, selling of alcohol on the University campus and/or throwing any empty/filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
- (m) parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;
- (n) rash driving on the campus that may cause any inconvenience or injury to others;
- (o) not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
- (p) theft of University property or the property of any student, staff and faculty;
- (q) unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;

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- (r) misbehavior with other students, faculty and staff at any time, including at the time of University events or activities;
 - (s) engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.
 - (t) indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any gesture, inappropriate behavior, any verbal or written communication including WhatsApp messages, etc.; and
 - (u) violation of any provision of the Civil Right Protection Act 1976; which prohibits casteism and untouchability in any form or inciting any other person to do so.
7. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities.
8. Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.
9. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
10. Students are expected to use social media such as face book, WhatsApp, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such related activities that may have grave ramification on the reputation of the University or any individual.
11. Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions / rustication from the University.
12. There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc., which are defined as misconduct and are triggered on account of a person's race, colour, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

13. Disciplinary Measures

If there is a case against any student for a possible breach of Code, the case shall be referred to the **Proctorial Committee** who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Proctorial Committee, the Committee may make an *ex parte* recommendation. The Committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the gravity/nature of the misconduct/offence



committed for approval of the Vice- Chancellor.

- 14. Warning and/ or Placed on Conduct Probation-** Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action.
- 15. Debarred** from taking examinations or punished by cancellation of examination results.
- 16. Suspension-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by possible expulsion / rustication from the University, along with additional penalties:
- 17. Restrictions-** Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.
- 18. Community Service-** A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.
- 19. Monetary Penalty-** A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and / or forfeiture of part or whole scholarship/fellowship, for a specific period.
- 20. Expulsion/Rustication–** The student may be expelled/rusticated from the University permanently, indicating prohibition from entering the University premises or participating in any student related activities or entering campus residences, etc. The attendant penalty may include withholding the Grade cards, Degree Certificate or any other certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

21. Appeal

If any student is aggrieved by the imposition of any of the above mentioned penalties, He may appeal against the punishment to the Vice Chancellor. The Vice Chancellor may decide on one of the followings:

- (a) may accept the recommendation of the Proctorial Committee and confirm the punishment as recommended by the Committee, **or** may modify and impose any of the punishments as contained herein, keeping in view the gravity of his misconduct; or may refer the case back to the Proctorial Committee for re-consideration.

The Vice Chancellor's decision shall be final and binding in all such cases.



Ordinance 9

PROCTOR

(Under Statute --- of the SGRR University Act 2017)

- i. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor
- ii. "Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.
- iii. The Proctor shall hold office for a period of three years and shall be eligible for re-appointment.
- iv. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
- v. The Proctor shall be entitled to such allowances and amenities as the Board of Management may approve from time to time.
- vi. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
- vii. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
- viii. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Board of Management may approve from time to time.
- ix. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
- x. The Proctor shall :
 - a. monitor the disciplinary climate prevailing in the student community;
 - b. take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - c. collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - d. issue all orders relating to disciplinary proceedings against students.

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- xi. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
- xii. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
- xiii. The Proctor shall have the power:
 - i. to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - ii. to suspend a student from the University up to a maximum period of two weeks; and
 - iii. to impose a fine as prescribed from time to time.
- xiv. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- xv. Foreign students welfare (visa etc.)
- xvi. VIP Security
- xvii. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.



Ordinance 10 **Anti-ragging Measures**

1. Anti-Ragging

The University shall put in place an effective and zero-tolerance policy of Anti-Ragging, based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The said UGC Regulation shall apply *mutatis mutandis* to the University and the students shall follow the rules and regulation laid down in this regards.

2. What Constitutes Ragging

Ragging constitutes one or more of the following acts:

- a) any conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, harassment, hardship, physical or psychological harm or to raise fear or apprehension in any other student;
- c) forcing or asking any student to do an act which such student may not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by senior students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

3. Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Vice Chancellor and headed by

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Dean, Students' Welfare or any other Senior Professor from the University, shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Committee shall have, as its members, the Dean(s), faculty members, student counsellors, senior administrative officers, etc.

4. Anti-Ragging Squad

To render assistance an Anti-Ragging Squad, is a smaller body, may also be constituted consisting of certain members drawn from the campus community. The said Squad shall keep a vigil on ragging incidents, if any, taking place on the campus. The Squad is empowered to inspect places of potential ragging, and also to make surprise raids in hostels and other hotspots. It may also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under its overall guidance of the Anti-Ragging Committee.

5. Punishment

A student found guilty by the Committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- (a) Suspension from attending classes and academic privileges;
- (b) Withholding/withdrawing scholarship/fellowship and other benefits;
- (c) Debarring from appearing in any test/examination or other evaluation process;
- (d) Withholding of results;
- (e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work;
- (f) Suspension/expulsion from the hostels and mess;
- (g) Cancellation of admission;
- (h) Expulsion from the University and consequent debarring from admission to any other institution for a specified period;
- (i) In cases where the persons committing or abetting the act of ragging are not identified, the University may resort to collective punishment;
- (j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and its gravity.

6. Appeal

An appeal against any punishment that may be imposed shall lie to the Vice-Chancellor and his decision shall be binding on all concerned.



Ordinance-11

Students' Grievance Redressal

- 1. Definition:** "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
 - viii. violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such University, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the University in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission or the State Government;
 - xi. failure by the University to provide student amenities as set out in the prospectus, or is required to be extended by the University under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the University for the evaluation of students;
 - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;



- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.



Ordinance-12

Appointment, Emoluments, and Other Service Conditions Of The Employees

1. Appointment, Emoluments, and Other Service Conditions of Non-Teaching Staff

The qualifications, experience, procedure of selection and the service conditions of appointment of non-teaching employees, shall be as laid down in the Recruitment Rules, Policies and Procedures and as approved by the Board of Management. The Statutory positions and other positions shall be governed as per provisions in the University Statutes and Recruitment Rules, Policies and Procedures.

1.2 The Teachers of the University

The qualifications, experience, procedure of selection and the service conditions of appointment of teaching staff shall be as laid down in Statutes and elaborated in the Recruitment Rules, Policies and Procedures and as approved by the Board of Management. The Statutory and other positions shall be governed as per provisions in the University Statutes and Recruitment Rules, Policies and Procedures.

Teachers of the University shall be of the following categories;

- Appointed teachers of the University.
- Recognized teachers of the University.
- Persons of Academic eminence conferred with the title of Professor Emeritus.

1.2.1 Appointed Teachers of the University:

Employees paid by the University and are appointed as Professors, Associate Professors, and Assistant Professors or otherwise as teachers of the University in the manner prescribed in the University Statutes/ Recruitment Rules and persons appointed by the University as Honorary, Distinguished or Adjunct Professors.

1.2.2. Recognized Teachers of the University:

The guest/visiting faculty members or subject area experts, recognised by the University for guiding research and/ or delivering expert/special lectures and doing allover academic activities as assigned.

The qualifications of a recognized teacher shall be the same as that of appointed teachers of the University. Any relaxation to eligibility for appointing recognized teachers may be as per the guidelines laid down in Recruitment Rules, Policies and Procedures.

The period of recognition as a teacher of the University may be as decided at the time of recognition subject to a maximum of three years.



1.2.3 Professor Emeritus:

On a proposal received from the Faculty Board of a School and on the recommendations of the Academic Council as approved by the Board of Management, the Chancellor may confer on a person of academic eminence, the title of Professor Emeritus. Terms of other service conditions to engage the Professor Emeritus shall be as per the provisions laid down in Manual of Recruitment Rules, Policies and Procedures under heading of 'Teacher / Staff appointed beyond the age of Superannuation.'

2 Interpretation

2.1 Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provision of these Ordinances shall be referred to the Chairman Board of Management whose decision shall be final and binding.

2.2 Notwithstanding anything contained in the Ordinances framed herein, any issue(s) not covered by these Ordinances, or in case of a difference of opinion in the interpretation in respect of any matter, whether expressly provided herein or not, the Vice Chancellor may take such measures as may be considered necessary and expedient by him to do so.



Ordinance-13

HEAD OF THE DEPARTMENT: Appointment, Powers and Functions

- i. The Head of a Department shall be appointed by the Vice-Chancellor, from a panel of three names of the senior teachers of the Department received from the Dean of the School, for a period two years or as may be specified.
- ii. The Head of the Department shall preside over the meetings of the Board of Studies.
- iii. The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.
- iv. The Vice-Chancellor may remove the Head of the Department, if he is found guilty of misconduct of any kind, or fails to perform his duties to the satisfaction of the Vice-Chancellor and revert him to his substantive post and/ or place him under suspension till completion of an inquiry; Provided that the Head of the Department will be heard before taking such a decision.



Ordinance-14

THE DEAN, ACADEMIC AFFAIRS: Appointment and Functions

i. The Dean, Academic Affairs shall be appointed by the Board of Management, on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Board of Management, from within or outside the University, for a period of three years or a period as may be specified;

Provided that the Dean, Academic Affairs may be re-appointed for further term(s) as decided by the Board of Management.

ii. A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director or above, will be eligible for appointment as Dean, Academic Affairs.

The Dean, Academic Affairs shall:

- a. assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
- b. ensure that the decisions of the Academic Council are followed in letter and spirit
- c. advise the Vice-Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and
- d. scrutinise the academic proposals emanating from the schools before these are forwarded for consideration of the Vice- Chancellor or the Academic Council.

iii. The Dean, Academic Affairs may submit his resignation to the Vice- Chancellor and shall cease to hold his office on acceptance of his resignation.

iv. The Vice-Chancellor, based upon a complaint received against the Dean Academic Affairs or on his own, if arrives at a conclusion that continuance of the Dean Academic Affairs is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Dean Academic Affairs from his office from such date as may be specified and after giving the Dean Academic Affairs an opportunity of being heard.



Ordinance-15

THE DEAN, Research and Development: Appointment and Functions

i. The Dean, Research and Development shall be appointed by the Board of Management on the recommendations of a committee appointed under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Board of Management from within or outside the University, for a period of three years or a period as may be specified;

Provided that the Dean, Research and Development shall be eligible for re-appointment for another term(s) as may be specified.

ii. A teacher with requisite institutional commitment and having a minimum of 08 year experience in a reputed University/Institute with sound Academic credentials, publications in indexed Journals, will be eligible for as Dean, Research and Development.

iii. The Dean, Research and Development shall:

- a) be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;
- b) be overall in-charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present day requirement;
- c) ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
- d) help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and
- e) mobilise funds for research.

iv. The Dean, Research and Development may submit his resignation to the Vice-Chancellor and shall cease to hold the office from the date of acceptance of such resignation.

v. If the Vice-Chancellor, based upon a complaint received against the Dean Research and Development or on his own, arrives at a conclusion that continuance of the Dean research and Development is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Dean Research and Development from his office from such date as may be specified and after giving the Dean Research and Development an opportunity of being heard.



Ordinance-16

The Research Advisory Committee

The Research Advisory Committee shall be constituted as under:

- i. The Vice-Chancellor- Chairman
 - ii. The Pro-Vice-Chancellor;
 - iii. Dean, Academic Affairs;
 - iv. Deans of Schools;
 - v. Out-side experts, Minimum Two and not exceeding five, nominated by the Vice Chancellor;
 - vi. The Controller of Examination
 - vii. The Vice-Chancellor may co-opt one distinguished Scientist/Professor from within or outside to any meeting of the Research Advisory Board, as and when necessary; and
 - viii. Dean, Research and Development - *Member Secretary*.
- ii. All the members of the Research Advisory Committee, other than the ex- officio members, shall hold membership for a term of two years.
- iii. The Research Advisory Committee shall meet as often as may be necessary but not less than two times during an academic year. The Committee may devise its own procedure for the conduct of the meetings.
- iv. The Research Advisory Committee shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- v. The Committee will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- vi. The Committee may select e-resources such as e-journals, e-books, on- line lectures reference material and reference websites for students and faculty.
- vii. The Committee, shall develop, sustain and manage:
- a) incubation/ Innovation Centre, basic workshop for entrepreneurs;
 - b) develop business models and field test products and services;and
 - c) development of start-up ventures.
- viii. The Committee shall advise the Deans of Schools in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.
- ix. The Committee shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- x. The Committee shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.



- xi. The Committee shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
- xii. The Deans shall report every matter relating to plagiarism and scientific misconduct to the Committee which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.
- xiii. The recommendations made by the Research Advisory Committee shall be reported to the Committee of Management.



Ordinance -17

THE FACULTY COMMITTEE

The Faculty Committee of each of the School of study shall be constituted as under:

- i. The Dean of School- Chairman;
- ii. All the Heads of the Departments;
- iii. All the Professors of the School;
 - a) Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Faculty Committee;
 - b) Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;
- i. Two outside experts nominated by the Vice-Chancellor;
- ii. Special Invitees may be invited to the Faculty Committee meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.
- iii. Powers & Functions of the Faculty Committee:
- iv. The Faculty Committee shall control and guide the Academic, Research and other activities of the various Departments of the School and shall:
 - a) consider and approve the decisions taken by the Committee of Studies of a Department;
 - b) approve the names of the examiners in each subject recommended by the Committee of Studies of a Department; and consider and approve the research proposals received from the Department before their submission to the Research Advisory Committee.
- v. In case it is not possible to convene the meeting of the Faculty Committee for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Faculty Committee.
- vi. All the emergent decisions taken by the Dean shall be placed before the next meeting of the Faculty Committee for ratification.



Ordinance-18

The Board Of Studies

- i. The Board of Studies shall normally be constituted for each of the Departments of a School;
- ii. Provided the Dean of the School, with the approval of the Vice-Chancellor may club one or more than one Department to constitute their Committee of Study.
- iii. The Committee of Studies shall comprise as under:
 - i. The Head of Department- Chairman;
- iv. Provided that if the Committee has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Committee of Studies by the Dean of the School.
 - i. Three members of the faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department;
- v. provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;
- vi. Provided further that if the number of teachers in a Department or the departments clubbed together to form the Committee of Studies is less than nine (9), the Vice-Chancellor may
- vii. Nominate all the teachers of such Departments to the Committee of Studies.
 - a) Two experts from another University/Institution, nominated by Vice-Chancellor.
 - b) Two Experts with more than ten years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor.
 - c) Two students nominated by the Dean on the recommendation of the Head of the Department.
- viii. The Committee of Studies shall be authorized to:-
 - i. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
 - ii. propose names of the examiners both internal and external;
 - iii. ensure quality of teaching and research undertaken by the Department; and
 - iv. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.
- ix. All the decisions of the Committee of Studies shall be placed before the Faculty Committee of the School for approval/ recommendations to the Academic Council.



Ordinance-19

The Examination Committee

The Examination Committee shall be constituted as under:

- a) The Vice Chancellor – Chairman
- b) The Pro-Vice-Chancellor(s);
- c) The Registrar;
- d) All the Deans of Schools;
- e) Dean Academic affairs;
- f) Three members nominated by the Vice-Chancellor;
- g) The Controller of Examinations - Member-Secretary;

Provided that any Deputy Controller or an Assistant Controller of examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.

- i. The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.
- ii. It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval.
- iii. It shall also ensure maintenance of high quality of the question bank and its availability to the students.
- iv. The Committee shall be authorised to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.
- v. The Examination Committee shall review and analyse the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.
- vi. The Committee shall also get an audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.
- vii. The Examination Committee may appoint such other sub- committee(s) as it may deems fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).
- viii. The quorum of the meeting shall be one third of the total strength of the Examination Committee.
- ix. The Committee shall have at least two meetings, in an Academic Year.



Ordinance-20
Courses of Study
(Under Section – Of SGRR University Act)

There shall be courses/programs of study in the University for the Degrees in various Schools/ Departments/ Centers as under:

- i. Under Graduate Programmes as Annexure I
 - ii. Post Graduate Programs as Annexure II
 - iii. Research Programs:
2. The Academic Council may modify and provide additional eligibility condition for any program.
 3. Admission to all the programs will be on the basis of merit.
 4. The Regulations in respect of all the Programs listed above shall be framed by the Academic Council.
 5. In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a program on the recommendations of the concerned School Committee.
 6. The percentage of marks/CGPA as prescribed in the minimum eligibility criterion and allotted seats shall be approved by the Academic Council from time to time.

The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Committees which have been recognized by the University/UGC



Ordinance 21

Admission and Enrolment of Students

Admission to different programmes of the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed or nationality of a candidate.

The University may make suitable provisions for reservation for the students belonging to weaker section(s) of the society and others in accordance with the provisions of the Act of the University and decision of the Board of Governors.

The admission criterion recommended by the Admission Committee and approved by the Academic Council shall be followed for admission in all the Programmes of studies.

Provided that the number of seats in each programme of study, as determined by the Admission Committee and approved by Academic Council may, at the discretion of the Vice Chancellor in his capacity as the Chairman of the Academic Council, be increased by a maximum of 15% of the approved seats for additional intake of students in the said program. This proviso, however, shall be subject to the condition that there are no overhead costs of faculty and resources.

Provided further, that the criterion, if any, prescribed by respective Statutory Council shall be followed in admissions to council-based programmes. However, it shall be open to the University to admit less number of students than the intake already approved by the councils, in case there is no demand.

The University may make provisions for admission through lateral entry in programmes, as may be approved from time to time.

The registration of the provisionally admitted and continuing students shall be done by the School(s) on dates notified in Academic Calendar each year.

Enrolment

The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number (i.e. system id), and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.

The Registrar shall maintain a record of all enrolled students studying in the various Schools/Departments/Centres of the University or carrying on research work in the University.

A student applying for change of his name in the record of students, shall submit his application to the Registrar accompanied by

- a. The prescribed fee;
- b. An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate by himself;



- c. A publication in a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

Migration Of Students

Inter-university migration of students may be allowed in special circumstances as per the policy notified on the subject. It shall be allowed under special circumstances on the recommendations of the Equivalence Committee, appointed by the Vice-Chancellor under the chairmanship of the Dean Academic Affairs.

If a student takes a Migration Certificate to join another University, his enrolment to the University shall lapse until such time as He may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary.

Transfer Of Programme

A first-year student, subject to availability of seats and fulfilling the minimum qualifications, may be allowed to change his Programme on the recommendation of the Equivalence Committee appointed by Vice Chancellor under the chairmanship of the Dean Academic Affairs.

Procedure Of Withdrawal

Student may withdraw his admission as specified by the University on or before the prescribed date. The University will refund the deposited amount after deducting processing fee in accordance with the guidelines issues by the concerned regulatory authority, from time to time.



Ordinance-22

Registration of Students, Examination, Evaluation and Grading System for Programmes of Studies other than the Research Degree

1. Academic Registration

- (a) The Head of the Department/Dean of the School shall issue the list of courses to be offered during the semester well before the Registration date(s) specified in the Academic Calendar.
- (b) Every student shall register himself for the courses that he wishes to pursue in that semester as prescribed.
- (c) Each Head of Department, with the approval by Dean of the School, shall nominate Mentors from amongst the faculty members of the Department to provide necessary information on the courses and to advise the students on registration.

2. Registration for Semesters

1. Registration for each semester has to be done on date(s) notified in Academic Calendar. It will involve:
 - i. Clearance of all dues of the University,
 - ii. Submitting the registration form on the date(s) specified in the Academic Calendar.
2. A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student.
3. In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University shall not be responsible for a clash-free scheduling of such course(s). Student himself shall verify the timetable and ensure that the regular course(s) do not clash with other course(s) he is choosing.
4. The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree/Diploma/Certificate' does not permit so.
5. A student will not get any credit for a course for which he has not registered or has registered without being eligible.

3. Late Registration

- (a) The maximum time permitted for late registration on payment of prescribed fee shall be two weeks from the date of conclusion of registration specified in the Academic Calendar.
- (b) Late registration may be allowed, beyond the period of two weeks, by the Vice Chancellor or any other authorized official only on valid reasons and on the recommendations of the Mentor/ Head of Department/ Dean of School; Provided that in exceptional circumstances, on the recommendations of Dean of a School, the Vice Chancellor may further allow late registration.



- (c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice-Chancellor.
- (d) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Dean of the School. The student may be allowed to complete the same on date(s) decided by the Dean of the School.

4. Adding and Dropping of Courses

- (a) A student on the recommendations of his Mentor, duly endorsed by his Head of the Department may be allowed by the Dean to add or drop course(s) within a period of two weeks from the date of commencement of a semester as notified in Academic Calendar.
- (b) A student who is on disciplinary probation shall be allowed to change the course, only with the approval of the Vice-Chancellor.
- (c) A student shall be required to drop a course at any stage if it is found that he does not meet the pre-requisites of the course, or if there is a clash in the student's timetable preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s). This facility however shall not be extended to a student who has been permitted late registration, as a special case.

5. Maximum Duration for the Completion of a Degree or a Diploma Programme

- i. The maximum duration for completion of a degree or a diploma Programme, shall be $N+2$ years, where N , stands for the normal or minimum duration prescribed for completion of any Programme;

Provided, that in exceptional circumstance a further extension of one more year may be granted. The Vice Chancellor may consider allowing extension by one year beyond $N+2$ years for completion of a degree on case to case basis, depending on the merit of each case.

- ii. The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.
- iii. The time taken to improve the score/grade/CGPA shall be counted in 'Maximum Duration allowed for completion of a Programme'.

6. Duration of the Semester

- i. The date of commencement and conclusion of Odd Semester and Even Semester shall be as notified in the Academic Calendar.
- ii. The duration of each semester shall be on an average 15-18 weeks excluding examinations - 6 days a week.



7. Medium Of Instruction And Examinations

English shall be the medium of instruction and examinations.

8. University Fee

- a. The fee structure of various programmes shall be concomitant with the objective of providing quality education to the University students.
- b. The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Fixation Committee and approved by the Board of Governors keeping in view of the provisions of Section 48 of the Act. The fee revision shall be duly notified.

The revised fee shall be applicable to all the students admitted in that Academic year and onwards.

9. Examinations And Evaluation

a. Registration for Examination

- (i) No student shall be admitted to any examination of the University, unless he has been duly enrolled/registered as a student for the prescribed number of courses.
- (ii) A student who fails to submit the registration form (every Semester) shall be deemed as an unregistered student and shall not be allowed to attend classes and take examination even if he has paid the fees.

b. Deficient Student

- (i) A deficient student is one who has either not registered himself for one or more courses or has registered but not completed successfully one or more courses of the previous semester(s) or has a Cumulative Grade Point Average (CGPA) less than the minimum CGPA required for the award of a Degree or a Diploma.
- (ii) The course planning of such deficient student shall be framed by the Mentor concerned in such a manner that as many backlog courses as are available may be included. Further, backlog courses may be registered for, as far as possible, in the sequence of their accumulation.
- (iii) The facility of repeating or improvement of grade in a compulsory course(s) shall be available within the maximum duration of the Programme as stipulated in the ordinances.
- (iv) If a student fails in an elective course, he may opt to re-register for the same course or may opt for other prescribed course of same credit provided the maximum duration for the completion of Degree/ Diploma/ Certificate permits so.



- (v) Student (s) unable to secure minimum CGPA for promotion from one Academic year to another will have to repeat the whole year. While repeating the whole year, the student shall complete all the requirements together with other students admitted in the Programme in that Academic year, while the enrolment number allotted at the time of registration shall be retained, his old marks will be replaced by the marks obtained in Continuous Assessment (CA), MSEM and ESEM examination held in current Academic year.
- (vi) An ex-student who has FI in a/ few courses after appearing in final year/ semester examinations may register afresh to pass the said course(s) as FI on payment of prescribed fee.

c. Components of Evaluation

Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:

Theory Courses: *

- | | | |
|-------------------------------------|---|----------|
| (a) Continuous Assessment (CA) | : | 25 marks |
| (b) Mid-Semester Examination (MSEM) | : | 25 marks |
| (c) End-Semester Examination (ESEM) | : | 50 marks |

The components of evaluation of laboratory/ Practical Courses are distributed as follows:

Laboratory/ Practical Courses: **

- | | | |
|--|---|----------|
| (a) Continuous Assessment (CA) | : | 25 marks |
| (b) End-Semester Examination (ESEM) | : | 75 marks |
| (i) Viva Voce of 25 marks on the basis of viva conducted during the semester | | |
| (ii) External examination of 50 marks | | |

* There shall be one/two examiner(s) and one external examiner appointed by the University**.

For Council-based Programmes**:

For all Council-based programmes, the University shall follow the rules and regulations of the respective Councils for Assessment and Evaluation.

d. Conduct of Examinations

- i. The Mid-Semester and End-Semester examinations shall be conducted by the controller of Examination of the University on the date(s) notified in Academic Calendar.
- ii. Transparency guidelines**
- (i) All marks obtained in assignments/ practical, presentations or a report shall be made available to the students within a reasonable time after evaluation.
- (ii) A student shall be allowed to see his MSEM answer books. Error of evaluation, if any, will be reported to the HOD. Any change in the marks will be made with due approval of the Dean.



(iii) A student shall be allowed to see all the answer-books of ESEM at one time and location as notified by the concerned School. No second opportunity shall be provided for the purpose. A student may seek re-evaluation of specific question by making a written request in the following types of complaints:

- (a) Question left ungraded, and
- (b) A correct answer has been awarded a zero.

No other request of re-evaluation shall be entertained. The result shall be conveyed to the student.

- (iv) A student not satisfied with the result of re-evaluation, may request for challenged evaluation on deposit of the specified fee. If marks increase by 5 per cent of the maximum marks or more, the revision shall be made, and money refunded. There shall be no increase of marks if the change is less than 5 per cent, and the fee deposited will be forfeited. If marks decrease by more than 5 percent, the lesser marks shall be awarded.

e. Attendance Requirements

i. Course-Wise Attendance

A student is expected to attend all the classes consisting of lectures, tutorials, labs, and workshop sessions. A student may be debarred from appearing in the ESE of one or more courses for shortage of attendance as enumerated below:

- (a) Attendance shall be monitored course-wise.
- (b) A student shall be required to have at least 75% attendance in a course will be eligible to appear in MSEM as well as in ESEM in the said course.
- (c) Student shall be given attendance on account of his participation in authorized extra-curricular activities as well as the activities related to placement, equivalent to the number of days of participation in those events/ activities, provided prior approval has been obtained from the competent authority.
- (d) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the School may allow attendance to the extent of 10%, provided the claim is duly supported by requisite documents to the satisfaction of the Dean concerned.
- (e) In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
- (f) In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- (g) In case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/ programme will also be considered in the calculation of attendance, and the eligibility for appearing in ESE will be determined accordingly.
- (h) Irrespective of whether a student has registered late or on time (except for those who join the programme for the first time), calculation of attendance shall be based on all the classes held, and not from the date on which the



student has registered, unless otherwise decided by the Registrar in the case of fresh entrants only.

f. Academic Progression

i. Non–Council based Programmes

1. A student passes and obtains credit for a course when he secures at least 30% marks in the ESEM as well as 30% marks in the total of ESEM, MSEM (wherever applicable) and CA.
2. Student who fails in a laboratory/studio course shall repeat it as per the schedule decided by the Department/School.
3. A student is awarded FI (Failure and Improve) grade in a course, he has registered in a semester, if
 - a. he fails to secure 30% marks in ESE or fails to secure 30% marks in CA, MSEM and ESEM taken together; or
 - b. he fails to appear in ESEM; or
 - c. he fails to meet attendance requirement in the course.
4. A student, who needs to repeat a course which is a pre-requisite for another course, shall register and pass the course as early as possible in the subsequent semesters (summer/odd/even).
5. All marks obtained in assignments/practical, presentation or a report will be made available to the students within a reasonable time after evaluation.

10. Grade Improvement

Students who secure CGPA less than 6.5 after completing the pre-requisite credits for the award of degree, and wish to improve their CGPA may be permitted for CGPA improvement. Such students shall be allowed to withdraw the grade given in the course(s) earlier passed with low grade and shall be permitted to reappear for the examinations for improving the grade(s) and in turn his CGPA. Such students shall have to comply with the following conditions:

- a. Student will submit a written application to Dean Academics seeking his permission through the Dean/Head of the Department from where he has graduated to register for CGPA improvement within one month from the date
- b. of declaration of his exam result; provided that he should not have taken (i) Leaving Certificate from the university and ii) Degree from the University. No student will be admitted once the course registration process of improvement examination ends.
- c. For grade improvement, a student can register for a maximum of 05 courses in which he has secured a B, C or P grades. In case a student wishes to register for more than 05 courses, he will need to obtain special permission from the Vice-Chancellor.



- d. A student can choose a maximum three theory courses from a particular semester in which he has secured B, C or P grade, the student will have to register for these courses in a particular semester in which those courses are offered.
 - e. At the time of registration student will surrender all the original Grade Cards received by him the university. The maximum grade awarded would be 'A' in the courses in which he appears for grade improvement.
 - f. Grade improvement shall be allowed only in theory courses and it shall not be permitted in courses like Minor Projects, Major Projects / projects, Seminars, Laboratory Courses, Term Paper, etc. He will have to give an affidavit on Rs.100/ judicial stamp paper that he will not use the surrendered Grade Card till he gets official result of the courses for which he wishes to appear for grade improvement. No change will be allowed after registration of a course(s) for grade improvement.
 - g. Student wishing to improve his grade will have to pay the requisite fee as prescribed by the University.
 - h. Student wishing to avail the facility of grade improvement will have to pass in all the courses at a time for which he has registered for. He will not be entitled to appear in the summer term or re-examination in such cases.
 - i. Only one attempt will be permissible to a student wishing to use the facility of grade improvement. If the student fails to secure higher grade(s) the original result (grade) before registering for improvement will be retained.
 - j. Student who improves his CGPA will be issued fresh Grade Card(s) by the university. These Grade Cards will clearly indicate "Grade Improvement" against the course for which the students re-appeared. The date on the new Grade Card will be that as issued for other students appearing in those courses.
 - k. Such students who appear for grade improvement shall not be considered for any Merit Position or Medal.
- ii. Passing a course in which student got FI grade
 1. A student securing FI grade has following options to pass the course:
 - a. By re-registering the course in subsequent semester and appearing in all tests, assignments, and examinations, and pass the course as if it is a fresh course;
 - b. By registering the course in subsequent semester (Odd/Even when course is offered as regular course) or summer term or in subsequent semester by depositing specified fee, as per the schedule given in the Academic Calendar, and appearing in all components of examinations (CA+MSEM/ ESEM) wherein he failed in first / earlier attempt and pass with at least 30% marks.
 - c. Students having FI grade in Odd Semester shall be allowed to appear in the ESE of subsequent Odd Semester. Students having FI grade in Even Semester shall be allowed to appear in ESEM of subsequent Even Semester. Students who appeared in FI grade course(s) in ESEM of regular semester but could not clear the course(s) may do registration by depositing specified fee for Summer



- d. Term examination as per the schedule given in Academic Calendar. The registration fee shall be per subject/course as specified by the University from time to time.
 - e. In case the student got FI on account of shortage in attendance or on account of abstaining in examination(s) he shall take all examinations and secure at least 30% in ESEM as well as 30% marks in CA, MSEM and ESEM taken together.
 - f. A student can replace an elective course by another elective course. If a course is discontinued by the Department, the student shall be required to register for an equivalent course of same credit.
 - g. a student will be permitted to register during Summer Term for the FI courses for a maximum of 15 credits or maximum of 4 courses whichever is beneficial to him.
2. The procedure for conducting repeat courses shall be as under:
 - (a) The student will be assigned an instructor with whom he will interact atleast once a week as scheduled.
 - (b) The instructor will assign home assignment to the student and report back in the meeting to be held in the next week.
 - (c) The instructor shall discuss and evaluate the assignments and assign marks.
 - (d) The instructor may conduct viva to ascertain knowledge gained.
 - (e) Cumulative marks shall account for CA.
 - (f) The instructor shall also conduct MSEM for that course.
 - (g) The student needs to attend the required percentage of the scheduled meetings, (as per the attendance rules in force), failing which an FI grade shall again be awarded.
 - (h) The student who has not been debarred shall be allowed to appear in the ESEM.
 - (i) Standard rules for passing a course shall apply.
 - (j) The final grade secured in the course shall be capped at A.
- iii. Examination on Demand
 1. After the semester is over, a student, having more than 30% marks in CA+MSEM, but less than 30% marks in ESEM, and not debarred in any course, may request COE for 'Examination on Demand' of ESEM during the subsequent semester. The fee for such an examination shall be as specified by the University, from time to time for each course.
 2. A student who desires 'Examination on Demand' shall make a written request to COE (through Dy. COE of the concerned School) along with examination fee, at least two weeks prior to the requested date of examination. COE may schedule the date after taking University's convenience into account.
 3. The grade earned through the 'Examination on Demand' (based on previously earned CA + MSEM marks + marks obtained in the 'Examination on Demand') shall be capped at 'A' grade.



11. Yearly Promotion

- i. A student shall have a CGPA of at least 4.0/10.0 in the first year of study to be eligible to register for courses offered in third semester. Student shall maintain a CGPA of at least 5.0/10 in the second and subsequent years for academic progression.
- ii. If a student fails to fulfill the criteria of academic progression (as given in sub-section (i)) then the he is to repeat the same year of study to continue in programme. Student shall be given option to carry the credit of passed course(s) while repeating the year.

11.1 Council-based programmes

For all council-based programmes, the University shall follow the rules and regulations of the respective Councils.

a. Use of Unfair Means

An Examination Manual shall provide for what constitutes use of unfair means and penalties there for.

b. System of Grading

Unless otherwise prescribed by the statutory regulatory authority of a Programme, the University shall use a ten-point broad-band grading system.

- i. Each Programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.
- ii. The credits assigned to a course reflect its weightage in determination of the Grade point. The courses that have not been assigned any credit shall be treated as non- credit courses.

c. Award of Grades

- i. A student shall be awarded a letter Grade in each course.
- ii. The following letter grades shall be used to report the performance of a student:

Grades and Grade Points		
Letter Grades	Description	Grade Points
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0



The following grades shall be used for non-credit courses:

Grades and Grade Points		
Letter Grades	Description	Grade Points
S	Satisfactory	0
X	Unsatisfactory	0

Note: The Grades shall be awarded by competent authority as per procedure laid down by the Academic Council.

iii. General guidelines for the award of grades

- (i) Evaluation of different components of a course outlined in the course plan shall be done in marks.
- (ii) The marks obtained in various components shall be added to get total marks secured on a 100-point scale for theory and laboratory courses.
- (iii) The End-Semester Examinations' question paper shall cover all the sections of the syllabus.
- (iv) The grades shall be notified with the approval of Vice-Chancellor on the recommendations of the Grade Moderation Committee (GMC). The GMC shall consist of:
 - (i) Dean Academic Affairs - Chairman
 - (ii) Dean of the School - Member
 - (iii) Controller of Examination - Convener

iv. Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a semester. If the grade point associated with the letter grades awarded to a student are say, g_1, g_2, g_3, \dots and the corresponding weightage is

(credits) are say, w_1, w_2, w_3, \dots the SGPA is given by:

$$= \frac{\dots\dots\dots}{\dots\dots\dots}$$



v. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by:

$$\text{CGPA} = \frac{\sum \text{Grade Points}}{\sum \text{Credits}}$$

Note:

- (i) A student shall be required to complete successfully all the courses of the curriculum prescribed for the Programme and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 5.0 in UG Programmes as well as PG Programmes, until otherwise decided by the Academic Council.
- (ii) A student shall normally have to clear his backlogs in the sequence in which he has obtained the low grades.
- (iii) A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- (iv) If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on ACADEMIC PROBATION during the semester immediately following. He may either repeat the course(s) in which he has obtained 'P' or 'F' grade or opt for a new course of the same category/ discipline/ subject as and when offered, in order to complete the credit requirement.

vi. Conversion factor for converting CGPA into marks equivalent

If a conversion to marks is required, the following formula shall be used to calculate the same:

The equivalent percentage of Marks = CGPA x 10.

d. Minimum CGPA Requirement for award of Degree/ Diploma

i. Under-Graduate and Post-Graduate Programme

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Under-Graduate Programme shall be 5.00 subject to getting a minimum of 'P' or a higher grade in each of the courses offered and also satisfying other conditions as specified in the Programme details.

11.3 Diploma Programme

Criterion as decided by the University from time to time shall be applicable.



e. RESULT

8.11.1

- (i) The results for each semester shall be declared on the date(s) notified in Academic Calendar.
- (ii) The mathematical principle of rounding off shall be followed to round off the grade points up to two places after decimal.
- (iii) The result of a student may be withheld if he has not paid the university dues, or a case of misconduct or use of unfair means pending against him; or for any other reason, as may be decided by the University.

11.4 Award of Degrees and Diplomas

- (i) A student shall be deemed to have completed the requirements of a Programme and declared eligible for award of a Degree or Diploma, only if he has completed all the requirements specified in the University Ordinances, Examination Manual and/or the Programme and Curriculum details.
- (ii) Three divisions as defined below shall be awarded:

Division	CGPA
First with Honours	≥ 8.00
First	$\geq 6.00 < 8.00$
Second	$\geq 5.00 < 6.00$

*Note: For securing a Degree and Diploma in First Division with Honours, a student must pass all the courses both theory and practical in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail grade.*

11.5 Doctoral Programme

Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted in accordance with the rules and regulations framed by the University in this regard after due approval by the Academic Council and Board of Governors.



12. AWARD OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS

- a. The Degrees and Diplomas shall be awarded to the successfully students based on their performance evaluated through examinations and/or any other method of testing prescribed by the Academic Council.
- b. The Degrees shall be awarded in annual Convocation or in a function specially organized for the purpose.
- c. The text and the format of the degrees and citations shall be approved by the Academic Council.
- d. The Chancellor or in his absence, the Pro-Chancellor or in their absence the Vice-Chancellor shall preside over the Convocation/ Special function.

e. Duplicate Degree

A duplicate degree shall be issued to a student who has lost his degree, after the completion of following steps:

- (a) The student shall file an F.I.R. at the local police station and shall publish it in the national newspaper also.
- (b) The student shall submit an affidavit on an INR 10/- stamp paper that he has lost the degree.
- (c) The student shall submit a written request together with a payment of prescribed fee to the office of the Dean of the School concerned.
- (d) The Dean's Office will forward the application with all documents to the Office of Controller of Examination.
- (e) After checking all the documents, the data of the student shall be sent to the printing agency for printing the degree.

Once the degree has been printed and received, a "DUPLICATE" stamp shall be affixed to the duplicate of the degree at the Controller of Examination office and sent to the School concerned to be given to the student.



Ordinance-23

SCHOOL COMMITTEE (Under Statute University Act, 2017)

- i. The Dean of the School shall be the Chairperson of the Committee and shall convene and preside over the meetings of the Committee.
- ii. The School Committee shall consist of :
 - a) Dean of the School;
 - b) All Professors in the School;
 - c) Heads of the Departments assigned to the School who are not Professors
 - d) One Associate Professor and one Assistant Professor from each Department in the School, by rotation, according to seniority;
 - e) One representative each of the Committees of other Schools, which have inter-disciplinary work with the School, to be nominated by the Vice - Chancellor on the recommendations of the School Committee concerned;
 - f) Not more than two teachers from Colleges, maintained and affiliated, (wherever applicable) nominated by the Vice - Chancellor on the recommendations of the Committee of Studies; and
 - g) Not more than five persons, not in the service of the University or of the College, maintained or affiliated (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.
 - h) Provided that not more than one person per subject shall be nominated.
 - i) Provided further that ordinarily at least one person shall be from the State where the University is located.
- iii. **Term of Office:**

The term of Office of members, other than that of the Dean and Professors shall be three years.
- iv. **Meetings:**
 - a. The Committee shall hold at least two ordinary meetings in an Academic year, one in each semester;
 - b. The Dean may convene special meetings of the Committee on his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Committee.



v. Quorum:

The quorum for the meeting of the Committee shall be one-third of its total members.

vi. Notice:

- a. Notice for any meeting of the Committee shall be issued at least 14 days before the date fixed for the meetings.
- b. The Dean may convene emergency meeting of the Committee at short notice.

vii. Rules of Business:

Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

viii. Powers and Functions:

- a. The powers and functions of the Committee shall be as follows:
- b. To prescribe the qualifications and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- c. To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- d. To approve subjects for research for various Degrees;
- e. To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- f. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;
- g. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- h. To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- i. To promote and review research within the School and to submit reports on research to the Academic Council;
- j. To frame general Rules for continuous internal evaluation and end-semester examinations;



- k. To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- l. To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- m. To consider and act on any proposal regarding the welfare of the students of the Schools, which the council of students Affairs may submit;
- n. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Committee of Management, the Academic Council or the Vice-Chancellor; and
- o. To delegate to the Dean, or to any other member of the Committee or to a Committee such powers, general or specific, as may be decided upon by the Committee from time to time.



Ordinance-24

Convocation

(Section 28 (o) of the Act and Statute 29 of Statutes of the University Act, 2017)

i. Convocation:

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

ii. Special Convocation:

A special Convocation may be held at such time as may be decided by the Committee of Management for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

iii. The Convocation shall consist of the body corporate of the University.

iv. The Chancellor shall, if present, preside over the Convocations of the University held for conferring Degrees. If the Chancellor is unable to be present, the Vice Chancellor will preside over the Convocation.

v. At the Annual Convocation, the Vice Chancellor shall present a report of the year's work in the University.

vi. Notice:

a. Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

b. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

c. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

d. Provided that in case the Convocation is not held in a particular year, the Vice - Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

vii. Application:

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees

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shall be given by the Controller of Examinations on application and payment of the prescribed fee.

i. Fees:

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

ii. Honorary Degree:

- a. Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.
- b. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.
- c. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

iii. Academic Dress:

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

iv. Convocation Procedure:

The Convocation Procedure shall be as under

Order of Precedence for Academic Procession

The following order of precedence shall normally be observed (for entry) to the Convocation Venue, at the time of Convocation:

- a) The Registrar
- b) Directors
- c) The Finance Committee
- d) The Planning Committee
- e) The Academic Council
- f) The Committee of Management
- g) The Governing Body
- h) The Dean, Academic Affairs, The Deans of Schools, The Dean Research and Development, The Controller of Examinations and The Dean of Student's Welfare
- a) The Pro-Vice Chancellor (s)
- b) The Vice Chancellor
- c) Guest(s) of Honour
- d) The Pro Chancellor
- e) The Chancellor
- f) Chief Guest



In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter. The Vice Chancellor shall with the advice of Chancellor determine from time to time as to persons who will form the procession at the Convocation and their order of precedence.

Academic Costume

The Academic Costume shall be worn at the time of convocation by all members who are part of the procession and the Recipients of the degrees. The specifications viz colour, material, weaving, dying etc. shall be determined each time.

The colours for Recipients of degrees for various levels of programmes shall be different and determined each time.

Instructions for the Recipients of the Degrees / Awards

The Recipients must appear in the prescribed Academic dress.

After the issuance of “Convocation” notice, the Recipients must inform their confirmation to be present a week before the date fixed for Convocation. No Recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit Recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation and are accompanied by a prescribed fee in each case. No Recipients whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degrees / diplomas at the Convocation.

Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.

The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a prescribed fee to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.

Candidates must appear in the prescribed academic dress.

A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees must be present. Candidates not present at the rehearsal without permission run the risk of not being admitted at the Convocation.

Conduct of Convocation / Presentation of the Recipients

- a) The Chief Guest, Guest(s) of Honour, Chancellor, the Pro Chancellor, the Vice Chancellor, Pro-Vice Chancellor (s), Deans, Directors, Registrar and other members of procession shall take their seats at the designated places reserved for them.
- b) On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
- c) The Registrar, with the consent of the Chancellor, if he is present, shall declare the convocation open. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation open.
- d) The proceedings of the Convocation shall begin with recital of “University Song/ KulGeet”.
- e) The Vice Chancellor will present the annual report of the University.



- f) In case degree of Honoris Causa is to be awarded, the Vice Chancellor shall welcome the distinguished person and shall read out citation and request the Chancellor to confer the Honorary Degree in the following words:
- g) “By virtue of the authority vested in me as the Vice Chancellor of the SGRR University, I request Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of Honoris Causa for his / her outstanding service.” Provided, that if the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or in his absence the Dean Academics or the senior most Dean of School, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- h) The Chancellor (and Pro Chancellor in his absence and Vice Chancellor in his absence) shall confer the honorary degree with the following invocation.
- i) “I confer on (Name of the distinguished person) the degree of Honoris Causa.”
- j) In case of other degrees, the Recipients who are to be awarded degrees at the Convocation shall be presented by the Deans of School.
- k) The Deans of Schools concerned will direct the recipients of the Degree of concerned programme to rise on their seats, and shall present them to the Chancellor / Pro Chancellor/ Vice Chancellor for Investiture.
- l) The concerned students will acknowledge by a bow and sit down.
- m) The Chancellor / Pro Chancellor/ Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Academic Affairs will announce the names of recipients of medals and other distinctions present them to the Chief Guest of the Convocation.
- n) This will be followed by:
 - o) Address by the Pro Chancellor
 - p) Address by the Chancellor
 - q) Address by the Guest(s) of honour.
 - r) Convocation Address by Chief Guest.
- s) The Pro Vice Chancellor will thank the Chief Guest & other dignitaries present.
- t) The Registrar, with the consent of Chancellor, if present, will declare the Convocation as closed. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation as closed.
- u) National Anthem.
- v) The Academic Procession shall then leave the Convocation hall in the reverse order as it entered.

Special Convocation

A special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person(s).

The Academic procession of the special convocation shall be formed in the same order as laid down under clause 16.2 and followed by steps as laid down in clauses 16.3 to 16.5



“I confer on _____ Honoris Causa.” “I _____ the Vice Chancellor of SGRR University, do hereby request Hon’ble Chancellor that he may be pleased to graciously confer upon _____ (Name of the distinguished person) the Degree of Honoris Causa’ for his / her outstanding services.”

The Chancellor shall confer the Honorary Degree in the following words:

- (a) PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- (b) The recipient of the Honorary Degree will then present his/her address.
- (c) The Registrar shall seek the permission of the Chancellor to declare the Convocation closed in the following manner:
“Honorable Chancellor, May I with your permission declare the convocation closed.”
- (d) The Chancellor: “I permit.”
- (e) The Registrar: “I declare the convocation closed.”
- (f) The Registrar shall request the gathering to rise from their seats for the National Anthem.
- (g) The National Anthem.
- (h) Academic procession will leave in the reverse order as it entered.
The Vice Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:



Ordinance 25

ON CONFERMENT OF THE HONORARY DEGREES BY THE UNIVERSITY

(Under Section 27 of the Statutes of the University Act, 2017)

The objectives of the Ordinance are to confer honorary degrees by the University upon those:

- i. whose contribution to knowledge is exemplary and inspiring, especially to graduating students;
- ii. who reflect the collective wisdom of the local, regional, national and international standing.
- iii. Who shall be ambassadors for the University, thereby contributing to the achievement of its mission.

Honorary Degrees

The following honorary degrees may be conferred:

- i. Doctor of Literature (D.Lit.)
- ii. Doctor of Science (D.Sc.)

Honorary Degree Committee

Honorary Degree Committee for recommending names for conferring honorary degrees shall have the following composition:

- i. Pro- Vice Chancellor or a nominee of the Vice-Chancellor : Chairman
- ii. Controller of Examinations : Member (ex-officio)
- iii. Two Professors from the University to be nominated by the Vice Chancellor: Members
- iv. Registrar : Member Secretary

The tenure of the committee shall be three years except for ex-officio members.

Three members shall constitute the quorum.

Academic Council shall, from time to time, delegate power to the Honorary Degree Committee to seek nominations for the conferment of Honorary Degrees.

The nominations shall be invited by the Member-Secretary of the Committee from the members of Honorary Degree Committee, and from the Committee of Studies and School Committees of the University. Nominations shall be accompanied with a brief profile of the nominee(s) and a recommendation note of not more than 500 words. Not more than 2 nominations shall be accepted from each nominating person/body at a time.

The recommendations of the Committee shall be placed in the Academic Council and thereafter to the Committee of Management for consideration. The Committee of Management shall make proposals to the Chancellor/Visitor for conferment of the honorary degrees.

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Provided that in case of emergency, the Committee of Management may, on its ownmotion, make such proposals to the Chancellor/Visitor.

Categories of persons who might normally beconsidered for the Honorary Degrees

- i. Those who have risen to the heights in their chosen career or field of service including former students/faculty members of the university.
- ii. Those who have given distinguished service or brought laurels to the region and the country. Distinguished scholars or other persons of national and/or international standing including foreign citizens. However, clearance from the Chancellor/Visitor is mandatory before inviting foreign citizens for receiving degrees.
- iii. Those individuals who were nominated but not considered by the Honorary Degree Committee in the preceding three academic years will not be eligible for nomination, saving at the invitation of the Committee.
- iv. *An Honorary Degree will normally not be conferred on a person who has already been conferred an honorary degree by the University, or who has previously declined the offer from the University for receiving the degree.*

Upper or lower age limit

There is no upper or lower age limit. However, in considering nominations, emphasis shall be placed on the quantum of achievements rather than the age. Conferment of an Honorary Degree *in-absentia*.

An honorary degree shall not, save in exceptional circumstances, be conferred *in-absentia*. Degree may be conferred posthumously also.

Right to withdraw anhonorary degree

The University reserves the right to withdraw an Honorary Degree from the recipient in the event that through her/his behavior or actions subsequent to her/his conferment brings the University into disrepute. The decision to withdraw a degree rests ultimately with the Committee of Management, acting on the recommendation of the Honorary Degree Committee and after report from the Academic Council. The decision for withdrawal of the honorary degree in the Committee of Management shall be arrived at with the prior sanction of the Chancellor/Visitor.

Conferment of Degree

All Honorary Degrees shall be conferred by the Vice Chancellor in the Convocation/special Convocation.

Recipients of honorary degrees should wear the higher doctorate gown of the University, faced and lined with the colour appropriate to the degree being conferred.



Ordinance-26

Award Of Fellowship, Scholarships, Studentships, Medals And Prizes (Under Section 27 (o) and statute 8.01 (1) of Uttarakhand Act, 2017)

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/Institute (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship, the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered by a Committee constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University /Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Uttarakhand Act No. 03, 2017.
9. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.
10. Detailed Guidelines shall be framed from time to time by the Committee of Management governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

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Ordinance-27

Sensitization, Prevention and Redressal of Sexual Harassment (Sparsh) (Under Section – of SGRR University Act, 2017)

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, **or place of birth**. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “**Elimination** forms of discrimination against women.” Resultantly, Shri Guru Ram Rai University hereby introduces and enforces Ordinance titled “Sensitization, Prevention and Redressal of Sexual harassment.”

Bodies of SPARSH:

SPARSH shall include the Apex body of (SPARSH) (ABS) and the Institutional Complaints Committee (ICC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The ICC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of ABS:

- i. To uphold the commitment of Sri Guru Ram Rai University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment, which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of ICC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

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Operational definitions:

Sexual harassment: This shall include such unwelcome sexual behaviour (whether directly or by implication) as:

- a. Unwanted physical contact and advances.
- b. A demand or request for sexual favours.
- c. Sexually-coloured remarks
- d. Displaying pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Academic staff: This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on muster roll/daily wage/casual or project basis.

Campus: This includes all the places vested, controlled and/or administered by Shri Guru Ram Rai University.

Non-governmental Organization (NGO): This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.

Counsellor: This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.

Non-teaching staff: This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on muster roll/daily wage/casual or project basis.

Resident: This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by Sri Guru Ramrai University

Service provider: This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

5. Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The Chairperson, a women nominated by the Vice-Chancellor, Sri Guru Ramrai University from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Students' Affairs for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counselor.



6. Constitution of ICC:

The Vice-Chancellor shall nominate the members of ICC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

7. Term of office of chairperson and members of ABS and ICC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provided that no chairperson or any member shall hold office for more than two terms.

8. Vacancy in the office of chairperson or members of ABS/ICC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

9. Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/ programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

10. Procedure for Filing Complaints with the ICC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidence.
- iii. Taking cognizance of complaints about sexual harassment, the ICC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching- staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the ICC.



- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the ICC.
- vii. The ICC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The ICC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the ICC finds it impractical to dispose of the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

11. Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- ❖ Warning
- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the university
- ❖ Denial of re-admission
- ❖ Written apology
- ❖ Bond of good behaviour

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities



Ordinance-28
LIBRARY COMMITTEE
(Under Statute --- of the Statutes of the University Act 2017)

1. There shall be a standing committee of the Academic Council called the Library Committee.

The Library Committee shall consist of the following:

- i. Vice-Chancellor or his nominee- Chairman
- ii. Deans of Schools
- iii. Dean Students Welfare
- iv. One Professor from each of the Schools to be nominated by the Vice-Chancellor
- v. One Professor/Librarian from other University/Institute to be nominated by Vice-Chancellor
- vi. Librarian (Ex-officio member and Secretary)

2. The term of office of the members of the University Library Committee, other than the ex-officio members, shall be one calendar year.

(Note: The members nominated by Vice-Chancellor must be approved by Chancellor)

3. Subject to the general control of the Academic Council, the duties and functions of the Library Committee shall be:

- a) Exercise general supervision over the University Central Library, and all the other Libraries of the University.
- b) Frame Regulations for the management and use of the Libraries, subject to the approval of the Academic Council.
- c) allocated funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
- d) submit to the Academic Council of the working of all the Libraries of the University annually;
- e) recommend to the Board of Management for the creation of any new post in the Libraries and;
- f) Formulate and administer proposals concerning the development of libraries of the University.
- g) The Committee shall meet at least twice in a year.

4. One-third of the total number of members shall constitute the quorum for a meeting of the Committee.

5. The convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the Extra ordinary Meeting, the notice and agenda has to be sent at least 24 hours before the meeting.



Ordinance-29

VISITING FELLOW (Under Section -- of the Act and Statute of the Statutes of the University Act, 2017)

1. A Visiting Fellow should be a scholar of eminence in his/her subject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum up to three months.
3. The Visiting Fellow may be paid daily allowance not exceeding Rs.1000/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge.

The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

ORDINANCE-30

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Ordinance-30

VISITING PROFESSORS (Under Section -- of the Act and Statute --- of the Statutes of the University Act, 2017)

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person from another university is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.30,000/- p.m. excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of upto Rs.50,000/- p.m.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.



Ordinance-31

TRANSFER OF CREDITS (Under Section -- of the University Act, 2017)

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter- university transfer and mobility of students across different Universities in India and abroad. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/educational institutions; and (b) acceptance of credits earned by a student(s) from other University(ies).

In the absence of a national qualification framework and credit transfer scheme, individual University can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 4) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.

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- c) Such foreign University, the Courses/Programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)
 - f) National Institutes of Technology (NIT)
 - g) Indian Institutes of Science Education and Research (IISER)
 - h) Indian Institutes of Information Technology (IIIT)
 - i) Schools of Planning and Architecture (SPA)
 - j) All India Institute of Medical Sciences (AIIMS)
 - k) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - l) Any other University/educational institution/research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 5) Request for acceptance of transfer of credits shall:
- a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in the University;
 - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University;
 - c) have to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time;
 - d) have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.



Ordinance- 32

DISTANCE EDUCATION (Under Section --- of the University Act, 2017)

1. Objective:

The objective of the Institute is to offer education through distance mode for various programs to the students desirous to continue further studies.

2. Admission:

The Institute will issue prospectus for admission containing application form, profile of the University, academic calendar, list of programs to be offered, number of seats in each program, eligibility criteria, fee structure, etc. on yearly basis. The Admission shall be given on first cum first serve basis.

3. Medium of Instruction and Examination:

3.1 The medium of instruction in respect of all Programs offered by the Institute of Distance Education (IDE) shall be English/Hindi, except in cases of studies in languages.

3.2 Question Papers of all examinations shall be set and can be answered in English/Hindi language, except in case of examinations in languages/literature, where the question papers shall be set and answered in the respective languages either in totality or in part, depending upon the requirements of the program.

3.3 Project Work / Project Report / Dissertation / Field Work Report etc, if any, shall be written in English/Hindi, except in case of the Programs of Studies in languages / literature, where the same shall be required to be written in the respective language.

4. Management and Administration:

4.1 There shall be an Institute of Distance Education (IDE) to run all the programs through distance mode to be offered by the University. The University shall appoint a Director who will be the head of the Institute and shall plan and coordinate all the activities of the Institute. The responsibilities of the Director shall be:

- (i) Preparation of Academic Calendar, Prospectus including etc.
- (ii) Organize Personal Contact Program (PCP) for each Program.
- (iii) Consideration of appeals from students regarding the operational problems related to PCP.
- (iv) Advertisement for admission.

4.2 Program Coordinator: For each Program, there shall be a Program Coordinator to be appointed by the Vice Chancellor. The responsibilities of the Program Coordinator shall be to conduct Personal Contact Program (PCP) and act as Internal Examiner in the practical examination, etc.



4.3 Examination Committee: There shall be an Examination Committee for each program consisting of Director, Dean of concern School and Program Coordinator. To conduct theory and practical examinations, the Examination Committee shall propose a panel of at least four external examiners out of which one shall be appointed by the Controller of Examinations for setting the paper and to conduct practical examination.

5. Personal Contact Program (PCP):

To improve the performance of the students in the examinations, there shall be personal contact classes in each program of about 96-100 hours for annual programs and 48-50 hours for semester programs; having class room lectures, teaching through PPT, etc. and addressing students doubts. It will be compulsory for all the students to attend the aforesaid contact classes at the University at his/her own cost. For attending the PCP prior information shall be given to all the students through email/post.

6. Examination System:

All Programs (i.e. Certificate, Diploma, Post Graduate Diploma, UG and PG Programs) shall be offered under Semester/Annual System, as the case may be. The evaluation shall include two types of assessments continuous or formative in the form of assignments with weightage of maximum 30% and summative assessment in the form of term-end examination with not less than 70% for all the programs whether under Semester/Annual basis, as the case may be.

7. Assignments

The assignment of each paper shall be of maximum 30 Marks or as the case may be. All Questions shall be compulsory.

8. Term End Examination

The term-end examination of each paper shall be of not less than 70 Marks or as the case may be.

9. Attendance:

No student shall be permitted to appear in the Term End/Annual examinations in the course in which he/she has secured less than 75% attendance in Personal Contact Program (PCP).

10. Conduct of Examination:

All examinations shall be conducted at the University Campus only.

11. Promotion & Progression:

A student shall be required to participate in Term-End/Annual Examination and submit the Assignments within prescribed date, failing which he/she shall be deemed to have NOT COMPLETED the

course and shall be awarded the **"I" Grade**. Provided further that the **"I" Grade** shall also be awarded to a candidate in a course in which he/she has been declared **ineligible** to appear in the End-Semester/Annual Examination of courses on account of not meeting the minimum prescribed attendance requirements for the PCP.

11.1 A student who has been awarded **"I" Grade** shall be required to re-register for the same course, when it is offered in the next semester(s)/Year

11.2 A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the **"I" Grade** or **"F" Grade**.



- 11.3 A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade.
- 11.4 A candidate shall be required to secure a minimum of 40% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the **"F" Grade**.
- 11.5 The **"F" Grade** once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester/Year in which the candidate has appeared for clearance of the arrears.
- 11.6 If a student has been awarded "F" Grade, he/she shall be required to repeat only the Term End/Annual Examination *i.e.* he/she shall be required to reappear in Term End/Annual Examination of that course in the next session. The student shall not be permitted to re-submit the assignment. The marks obtained by him/her in the assignment shall be carried forward for declaring the result.
- 11.7 A student with **"F" Grade** in a course shall be permitted to/reappear in the End-Semester/Annual Examination of the Course along with the subsequent End Semester/Annual Examinations up to the maximum duration of that particular Program.
- 11.8 If a student secures **"F" Grade** in a Project Work / Project Report/Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission).
- 11.9 All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

12. Indiscipline and Unfair Means in Examination:

- 12.1 There shall be zero-tolerance against use of unfair means and practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking



examination. Non adherence to such instructions shall attract disciplinary action.

12.2 Use of unfair means is strictly prohibited and shall invite serious disciplinary actions for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include:

- (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
- (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator /Centre Superintendent.
- (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the University.
- (iv) Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
- (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall, the gadget shall be seized and examination of that paper shall stand cancelled, further the gadget shall not be returned to the candidate under any circumstances.
- (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
- (vii) Attempts of impersonation including writing some other candidate's registration number/ roll number in the answer paper and/or exchanging or attempting to exchange answer sheets or other materials during the course of examination.
- (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
- (ix) Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination.
- (x) Any other act of omission or commission as may be declared by the Board of Governors as unfair means in respect of any or all the examinations, from time to time.

12.3 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.

12.4 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

12.5 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.

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12.6 The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write remaining part of his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.

12.7 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee consisting of Dean, Students Welfare as Chairman, Director, IDE, two faculty members to be nominated by the Vice-Chancellor and Deputy Registrar (Exams) as Member Secretary on yearly basis. Provided that in case of use of unfair means on a mass scale at an examination centre, Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

12.8 Depending upon the extent and severity, the punishment for the use of Unfair Means may include:

- (i) Awarding **“I” Grade / “F” Grade** to the candidate in the particular examination in which the Unfair Means was used;
- (ii) Awarding **“I” Grade / “F” Grade** in all examinations taken by the candidate during the semester;
- (iii) Cancellation of admission from the University;
- (iv) Rustication from the University and debarring the student from taking admission in any Program of Studies of the University for certain specified period of time; and
- (v) Rustication from the University and debarring the student from taking admission in any Program of Studies of the University for ever;

12.9 The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair Means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;

12.10 All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.

12.11 A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

13. SUPPLEMENTARY EXAMINATION ONLY FOR ANNUAL SYSTEM:

- (i) Candidates securing less than 40% marks in individual papers will be given a supplementary. Such candidates can re-appear at the subsequent examination in the papers concerned.

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(ii) A candidate declared eligible for supplementary shall be required to clear the same in next two subsequent attempts. Any attempt un-availed shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.

(iii) An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form to the Director Institute of Distance Education by the date fixed for the purpose together with such fees and documents as are required for him/her.

(iv) The Vice-Chancellor may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark. Where the deficiency is so condoned, one mark shall nowhere be added.

14. Program Development and Approval Processes

A Program Project Report is required to be prepared [as per the guideline of UGC(ODL) regulation 2017] before introducing any new Program duly approved by the Board of Studies of concerned department of regular mode, School Board and Academic Council. Credit Based System should be followed. as per the guideline of UGC(ODL) regulation 2017 in ODL mode one credit accounts for 30 study hours. In syllabi the content should be divided into Blocks and Units.

15. Grading System:

15.1 The University shall have **grading system** based on a **Ten (10) point scale** of evaluation of the performances of students in terms of marks, grade points, letter grade and class.

15.2 The total performance of a student within a semester shall be indicated by the Semester Grade Point Average (SGPA)/ and for annual system by Grade Point Average (GPA); and Weighted Average Marks (WAM); the grade sheet of a student in the final semester of a Program shall also include;

(b) The SGPA/GPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets (i) Cumulative Grade Point Average (CGPA); and (ii) Overall Weighted Percentage Marks (OWPM). The CGPA and OWPM being the real indicators of a student's performance. These shall be calculated as under:

$$\text{SGPA} = (\sum C_i G_i) / (\sum C_i) \quad \text{WAM} = (\sum C_i M_i) / (\sum C_i) \% \quad \text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i)$$
$$\text{OWPM} = (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}) \%$$

Where

C_i = number of credits in i^{th} course,

M_i = marks obtained in the i^{th} course,

G_i = grade point obtained in the i^{th} course,

C_{ni} = number of credits of the i^{th} course of the n^{th} semester,

M_{ni} = marks of the i^{th} course of the n^{th} semester,

G_{ni} = grade points of the i^{th} of the n^{th} semester.



16. Course-Wise Letter Grade & Grade Point:

16.1 Accordingly, the percentage of marks obtained by a student in a Program will be indicated by a grade point and a letter grade on a **Ten (10)** point scale as under:

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
91-100	10	A (Outstanding)
75-90	9	B (Excellent)
65-74	8	B (Very good)
55-64	7	C (Good)
50-54	6	D (Above Average)
45-49	5	E (Average)
40-44	4	F (Pass)
0-39	0	F (Fail)
Absent	0	∞ (Absent)

16.2 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

17. CGPA, Overall Letter Grade and Class:

17.1 The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).

17.2 The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Program will be taken into consideration in arriving at the OWPM with overall Letter Grade and Class, as under:

OWPM	LETTER GRADE	CLASS
91-100	(Outstanding)	First Class (Outstanding)
75-90	(Excellent)	First Class
65-74	(Very good)	First Class
55-64	(Good)	Second Class
50-54	(Above Average)	Second Class
45-49	C (Average)	Third Class
40-44	P (Pass)	Pass Class



18. Grade Card:

18.1 The grade card issued at the end of the semester/year to each student will contain the following:

- (i) Marks obtained for each Course registered in the semester/Year
- (ii) Performance in each Course indicated by the letter grade
- (iii) Semester Grade Point Average (SGPA)/GPA of all the courses registered for that semester
- (iv) Weighted Average Marks (WAM) of all the courses registered for that semester
- (v) Cumulative Grade Point Average (CGPA),
- (vi) Overall Weighted Percentage of Marks (OWPM)
- (vii) The class and the grade of all the courses, after completing the Program.

19. Guidelines of UGC (ODL) regulation 2017 on Program Project Report (PPR)

The main contents of the Program Project Report are as follow:-

- (a) **Program's mission & objectives.**
- (b) **Relevance of the program with HEI's Mission and Goals.**
- (c) **Nature of prospective target group of learners.**
- (d) **Appropriateness of Program to be conducted in Open and Distance Learning mode to acquire specific skills and competence.**
- (e) **Instructional Design:** Instructional Design includes Curriculum design, detailed syllabi, duration of the Program, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic Programs to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the Program.
- (f) **Procedure for admissions, curriculum transaction and evaluation.**
- (g) **Requirement of the laboratory support and Library Resources:**
- (h) **Cost estimate of the Program and the provisions:** The cost estimate should indicate the amount assigned for Program development, delivery and maintenance.
- (i) **Quality assurance mechanism and expected Program outcomes.**

20. Self Learning Material

As per UGC (ODL) Regulation 2017, our university has prepared and approved the Program project Report (PPR) for the Institute of Distance Education. Based on the approved PPR, the self Learning Material (SLM) for each Program is to be prepared. However, as per the Regulation 2017 (Guidelines regarding preparation of SLM) for the time being, the SLM may be adopted or procured from the expert agencies or consultant without compromising on the quality.

21. CHANGE OF ADDRESS:

Self Learning Material and all communications will be sent to the students to the address given in the application form. Any change in the address should be intimated to the Institute immediately with enrolment number. The students are advised to make arrangement in the post office for getting the lessons and other letters redirected to their new address since the Institute will take at least a month to incorporate the new address.

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**22. FEE:**

- (i) Fee structure should be decided by the University from time to time(ii)Fee once deposited shall not be refunded on any ground.
- (iii) Fee shall be deposited through electronic mode (Online) only.

23. CORRESPONDENCE:

All Correspondence pertaining to Institute of Distance Education must be addressed to the Director of the Institute.

23.1 Notwithstanding anything contained in this Ordinance, all matters related to the IDE shall be governed by the rules/ Notifications and procedures framed time to time by the Competent authority that are in force at that point of time.

24. DISPUTE:

Any doubt or dispute about the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in this Ordinance or add any clause(s) to this Ordinance, to facilitate the pursuit of excellence in teaching and learning, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.



Ordinance-33

ON EXCHANGE OF TEACHERS / EXPERTS (Under Section ---of the University Act, 2017)

- Objectives
1. The broad objectives of the scheme are:
 - i. to enable the University to invite distinguished teachers/ experts in various fields from other universities or institutions of higher learning;
 - ii. to utilize as widely as possible the services of talented personnel in the universities and other centers of learning;
 - iii. to provide opportunities for the staff and students engaged in advanced studies to come in close and fruitful contacts with distinguished persons in various fields of knowledge and to make expert advice and guidance available to research workers;
 - iv. To provide opportunities to teachers of the University to collaborate in research with other centers, to interact with their peers by participating in academic programmes of other institutions and to get exposed to the larger national and international academic milieu; and
 - v. To enable the colleges affiliated to the University to get the benefit of expertise of academicians from outside and to provide facilities to college teachers to widen their academic horizons.
 2. The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.

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**Selection
under the
Scheme**

3. i. Scholar from outside the University
- a. Each Department shall prepare a list of scholars for invitation from other institutions by the end of March each year taking into account the weak areas in the University system, areas requiring special reinforcement, areas of excellence being systematically built and the eminent scholars likely to be available.
 - b. The Vice-Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee.
 - c. The Head of the Department will extend invitation on behalf of the University and fix the time of visit as early as possible, but not later than three months before the commencement of the semester in which the scholar is expected to visit the University.

ii. University Scholars

- a. The University shall have agreement for a general long-term or specific short-term academic exchange programme with such departments of other Universities and other Institutions of higher learning, as may be approved by the Academic Council, under which the scholars of the two Institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.
- b. Each Department will nominate one or more teachers in consultation with the host institute by the end of April each year who may be desirous of taking advantage of this arrangement and work with those centers during the winter break, indicating the specific work which the teacher(s) propose(s) to take up.
- c. The Deans' Committee shall make a final selection in this regard.

Expenditure 4. The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University by the University Grants Commission.

Duration of Visit 5. The duration of the visit of a teacher/the expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent Institution. He will carry his own substantive designation with him to the Institution of his visit. The duration of the assignment may not ordinarily exceed three months and shall not be less than four weeks.

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Facilities and
Remuneratio
n

6. The visiting teacher will be eligible for the facilities and remuneration as per the following scale:
- i. Scholars from Outside
 - a. Accommodation: Free accommodation will be provided by the University.
 - b. Travelling Allowance: railway fare both ways (normally by the shortest route) from the place of the parent University to the University. If travel by air is necessary, specific approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in transit according to the rules of the University.
 - c. Daily Allowance: Daily Allowance may be paid at the rate payable to the University staff of the same status.
 - d. Honorarium: The visiting teacher/expert may be paid Rs.1000/- per lecture or Rs.5000/- for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than four weeks' duration payable to any teacher/expert under this scheme may be limited to Rs.30000/- for one month or part thereof.
 - ii. University scholars
 - a. Travelling Allowance: As per the rules of the University.
 - b. Daily Allowance: At the rate admissible under the rules of the University for the entire period of stay.
 - c. Such other allowances which the University may allow in each case depending on the facilities offered by the concerned Institutions.

Note: The period spent under the exchange programme shall be treated as duty for all purposes but shall not count as duty for the purpose of earning leave.

Others

7.
 - i. The visiting teacher/expert will draw their salaries from their parent Institutions.
 - ii. The visiting teacher/expert would pay for their boarding.

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Ordinance-34

GAMES AND SPORTS COMMITTEE (Under Section -- of the University Act, 2017)

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Chancellor
 - (2) Dean Students' Welfare
 - (3) Presidents of various Games and Sports Clubs
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (5) Director of Physical Education Ex-Officio Secretary
- (b) The Chairman of the Committee shall hold office for a term of two years.

2. The Committee shall :

- (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
- (2) frame the budget for games and sports;
- (3) allocate finances to the various Clubs;
- (4) maintain the play-grounds, gymnasia, swimming pools of the University;
- (5) hold contests, competitions, tournaments, athletic meets etc.;
- (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
- (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
- (8) take measures to attract the sports talent available in the University.

The Director Physical Education will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

50% of the total members shall form the quorum for a meeting of the Committee.

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Ordinance--35

POWERS AND FUNCTIONS OF DEAN STUDENTS' WELFARE (Under Section --- of the University Act, 2017)

1. The Dean of students welfare in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
2. The Dean of student's welfare shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.
3. The Dean of Students welfare, inter-alia, will arrange for the guidance of and advice to the students of the University in matters relating to :
 - (i) organization and development of students' bodies;
 - (ii) counseling and Students' guidance facilities;
 - (iii) liaison with Students' Welfare Committee;
 - (iv) extra-curricular and sports activities of students'
 - (v) promotion of students' participation in co-curricular and social activities;
 - (vi) students financial aid;
 - (vii) student-faculty and students-administration relationship;
 - (viii) career advice services;
 - (ix) health and medical services for the students;
 - (x) residential life of the students;
 - (xi) arranging facilities for educational tours and excursion for students;
 - (xii) securing facilities for students for further studies in the country and /or abroad;
 - (xiii) Alumni activities.
4. The Dean of students welfare will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Chancellor.

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Ordinance-36

TERMS AND CONDITIONS OF APPOINTMENT OF HONORARY PROFESSORS AND EMERITUS PROFESSORS (Under Statute ---- of the Statutes of the University Act 2017)

Honorary Professor:

1. A distinguished scholar who is either in active service or on superannuation may be considered for appointment as Honorary Professor by the Board of Management on the recommendation of the Vice-Chancellor.
2. The duration of the appointment shall be 3 years.
3. Honorary Professor will be paid a consolidated amount of Rs. 25,000 per month in lieu of local travel expenses and other expenses for engaging classes and take part in other academic activity. He/she shall be required to engage 25 hours per month in direct teaching in the Department.
4. He/she will be provided office space and other facilities to carry out his/her research/ teaching activities during his/her tenure.

EMERITUS PROFESSOR

1. A Professor who has retired from the SGRR University may be invited by the Board of Management to continue his/her research/teaching activities in the University as an Emeritus Professor after his/her superannuation.
2. The duration of appointment shall be 3 years with a provision for renewal. The upper age limit for Emeritus Professor shall be 75 years.
3. The Emeritus Professor will not be paid any salary or remuneration.

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Ordinance-37

RE-EMPLOYMENT OF TEACHERS

1. The Board of Management may, on the recommendation of an Expert Committee, re-employ any distinguished teacher after his/her superannuation. If the Council is satisfied that the services of such a teacher are required in the interest of the University and a substantive vacancy of the same post is available at the time of the application for re-employment.

The re-employment of a superannuated teacher will be governed according to the guidelines issued by the UGC.

2. Eligibility Criteria:

The superannuated teacher should be a Professor with at least ten years of service at this University.

1. Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 70 years. However, it shall be open for the University to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 70 years with a proviso that the screening as per the UGC guidelines will be applicable in all cases. Such appointments could be made on the requirements and availability of regular sanctioned vacancies in the department through mechanism developed by the University approved by the Board of Management from time to time.

4. Principles to be followed:

While taking up the cases of superannuated teachers for re-employment, the University shall follow the following principles:

- 4.1 There shall be vacancies of teachers at the University Department, remaining unfilled for at least one year.
- 4.2 The number of teachers to be re-employed in the University Department at any given time shall be limited to 50% of the vacancies identified, as above.
- 4.3 Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.
- 4.4 Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department.
- 4.5 There shall be adequate work load for the re-employed teacher(s) at the concerned University Department to justify the appointment.
- 4.6 The expenditure towards re-employment shall be met by the University from its budget allocation.

5. Selection Criteria:

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

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5.1 Superannuated teachers shall have appropriate qualifications, experience and excellent record in the concerned subject area.

5.2 Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:

- (i) Guidance of research scholars (M. Phil/ Ph. D);
- (ii) Research work done and publications in learned journals;
- (iii) Publication of books and other learning material;
- (iv) Filing of patents and/or obtaining intellectual property rights;
- (v) Launching of new academic programmes/courses;
- (vi) Introducing innovations in teaching and/or examinations;
- (vii) Undertaking sponsored research projects;
- (viii) Rendering knowledge based advice/consultancy;
- (ix) Taking up inter-Departmental collaboration;
- (x) Organizing of National/International Conferences and/or participating in them;
- (xi) Conducting continuing education programmes and/or associating in them;
- (xii) Undertaking of extension and/or field outreach activities.

5.3 Superannuated teachers shall be medically fit to undertake the new appointment.

5.4 The service record of superannuated teachers shall be highly satisfactory and they are both morally and ethically sound.

6. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University shall be as given below:

6.1 The University Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

6.2 Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.

6.3 The Chancellor shall constitute the following Expert Committee for evaluating the proposals for re-employment:-

- a. Vice Chancellor (in the Chair)
- b. Two Subject Experts* (Members)
- c. Dean of the School (Member)
- d. Head of the Department (Member)

*To be nominated by the Vice Chancellor from the approved panel of experts for the Selection Committees in the University Department.

6.4 Each of the above Expert Committees shall consider the full papers put up before it. The Committee may also call any candidate for discussion, if necessary; before arriving at its recommendation on the appointment.

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6.5 The recommendation of the Committee and the terms of appointment shall be placed before Board of Management of the University for consideration.

6.6 The decision of the Board of Management shall be final.

7. Emoluments and Other Privileges:

7.1 A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of re-employments.

7.2 The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.

7.3 A re-employed teacher shall be entitled to Casual/Special Casual/Duty leave on a par with teaching faculty in regular service.

7.4 The institution shall provide all the essential academic facilities to the re-employed teacher.

8. Duties and Responsibilities:

8.1 A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:

- a. Academic work, like teaching courses, conducting examinations and research guidance;
- b. Conducting research and/or taking up sponsored research projects;
- c. Launching continuing education programmes in new and emerging areas;
- d. Organizing /Attending national / international Conferences / Seminars / Symposia / Workshops;
- e. Undertaking knowledge-based advisory / consultancy assignments;
- f. Accepting invitations and delivering Guest Lectures at other institutions;
- g. Participation in academic/research Committees at the Institution and elsewhere, when required.

8.2 A re-employed superannuated teacher shall not be eligible for holding any administrative responsibilities at the University.

9. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.



Ordinance 38

Ordinance on Equivalence Committee For Recognition Of Examinations/Degrees

There shall be an Equivalence Committee consisting of the following members: -

1. Vice-Chancellor or his/her nominee- Chairman
2. Dean Academic Affairs-Member
3. Deans of the concerned Faculty/Schools- Members
4. Principal/Head Master- In case there is a issue relating to school education- Member
5. One external expert not below the rank of Professor to be nominated by the Vice-Chancellor- Member
6. One person nominated by the Skill Council from amongst its members for a period of three years- Member
7. Controller of Examinations- Member
8. Registrar -Secretary

The Committee may also invite a domain expert (with approval of the Vice-Chancellor), wherever necessary, to assist it in its functioning.

Functions: - The functions of this Committee shall be: -

1. To examine and recommend to the Skill Council equivalence of such examinations/degrees of Indian and foreign School/Universities/Professional Bodies as may be referred to it from time to time.
2. To examine and recommend to the Skill Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. To recommend for recognition and determine the weightage to be given to the examinations conducted by other universities and other examining bodies.
4. To decide equivalence of such examinations and qualifications as may be referred to it from time to time for the purpose of admission; and
5. In special case, the Vice-Chancellor may, if he/she is satisfied, grant equivalence/recognition to any examination/qualification of other universities/institutions for a period of one year and the action taken shall be reported to the committee which may consider for its continuation or otherwise.
6. The committee may determine the procedures for the transactions of its business. It shall formulate guidelines, for the purpose of determining equivalence and/ or according recognition to examinations/qualifications with the approval of Skill Council.

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Ordinance 39 Ph.D. Ordinance

**As per UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2022 &
Shri Guru Ram Rai University Statutes, 2017 (Chapter-III, Section 19)**

Short Title, Applicability and Commencement

- 1) These Regulations may be called The Ph.D. ordinance, 2017.
- 2) These Regulations shall apply to all Ph.D. programmes offered by the Constituent School/Colleges/Institutes/Centres of the Shri Guru Ram Rai University.
- 3) These Regulations shall come into force from the Academic Session 2022-23.

Definitions

In these Regulations, unless there is something repugnant in the subject or context:

- a) **“University”** means the SGRR University (SGRRU).
- b) **“Academic Council”** means the Academic Council of SGRRU constituted under Section 23 of the SGRRU Act 2017.
- c) **“Research Advisory Committee”** means the Committee constituted by the University to approve all the research activities of the university. Each Constituent school will have its own Research Advisory Committee.
- d) **“Chairman”** means the Chairman of the Research Advisory Committee.
- e) **“Dean-Research”** means Head of Research activities of the Constituent school and member secretary of the Research Advisory Committee.
- f) **“Course Coordinator”** means Coordinator of the relevant programme of the Constituent School/College/Institute/Centre of the University.
- g) **“Chancellor”** means the Chancellor of the University.
- h) **“Vice Chancellor”** means the Vice Chancellor of the University and Chairman of Research Advisory Committee of the university.
- i) **“Finance Officer”** means the chief finance officer of the University
- j) **“Registrar”** means the Registrar of the University.
- k) **“Controller”** means the Controller of Examination of the University.
- l) **“Dean”** means the Dean of the Constituent School/College/Centre of the University.
- m) **“Regular Student”** means a student who has registered for a full time or part time Ph.D. program offered by the Constituent School/College/Centre of the University and is progressing as per schedule.
- n) **“Grade Point”** means a numerical weight allotted to each letter grade on a 10-point scale;
- o) **“Guide/Research Supervisor”** means an academician/researcher recognized by Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- p) **“Course Work”** means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;

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Criteria for Ph.D. Registration and Award of Degree

Research Rule (RR)-1: Eligibility criteria for Applicants

For admission to Ph.D. program in a related subject, an applicant fulfilling the following criteria shall be treated as eligible to appear for RET (Research Entrance Test), application form shall be available online at university website www.sgrru.ac.in or offline (**Annexure-O-I**):

- 1.1 An applicant who has passed 1-year/2-semester post graduate degree programme after a 4-year/8-semester under graduate degree programme or a 2-year/4-semester post graduate degree programme after a 3-year under graduate degree programme or qualifications declared equivalent to the under graduate and post graduate degree by the corresponding statutory regulatory body, with at least 55% marks without grace marks or with an equivalent Grade Point Average (GPA) in the relevant discipline.

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Relaxation of 5% in the required will be given to applicants belonging to abled categories/Economically Weaker Section.

percentage of marks or its equivalent grade SC/ST/OBC (non-creamy layer)/differently-

- 1.2 An applicant with the equivalent qualification, mentioned in sub section 1.1, from a foreign educational institution accredited by an assessment and accreditation agency that is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.
- 1.3 A Graduate in any branch who has developed important new technology or designed and fabricated special instrument or apparatus which are deemed by a competent judge to be a valuable contribution in the field of Engineering/Pharmaceutical Sciences/Applied Sciences, may be permitted by the Research Advisory Committee (RAC), on the recommendation of appropriate Board or Boards of Studies to submit his/her thesis for the Ph.D. Degree in that branch. Such a candidate must have at least 5 years standing as a Bachelor of the branch concerned.

1.3 Exemption from RET:

The applicants fulfilling at least one of the following conditions will be exempted from RET:

- 1.3.1 Qualified in NET/SET/GATE/GPAT examination of the apex bodies as CSIR/UGC/ICAR/ICMR/DBT/AICTE.
- 1.3.2 M.Phil Degree in a relevant subject obtained from any University, recognized by UGC u/s (2f) of UGC Act 1956, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever the grading system is followed.
- 1.3.3 Candidates such as Advocate/Doctor/Artist/Industry Professional/Employee of Government/Semi-Government Organizations with Post Graduate Degree (at least 55% marks) and 10 years of professional experience.

The applicants entitled to exemption from RET shall also submit the application form along with relevant supporting documents within the stipulated period.

RR-2: Duration of the Programme

- 2.1 Ph.D. Degree Programme shall be for a minimum continuous duration of 03 years (06 Semesters), including course work, and a maximum duration of 06 years (12 Semesters) from the date of admission to the Ph.D. programme. An additional 02 years can be given through a process of re-registration as

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after the approval in the Research Advisory Committee, however, the total period for completion of a Ph.D. degree programme should not exceed 08 years from the date of admission in the Ph.D. degree programme.

2.2 Female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of 02 years; however, the total period for completion of a Ph.D. programme in such cases should not exceed 10 years from the date of admission in the Ph.D. programme.

2.3 Female and male Ph.D. Scholars may be provided Maternity Leave/Child Care Leave, after approval by the competent authority of the university, for up to 240 days and 15 days in the entire duration of the Ph.D. degree programme respectively. Subjected to the details of duration of degree programme is given in RR 2 Sec. 2.1.

RR-3: Procedure to Conduct RET

RET will be conducted twice in a year probably in the month of March and September. Notification of the entrance exam shall be updated well in advance on the SGRR University website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates

3.1 Structure of RET:

3.1.1 Written test:

For RET, there would be two papers *i.e.* Paper-1 and Paper-2 (Paper-1 would be Research Methodology of 50 marks and Paper-2 would be Subject specific of 50 marks. Both papers will have 50 multiple choices questions in each. The Entrance Test shall be of two hour duration (*i.e.* 120 minutes). Applicants have to qualify in aggregate with 50% (A relaxation of 5% is allowed to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time) marks. After qualifying the research entrance examination, the applicant has to appear in the interview which shall be of 40 marks. An Applicant has to score minimum 50 per cent marks in interview. Selected applicants list will be displayed on university web site; www.sgrru.ac.in



Table 1.0: Break up of marks in RET

S.N	Paper	Subject	Total Marks	Qualifying marks (percentage)
1	Paper-I	Research Methodology	50	50% (45% for the candidates belonging to SC/ST/OBC categories & SGRR Alumni)
2	Paper-II	Subject applied for Ph.D.	50	
3.	Interview	Based on Research aptitude	40	50% (45% for the candidates belonging to SC/ST/OBC categories & SGRR Alumni)
4	Total Marks		140	50% (45% in case of reserved categories).

3.1.2 Personal interview:

Points to be considered during the personal interview (**Annexure-O-III**):

- a). Whether the applicant possesses the requisite competence for the proposed research.
- b). Whether the research can be suitably undertaken at the University.
- c). Whether the proposed area of research can contribute to new/additional knowledge.

The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered Research scholar, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

RR-3: Registration /Admission after Interview

- 3.1** The eligible applicant seeking admission to the Ph.D. program shall apply to the Dean-Research, Shri Guru Ram Rai University, Patel Nagar, Dehradun-248001, Uttarakhand India in the prescribed Ph.D. registration form (available on the university website) along with the registration fee as may be prescribed from time to time (**Annexure-O-IV**).
- 3.2** The registered research scholars are required to compulsory pursue Pre Ph.D. course work and attain a minimum of 55% marks as detailed in RR-5.
- 3.3** In case of any dispute/problem, Dean-Research shall take an appropriate decision. In case where Dean-Research is Head of Place of Research, the Vice-Chancellor will take an appropriate decision.

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- 3.4 After the declaration of the coursework results, research scholars will be allotted the supervisor, provided the requirements detailed in RR-5 are met.
- 3.5 The date of registration shall be the date of provisional admission which shall be confirmed after the successful completion of the Pre Ph.D. course work.
- 3.6 After successfully completing the Pre Ph.D. course work, the research scholar shall present the research proposal before Synopsis Approval Committee (SAC) following the Research Rule RR-6.
- 3.7 As per the rules of SGRR University Ordinance, **registered applicants shall not be allowed to register simultaneously for any other degree course.**
- 3.8 Dean-Research shall admit the students as per the rules and regulations of the University.

RR-4: Eligibility Criteria for Research Supervisor

- 4.1 A regular Professor/Associate Professor, with a Ph.D., of Shri Guru Ram Rai University with at least five research publications in refereed journals. A regular Assistant Professor of the University with a Ph.D. degree and three research publications in refereed journals/ UGC care list may be recognized as Research Supervisors. In medical science courses, Ph.D./MCh/DM, or MD/MS with ten years of experience may be recognized as a research supervisor (**Annexure-O-V**).
- 4.2 Faculty/Scientists who join the University after serving elsewhere with three years of regular teaching/ research experience in the relevant discipline, are also eligible to be considered for recognition Research Supervisor if they fulfill the eligibility as mentioned in 4.1.
- 4.3 Faculty/Scientists desirous of supervising Research scholar of other disciplines/interdisciplinary studies, shall submit an application with their detailed curriculum vitae (CV) to Dean-Research for recognition as Research Supervisor of Shri Guru Ram Rai University along with evidence of regular service and publications of research articles in the related discipline.
- 4.4 To decide upon recognition of Research Supervisor, Dean-Research shall refer the application (with CV and other enclosures including publications) to the Chairman, Research Advisory Committee. The Dean-Research shall notify the recognition after formal approval by the Vice Chancellor.
- 4.5 An eligible Professor/Associate Professor/Assistant Professor can guide up to 08/06/04 Ph.D. scholars, respectively, at any given time. Each supervisor can guide up to 02 international research scholars on a supernumerary basis over and above the permitted number of Ph.D.

Note: The hiring of external main Supervisor for the purpose is not allowed, Co-Supervisor may be allowed as

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per Shri Guru Ram Rai University Ph.D. same department or other departments of

ordinance. Co-Supervisors from within the the same institution or other institutions may

be permitted with the approval of the competent authority. **{Regulation no. 6.1 UGC (Minimum Standards and Procedure for Award of Ph.D.. Degree) Regulations 2022}**. The number of candidates that can be supervised by a Supervisor/ Co- Supervisor shall be governed as per UGC norms and SGRR University ordinance with Professor/Associate Professor/Assistant Professor guide up to 08/06/04 Ph.D. scholars, respectively, at any given time (**Annexure-O-VI**).

RR-5: Course work for Ph.D. registered Research scholar

The course work is compulsory and will carry **18 credits** (As per UGC Regulations 2022, the credit assigned to the Ph.D. course work shall be a minimum of 12). The breakup of these credits is as under:

- 5.1 Research Methodology (4 credits):** It includes Research Methodology, Quantitative Methods, Computer Application, Tools and Techniques including Instrumentation, Communication Skills.
- 5.2 Research & Publication Ethics (2 credits):** It includes research & publications ethical values like plagiarisms etc.; as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019.
- 5.3 Subject specific course work (8 credits):** There may be one or two subject specific papers.
- 5.4 Field work (4 credits):** Seminar/ conference presentation, review literature and other academic activities.

In case of pandemic scenario, course work may be conducted in the form of blended teaching.



Table 3.0: The Course Structure and the Assessment scheme

S.N.	Subject	Credits L:T:P	Total credit	Total marks	Minimum marks to be scored for successful completion
1.	Research methodology	2:1:1	4	80	40
2	Research & Publication Ethics	1:1:0	2	40	20
3.	Subject specific paper/s	4:2:2	8	160	80
4.	Field work	0:2:2	4	80	40
Total			18	360	180

Admitted Research Scholar shall be required to undertake course work. The course work will be for a minimum period of one semester. Research Scholar will have to qualify course work papers in first two semesters. The course work shall be treated as pre-Ph.D. preparation. A Ph.D. scholar must attain a minimum of 55% marks for being eligible to continue the programme and submit the thesis. If found necessary and as per the recommendation of the SAC, course work may be carried out by doctoral Research Scholars in related departments/institutes either within or outside the University, for which due credit will be given to them. Evaluation of the course work will be done by the faculties of the University.

5.5 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.



RR-6: Synopsis Approval Committee (SAC) Composition:

- a) Dean of concerned School (**Chairperson**)
- b) Dean-Research (member)
- c) External expert (a Professor/Scientist from outside the university)
- d) Research supervisor/s (member/s)
- e) Head of the Department (Convener)

Research scholar has to present his/her synopsis before SAC for the approval of research title, timeline of Ph.D., aims/objectives, methodology and tentative chapter plan. The committee may also decide the course(s) that he/she may have to do, if necessary.

RR-7: Progress Report

- 7.1** All the registered Research Scholars shall be required to submit to the Head, Place of Research, through their Research Supervisors, elaborated progress report every six months. The research progress report should be detailed report of the research conducted in 06 months period.
- 7.2** The progress reports submitted shall be placed by the Head, Place of Research before the Progress Monitoring Committee (PMC) consisting of:
 - 7.2.1** Dean-Research
 - 7.2.2** Dean of School (Chairperson)
 - 7.2.3** Head of the Department
 - 7.2.4** The Research Supervisor (Convener)
 - 7.2.5** School Research Committee Member
 - 7.2.6** Discipline expert from the SGRR University

The PMC shall be constituted by the Dean Research, SGRR University for each Ph.D. scholar. In the SGRR Institute of Medical & Health Sciences, Head of the Department shall serve as the chairperson of the PMC. Each semester, a Ph.D. scholar shall appear before the PMC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

The Committee shall carefully and strictly scrutinize the progress reports and prepare a brief statement on the progress of Research Scholar. In case of unsatisfactory reports, the research scholar will be given 01 month to incorporate the suggestions and submit the progress report. In case of any dispute, the Dean-Research will take the final decision. Dean Research shall maintain a record of these reports and statements.

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RR-8: Cancellation of Registration

Registration of a Research Scholar shall be cancelled (in any one of the following eventualities, after due approval by Dean-Research).

- 8.1** If Research Scholar fails to comply with rules of attendance as stipulated.
- 8.2** If a Research Scholar (full time) remains absent for a continuous period of four weeks without prior intimation/sanction of leave, admission shall be terminated (except in special cases).
- 8.3** If he/she resigns from the Ph.D. Program the resignation should be duly recommended by the Supervisor.
- 8.4** If he/she fails to submit the fee his/her registration in any semester (subject to the provision contained in the University Ordinances).
- 8.5** If a Research Scholar fails to submit two reports consecutively with due clearance of the fee, his/her registration shall be treated as cancelled.
- 8.6** If his/her research progress is found unsatisfactory and cancellation of the registration is recommended by the PMC.
- 8.7** If he/she does not clear the course work examination within specified time/grades as stipulated.
- 8.8** If he/she is found involved in an act of misconduct and/or indiscipline and termination has been recommended by a competent authority as appointed by the University.

RR-9: Submission of Thesis

Before submitting the dissertation/thesis, the Ph.D. scholar shall make a Pre Ph.D. presentation before the PMC, which shall also be open to all faculty members and other research scholars.

Ph.D. thesis should be submitted after completion of three years (36 months) from the date of registration. Following certificates shall be submitted along with the thesis:

- 9.1** 'No Dues Certificate' from the Head of the concerned Department where the research work was carried out; Account section; libraries (departmental & central) & sports section (**Annexure-O-XIII**).
- 9.2** Declaration by Research Scholar regarding originality of the research work should be given on A4 size paper and the same is to be attached with the thesis (**Annexure-O-VIII**).
- 9.3** Certificate duly signed by the Supervisor for the fulfillment of the requirement by the candidate as prescribed by the University (**Annexure-O-IX**).
- 9.4** A certificate from the supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other University. (**Annexure-O-VIII**).

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- 9.5 Research papers of the Research Scholar (published/ accepted) should be related and relevant to the research work reported in the thesis with the SGRR University affiliation.
- 9.6 Plagiarism report duly signed by the Research Scholar, supervisor and verified by the Departmental Academic Integrity Panel (DAIP). It must be an integral part of the thesis.

RR-10: Format for Thesis

10.1 Preparation

Research Scholars submitting the thesis are required to adhere to the following guidelines regarding paper size; text layout etc., except in special cases in which concerned Faculty Head is satisfied that it is not possible to comply with the requirements of these guidelines:

- 10.1.1 Size of the paper should be A4 (8.5" x 11.5") except for maps, drawing, and graphs.
- 10.1.2 The text should be typed on one side of the paper leaving a margin of 4 cm on left hand side and 2 cm on right hand side as well as 2 cm at the top and 2 cm at the bottom.
- 10.1.3 The text should be typed in 1.5 line spacing using normal type face/electronic typing/ PC word processing in 12 font size of Times New Roman (English Font) or Mangal/Kruti (Hindi Font); Fancy fonts are not allowed for text writing.

10.2 Cover layout is also specified:

Affiliation of the supervisor could be added but it should not contain administrative designation like Head of the Department/ Dean, etc. Also do not write as Dr./Prof./ Mr./Ms./Mrs./Captain etc. before the name of scholar wherever it is mentioned in the thesis (**Annexure-O-X**).

- 10.2.1 A Ph.D. Research Scholars **shall publish two research papers** in a UGC listed journal before the submission of the thesis/monograph. The PMC may recommend the research scholars, having no publications, if deem fit for the submission of the thesis.
- 10.2.2 Research scholar shall be allowed to submit his/her thesis after the completion of a period of two months and before six months from the date of submission of the synopsis, failing which the candidate will have to pay the prescribed fine (2000/- per month) for late submission. Late submission of thesis shall be allowed up to the completion of one year from the date of submission of the synopsis or till the expiry of the registration period, whichever is earlier. Research Scholar will have to submit synopsis again, if given extension.



10.2.3 The thesis shall be submitted in four copies soft bound form along with a soft copy (CD), required for sending to the external examiners (**Annexure-O-XI**).

10.2.4 After attaining the examiners report, the research scholars are required to submit the point by point rebuttal to the suggestion/queries raised by the examiner, if any. The rebuttal shall be duly endorsed by the supervisor mentioning the suggestions/recommendations of the examiners have been incorporated by the research scholar in the Ph.D. thesis.

10.2.5 After incorporating the suggestions/recommendations in the Ph.D. thesis, research scholar shall submit 05 copies of final hard bound thesis in the prescribed format to the Dean Research office to be presented in Ph.D. viva voce examination.

RR-11: Appointment of Examiners

- 11.1** The process for appointment of examiners shall be undertaken soon after the Research Scholar submits his/her thesis.
- 11.2** The Vice-Chancellor may indicate the order of priority of examiners from 1 to 3 from the list of 10 external examiners (05 by the Chairperson, SAC and 05 by the research supervisor). The thesis shall be sent to the examiners and evaluated by three external examiners. One examiner from within the State and one shall be from outside the State. The third examiner may be from the state or outside the state. *“The Supervisor of the Research Scholar shall be an internal examiner”*. The Vice-Chancellor may recommend and approve the experts of the concerned research area other than the proposed panel.
- 11.3** If the approval of the examiners panel is delayed beyond three months, Dean Research may bring this to the attention of the Vice-Chancellor directly and the Vice-Chancellor in such a case, may initiate an appropriate action in consultation with the Dean-Research ensuring that the panel is approved within a month.

RR-12: Evaluation

- 12.1** After the approval of the panel of examiners, Controller of Examination (COE) shall invite the first three examiners from the approved panel, to examine the thesis. COE shall forward the thesis to the examiners within a week from the date of the receipt of the acceptance letter of the examiner or the submission of thesis, whichever is later. If an examiner does not accept the invitation within thirty days from the date of dispatch of the invitation letter, the COE shall send an invitation letter, to the next examiner on the panel (**Annexure-O-XII & Annexure-O-XIV**).
- 12.2** The external examiners shall independently send their reports to the COE within sixty days from the

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date of receipt of the thesis. If an him/her a reminder immediately after the to submit the report within thirty days. If the examiner concerned fails to comply even within the extended period, the COE shall cancel his appointment forthwith and invite the next examiner from the approved panel to evaluate the thesis. In the event of a request for late submission of the Examiner's report, receipt of the report after the appointment has been cancelled or the loss of report, postal delay, etc., the Dean-Research will take an appropriate decision in the interest of the Research Scholar concerned.

examiner fails to v do so, the COE will send expiry of the said period and request him/her

12.3 The reports received from the external examiners shall be immediately forwarded to the Dean -Research who, after ascertaining that the reports are positive, shall arrange for viva and defense of the thesis at the earliest date, suitable to internal examiner, the external examiner and the Chairperson, Dean of the concerned school will be the Chairperson for the defense. The Dean shall make the reports available to the candidate, the Research Supervisor at least a day before the date of the viva. In case of any problem, Dean-Research will take an appropriate decision (**Annexure-O-XV**).

12.4 Based on final reports of external examiners, the thesis will be accepted/rejected as per given in **table 4.0**.

Table 4.0: Template for Examiner's evaluation report

S.N	Examiner 1	Examiner 2	Examiner 3	Action
1	Accept	Accept	Accept	Viva Voce
2	Accept	Accept	Minor revision	Revise thesis with corrections submit within 15 days for viva voce.
3	Accept	Accept	Accept with major revision	Revise thesis with corrections submit within 30 days for viva-voce
4	Accept	Accept with major revision	Accept with major revision	Resubmission within 60 days after incorporating suggestions. Thesis to be sent to all examiners again
5	Accept	Accept	Reject	Revise thesis with corrections shall be sent to the 04 th examiner nominated by the

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				Vice-Chancellor*
6	Accept/ Resubm ission	Reject	Reject	Reject & declared ineligible for the award of Ph.D. degree

*A positive report from the 04th examiner will be pre-requisite for the viva-voce examination. However, if the report from the 04th examiner refers rejection of the thesis, the Vice-Chancellor will make the final decision.

RR-13: Plagiarism and subsequent actions

- 13.1** If the University receives complaint of plagiarism with sufficient evidence or if any Examiner points out occurrence of plagiarism in the thesis, thesis shall be sent to the SGRR University Research Ethics Committee by the Vice Chancellor, to verify and ascertain the occurrence of plagiarism (with the help of software and by physical verification).
- 13.2** If plagiarism is proved, a show cause notice shall be issued to the Research Scholar and a copy of the same to Supervisor/s (for information only). After receiving reply of show cause notice, all documents/reports/answers to the show cause notice shall be placed before the RC for appropriate action including possible annulment of Registration of the Research Scholar and initiation of disciplinary action against the Research Scholar.
- 13.3** Unsigned and undated complaints without the address of the complainant will not be entertained by the University.
- 13.4** The University shall also strictly maintain confidentiality of the name and address of the complainant.

RR-14: Viva-Voce and Defense of the Thesis

- 14.1** The viva-voce board shall consist of Research Supervisor and one of the three external examiners, approved by the Vice Chancellor. The viva-voce may be conducted offline or online. The date, time and the place for the viva voce and the defense of thesis shall be notified by the Dean Research in advance. Normally, the viva voce and the defense of the thesis shall be arranged in the University Department.
- 14.2** The defense of the thesis shall be open and take place in the presence of all faculty members of the concerned department, research scholar and Supervisors. The Supervisor (Internal Examiner), one External Examiner and the Chairperson shall jointly evaluate the performance of the candidate. In case of dispute, the Dean Research shall take the final decision.

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- 14.3** If neither of the external examiners is able to be present at the time of the viva voce/defense, the Vice-Chancellor, on the recommendation of the Supervisor and the Dean Research shall appoint a senior research Supervisor to act as an examiner for the defense of the thesis. In case the internal examiner is not available, the Vice-Chancellor shall appoint one of the senior research Supervisor on the recommendation of the Dean Research and Head of the Place of Research.
- 14.4** The examiners present for the viva-voce and the defense of the thesis shall submit their final consolidated report along with the reply given to the queries raised by the external examiners in the written form, signed and accepted by the members of the Viva-Voce Panel to the COE.
- 14.5** In case the defense is not satisfactory, the examiners may unanimously recommend with reasons that a fresh viva-voce and defense of the thesis be organized within a period of not less than one month. If the defense is still not satisfactory, the Committee would record the reasons for the same. The Committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.

RR-15: Depository with the University Grants Commission (UGC)

- 15.1** Following the successful completion of the evaluation process and announcement for the award of Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the University Grants Commission, for hosting the same in INFLIBNET accessible to all Colleges/Institutions/Universities.
- 15.2** The University shall issue a provisional certificate, certifying to the effect that the Degree has been awarded in accordance with the Regulations issued by the University Grants Commission as per the Notification dated 1st June 2009 and subsequent in the Gazette of India, published on 11th July 2009 and amended in May 2016.
- 15.3** The final result shall be officially declared by the Dean Research within eight days from the date of the receipt of the favorable report on the defense of the thesis.

RR-16: Ph.D. through Part-time Mode-

Ph.D. programmes through part-time mode are permitted as per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, provided all the above conditions stipulated in the Ordinance are fulfilled. Research Scholar are required to submit a “No Objection Certificate” for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

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- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

RR-17: Ethical Committee for Research

Ethical committee of the University will be constituted as per UGC CPCSEA guidelines.

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Ordinance 40 Alumni Association

Rules and Regulations

1. Name: SGRRU ALLUMNI ASSOCIATION COMMITTEE, Dehradun -- The Alumni Association of Shri Guru Ram Rai University, Dehradun (hereafter referred to as the Association). The Alumni would be referred to as "SGRRURITES".

2. Address: The registered office is located in Shri Guru Ram Rai University Patel Nagar, Dehradun 248 001 (Uttarakhand) (hereafter referred to as the Institute).

3. Jurisdiction: The Association shall have jurisdiction all over India/ wherever SGRRU Alumni reside.

4. Membership of the Association & categories of the members:-

The Association shall have the following categories of members:

(a) Life Members (hereafter referred to as members) and

Those

(i) who have received degree(s)/diploma(s) awarded by the Institute, herein referred to as the alumni, and

(ii) the faculty members who have served the Institute for at least one year, and have paid the life membership charge of the Association, shall be the members of the Association.

(a) Honorary Members (i) All the past directors of the Institute and (ii) Eminent personalities honored by the Institute shall be the Honorary Members of the Association. In addition, the Association can also confer the Honorary Membership to persons of eminence who have not received any degree from the Institute but have contributed immensely or have shown a keen interest for the development of the Institute.

Ex-Officio and Nominated Members:-

- a) A distinguished alumnus/alumna
- b) President/Nominee of SGRRU Managing Committee or an equivalent body
- c) Past-President
- d) Past-Secretary
- e) Nominee of the Patron
- f) The members of the managing committee shall be notified in writing or by e-mail of the meeting not less than Seven days prior to the appointed date of meeting and shall specify the venue, date and hour of the meeting.
- g) The agenda of the meeting shall be the agenda settled by the President and Secretary or any one member of the committee.

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- h) The accounts shall be kept separately of all foreign donations/grants/ contributions if any.
- i) The terms of the managing committee shall ordinary be for two years. The members of the managing committee shall be elected after every two years by the General Body.
- j) Appointments of any vacancies in the managing committee due to the death of a member or otherwise would be made by the members of the managing committee.

5. Cessation of Membership:

A member of the association shall cease to be a member:

- a) If he/she shall die or found to be of unsound mind, or
- b) If he/she is an undischarged insolvent or has applied to be adjudicated insolvent or,
- c) If he/she has been convicted by a court or tribunal of competent jurisdiction for any offence involving moral turpitude or,
- d) On tendering his/her resignation or,
- e) If he/she act against or subverts the activities of the association/ society or engages himself/herself on acts which are prejudicial to the interests of the association/society.
- f) If he/she has defaulted in payment of Annual Subscription in continuation for Five years.

6. Membership fee:

The rate of subscription for life membership of the association at the time of application shall be Rs.1000.00.

7. Organization of the Association:

- a) General Body
- b) Managing Committee

A. General Body and Its Duties:

(1) Composition: All the members of the Association shall comprise the General Body of the Association.

(2) Meeting: The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more that 18 months shall elapse between two successive Annual General Body Meetings.

(3) Notice time for the Meeting: A notice of clear 21 days convening an Annual General Meeting shall be given to the members. The Secretary shall upon being requested in writing by the Executive Committee or by at least 30 members of the Association, call an Extraordinary General Meeting (EGM) for which at least 15 days notice along with agenda shall be circulated to all the members.

(4) Coram: A minimum of 51% of the registered members present in person shall form a quorum for any meeting of the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall again take place after 30 minutes of adjournment to transact the same business and the members present shall form the quorum.

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All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of vote, the President in Chair shall have the casting vote.

Returning officer for the elections will be appointed by the Managing Committee who will conduct the election process. The guidelines for conducting the election will be decided by the Managing Committee.

Duties of the General Body:-

- i. To elect office bearers and members of the Managing Committee.
- ii. To set guidelines for the Managing Committee so as to achieve the aims and objectives of the Association.
- iii. To appoint Auditors.
- iv. To consider and adopt the Annual Report and Audited Accounts of the Association.
- v. To transact any other business with the permission of the President in Chair.

B. Managing Committee

- i. Composition: The General Body of the association shall elect the office bearers and the members of the Managing Committee. The Committee shall consist of :-

- (1) President
- (2) Vice-President-I
- (3) Vice-President-II
- (4) Secretary
- (5) Joint Secretary-I
- (6) Joint Secretary-II
- (7) Treasurer
- (8) Four Senior members representing a broad-based cross-section of alumni
- (9) Three other members

Chief Patron: The Chairman, Governing Council will be the ex-officio chief Patron of the association.

Patrons: (i) Authorized Signatory & a member of SGRR Education Mission, Managing Committee; (ii) OSD (Academics) SGRR Education Mission; (iii) The Principal, SGRR(PG) College, Dehradun, and (v) The Registrar, Shri Guru Ram Rai University will be ex-officio members of the Management committee and the General Body of the SGRRU Alumni Dehradun and are permanent Invitees to all meetings of the Managing Committee and general body. Their role shall be :-

- o To act as a mediator between the institute and its Alumnus.
- o In case of disagreement between the members of the managing committee the dispute may be referred to the Patron for his/her opinion.
- o Will have access to the Book of Accounts of Association at any point of time.

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- ii. Meeting: The Managing Committee will meet ordinarily every 6 months, but the Secretary with the permission of President, can call an emergent meeting at any time.
- iii. Notice Period: A notice of 15 days shall ordinarily be given to members for convening an emergent meeting.
- iv. Quorum: The quorum for the Managing Committee meeting shall be seven. In case, there is no quorum, it shall be adjourned and reconvened after 15 minutes, the number of members present will form the quorum.
- v. Filling up of Vacant Seats: In the eventuality of any seat left vacant, the Managing Committee will have the power to co-opt members to fill the vacancies.
- vi. Duties and Rights of the Managing Committee: The managing committee shall subject to these and by laws made from time to time by the association, conduct and manage all the business and affairs of the association. Moreover, the business and affairs of the association, exercise such powers, managing committee shall exercise such powers, do such acts only for the benefit of the association.

The managing committee shall have the following special powers and duties:-

- a) To conduct all types of the meetings.
 - b) To determine the duties of the office bearers and employees subject to these regulations.
 - c) To appoint, remove and suspend paid officers and servants and to fix their salaries and duties.
 - d) To maintain all the accounts.
 - e) To look after and manage all the property of the association.
 - f) To determine the policies and the priorities of the association.
 - g) To issue general instruction and guidelines to the members of the association on any matter concerning the policy of the association.
 - h) To frame rules and regulations for the proper conduct of the business from time to time of the association.
 - i) To coordinate the work of the society at all the locations and levels.
 - j) To promote the aims and the objectives of the association and the execution of direction and guidelines formulated by the general body from time to time.
- vii. Tenure of the Managing Committee:- The term of the Managing Committee shall be of 2 years.
- The Elections shall be held at every alternative Annual General Meeting (AGM) of the General Body. The term of the Managing Committee (MC) shall begin at the AGM and last till the next Election of AGM.
 - All members of the MC shall be elected from amongst the members of Alumni Association (AA). The election will be by secret ballot, and the electorate shall be all members of the AA.

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- When elections are due, the sitting MC shall appoint a Returning Officer who shall be responsible for the successful conduct and declaration of the election results. The Returning Officer shall be a senior member of AA minimum of 50 years of age.
- The Returning Officer may co-opt other members of the association for the smooth conduct of the elections.
- The election for the incoming MC will be conducted by the Returning Officer and his team under the last item of the Agenda for the AGM, which will be “To elect a new MC for the ensuing (2022-23..... as the case may be.”

(As per Clause no 7.B.i of the Rules and Regulations of AA, the MC shall consist of 7 (seven) office bearers and 7 (Seven) members elected by the members of AA.)

Post	No of Posts	Tenure	Cooling off period between two terms **	Max no of tenures tenable by a member for the post
President	One	One term	One term	Two terms
Vice President	Two	One term	One term	Two terms
Secretary	One	One term	One term	Two terms
Treasurer	One	One term	One term	Two terms
MC Members	Seven	One term	Nil	Nil

Note

** Cooling off period will be applicable only if the member wishes to contest the elections for the post already held by the member. If the member wishes to contest elections for a different post, cooling off period will not be applicable.

Qualification Criteria shall be as under: -

Post	Minimum years since pass out from the institute	Minimum tenure as MC member *	Member stationed at
President	10 years	One term	Any where
Vice President (two)	07 years	One term	# One each from Dehradun and outside Dehradun
Secretary	07 years	One term	Any where
Treasurer	07 years	One term	Dehradun
MC Members	07 years for four (4) senior members and 3 years for the balance three (3) members	Nil	Any where

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8. Duties and Responsibilities of the Managing Committee Office Bearers:

(i) President

- a) To preside over the meeting and to see that the meeting is conducted properly
- b) Is responsible for the working of the association/managing committee with all members.
- c) To supervise and guide the overall activities of the society.

(ii) Vice President-I: The Vice President-I shall act as President in the absence of the President and assist in the management and promotion of the objectives of the Association.

(ii) Vice President-II: The Vice President-II shall act as President in the absence of both the President & Vice President-II and assist in the management and promotion of the objectives of the Association.

Signature of the Secretary & of atleast three Officer Bearers)

(iii) Secretary :

- a) To call meeting at general body/managing Committee with the consent of President/ Chairman.
- b) To attend the meetings, keep minutes of all the meeting of both the bodies.
- c) To prepare the annual budget
- d) To document all the papers connect with income-expenditure of the association.
- e) To get the accounts audited by the chartered accountant.
- f) To carry on correspondence on behalf of the association / society / Managing Committee.

(iv) Joint Secretary-I:

- a) The Joint Secretary-I shall assist the Secretary in the management of the activities of the association
- b) The Joint Secretary-I shall act as the secretary, in the absence of the Secretary

(v) Joint Secretary-II:

- a) The Joint Secretary-II shall assist the Secretary & the Joint Secretary-I in the management of the activities of the association
- b) The Joint Secretary-II shall act as the secretary, in the absence of both the Secretary and the Joint Secretary-I.

(vi) Treasurer:

- a) The treasurer shall maintain the accounts of the association. Treasurer shall also get it audited from the auditor annually.
- b) To keep the accounts Bank a/c ledger of the association and to sign all the documents of the accounts.

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9. Amendments:-

Any provision of this constitution can be amended by a two-thirds majority of those alumni members present and voting in the General Body Meeting(GBM). The Managing Committee shall first pass such amendments and then get it approved by the GBM. Then, as per the provision of Society Registration Act 1860, the recommended proposal shall be forwarded to the Society Registration office for endorsement.

10. Finance and Accounts:-

- a) All moneys of the association shall be deposited with a scheduled commercial bank after consultation with the Managing Committee of the Association.
- b) The Bank account of the association shall be opened, closed and operated jointly by the Secretary and Treasurer of the association. There shall be two signatories for all the cheques/withdrawals who are part of the Institute and, if they are not, then the person so appointed will be authorized by the Director of the Institute.
- c) All bank accounts of the association shall be the sole property of SGRRU Alumni Association, Dehradun.
- d) The Memorandum of Association and Rules & Regulations of the Association shall be submitted to the bank while opening of the account.

11. Managing Committee Annual List and Balance sheet:-

Every year the list of managing committee members and statement of income-expenditure & the balance sheet shall be submitted in the office of Dy Registrar, Firms, Societies & Chits, Uttarakhand.

12. Audit of Accounts:-

- a) The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the General Body.
- b) The Auditor so appointed shall be a practicing Chartered Account as defined in the Chartered Accountants Act, 1949 and must not be a member of the Local Chapter.
- c) The Auditor shall have access at all reasonable time, to the accounts and securities. He /She shall examine the securities and annual account and shall audit and certify the same before the latter are submitted to the Annual Meeting (AM).
- d) In the event of the deceased or resignation of the Auditor, another auditor shall be appointed to the office by the Resolution of the General Body after consultation with the Managing Committee.

13. Suit and proceedings by and against the Association:-

The association may sue or be sued in its name through the Secretary as per the provisions of section 6 of the Societies Registration Act, 1860.

No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.

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(Signature of the Secretary & of atleast three Officer Bearers)

14. Records of the Association:-

- a) Membership Register
- b) Minute Books
- c) Cash Book
- d) Ledger
- e) Dispatch Register
- f) Any other register and documents required for the said purpose.

15. Winding up of Association:-

The association shall be dissolved as per the provisions laid down under section 13 and 14 of the Societies Registration Act 1860.

Date:

(Signature of the Secretary & of atleast three Officer Bearers)

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Ordinance 41

Recruitment

&

Promotion

Rules for The Teaching & Non-Teaching Staff

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DEFINITIONS:

Unless there be something repugnant to the context, the terms used in these rules shall have the meaning as defined here under:

- (i) 'Age of Superannuation' means the age on which an employee shall retire from the regular service of the University.
- (ii) 'Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Board of Governors of the University.
- (iii) 'Competent Authority' in relation to the exercise of a power means an authority to which said power has been delegated.
- (iv) 'CTC' means the annual emoluments paid by the university and may include the basic pay, dearness allowance, house rent allowance, gratuity, PF, ESI and any other allowance applicable from time to time; provided that in respect of employees who have been appointed temporarily for a specified period, the CTC shall be equal to the monthly emoluments calculated on the basis of terms and conditions specified in the contract.
- (v) 'Dean' means the head of the constituent School.
- (vi) 'Board of Governors' means the Board of Governors SGRR University duly constituted in accordance with the University Act and Statutes framed there under.
- (vii) 'Employee' shall include teaching and non-teaching staff of the University holding a regular post substantively, or on officiating basis or on probation.
- (viii) 'Probationer' means an employee employed on probation against a regular post.
- (ix) 'Regular Post' means a post on regular establishment sanctioned by the University and carrying a definite scale of pay.
- (x) 'Substantive appointment' means an appointment made against a regular post by following the due process, as laid down in the University Statute, Ordinances and Manuals.
- (xi) 'Temporary Position' means a post held on temporary or on officiating basis without going through the regular selection process.
- (xii) 'Traveling Allowance' means an allowance granted to the employee to defray the expenses on out station official journey.
- (xiii) 'University' means SGRR University Dehradun, Uttarakhand.

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1. VISION, MISSION AND CORE VALUES

1.1 VISION OF SGRR UNIVERSITY:

To establish Shri Guru Ram Rai University to be a Center of Excellence in higher education, innovation and social transformation by nurturing inquisitive and creative minds and by enabling the stakeholders to become committed professionals and educators of national and global relevance.

1.2 MISSION OF SGRR UNIVERSITY:

- To provide a comprehensive and sustainable educational experience that fosters the spirit of enquiry, scientific thinking and professional competence along with ethical and spiritual values.
- To deliver a classic, well rounded learning experience that is distinctive and impactful on the young generation preparing them for a successful career
- To engage, inspire and challenge the stakeholders to become leaders with ethics and positive contributors to their chosen field and humane citizens
- To attract, train and retrain qualified staff to work efficiently to bring forth the maximum resource potential
- To develop committed and responsible professionals who work for the welfare of the society by providing innovative and efficient solutions and creating long term relationship with the stakeholders
- To create a sustainable career, by collaborating with stakeholders and participating in community partnership for life and livelihood in the local society in a responsive and dynamic way
- To make our students globally competent by introducing specialized training leading to professional capabilities and developing diverse skills in them for competitive advantage.
- To establish quality standards for generations by epitomising professionalism and integrity while raising the achievements of students.
- To ceaselessly pursue excellence by strengthening a learning environment that makes the institution the most preferred destination in the country.



2. HUMAN RESOURCE ADMINISTRATION

2.1 HUMAN RESOURCE PHILOSOPHY:

- (i) We believe that Human Resources at SGRRU is an asset which needs constant grooming, encouragement for lifelong learning and must cater to a lifelong commitment in teaching, research and administration.
- (ii) We believe that equitable and fair treatment of people at work leads to harmonious work culture and the policy ought to be based on performance oriented assessment of competence, commitment and flexibility, which are pre-requisite to organizational effectiveness.
- (iii) We value and respect each person as an individual and encourage diversity of culture, thought and behavior, circumscribed only by code of ethics and overall performance.

2.2 HUMAN RESOURCE POLICY:

- (i) We view the teaching staff as core to our being, repository of our vision, mission, competence and value system.
- (ii) We look forward to young, talented and vibrant individuals who are suffused with values and commitment.
- (iii) We seek those who are passionate about teaching and overall development of students into good human-beings.
- (iv) We value and encourage dedicated and enthusiastic staff members for their untiring efforts towards overall growth of the University.
- (v) We expect commitment to lifelong learning and application of knowledge to improve the quality of human existence.

2.3 RECRUITMENT POLICY:

Our recruitment policy aims at ensuring;

- (i) that we select the best among the available candidates through a fair selection process as laid down in the Statutes.
- (ii) that in addition to academic credentials, we assign appropriate weightage to experience in industry and research while making selections to teaching positions.
- (iii) that our recruitment process is solely based on merit, qualification, trait and competency required for the given job profile; and will not be biased to an applicant's or employee's gender, caste, religion, age (adhering to statutory norms), marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee, etc.

SGRR University has a commitment to provide equal opportunities to all applicants and it seeks to foster diversity and capability in terms of qualification, experience and skill among the workforce.

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2.3.1

- (i) The requirement of teaching staff in each School or Department, and all internal promotions due shall be placed before the Vice Chancellor for his approval, whereas similar matters relating to non-teaching staff shall be placed before the Registrar, for his consideration and decision.

All regular/contractual appointments of teaching and non-teaching staff shall be made on the recommendation of the duly constituted Selection Committee as defined under the Statutes.

Appointment / Promotion beyond the sanctioned strength may be made, in exceptional cases, with the approval of the Chairman, Board of Governors.

- (ii) Recommendations of Selection Committees will be placed before the Board of Governors for its approval; provided that in case the Board of Governors disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision;

provided further that the Board of Governors may authorize the Vice-Chancellor to approve the minutes of the Selection Committees and place them before the Board of Governors in its next meeting.

- (iii) The University shall advertise the vacancies on the University website as per the norms prescribed by the UGC or any other regulatory body.

- (iv) The University shall be authorized to appoint a selected person on such terms and conditions as may be determined by the University.

3. CLASSIFICATION & CADRE OF UNIVERSITY OFFICER AND STAFF

3.1 OFFICERS OF THE UNIVERSITY:

- (i) Chancellor
- (ii) Vice-Chancellor
- (iii) Pro-Vice-Chancellor
- (iv) Registrar
- (v) Dean of School
- (vi) Dean Students' Welfare
- (vii) Controller of Examinations
- (viii) Chief Proctor
- (ix) Chief Finance Officer
- (x) Head of the Department
- (xi) Dean, Academics
- (xii) Dean, Research and Development

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3.2 CADRE OF TEACHING STAFF:

- (i) Professor Emeritus
- (ii) Distinguished Professor
- (iii) Adjunct Professor
- (iv) Professor
- (v) Associate Professor
- (vi) Assistant Professor

3.3 CADRE OF NON TEACHING STAFF:

- (i) Deputy Registrar & equivalent
- (ii) Assistant Registrar & equivalent
- (iii) Administrative Officer & equivalent
- (iv) Sr. Executive Assistant & equivalent
- (v) Executive Assistant & equivalent
- (vi) Office Assistant & equivalent

3.4 CADRE OF OTHER TEACHING / NON-TEACHING STAFF:

- (i) Medical Superintendent
- (ii) Dy. Medical Superintendent
- (iii) Director
- (iv) Dy. Director
- (v) Senior / Junior Research Fellow
- (vi) Lecturer
- (vii) Tutor
- (viii) Demonstrator

3.5 CADRE OF SPORTS AND PHYSICAL EDUCATION STAFF:

- (i) Director
- (ii) Dy. Director
- (iii) Assistant Director
- (iv) Sports Officer

3.6 CADRE OF LIBRARY STAFF:

- (i) Chief Librarian
- (ii) Dy. Librarian
- (iii) Assistant Librarian
- (iv) Professional Assistant Library
- (v) Semi Professional Assistant Library
- (vi) Library Assistant
- (vii) Jr. Library Assistant
- (viii) Library Attendant

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3.7 CADRE OF LABORATORY STAFF:

- (i) Technical Officer
- (ii) Sr. Technical Assistant
- (iii) Technical Assistant
- (iv) Laboratory Assistant

4. TERMS & CONDITIONS OF SERVICE OF THE OFFICERS/ TEACHING / NON TEACHING STAFF OF THE UNIVERSITY

4.1 GENERAL:

SGRR University considers it expedient to define, with sufficient accuracy and comprehensiveness, the conditions of employment under it and to make the said conditions known to its existing and prospective employees. The TERMS & CONDITIONS OF SERVICE as laid down herein under shall be applicable with effect from the date of notification of the Manual of Human Resource Administration Policies and Regulations.

4.2 RECRUITMENT AND QUALIFICATIONS FOR APPOINTMENT:

4.2.1 Officers of the University:

Appointment of officers to the functional positions in the University shall be in accordance with the provisions laid down in the Act and / or Statutes.

4.2.2 Teaching:

- (i) The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor in the University shall be on the basis of merit through an advertisement, followed by selection by a duly-constituted Selection Committee as per the University Statutes, Ordinances and Regulations.
- (ii) The minimum qualifications required for the posts of Assistant Professor, Associate Professor, Professor and Senior Professor will be those as specified by the University Grants Commission or any other relevant statutory authority.

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- (iii) The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions;

provided, the candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, as amended from time to time, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor or any equivalent position in the University;

provided further that the award of degree to candidates registered for Ph.D. Program prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the University, subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work in UGC/Scopus/WoS indexed;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR/ICAR or any similar agency.

The fulfillment of these conditions is to be certified by the Competent Authority of the University.

- (iv) The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- (v) A minimum of 55% marks (or an equivalent grade in a point scale) at Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

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A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record for recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedure.

- (vi) A relaxation of 5% may be provided (from 55% to 50% of the marks) to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- (vii) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- (viii) The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professor.
- (ix) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor.
- (x) The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Stage 3) in the University.
- (xi) The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in University.
- (xii) The time taken by candidates to acquire Ph.D. Degree shall not be considered as teaching/research experience for appointment to the teaching positions.

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- (xiii) Further, the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
- (xiv) Regular teaching staff up-to twenty percent of the total teaching strength (excluding teaching on medical / maternity leave) shall be allowed to take study leave for pursuing Ph.D. degree.
- (xv) In exceptional cases, where a deserving candidate brings extra-ordinary Academic/Corporate credentials (e.g. international academic experience), any or all of the above mentioned criteria may be waived off by the selection committee on merit of each case. The norms for direct recruitment in the teaching disciplines mentioned below shall be referred from the **Annexure-1**:
- a) ARTS, COMMERCE, HUMANITIES, EDUCATION, SOCIAL SCIENCES, SCIENCES, BIOTECHNOLOGY & SCIENCES, LANGUAGES, AGRICULTURE, VISUAL ART & OTHER TRADITIONAL ART FORMS, YOGIC SCIENCES
 - b) JOURNALISM & MASS COMMUNICATION
 - c) ENGINEERING & TECHNOLOGY AND MANAGEMENT
 - d) PHARMACY
 - e) MEDICAL SCIENCES
 - f) NURSING
 - g) PARAMEDICAL AND ALLIED HEALTH SCIENCES



4.2.3 Non-Teaching:

Appointment to all non-teaching positions (including statutory positions) shall be in conformity to the regulations prescribed by the UGC or the Statues of the University, following a staffing pattern as decided by the Competent Authority, from time to time.

Promotions in the non-teaching cadre shall be in accordance with the laid down Career Framework, as at **Annexure-2**, subject to vacancy against an open position, as prescribed in the staffing pattern.

4.3 PROMOTION UNDER CAREER ADVANCEMENT SCHEME:

4.3.1 Teaching

Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed and fulfill the eligibility and performance criteria as laid down. API score minimum requirement shall be as per UGC regulation, 2018.

The following scheme has been approved for stage up-gradation/ promotion in the grades of Assistant Professor/Associate Professor/Professor in SGRR University.

1. Assistant Professor (Scale Rs. 15600-39100):

A. Stage I - AGP of Rs. 6000 to Stage II - AGP of Rs. 7000

Assistant Professors holding Ph.D. degree with a minimum of 4 years of service or a M.Phil. or PG degree holder (respective professional program) with a minimum of 5 years at Stage 1 would be eligible consideration for up-gradation to stage II. Further, the fifty percent of the service rendered in the same or equivalent level in any other institution may be counted for the purpose.

The other qualifying conditions would be as under:

- (i) Consistent scores of not below the level SATISFACTORY during the last three years of continuous service in the stage.
- (ii) At least one Faculty Development Program (FDP) of minimum 5 days' duration, or at least one 'Massive Open Online Course' (MOOC) of 20 hours' duration, duly approved by the Dean Academics on recommendation of the Dean of the School concerned.
- (iii) Publication of at least one papers / case study/ year in SCOPUS-indexed journals with the affiliation of SGRR University. In practice-based disciplines, the publications may be replaced by published project reports / published creative work, etc.;

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Provided that any one or more of the following activities may replace ONE of the items, (ii) or (iii) above:

- a) Industrial consultancy of at least Rs. 50,000;
- b) obtaining research grants of at least Rs. 2,00,000;

Promotions to level II will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

Assistant Professor (Scale Rs. 15600-39100):

B. Stage II - AGP of Rs. 7000 to Stage III - AGP of Rs. 8000.

Assistant Professor with at least three years' experience at Stage II would be eligible for up gradation to stage III.

The other qualifying conditions would be as under:

- (i) Consistent scores of not below the level SATISFACTORY, and at least ONE score of level 1 or above in PARS-F in the last three years in the stage.
- (ii) At least one FDP of minimum 5 days' duration or at least one MOOC of 20 hours' duration, duly approved by the Dean Academics on recommendation of the Dean of the School concerned.
- (iii) Publication of at least one paper / case studies per year in SCOPUS/SCI/ESCI in WOS-indexed journals with the affiliation of SGRR University.

Provided that any one or more of the following activities may replace either item (ii) above OR requirement of ONE paper in item(iii) above:

- a) Industrial consultancy of Rs. 1,00,000;
- b) obtaining research grants of Rs. 5,00,000 or above;

Promotions to level III will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

2. Associate Professor (Scale Rs. 37400-67000):

Stage III - AGP of Rs. 8000 to Stage IV - AGP of Rs. 9000

The teaching staff with at least three years' experience at Stage 3 would be eligible for up-gradation to stage IV. The other qualifying conditions would be as under:

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- (i) Must possess Ph.D. degree. An exception may be made in practice-based disciplines or in medical science or dental science or nursing science or allied health sciences; where the council driven rules will apply.
- (ii) Consistent scores of level TWO or above, with no more than ONE Score of level 1 in PARS-F during the last three years of service in the stage.
- (iii) At least two FDP of minimum 5-days' duration or at least one MOOC of at least 20 hours' duration and a refresher course of minimum 15 days (during the last three years), duly approved by the Dean Academics on recommendation of the Dean of the School.
- (iv) Publication of at least One paper / case study per year in SCOPUS/WOS/UGC-indexed journals with the affiliation of SGRR University. API score as per UGC norms.

Provided that any one or more of the following activities may replace either item (iii) above, OR requirement of ONE paper in item (IV) above:

- a) Industrial consultancy of Rs. 2,00,000;
- b) obtaining research grants of Rs. 10,00,000 or above;

Promotions to level IV will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

3. Professor (Scale Rs. 37400-67000):
Stage IV - AGP of Rs. 9000 to Stage V - AGP of Rs. 10000

The teaching staff with at least three years' experience at Stage IV would be eligible for up-gradation to stage V.

The other qualifying conditions would be as under:

- (i) Must possess Ph. D degree. An exception may be made in practice-based disciplines.
- (ii) Consistent scores of not below the level TWO with ONE Score of level ONE in PARS-F during the last three years of continued service in the stage.
- (iii) An h-index of at least 8. However, this may be relaxed in practice-based Disciplines.
- (iv) At least one FDP of minimum 5-days' duration or at least one MOOC of at least 20 hours' duration (during the last three years), duly approved by the Dean Academics on recommendation of the Dean of the School.
- (v) Publication of at least One paper / case study per year in SCOPUS/WOS/UGC-indexed journals with the affiliation of SGRR University. API score as per UGC norms.

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Provided that any one of the following activities may substitute the requirement of ONE published paper in item (v) above:

- a) Industrial consultancy of at least Rs. 5,00,000;
- b) obtaining research grants of at least Rs. 30,00,000;
- c) at least one Patent granted.
- d) A published book with international publisher Elsevier/Springer.

Promotions to level V will be on the recommendations of a duly-appointed Selection Committee after a personal interaction with the candidates.

Professor (Scale Rs. 67000-79000):

Stage V - AGP of Rs. 10000 to Stage VI - AGP of Rs 12000 (HAG Scale)

A minimum of 10 years' service as a Professor or at stage V:

- (i) Consistent PARS-F score of level THREE or above in the last three years.
- (ii) Must have guided at least eight Ph.D. scholars; with at least three degrees awarded.
- (iii) An h-index of at least 10. However, this may be relaxed in practice-based Disciplines.
- (iv) Must have had consultancy of at least Rs. 3,00,000 in last three years, OR sponsored research projects of at least Rs. 40,00,000 in the last three years.
- (v) Must have PRODUCED (as presenter) at least one MOOC on any recognized platform, OR conducted (as the primary resource person) continuing education program for working professional of at least 80 (cumulative) hours in last three years, with at least 20 participants.
- (vi) Must have at least one of the following activities:
 - a) Received an elected fellowship of any national or international professional or academic society.
 - b) Received an award from a national or international professional or academic society.
 - c) Published at least two patents, design registrations, etc., (or has been granted at least one).

Promotions to level VI will be on the recommendations of a duly appointed Selection Committee, after a personal interaction with the candidate.

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Fast Track Promotion under Direct

Recruitment norms of UGC:

Teaching staff having a total teaching experience of at least 8 years may apply for consideration for promotion to Stage 4 if he/she does not meet the conditions of minimum time-duration in Stage III, but satisfies ALL OTHER REQUIREMENTS.

The representations received in this regard shall be put to the Vice- Chancellor for consideration and recommendation, if merited, recommended to the Selection Committee for its due consideration in terms of the extant policy on the subject. The recommendation of the Selection Committee shall be put up to the Vice-Chancellor for consideration / approval.

Even the teaching member in lower stages who have at least 8 years of teaching experience and have achieved significantly better levels of performance than required, may also be accordingly considered for accelerated promotion to Stage IV.

In case of fast track promotion, the cadre-ratio shall be strictly followed. However, those who qualify the selection process for such a promotion, may be offered the designation, but the scale shall be extended only in case there is a vacancy in the cadre.

NOTE: If any commitment is made to a candidate ,at the time of recruitment, by the Selection Committee for placement in the next stage, after completion of the minimum residency period in the post, the commitment shall be honored, irrespective of above stipulation.

Annual Review

Review of all the promotion/stage up-gradation cases will be taken up only once in a year i.e.; in October and monetary benefit would be effective 1st January of the following year. Any deviation in this regard will carry express approval of the Vice-Chancellor.

4.3.2 Non-Teaching:

A framework has been devised for career advancement of the non-teaching staff employed with the University.

The following Promotion Scheme across all cadre or post shall be followed:

Movement within the Band –

- (i) Movement within a Band to next Grade Pay (GP) shall be subject to satisfactory performance with no adverse remarks.
- (ii) Employees' must qualify the minimum required period of service in the Grade Pay

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before being considered

for up gradation.

Movement to the next Band -

- (i) Movement from current Band to next Band shall be made against vacancies falling under the prescribed staffing pattern of the concerned department.
- (ii) This shall be subject to good performance during the continuous service rendered in the Band.
- (iii) No adverse remarks.
- (iv) An employee, for being considered for movement to the next Band, should possess the minimum qualification criteria, including experience for the higher band, as prescribed in case of direct recruitments.

Promotion Scheme for Non-Teaching Staff shall be in conformity with the laid down Career Framework.

4.4 COMPOSITION OF SELECTION COMMITTEES:

4.4.1 General:

- (i) A Selection Committee shall be constituted for selection against any open post from amongst all the eligible candidates for the position.
- (ii) The eligible candidates shall be recommended by the screening committee, if any, constituted for the purpose. Selection Committee may consider an eminent person for appointment to the post of Professor, whose name might have been brought to the notice of the Selection Committee, even without going through the Screening Committee.
- (iii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of their relative merit; provided that not more than three candidates will be recommended for each vacancy.
- (iv) No act or proceeding of the Selection Committee shall be called in question merely because of the absence of any of its members; provided that at least three – fourth of its members are present at the time of the meeting.
- (v) Notwithstanding anything contained in these rule, the scales of pay and/or the job specifications for any post may be revised from time to time.

4.4.2 Teaching and other Equivalent Positions:

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- (i) The Vice-Chancellor— Chairman;
- (ii) One nominee of the Chancellor;
- (iii) Two outside subject expert nominated by the Vice-Chancellor
- (iv) Dean of the School;
- (v) Two experts from within the University to be nominated by the Vice-Chancellor;
- (vi) Provide if no subject expert is available within the University; the Vice-Chancellor may nominate experts from outside;
- (vii) Head of the Department;
provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and
- (viii) The Registrar – ex-officio secretary.

In case of appointment to teaching positions in Council driven schools, rules may be as prescribed in the guidelines of the relevant Council.

4.4.3 Senior Technical Assistant / Technical Assistant / Laboratory Assistant:

- | | | |
|--|---|-----------|
| (i) Dean | : | Chairman |
| (ii) Head of the concerned department | : | Member |
| (iii) Expert in the area nominated by V.C. | : | Member |
| (iv) Dy. Registrar (HR) | : | Secretary |

4.4.4 All Non-Teaching Positions:

The selection process of non-teaching positions, not included in the University Statutes, shall be governed by the recruitment rules/regulations for the non-teaching employees framed by the University. The composition of Selection Committee for these positions shall be as under:

- | | | |
|---|---|-----------|
| (i) Registrar or his nominee | : | Chairman |
| (ii) A Nominee of Vice-Chancellor | : | Member |
| (iii) An expert nominated by Vice-Chancellor: | : | Member |
| (iv) Dy. Registrar (HR)& equivalent | : | Secretary |

4.4.5 Quorum:

With the presence of 75% of members in a Selection Committee, it shall be considered that the Selection Committee was duly constituted.

4.5 COMPENSATION, ALLOWANCES AND INCREMENTS:

4.5.1 Pay Fixation

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The University, shall adopt a suitable pay fixation formula (including the allowances) keeping in view its financial commitments and the recommendations of the Pay Commission, from time to time.

4.5.2 Pay Scale and Allowances

- (i) An employee holding a regular post substantively shall be placed in the appropriate scale of pay as prescribed by the university, from time to time.
- (ii) On substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale;
provided that the appointing authority may, on the recommendation of the Selection Committee, grant higher initial pay in the scale, as a special case.
- (iii) On appointment to a post involving higher duties and responsibilities, the basic pay of the higher scale may be fixed at a stage next above the notional pay arrived at, after adding one increment to the basic pay in the lower scale.
- (iv) In addition to the basic pay, an employee may be allowed to draw the following allowances:
 - a) 'Dearness Allowance' at the rates and subject to such conditions as the university may prescribe from time to time.
 - b) 'House Rent Allowance' at the rates as may be prescribed by the University from time to time.
 - c) 'Conveyance Allowance' wherever especially provided for in the appointment order.
 - d) 'Officiating Allowance' to the teaching staff for additional and substantial administrative responsibility discharged in accordance with the notification issued from time to time. A copy of the existing notification is at **Annexure-3**.

4.5.3 Additional Pay for Special Performance:

An employee may also be allowed a separate component of pay/allowances based on his special performances, to the extent and subject to such conditions as the university may decide.

4.5.4 Provident Fund:

Provident Fund is an optional, government-managed retirement savings scheme as per Provident Fund Act, 1952 for all regular salaried employees working in an organization, who contribute a part of their savings towards their pension fund, every month. These monthly savings get accumulated every month, and can be accessed as a lump sum amount at the time of retirement, or end of employment.

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4.5.5 Gratuity:

Applicability:

- (i) Gratuity rules mandated under the Payment of Gratuity Act, 1972.

Entitlement:

- (i) Gratuity is payable to an employee after rendering continuous service for not less than five years on following conditions: -
- a) On superannuation,
 - b) On his retirement or resignation,
 - c) On his death / disablement due to accident or disease
- (ii) If an employee dies in service, his nominee will be entitled to gratuity payment as per Gratuity Act
- (iii) An employee who is removed or dismissed from service for acts of misconduct will not be eligible to the payment of gratuity.

Calculation of Gratuity:

- (i) An employee who leaves the service of the University on completion of at least five years of continuous service shall be eligible to the payment of gratuity at the rate of half a month (15 days) of pay last drawn for every completed year of service subject to a maximum of fifteen month's pay
- (ii) The monthly wages / salary include means Basic Pay + Dearness Allowance + Non Practicing Allowance (BP+DA+NPA)

$$\text{Gratuity amount} = \frac{(\text{monthly salary}) \times 15 \times \text{number of completed years}}{26}$$

4.5.6 Employee State Insurance Corporation Scheme

The University follows Employees' State Insurance (ESI), which is a social security and health insurance scheme, provided to the mandated employees in accordance to rules and regulations as stipulated in the ESI Act 1948.

4.5.7 Increments

- (i) Annual increment in the scale of pay shall ordinarily be drawn as a matter of course, unless it is withheld by the Appointing Authority for good and sufficient reasons to be recorded in writing.
- (ii) The award of annual increments is directly linked with the approved annual budget

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for increment, keeping in view the overall financial reserves of the University.

view the overall financial reserves of

- (iii) Annual increment is linked with the performance & achievement of employees through a 'paired comparison method' and mostly focuses on their contribution and behavioral skills along with the competency. Based on the performance review of

the teaching staff in PARS-F & and other essential criteria(s), the increment is awarded. The annual increment is applied for Non-Teaching Staff, based on the KRA-KPI rating.

- (iv) Award of Annual Increment*for a year shall be applicable as:
- Equivalent to 3% of sum of the total pay in the relevant Pay Band and the AGP as applicable for respective stage. OR
 - Differential increment.
- (v) In special case, as determined by the competent authority, each advance increment shall be non-compoundable, at the rate of 3% of the pay in the relevant Pay Band, and the AGP as applicable.
- (vi) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing schemes / regulation of increment on promotion from lower Pay Scale to higher Pay Scale;

provided in cases of considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000;

provided further, the annual increment to a teaching staff shall also depend on the minimum publication in the relevant assessment year by the teaching staff.

4.5.8 Incentives for Ph.D. and other Higher Qualification:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by the University following the due process of admission, registration, course work and external evaluation as prescribed by the UGC. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall be entitled to non-compounded advance increments at the entry level.

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- (ii) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of employment and has been awarded by a University complying with the due process, as prescribed by the UGC Regulations.
- (iii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

4.6 OTHER CONDITIONS OF SERVICE:

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

4.6.1 Probation:

- (i) All appointments, except where specifically mentioned in the appointment letter, shall be placed on probation for a period of one year.
- (ii) The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary, provided that the period of probation may not extend beyond twelve months.
- (iii) During the period of probation, if a member is found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the appointing authority may terminate his/ her services without any prior notice.
- (iv) Probation confirmation or otherwise is decided by a duly constituted committee chaired by the Vice –Chancellor / nominee of the VC for teaching positions and the Registrar / nominee of the Registrar for the non- teaching positions, on the basis of an appraisal carried out on the parameters laid down in **Annexure-4** and **Annexure-5**, respectively.
- (v) Provided further that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the service would deemed to have been confirmed, effective from the date of expiry of the period of probation.

4.6.2 Age of Superannuation

- (i) The age of superannuation for the regular teaching staff shall be sixty – five years

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and for non-teaching staff, other than the Vice-Chancellor and Pro- Vice-Chancellor in the University shall be sixty years; the statutory officers such as Registrar and Finance Officer shall, however, retire at an age prescribed in the University Statutes.

- (ii) The Vice-Chancellor & Pro-Vice-Chancellor shall superannuate at the age of Seventy years.
- (iii) Subject to availability of a vacancy and fitness, an employee after superannuation may be re-employed on contract for a period of two years which may be extended, subject to fitness of the employee, for a further period on year to year basis, if the exigencies of the work so demand.

4.6.3 Removal from Service:

- (i) The appointing authority shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation.
- (ii) The appointing authority shall have powers to terminate the services of a confirmed employee by giving him one month's notice or by paying him one months' pay in lieu thereof.
- (iii) The University shall have powers to retrench an employee on grounds of economy by giving the said employee a month's notice or one month pay in lieu thereof.
- (iv) The appointing authority shall have powers to terminate the services of an employee by giving him three months' notice or paying three months' pay in lieu thereof if the said employee has been declared by the medical authority appointed by the University to be medically unfit to continue in service.
- (v) Except in cases where an employee may have signed a bond to serve the University for a specified period, the employee shall have a right to resign from his services by giving one months' notice or by paying one months' pay in lieu of notice. But for teaching positions, no request regarding resignation shall be entertained during currency of the Academic Year, relevant to the respective School.
- (vi) Teaching staff absconding during the currency of the Academic Year shall be treated under the 'Extraordinary Leave', besides being liable for disciplinary action as deemed necessary.

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce the notice period as provided herein above.

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4.6.4 Teaching Days:

The University must have at least 180 teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non- instructional days for co-curricular (research and outreach activities), sports, annual day, etc. and 2 weeks may be attributed to various public holidays.

4.6.5 Medical Fitness:

All appointments are subject to the condition that the appointee has submitted an undertaking that he/she is medically fit to serve the university;

provided, the medical fitness test is conducted for an employee, subject to specifications made by the Selection Committee at the time of appointment, wherein the Committee wants the employee to undergo a medical fitness test before appointment.

4.7 UNIVERSITY WORKING HOURS:

4.7.1 Working Hours:

The functional hours of the University employees shall be 7.5 hours in a day. The bifurcation of the working hours shall be as under:

Full day reporting time:

Punch In-Time	Up to 10:00 AM
Punch Out-Time	After 05:00 PM
Minimum Duration spend: - 7.0 hours	

Half day reporting time:

Punch In-Time	Up to 10:00 AM
Punch Out-Time	After 01:30 PM up till 05:00 PM
Minimum Duration spend: -3.5 hours	

In case an employee is on duty for less than four hours in a working day, he/she shall be treated as absent for the day.

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4.7.2 Work Load

The workload of the teachers in full employment shall not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 8 Hours daily in the University.

The minimum teaching-learning process hours per week shall be as follows:

Assistant Professor	-	18 Hours
Associate Professor	-	16 Hours
Professor	-	14 Hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in administration and extension activities.

Teaching staff with additional administrative responsibility may have reduced teaching load, as approved by the Competent Authority.

4.8 VACATION, LEAVE AND HOLIDAYS:

4.8.1 Vacation

The teaching staff (Professors, Associate Professors and Assistant professors) who may

have completed one-year service in the University and who have been involved in class room teaching shall be eligible for summer vacation for a period of maximum one month (thirty days). The dates of vacation in each individual case shall be decided by the Dean of the School depending upon the teaching requirement in the ongoing activities;

provided that in lieu of two days of work performed by a teacher during the period of vacation, one day earned leave shall be credited to the leave account of the said teaching staff;

provided further, the period of Summer Vacation and eligibility for the teaching staff shall be as notified from time to time.

4.8.2 Festival Holidays:

The employees shall be entitled to avail the festival holidays as per the list of holidays notified by the University from time to time.



4.8.3 Right to avail Leave:

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

4.9 KINDS OF LEAVE:

- (i) The following kinds of leave would be admissible to permanent teachers:
 - a) Leave treated as duty, *viz.* Casual leave.
 - b) Leave earned by duty, *viz.* Earned leave and Commuted Leave.
 - c) Leave not earned by duty, *viz.* Extraordinary leave; and Leave not due.
 - d) Leave not debited to leave account i.e. Leave for academic pursuits, *viz.* Study leave and Special Academic leave.
 - e) Leave on grounds of health, *viz.* Maternity leave.
- (ii) The Board of Governors may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit.

4.9.1 Casual Leave:

- (i) Total casual leave granted to an employee shall not exceed 14 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. The holidays or Sundays falling within the period of casual leave shall not be counted towards casual leave.
- (iii) Half-day casual leave is admissible to all employees of the University, subject to the availability of leave admissible in his/her casual leave account.

4.9.2 Earned Leave:

- (i) Earned leave admissible subjected to the approval of the competent authority only to the officers of the university shall be:
 - a) 15 days in a calendar year; *plus*
 - b) $\frac{1}{2}$ of the period, during which he/she is required to perform duty during vacation.
- (ii) In case of others employees, two and half day earned leave shall be granted for every completed month of service in the University.

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- (iii) Earned leave at the credit of an employee shall not accumulate beyond 240 days. The maximum earned leave that may be ordinarily sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

- (iv) It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of

leave on average pay which may be included in the particular period of leave.

4.9.3 Commuted Leave:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 120 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (iv) Commuted leave shall be permissible to an employee subject to completion of minimum 6 months of service with the University.

4.9.4 Extra-Ordinary Leave:

- (i) An employee may be granted extraordinary leave when:
 - a) No other leave is admissible; or
 - b) Other leave is admissible and the employee applies in writing for the grant of Extra Ordinary Leave.

- (ii) Extraordinary Leave shall always be without pay and allowances. Extra Ordinary Leave shall not count for increment except in the following cases:
 - a) Leave taken on the basis of medical certificates.
 - b) Leave taken for pursuing higher studies;

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- c) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance; and
 - d) Cases where the Vice Chancellor is satisfied that the leave was taken due to reasons beyond the control of the employee, such as inability to join duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

4.9.5 Leave Not Due:

- (i) Leave not due may at the discretion of the Vice Chancellor, be granted to a permanent employee for a period not exceeding 240 days during the entire period of service, out of which not more than 60 days at a time and 120 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Governors.

Provided that the Board of Governors may waive off, in exceptional situations, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

4.9.6 Compensatory Off Leave:

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- (i) Non-Teaching Staff up till the rank of Administrative Officer & equivalent deployed in the University are entitled for a Compensatory Off against working on their Off Days / Sunday and Gazetted holidays as declared in the University.
- (ii) The Compensatory off shall have the validity of 30 days only.
- (iii) Compensatory Off can be combined with Earned Leave.

4.9.7 Maternity Leave:

- (i) Maternity leave on full pay shall be granted to a woman employee for a period not exceeding 26 weeks or 6 months. Also this leave is applicable in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career shall not be more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity benefit to women employees having two or more than two surviving children shall be 12 weeks or 3 months, of which not more than 6 weeks shall precede the date of her expected delivery.
- (iii) Maternity benefit to a woman employee who legally adopts a child below the age of three months shall be 12 weeks from the date the child is handed over to the adopting mother.
- (iv) Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate. The total leave admissible should not exceed one year.
- (v) A woman employee who has worked in the organization for a period of 6 months is entitled for payment in maternity leave.

4.9.8 Study Leave:

- (i) Study leave may be granted as a special case for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) The paid period of study leave may be for a period of two years (on Half Pay), extendable by one more year (without pay), if there is adequate progress as reported by the Research Guide. Care shall be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any

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department. Provided that the Board of Governors may, in the special circumstances of a case, waive the condition of three years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- a) the person is a teacher on the date of the application.
 - b) there is no break in service; and
 - c) the leave is requested for undertaking the Ph.D. research work.
-
- (iii) Study leave shall be granted by the Board of Governors on the recommendation of the concerned Dean of the School. The leave shall not be granted for more than two years in one spell, save in very exceptional cases in which the Board of Governors is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (v) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed three years.
 - (vi) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the program of research without the prior permission of the Board of Governors. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board of Governors to treat the period of shortfall as ordinary leave has been obtained.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

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- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave to the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- (xii) Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

NOTE: If the above mentioned criteria is not applicable for a teaching staff, then in such cases Loss is Pay may be invoked.

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4.9.9 Special Academic Leave:

4.9.9.1 Special Academic Leave not exceeding 16 working days in a year shall be granted to regular and contractual (more than 11 months) teaching staff for:

- (i) attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the University or where invitation has been accepted with prior approval of the competent authority.
- (ii) delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.
- (iii) working as a member of a delegation or a committee appointed by the University/UGC/Govt. of Uttarakhand /Govt. of India or any other Academic or Public Body.
- (iv) undertaking field work related to the area of specialization with prior approval of the competent authority.
- (v) teaching staff being invited for taking Viva Voce.

NOTE:

- (i) The teaching staff shall be entitled to transit time, both to and fro, one day each, within the overall ceiling of total Special Academic Leave.

- (ii) Special Academic Leave may be combined with Earned leave, Extra-Ordinary Leave or the Vacation period.

4.9.9.2 Authority to Sanction SAL

The Special Academic Leave may be granted by the Vice-Chancellor or Pro Vice-Chancellor. As a special case the Vice-Chancellor may delegate, the sanctioning authority to respective Dean of the School provided.

4.9.9.3 Financial Assistance (Travel grant + Registration):

- (i) National Visit: Up to 10,000/- or actual whichever is lower
- (ii) International Visit: Up to 50% of the actual or 30,000/- maximum whichever is lower.
- (iii) Permissible maximum number of visit for financial assistance: Once in a semester

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or twice in a year; provided maximum international visit for financial assistance will be once in a year.

(iv) The Vice Chancellor on the merit of each case may approve/ decline the request of financial Assistance (travel / registration).

4.9.9.4 Eligibility for financial assistance (Travel grant + Registration):

The regular teaching staff are eligible for availing the financial assistance. However, those who have not completed his/her probation period shall avail the benefit of financial assistance, subject to the submission of an undertaking that he/she shall serve the University for a period of at least one year.

- (i) **For claiming additional funds up to Rs. 20,000 /-** (once in a year) The qualifying conditions shall be as under:
 - a) The regular teaching staff has successfully completed his/her probation period and submits an undertaking that he/she shall serve the University for a period of at least one year.
 - b) Consistent scores of not below the level Satisfactory in PARS-F.
 - c) Teaching staff must have published at least 2 papers in SCI indexed journals in the last one year with impact factor above 02.

- (ii) **For claiming additional funds up to 50,000/-** (once in a year) The qualifying conditions shall be as under:
 - a) subject to fulfilling the above-mentioned condition for the applicants with SCI papers impact factor of more than 4 or extra mural research grant of more than Rs. 5,00,000 in last one year;
 - b) should submit an undertaking that he/she should serve the University for a period of 3 years after availing the additional fund.
 - c) the applicant is not above the age of 62 years.

4.9.9.5 Travel Grant:

The travel grant shall be restricted to the travel by train in entitled class, as laid down, from the nearest railway station or by air, Economy class in cheapest Airlines.

The reimbursement of claim shall be restricted to the entitled class, even if the journey is undertaken in a higher class or by air.

4.10 POWER TO SANCTION LEAVE:

- (i) All leave availed by an employee has to be recommended and approved by the Head of Department/Dean or Reporting Manager/Reviewing Manager before proceedings on leave.

The approval frame-work to sanction leave shall be as at **Annexure-6**

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- (ii) Casual Leave at a maximum of 3 days may be sanctioned at a time.
- (iii) Earned Leave less than 3 days may be sanctioned only when no Casual leave is available in the leave account of the employee.
- (iv) The grant of Study Leave, Special Academic Leave, Extra Ordinary Leave, Maternity Leave, and Leave not due will be submitted with appropriate recommendations to the HR Department for further processing.

The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

- (v) Leave rules applicable to non-teaching staff under essential service category such as Security, Maintenance and Estate, IT Services and IHA shall be, as notified separately, as at **Annexure-7** and **Annexure-8**.
- (vi) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.

4.11 REINSTATEMENT IN SERVICE:

- (i) When an employee is reinstated in service, on consideration of his appeal or revocation of his suspension order, the authority competent to do so will pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty.
- (ii) Where the authority passing the order under sub clause (i) is satisfied that the employee is innocent or that the suspension was not justified, the said authority may order that the period of his absence from duty be treated as on duty, with full pay and allowances;

provided that the payment of allowances would be subject to the satisfaction of other eligibility conditions.

- (iii) In all other cases where the employee is found guilty of alleged misconduct, the authority passing order under sub clause (i) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance paid, to the University.

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5. PERFORMANCE MANAGEMENT AND OTHER DEVELOPMENT INITIATIVES & WELFARE SCHEMES

5.1 PERFORMANCE MANAGEMENT:

5.1.1 General:

Performance Management is the process of creating an appropriate work environment in which employees are empowered to perform to the best of their abilities.

In order to create a conducive work environment, the University has institutionalized a performance assessment system namely Performance Appraisal & Recognition Scheme for Teaching Staff (PARS-F), and Individual Goal and Key Responsibility Area (KRA) for Non-Teaching Staff to evaluate their performance and productivity in terms of pre-determined parameters/goals. The appraisal is also linked with the performance score attained by the concerned Department or the School.

Career Progression for an employee is linked with the performance assessment.

5.1.2 Objective:

To assess performance on pre-determined essential goals, to capture areas of improvement and to suggest roadmap for improvement.

5.1.3 Applicability:

All regular or contractual employees as notified from time to time.

5.1.4 Assessment Cycle:

The assessment cycle for performance appraisal is an Academic Year from July to June.

5.1.5 Parameters:

5.1.5.1 TEACHING

Evaluated broadly on 4 pre-determined goals as mentioned below:

(i) Innovation in Teaching

Includes teaching load, additional courses and projects assigned (Under-Graduate or Post-Graduate or Doctorate), Innovations in Teaching & Learning process and Student Feedback.



- (ii) Publication, Research & Consultancy Assignment
Includes research publications, project funded or consultancy assignments, book or illustrations, patent.
- (iii) Self-Development Initiatives
Includes MOOC courses/FDP/Referesh course/orientation program undertaken, collaborations with Industry (international or national) or external teaching staff, product developed & own Ph.D. work.
- (iv) Administrative Activities
Includes additional responsibility at University or School or Department level.

5.1.5.2 NON-TEACHING

Non-Teaching staffs are evaluated on individual pre-determined Goals and Key Responsibility Area (KRA). The result of assessment is then collated, first Individual wise and department wise.

5.1.6 Platform:

Performance Assessment Exercise is implemented annually through 'PeopleSoft', an ERP system.

5.1.7 Timeline:

Performance Assessment of employees for a particular year is initiated by June in the succeeding year.

5.2 DEVELOPMENT INITIATIVES FOR TEACHING STAFF:

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of teaching staff as a formally mandated requirement. The following provisions have accordingly been laid down:

- (i) Every teaching staff will be sponsored to one national and one international conference per year to present a paper on the subject of his/her interest subjected to the approval of the competent authority.
- (ii) Every teaching staff shall be encouraged to publish at least two papers in a peer-reviewed refereed journal (indexed SCI journals).

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- (iii) Study leave may be granted to those teaching staff who wish to pursue higher education / Entrepreneurial or start up activities in the area of their interest.
- (iv) The regular and contractual (more than 11 months) teaching staff are expected to enroll, complete and earn certificates in advanced level Massive Open Online Courses, at least one in a calendar year, in consultation with senior faculty, HOD, Dean and on prior approval of the Dean Academic Affairs.

Certification fee, if applicable, will be reimbursed on actual subject to a maximum of 4 courses in a particular calendar year.

The teaching staff will be entitled for an incentive, subject to maximum 3 courses in a particular calendar year, details provided hereunder;

Reward of Rs. 8,000/- for total efforts worth more than 24 weeks or 72 hours.

Reward of Rs. 6,000/- for total efforts worth 16 to 24 weeks or 41 to 72 hours.

Reward of Rs. 3,000/- for total efforts worth 8 to 16 weeks or 21 to 41 hours. No

Reward for efforts less than 8 week or 20 hours.

Relevant courses of advance nature shall only be considered for the above benefit including the reward and reimbursement.

- (v) Teaching staff are expected to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.
- (vi) Teaching staff are expected to guide scholars & students in their research and project work.
- (vii) Teaching staff are expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility under community connects initiative.
The University has a provision to motivate the teaching staff in their research and development activities such as seed money for minor research projects, rewards for research publications, minor equipment grant, financial support to file patent, revenue sharing for consultancy assignments and other appropriate avenues.
- (viii) Teaching staff of a department organize training programs comprising one or two courses of relevance during the summer vacation period where a 5 or 10-day window is

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earmarked. The training program is mostly carried out by internal senior teacher along with external experts from IITs/NITs/IIMs etc.

- (ix) The University provides incentives to the teaching staff for their special and high order academic accomplishments, meritorious contributions, and awards/recognitions at the level of state, national, and international received from the Government/ Government recognized bodies.

To motivate the teaching staff and to enhance their R&D activities, the University notifies, from time to time, specific budget for providing seed money for minor research projects, minor equipment grants to strengthen laboratories, additional grant for

enhancing e-resources, etc. On publication of research papers in reputed journals, monetary reward is given. The teaching staff is also financially supported for travel/registration for attending national and international conferences and the University bears the entire expenditure involved in the fee for filling and processing of the patent applications. The teaching staff is financially rewarded for their published and granted patents.

5.3 WELFARE SCHEMES:

SGRR University recognizes the contribution of employees towards its development and progress. The University offers/provides rewarding welfare schemes to all employees that help creating an environment that increases productivity and efficiency.

5.3.1 Accident Insurance: Group Personal Accidental Insurance offers complete coverage in the event of death or disablement of the policyholder due to accidents, which is linked with the income.

5.3.2 Fee Concession to Wards: The Provision is made to financially support the employees of the University in the form of fees concession to their wards studying / enrolling in the University subject as notified from time to time and approval from the Competent Authority.

5.3.3 Ph.D. Fee Wavier

An opportunity for higher studies has been provided to regular Teaching & Non- Teaching staff of the University, to enroll in the Ph.D. program offered by the University. It has been decided that 35% scholarship shall be given to the staff or as approved from the Vice-Chancellor from time to time. The teaching staff pursuing Ph.D. are required to furnish an undertaking in this regard as at **Annexure-10**.

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- 5.3.4 Employees Provident Fund:** Employee Provident Fund is a savings scheme introduced under Employees' Provident Fund and Miscellaneous Act, 1952, provided to the employees of the University in accordance to the rules and regulations stipulated in the Act.
- 5.3.5 ESI:** Employees' State Insurance is a social security and health insurance scheme, provided to the employees of the University in accordance to rules and regulations stipulated in the ESI Act 1948.
- 5.3.6 Accommodation within campus;** Certain employees are required to stay in the University campus to discharge their duties (e.g. security, maintenance, examination, etc). In such cases the University provides accommodation to the employees and their families within in the campus.
- 5.3.7 In Campus Facilities:** Food Court/Kiosks and restaurants/canteens are available for meals and refreshment at subsidized rates. There is a bank on the campus, in addition to three ATMs working 24*7. University provides 24 x 7 Wi-Fi as well. Disposal bins have been provided in large number to keep the campus clean and hygienic. Well-lit campus dotted with LED lights and solar panels. There is parking facility for staff and a spacious guest house.
- 5.3.8 Engagement Activities:** Major festivals and Annual day the University are celebrated with includes cultural programs and refreshments meals for staff. Activities like cricket match, employee badminton tournament, kid's day out etc. are regularly conducted.
- 5.3.9 Concession for Employees at SGRRU Hospital:** Discount of 50% on SGRRU Hospital (SMIH) Billing (IPD &OPD) is given to SGRR University employees and their dependent family members.

6. DISCIPLINE AND RELATED MATTERS:

6.1 SUSPENSION:

The appointing authority may place an employee under suspension:

- (i) Where disciplinary proceedings are either contemplated or are in progress;
- (ii) where a criminal case against is either under investigation or is in progress in the trial court;

provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.

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6.2 PENALTIES:

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;

- (i) Censure.
- (ii) Withholding annual increment with cumulative effect.
- (iii) Withholding promotion.
- (iv) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- (v) Withholding promotion.
- (vi) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- (vii) Compulsory retirement.
- (viii) Removal from service without disqualification for future employment.
- (ix) Dismissal from service with disqualification for future employment in the University.

Provided that no order imposing penalties shall be passed unless:

- a) an independent inquiry conforming to the principles of natural justice has been conducted and the employee has been found guilty;
- b) a show cause notice has been issued asking the employee to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given above will not be necessary under the following circumstances:-

- a) Where the dismissal, removal or reduction in rank follows the conviction of an employee in a criminal charge except where the conviction is for a minor offense like violation of traffic rules.
- b) Where the authority competent to impose the aforesaid penalty is satisfied that, for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the employee.
- c) Where the Vice-Chancellor is satisfied that it would not be expedient in the interest of the University to hold such an inquiry.

6.3 DISCIPLINARY ACTION:

6.3.1 Teachers of the University:

- (i) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the

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- agreement to be signed by _____ the teacher at the time of appointment.
- (ii) The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.
- (iii) A teacher of the University may be removed or his services terminated on one or more of the following grounds: -
- a. willful neglect of duty;
 - b. misconduct;
 - c. breach of any of the terms of contract of service;
 - d. dishonestly connected with University Examination;
 - e. scandalous conduct or conviction for an offence involving moral turpitude;
 - f. physical or mental unfitness;
 - g. incompetence;
 - h. abolition of the post;
- (iv) No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;
- a. submit a written statement in his defence;
 - b. present his case in person; and
 - c. producing a witness or witnesses in his defence as he may wish; provided that the Board of Governors or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);
- provided further that the inquiry process shall be completed within a period of three weeks.
- (v) The Vice-Chancellor in his capacity as the Chairman of the Board of Governors may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.
- (vi) The decision shall forthwith be communicated to the teacher concerned.
- (vii) The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.
- (viii) The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman

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of the Board of Governors, shall be reported to the Board of Governors in its next meeting for ratification.

- (ix) A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;
 - a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
 - b. if detained in custody, whether the detention is for any criminal charge or otherwise.

6.3.2 Non-Teaching Employees of the University:

- (i) In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
- (ii) Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.
- (iii) No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.
- (iv) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- (v) An appeal against the order of the Registrar shall lie with the Vice-Chancellor
- (vi) Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action;
provided that an appeal against the order of the Vice-Chancellor shall lie with the Board of Governors.
- (vii) Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the University below the rank of Deputy Registrar may be removed from his services by the Registrar if the employee;
 - a. is of unsound mind and is an undercharged insolvent;
 - b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;

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c. is otherwise guilty of misconduct;

Provided that for action against the employees at the level of Deputy Registrar and above, prior approval of the Vice-Chancellor will be needed;

Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

6.4 APPEAL:

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

6.5 CODE OF CONDUCT:

6.5.1 Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.

6.5.2 Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature;

provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties;

provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.

6.5.3 An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.

6.5.4 An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.

6.5.5 No employee shall leave the station without prior approval of the competent authority.

6.5.6 Subject to the general laws on the subject, no employee shall;

- (i) be under the influence of liquor or drugs.
- (ii) appear in public in a state of intoxication.

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(iii) participate in

demonstration, dharna etc.

6.5.7 No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.

6.5.8 No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the University.

6.5.9 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical;

provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.

6.5.10 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of superior functionaries of the University.

6.5.11 No employee shall communicate without authorization; any information or document save in cases where such communication is in the normal discharge of duties assigned to him.

6.5.12 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.

6.5.13 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

6.5.14 An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.

6.5.15 No employee shall contract a bigamous marriage in contravention of the law on the subject.

6.5.16 No employee shall misuse or carelessly use the facilities provided by the University

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to facilitate the discharge of his official duties.

6.5.17 No employee shall ask or permit his spouse to ask any of his subordinate purchase anything either on advance payment or otherwise.

6.5.18 The following acts of commission will constitute serious misconduct:

- (i) Theft, fraud, deliberate falsification of records.
- (ii) Fighting with/ assault on another person.
- (iii) Physical violence or bullying.
- (iv) Deliberate damage to University property.
- (v) Act of insubordination.
- (vi) Unauthorized entry to prohibited areas.
- (vii) Accessing internet sites containing pornographic, offensive or obscene material.
- (viii) Breach of health and safety rules.
- (ix) Remaining absent from duty for 10 days without the information to H.O.D/ superior officer in line.
- (x) Bribery or corruption, including taking and giving inducements.
- (xi) Manipulation of University documents /records.
- (xii) Failure to comply with statutory or regulatory requirements or the University rules, policies or procedures.
- (xiii) Criminal activity or offence (Whether committed during or outside normal working hours).
- (xiv) Inappropriate relationship with student even consensual.
- (xv) Violent or abusive or indecent behavior.

6.6 THE CODE OF ETHICS:

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the academic and employees display in day to day discharge of their duties. With a view to ensuring that the employees behave responsibly, a code of conduct has been drawn that provides a general framework of ideals and expectations from them. The code of ethics is intended to be a self-imposed discipline for all employees, including the teaching members who otherwise may exercise academic independence.

6.6.1 Content Competence:

A teaching staff should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

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6.6.2 Pedagogical Competence:

A pedagogically competent teaching staff:

- (i) precisely communicates objectives of the course to students.
- (ii) is aware of alternative instructional methods and strategies; and
- (iii) selects method of instruction that is effective in achieving the objectives.

6.6.3 Student Competence:

Teaching staff must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

6.6.4 Relationship with Students:

Teaching staff must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

6.6.5 Confidentiality:

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.

In order to protect the confidentiality of any official information or data gained by an employee; a Non-Disclosure Agreement (NDA) is incorporated for all employees of such departments or positions dealing with non-disclosable information. A copy of the said NDA is at **Annexure-11** which shall be duly signed by employee.

6.6.6 Respect of Colleagues:

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

6.6.7 Impartial Assessment of Students:

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.



6.6.8 Respect of the Institution:

All the employees of the university must respect the values, the goals and the policies laid down by the University.

6.6.9 Scholastic Integrity:

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

6.6.10 Social Responsibility:

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

6.6.11 IPR (Intellectual Property Rights):

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

The University shall have full right to claim the ownership of any intellectual property generated by the effort of a full time teaching staff of the University.

6.7 THE SUBJECTS AND SITUATIONS NOT COVERED

The subjects and situations not covered under these policies and regulations relating to Human Resource Administration shall be governed by the guidelines issues by the UGC and/ or any other relevant statutory authority.

6.8 POWERS TO INTERPRET THE RULES

The decision of the Vice Chancellor on all matters concerning to interpretation of these rules shall be final.

Note: For subjects/situations not Covered in This Policy and Procedure Manual Shall Be Dealt in Accordance with the UGC Regulations as notified from time to time.

7. GRIEVANCE REDRESSAL MECHANISM

The University is committed to creating a work environment that is free from any feeling of unfair and discriminatory treatment by an employee in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. To

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ensure that the employees do perform their duties in a stress free work environment and their grievances are redressed in a time bound manner, the University has laid down a three-tier 'Grievance Redressal Mechanism'.

7.1 SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE:

Any grievance in the first instance will be submitted to Head of Department (HOD) who will try and redress it within a period of 5 days, from the receipt of written representation by the aggrieved employee. In case the grievance is not resolved within the said period or the employee is not satisfied with the decision, the employee may make a representation to the 'School Level Grievance Redressal Committee'.

The individual grievances received by University administration directly, will also be referred to School Level Committee for their redressal. However, if the School Level Committee feels that redressal lies at HOD level, the same will be forwarded to respective Head of Departments for its redressal.

The composition of the 'School Level Grievance Redressal Committee' shall be as under:

- | | | | |
|-------|---|---|-----------|
| (i) | Dean | : | Chairman |
| (ii) | A Nominee of the Vice-Chancellor | : | Member |
| (iii) | A Senior Professor of the School | : | Member |
| (iv) | Dy. Registrar / Asst. Registrar of the School | : | Secretary |

The School Level Committee, if deemed necessary, may invite the aggrieved employee for personal hearing. The aggrieved employee may also seek personal audience with the Committee. If need be, the Committee may at its discretion allow the aggrieved employee

to take assistance from any other employee of the University to present his/her case before the Committee. The Committee will have the powers to summon the relevant record from the concerned officials of the University to facilitate redressal of grievance.

The School level committee shall try to resolve the grievance within a period of 2 weeks.

7.2 UNIVERSITY LEVEL GRIEVANCE REDRESSAL COMMITTEE:

The aggrieved individuals not satisfied with the decision of School Level Committee may prefer an appeal to the University Level Grievance Redressal Committee within a period of two weeks from the receipt of the decision.

The collective grievances of the employees or the individual grievances having University level

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ramifications shall be referred to

University Level Committees only.

The composition of the University Level Committees shall be as under:

7.2.1 For Teaching Positions:

- | | |
|--|-------------|
| (i) Dean-Academic Affairs | : Chairman |
| (ii) Two Deans of the Schools of Studies
nominated by Vice-Chancellor | : Member |
| (iii) The HOD from same school / department | : Member |
| (iv) Dy. Registrar (HR) or equivalent | : Secretary |

7.2.2 For Non-Teaching Positions:

- | | |
|--|-------------|
| (i) Registrar | : Chairman |
| (ii) Advisor Policy | : Member |
| (iii) OSD – Appointed by Vice Chancellor | : Member |
| (iv) The HOD from same school / department | : Member |
| (v) Dy. Registrar (HR) or equivalent | : Secretary |

7.2.3 The Committees, if felt necessary, may invite the aggrieved employee(s) for a personal hearing. The aggrieved employee(s) may also seek personal audience with the Committee. If need be, the Committee may at its discretion allow the aggrieved employee to take assistance from any other employee of the University to present his/her case.

7.2.4 The aforesaid Committees shall be meeting to review and resolve grievances once a quarter. Grievances of urgent nature may be taken up by the Committee for immediate resolution, in case the same is decided by the Vice-Chancellor, as an exception.

7.2.5 In cases where complaint is received against the Chairman of the Committee or its Member/Secretary, he/ she may reclude himself/ herself and they, to that extent, shall be substituted by the Vice Chancellor to examine and redressed the said grievance.

7.3 APPEAL TO THE VICE-CHANCELLOR:

In case the grievance is not resolved at University Level Committee or the employee(s) is are not satisfied with the decision of a University Level Grievance Redressal Committee, the aggrieved employee may prefer an appeal to the Vice- Chancellor, within a period of 30 days. The Vice-Chancellor may dispose off the appeal within a period of four to six weeks of the receipt of the request.

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The decision of the Vice-Chancellor shall be final and there shall be no further appeal in the matter. As regards any interpretation of rules, the decision of the Vice-Chancellor shall be final and binding.

The complaints relating to sexual harassment are, however, not be covered under these rules.

8 THE INTERNAL COMPLAINT COMMITTEE (ICC)

SGRR University encourages equal opportunities at work place for both male & female employees. In order to ensure safety of women at workplace and to maintain gender equality & women empowerment, the University follows the guidelines as mentioned in UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations 2015 in its true sense.

An Internal Complaint Committee is constituted, from time to time, in accordance with the provisions of the Regulations, which comprises more than half women members as also one member drawn from NGO/Social Worker/Public Representative who is committed to the cause of women.

9 EXIT POLICY

Employees are important assets of the University and therefore the constant endeavor of the University is to promote effective employees and employer relations by encouraging openness and trust.

Exit procedure ensures that an employee's exit is smooth and dealt with efficiently. While it is essential that the employees have a good image of the University during the course of their employment, at the same time it is important that they retain that image even while severing his/ her relationship with the University.

9.1 EXIT TYPES:

An Employee is separated from his or her services with the University due to the following:

9.1.1 Resignation:

Resignation is the most common means of ceasing employment and is normally accomplished by employee deciding to separate from his services. This shall be based on details as in the letter of offer shared with the employee.

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9.1.2 Superannuation:

An employee superannuating at defined age shall be relieved / reinstated in service based on decision of the Competent Authority.

9.1.3 Abscondment :

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the 11th day of absence at his/her place of duty.

9.1.4 Termination:

i. Early termination of fixed-term employment;

A fixed-term contract may be terminated before its expiry date by the University:

- a. During the probation period specified in the letter of appointment.
- b. On the grounds of unsatisfactory performance or gross misconduct (Refer the disciplinary rules of the University)
- c. Where the work is no longer required to be undertaken.
- d. Termination on completion of fixed term contract:

The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the University specific to the contracted employee.

ii. Termination due to Inefficiency/ Retrenchment:

The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:

- a. The University must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
- b. The University must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

iii. Termination on account of Disciplinary Action:

Employees are required to uphold the highest standard of professional and personal behavior in University. An employee who is guilty of misconduct/ gross



misconduct rendering him or her unsuitable for employment in the University is in effect, in breach of her or his contract and may therefore be terminated. (Refer Disciplinary policy)

9.1.5 Death:

Death of an employee employed with the University.

9.2 AIMS OF AN EXIT INTERVIEW:

- (i) To establish the reason/s for leaving.
- (ii) To analyse any trends in the reasons for leaving.
- (iii) To elicit honest feedback of the employee's perceptions about the University.
- (iv) To aggregate the information gathered and utilize it for improving the working procedures and environment if found necessary.
- (v) To assess the general state of morale of the employees.

- (vi) To determine whether the employee is leaving the University with positive feelings or with unresolved concerns.
- (vii) Exit interviews may be used as a way of developing retention strategies and serve as powerful catalysts for change and are core to good HR practice.

9.3 EXIT INTERVIEW PROCEDURE:

The employee exiting the University is required to fill up an Exit Interview Form, and a Handing Over Form, a copy whereof is at **Annexure-12** and **Annexure-13**. He/ She is also expected to fill in the No Dues Form, as at **Annexure-14** and get the same duly endorsed by the designated authorities.

Exit interview helps HR view the University policies, procedures, systems and practices for improvement in these areas through the opinion shared by the resigned employee.

- (i) Exit interview data needs to be captured in the format provided above.
- (ii) For the employer initiated separation, an exit interview may not be necessary but all the other formalities need to be completed as decided.

9.4 CONFIDENTIALITY OF EXIT PROCESS INFORMATION:

As a matter of policy, the University will make all reasonable efforts to maintain confidentiality of persons completing the Exit Questionnaire and/or an Exit Interview.

10. GENERAL

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This Manual of Human Resource Administration (Policies and Regulations) supersedes all the earlier policy orders/instructions on the subject.

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Annexure 1

DIRECT RECRUITMENT NORMS FOR THE TEACHING DISCIPLINES

a) DISCIPLINES OF ARTS, COMMERCE, HUMANITIES, EDUCATION, LAW, SOCIAL SCIENCES, SCIENCES, BIOTECHNOLOGY & SCIENCES, LANGUAGES, AGRICULTURE, VISUAL ART & OTHER TRADITIONAL ART FORMS

I. Assistant Professor: Eligibility (A or B or C):

A.

- (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or ICAR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

- (iii) The Ph.D. degree of the candidate has been awarded in a regular mode;
- (iv) The Ph.D. thesis has been evaluated by at least two external examiners;
- (v) An open Ph.D. viva voce of the candidate has been conducted;
- (vi) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- (vii) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

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OR

c. Only for Visual Arts Specialization

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- (i) Studied under a note /reputed traditional Master(s) / Artist(s)
- (ii) Has been 'A' grade artist of AIR/Doordarshan
- (iii) Has the ability to explain, with logical reasoning the subject concerned, and
- (iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned

II. Associate Professor:

Eligibility (A or):

A.

- (i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals.

OR

B. Only for Visual Arts Discipline

A traditional or a professional artist with highly commendable professional achievement having Master's degree in the subject concerned, who has:

- (i) Has been 'A' grade artist of AIR/Doordarshan
- (ii) Eight years' experience of outstanding performing achievement in the field of specialization
- (iii) experience in designing of new courses and / or curricula
- (iv) participated in National level Seminars/Conferences/Concerts in reputed institutions and
- (v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline

III. Professor:

Eligibility (A or B or C):

A.

- (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications /6 research publications (Visual Arts Discipline) in the peer-reviewed or UGC-listed journals and a total research score of 120. Candidate with good academic credentials / research outcome / academic administration will be preferred for the post.
- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate

OR

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B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

OR

c. Only for Visual Arts Discipline

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned:

- (i) Having Master's degree, in the relevant subject.
- (ii) Has been 'A'-grade artist of AIR/Doordarshan.
- (iii) Has Ten years of outstanding performing achievements in the field of specialization.
- (iv) Has made significant contributions in the field of specializations and ability to guide research;
- (v) Has participated in National/ International Seminars/ Conferences/ Workshops/ Concerts and/ or recipient of National/ International Awards/ Fellowships;
- (vi) Has the ability to explain with logical reasoning the subject concerned, and
- (vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

IV.



b). DISCIPLINES OF JOURNALISM & MASS COMMUNICATION AND DRAMA

I. Assistant Professor Eligibility (A or B or C)

A.

(i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

OR

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c. Only for Drama Discipline

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- (i) Having Master's degree, in the relevant subject
- (ii) Has been 'A'-grade artist of AIR/Doordarshan
- (iii) Has Ten years of outstanding performing achievements in the field of specialization
- (iv) Has made significant contributions in the field of specializations and ability to guide research;
- (v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- (vi) Has the ability to explain with logical reasoning the subject concerned, and
- (vii) Has adequate knowledge to teach theory with illustrations in the said discipline.



**II. Associate
Professor
Eligibility (A or B)**

A.

- (i) A good academic record, having a Ph.D degree with performing ability of high professional standards certified by an Expert Committee constituted by the University concerned for the said purpose.
- (ii) Eight years' experience of teaching in a University/College and/ or research in a University/national level institutions equal to that of Assistant Professor in a University/College.
- (iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B. Only for Drama Discipline

A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- (i) Been recognized artist of Stage/ Radio/TV;
- (ii) Eight years of outstanding performance in the field of specialization;
- (iii) Experience of designing new courses and /or curricula;
- (iv) Participated in Seminars/Conferences in reputed institutions; and
- (v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

**III. Professor
Eligibility (A or
B) A.**

An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications /6 research publications (Drama Discipline) in the peer- reviewed or UGC-listed journals and a total research score of 120. Candidate with good academic credentials / research outcomes / academic administration will be preferred for the post.

OR

B.

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- (i) Master's degree, in the relevant subject;
- (ii) Ten years of outstanding performing achievements in the field of specialization;
- (iii) Made significant contribution in the field of specialization
- (iv) Guided research;
- (v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;

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- (vi) Ability to explain with logical reasoning the subject concerned;
- (vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

c). DISCIPLINES OF ENGINEERING & TECHNOLOGY AND MANAGEMENT

I. Assistant Professor

(i) Engineering & Technology

Essential: First Class Master's Degree in the appropriate branch of Engineering & Technology.

Without prejudice to the above, the following conditions may be considered desirable:

- (i) Teaching, research industrial and / or professional experience in a reputed organization;
- (ii) Papers presented at Conferences and / or in refereed journals.

(ii). Managememe

Essential:

- (i) First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

- (ii) First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

Desirable:

- Teaching, research, industrial and / or professional experience in a reputed organization;
- (i) Paper presented at Conferences and / or published in refereed journal.

Note:

Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor

II. Associate Professor

(i). Engineering & Technology Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering & Technology, and experience of eight years in teaching, research and / or industry at the level of Assistant Professor, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) First Class Master's Degree in the appropriate branch of Engineering & Technology.

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- (ii) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- (i) Teaching, research industrial and / or professional experience in a reputed organization;
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii) Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry.

OR

(ii).Management

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (i) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- (ii) A minimum of eight years experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree

OR

(iii). In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

- a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant/ Company Secretary of the concerned statutory body.

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b). A minimum of ten years of experience of teaching industry / research / profession out of which five years must be at the level of Asst Prof or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession. Of which at least five years should be at the level comparable to that of Asst Prof/Lecturer.

Without prejudice to the above, the following conditions may be considered desirable:

- (i) Teaching, research industrial and / or professional experience in a reputed organization;
- (ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- (iii) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

III. Professor

(i).Engineering & Technology Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology, and experience of ten years in teaching, research and / or industry. Out of which at least five years at the level of Assistant Prof/Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) First Class Master's Degree in the appropriate branch of Engineering & Technology.
- (ii) Significant professional work which can be recognized equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of ten years. Out of which at least five years at senior level of Assistant Prof/Reader or equivalent grade.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- (i) Teaching, research, industrial and / or professional experience in a reputed organization;
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

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- (iv) Demonstrated academic, research, industrial and
(v) Capacity to undertake / activities.



leadership in planning and organizing / or professional activities; and lead sponsored R&D, consultancy and related

OR

(ii).Management

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant/ Company Secretary of the concerned statutory body.

- (i) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
(ii) A minimum of ten years' experience of teaching / industry / research / profession out of which five years must be at the level of Reader or equivalent, excluding the period spent for obtaining the research degree.

OR

(iii). In the event the candidate is from industry, the possession of the following shall constitute as essential:

- a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant/ Company Secretary of the concerned statutory body.

- b). The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph.D. and twelve years' managerial experience in industry / profession. Of which at least eight years at a level comparable to that of Reader/Asst Prof.

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Without prejudice to the above, the

following conditions may be considered desirable:

- (i) Teaching, Research, Industrial organization; and / or Professional experience in a reputed organization;
- (ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- (v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

IV. Distinguished Professor / Senior Professor (Applicable for all disciplines cited above from Points 1 to 2)

Eligibility

10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

- (i) An eminent scholar with Ph. D. degree in relevant field and

- (ii) Minimum ten years of experience in the cadre of Professor or an equivalent grade in a University or institute of national level

AND

- (iii) High quality research publications in UGC listed journals with at least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- (iv) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- (v) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- (vi) At least one patent awarded.

OR

- (vii). Development of one MOOC course applicable at national platform.

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Note:

- (i) The selection of Senior academic achievements, and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience. Professor shall also be based on favourable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
- (ii) The selection shall be based on ten best publications and award of Ph.D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

d). DISCIPLINE OF PHARMACY

I. Assistant Professor /

Lecturer Eligibility

- i) First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy.
- ii) A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Lecturer/Assistant Professor in the subjects of pathophysiology, pharmacology and pharmacy practice.

Essential: A lecturer will be re-designated as Assistant Professor after 2 years of teaching experience in PCI approved/ recognized Pharmacy College.

II. Associate

Professor Eligibility

- i) Basic degree in pharmacy (B.Pharm). First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized).
- ii) A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Associate Professor in the subjects of pathophysiology, pharmacology and pharmacy practice.
- iii) Associate Professor shall acquire PCI recognized Ph.D in any of Pharmacy subjects within 7 years to become eligible for the post of Professor.

Essential: 3 years of experience in teaching or research at the level of Assistant Professor or equivalent in PCI approved/ recognized Pharmacy College.

III. Professor

Eligibility

- i) First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized).
With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).

Essential: 15 years of experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/ recognized pharmacy college.

Desirable: Administrative experience in a responsible position.

IV. Distinguished Professor / Senior

Professor Eligibility

First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized).

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ii) With Ph.D degree in any of PCI recognized).

Pharmacy subjects (Ph.D. Qualifications must be

Essential: 10 years of experience in teaching in PCI approved/ recognized Pharmacy College or research experience out of which 5 years must be as Associate Professor in PCI approved/recognized Pharmacy College.

e). DISCIPLINE OF MEDICAL SCIENCES OR DENTAL SCIENCES OR NURSING

f). SCIENCES OR ALLIED HEALTH SCIENCES

CRITERIA FOR SELECTION OF THE MANPOWER-JOB SPECIFICATINS

Position/ Level	Qualification	Experience (Years)	Age (Years)	License / Registration
Medical Director	MBBS, MD/MS & MHA or Equivalent	25 – or above	45- or above	Valid DMC
Director (Administration/Operations)	MBBS, MD/MS ,MHA or Equivalent or Retired Commissioned Officers in the rank of Brigadier with experience in running Hospitals	20- or above	45- or above	Valid DMC
Clinical Directors	MBBS, MD,PG or Equivalent in the	25 –or	45- or	Valid DMC

Director (Research)	Specilization MBBS, MD, or Equivalent	above 25 –or above	above 45- or above	Valid DMC
Medical Superintendent	MBBS, MHA/ MBA or Equivalent	15 –or above	30- or above	Valid DMC
Addl/ Dy Medical Superintendent	MBBS, MHA/ MBA or Equivalent	5 –or above	25- or above	Valid DMC
Assistant Medical Superintendent	MBBS, MHA/ MBA or Equivalent	3 –or above	25- or above	Valid DMC
Finance Controller (Finance)	MBA (Finance)/ M.Com./ CA/ ICWA or equivalent	25- or above	45- or above	
Assistant General Manager (Finance)	MBA (Finance)/ M.Com./ CA/ ICWA or equivalent.	20 –or above	40- or above	
Senior Manager /Manager (Finance & Accounts/ Billing)	MBA (Finance)/ M.Com./ CA/ ICWA or equivalent	10 –or above	30- or above	
Manager (Marketing)	MBA (Marketing)/ MHA/ PGD	12 –or	40- or	

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	BA or equivalent	above	above
Head HR / GM HR	MBA (HR)/ Post Graduate Degree or Diploma with Specialization in HR/ Personnel/ IR or equivalent	15 –or above	42- or above
Head / Sr.Manager (I.T.)	MCA/ MCM or equivalent	05 –or above	42- or above
General Manager (Engineering)	Degree Diploma-Engineering	15 –or above	40- or above
Manager (Catering)	Degree/ Diploma in Hotel Management + Graduation	10 –or above	32- or above
Manager (Front Office)	Graduate/ Post Graduate in stream. Degree/ Diploma Management will be preferred.	10 –or above	32- or above
Manager on Duty	Graduate / Post Graduate PG Diploma or MBA	10 –or above	35-or above
Manager (Administration)/ Liaisoning	Graduate/ Post Graduate in stream. Degree/ Diploma Management/ LL.B. will preferred/Ex-servicemen will considered	10 –or above	32- or above
Head-Security&Liaisoning	Graduate with Defense/ Para Military/ Police Background in JCO equivalent level. Exposure in Civil Set up will be preferred.	15 –or above	45- or above
Head (House Keeping)	Graduate/ Post Graduate. Hotel management Diploma will preferred.	15 –or above	40- or above

Manager (Laundry)	Graduate preferably with Diploma in Hotel Management OR Hands- on Experience of laundry processing	10 –or above	35- or above
General Manager (Purchase)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification)/	15- or above	45- or above

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	Ex- servicemen with experience in Logistics/ Stores shall be considered.		
Manager (Stores)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification)/ Ex-	10- or above	32- or above
	servicemen with experience in Logistics/ Stores shall be considered.		
Manager (Public Relation)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Mass Communication/Hotel Management/Hospital administration/ will be preferred	10- or above	32- or above
Deputy Manager (Finance & Accounts/ Billing)	MBA (Finance)/CA(Inter)ICWA(Inter)/M com or equivalent	8 – or above	26- or above
Deputy Manager (Marketing)	MBA (Marketing)/ PGDBA or equivalent	8 – or above	26- or above
Deputy Manager (Personnel & HR)	Graduate/Postgraduate/Degree/ Diploma in Personnel/HRM	8 – or above	25- or above
Deputy Manager (I.T.)	MCA/ B.tech/BE/PGDCA or equivalent	8 – or above	26- or above
Deputy Manager (Engineering)	Degree/Diploma (Electrical/ Mechanical/Civil)	8 – or above	26- or above
Deputy Manager (Catering)	Degree/ Diploma in Hotel Management	8 – or above	26- or above
Deputy Manager (Front Office)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management will be preferred.	8- or above	30- or above
Deputy Manager (Administration/Liasion)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ LL.B. will be preferred/Ex-servicemen will be considered	8- or above	30- or above

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Deputy Manager (Security/Liaison)	Graduate with Defense/ Para Military Background in SNCO or equivalent level. Exposure in Civil Set up will be preferred	15- or above	30- or above
Deputy Manager (House Keeping)	Graduate/ Post Graduate Special Qualification if any in the relevant field will be preferred	8- or above	26- or above
Deputy Manager (Laundry)	Graduate preferably with Diploma in Hotel Management/ Textile Engineering or Hands-on Experience of laundry processing	8- or above	26- or above
Deputy Manager (Purchase)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification/ Ex- serviceman with experience in Logistics/ Stores shall be considered	8- or above	26- or above
Deputy Manager (Stores)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification/ Ex- serviceman with experience in Logistics/ Stores shall be considered	8- or above	26- or above
Deputy Manager (PR/ Liaison)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ MHA will be preferred	8- or above	26- or above
Assistant Manager (Finance & Accounts/ Billing)	MBA (Finance)/CA(Inter)ICWA(Inter)/M com or equivalent	5- or above	26- or above
Assistant Manager (Marketing)	MBA (Marketing)/ PGDBA or equivalent	5- or above	22- or above
Assistant Manager	Graduate/Postgraduate/Degree/ Diploma in Personnel/HRM	5- or above	25- or above

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(Personnel & HR)			
Assistant Manager (I.T.)	MCA/ B.tech/BE/PGDCA or equivalent	5- or above	22- or above
Assistant Manager (Engineering)	Degree/Diploma (Electrical/ Mechanical/Civil)	5- or above	25- or above
Assistant Manager (Catering)	Degree/ Diploma in Hotel Management	5- or above	25- or above
Assistant Manager	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management will be preferred.	5- or above	24- or above
Assistant Manager (Administration/Liaison)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ LL.B. will be preferred	5- or above	24- or above
Assistant Manager (Security/Liaison)	Graduate with Defense/ Para Military Background in SNCO or equivalent level. Exposure in Civil Set up will be preferred	15- or above	30- or above
Assistant Manager (House Keeping)	Graduate/ Post Graduate Special Qualification if any in the relevant field will be preferred	5- or above	24- or above
Assistant Manager (Laundry)	Graduate preferably with Diploma in Hotel Management OR Hands- on Experience of laundry processing	5 or above	24- or above
Assistant Manager (Purchase)	MBA (Purchase)/ PG Diploma in Management or equivalent. Retired Defense personnel experienced in Logistics/ Stores.	5- or above	24- or above
Assistant Manager (Stores)	MBA/ MMM/ Diploma in Material Management/ Equivalent. Retired Defense personnel experienced in Logistics/ Stores.	5- or above	24- or above
Assistant Manager (PR/ Liaison)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ MHA will be preferred	5- or above	24- or above

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Manager/Deputy Manager/Asstt. Manager/Sr. Executive/Executive Quality	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ MHA & Special Qualifications of QM , NABH etc will be preferred	5- or above	24- or above
Patient Relations Executive	Graduate/Post Graduate Diploma/Degree in Hospital Administration/Business Administration/Hotel Management or equivalent	1 or above	20 or above
Officer/Executive (Finance & Accounts/ Billing)	B.Com/M.Com/ MB A (Finance)/CA/ ICWA or equivalent shall be preferred	2- or above	20- or above
Officer /Executive(Marketing)	MBA (Marketing)/ PGDBA or equivalent	2- or above	20- or above
Officer /Executive	Graduate/ Post Graduate Degree	2- or above	20- or above

(Personnel & HR)	or Diploma with Specialization in HR/ Personnel/ IR or equivalent		above
Officer/Executive (I.T.)	BCA, MCA/ PGDCA shall be preferred.	2- or above	20- or above
Officer/Executive (Engineering)/ Engineer	Degree/Diploma. (Electrical/ Mechanical)	2- or above	20- or above
Officer /Executive(Catering)	Degree/ Diploma in Hotel Management	2- or above	20- or above
Officer / Executive (Front Office)/	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management will be preferred.	2- or above	20- or above
Officer/E xecutive (Administ ration)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ LL.B. will be preferred	2- or above	20- or above
Officer/Executive (Security)	Graduate with Defense/ Para Military Background in SNCO or equivalent level. Exposure in Civil Set up will be preferred	2- or above	20- or above
Officer /Executi ve(House Keeping)	Graduate/ Post Graduate Special Qualification if any in the relevant field will be preferred	2- or above	20- or above

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Officer/Executive (Laundry)	Graduate preferably with Diploma in Hotel Management OR Hands- on Experience of laundry processing	2- or above	20- or above
Officer/Executive (Purchase)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification)/ Ex- servicemen with experience in Logistics/ Stores shall be considered	2- or above	20- or above
Officer/Executive (Stores)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR any other relevant qualification)/ Ex- servicemen with experience in Logistics/ Stores shall be considered	2- or above	20- or above
Medical Record Officer/Executive/Assistant Manager/Deputy Manager/Manager	Graduate/ Post Graduate in any stream. Degree/ Diploma in Medical Record Keeping Techniques will be preferred.	3- or above	20- or above
Assistant Officer (Finance & Accounts/Billing)	B. Com. With computer knowledge	1- or above	20- or above
Assistant Officer (Marketing)	Degree or Diploma in Marketing Management	1- or above	20- or above
Assistant Officer (Personnel & HR)	MBA (HR)/ Post Graduate Degree or Diploma with Specialization in HR/ Personnel/ IR or equivalent	1- or above	20- or above
Assistant Officer (I.T.)	MCA/ MCM or equivalent	1- or above	20- or above
Assistant Officer (Engineering)/ Engineer	B.E. (Electrical/ Mechanical)	1- or above	20- or above
Assistant Officer (Catering)	Degree/ Diploma in Hotel Management	1- or above	20- or above

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Assistant Officer / Junior Executive /Executive/Senior Executive/Patient (Front Office/ OPD/Floors/Units/Departments)	Graduate/Undergraduate/Vocational Certificate/Diploma with good communication skills	1- or above	20- or above
Assistant Officer (Administration)	Graduate/ Undergraduates in any stream. Vocational Degree/ Diploma in Management	2- or above	20- or above
Assistant Officer (Security)	Graduate/Undergraduate with Defense/ Para Military Background in SNCO or equivalent level. Exposure in Civil Set up will be preferred	4- or above	20- or above
Assistant Officer ()	Graduate/ Undergraduate with Special Qualification if any in the relevant field will be preferred	2- or above	20- or above
Assistant Officer (Laundry)	10 th Pass	1- or above	20- or above
Executive (Purchase)	Graduate/Post Graduate with Degree/Diploma in Material Management/Hospital Administration OR Any other relevant qualification) /Ex- servicemen with experience in Logistics/ Storeshall be considered	1- or above	20- or above
Fire & Safety Officer	Graduate/Post Graduate with Degree/Diploma in Fire Safety OR any other relevant qualification)/ Ex-servicemen with experience in Fire / Safety Management.	5- or above	30- or above
Assistant Manager (PR/ Liaison)	Graduate/ Post Graduate in any stream. Degree/ Diploma in Management/ MHA will be preferred	6- or above	26- or above
Assistant (Finance &Accounts/ Billing)	B.Com	1 or above	20- or above

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Assistant (Marketing)	Graduate in any stream	1 or above	20- or above
Assistant (Personnel & HR)	Graduate in any stream	1 or above	20- or above
Assistant (I.T.)	BCA/ PGDCA	1 or above	20- or above
Assistant (Engineering)/ Supervisor	Diploma in Electrical/ Mechanical Engineering	1 or above	20- or above
Assistant (Catering)	Diploma in Hotel Management	1 or above	20- or above
Assistant (Front Office)/ Receptionist	Graduate in any stream with good communication skills	1 or above	20- or above
Assistant (Administration)	Graduate in any stream	1 or above	20- or above
Security Supervisor	Intermediate/ Graduates with defense background Preferred	1- or above	20- or above
Assistant (House Keeping)	Matriculate preferred	1- or above	20- or above
Assistant (Laundry)	Matriculate preferred	1- or above	20- or above
Assistant (Purchase)	Graduate/ Post Graduate with Management Qualification will be preferred	1- or above	20- or above
Assistant (Stores)	Graduate/ Post Graduate with	1- or above	20- or

	Management Qualification will be preferred		above
Security Guard	Matriculation/ Intermediate	1- or above	20- or above
Assistant (MRD)	Graduate/ Diploma in Medical Record Keeping Techniques will be preferred.	1- or above	20- or above
Computer Operator	Diploma in Computer Application. PGDCA/ BCA preferred	1- or above	20- or above
Steno Typist	Diploma in Stenography	3- or above	20- or above
Personal Secretary	Graduate with Diploma or equivalent	1- or above	20- or above
Librarian	B.Lib	5- or above	25- or above
License / Registration			
Consultant (Gastroenterology)	MBBS, DM/ DNB (Gastro)	5- or above	36- or above
			Valid DMC/UPM

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Consultant (Urology)	MBBS, MS, MCH (Urology)	5- or above	36- or above	Valid DMC/UPM C
Consultant (Nephrology)	MBBS,MD-MEDICINE DM/ DNB (Nephrology)	5- or above	36- or above	Valid DMC/UPM C
Consultant (Gynecology)	MBBS, MS/DGO/ DNB – Obst & Gynae	5- or above	36- or above	Valid DMC/UPM C
Consultant (Pulmonology)	MBBS,MD-MEDICINE DM/ DNB (Pulmonology)	5- or above	36- or above	Valid DMC/UPM C
Consultant (Cardiology)	MBBS,MD-MEDICINE DM/ DNB (Cardiology)	5- or above	36- or above	Valid DMC/UPM C
Consultant (Neurology)	MBBS,MD-MEDICINE DM/ DNB (NEUROLOGY)	5- or above	36-or above	Valid DMC/UPM C
Consultant (G.I. Surgery)	MBBS,MS,MCH/D NB-GI surgery	5- or above	36- or above	Valid DMC/UPM C
Consultant (Gen. Surgery)	MBBS, MS (Surgery)	5- or above	36- or above	Valid DMC/UPM C
Consultant (Anesthesia)	MBBS, MD/ DA/ (Anesthesia)	5- or above	36- or above	Valid DMC/UPM C
Consultant (CTVS)	MBBS, MS, MCH/DNB – CTVS	5-or above	36 –or above	Valid DMC/UPM C
Consultant Orthopedics Surgeon	MBBS, MS, MCH/DNB – Orthopedics/ Spine Surgery	5-or above	36 –or above	Valid DMC/UPM C
Consultant Neuro Surgery	MBBS, MS, MCH/DNB – Neuro Surgery	5-or above	36 –or above	Valid DMC/UPM C
Consultant ENT Surgery	MBBS, MS/DNB Rhino-Lary)	5-or above	36 –or above	Valid DMC/UPM C
Consultant Ophthalmology	MBBS,MS-Ophthalmology	5-or above	36 –or above	Valid DMC/UPM C
Consultant Thoracic Surgery	MBBS,MS,MCH/D NB- Thoracic Surgery	5-or above	36 –or above	Valid DMC/UPM C
Consultant Plastic Surgery	MBBS, MS, MCH/DNB – Plastic Surgery	5 –or more	36-or above	Valid DMC/UPM C
Consultant Pediatrics	MBBS, MD/DNB- Pediatrics	5-or more	36-or above	Valid DMC

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Consultant Dermatology	MBBS,MD/DNB-Dermatology	5-or more	36-or above	Valid DMC/UPM C
Consultant Radiology	MBBS, MD/DNB-Radiology	5-or above	33-or above	Valid DMC/UPM C
Consultant	MBBS, M D/DNB	5-or above	36 –or above	Valid DMC

RadioTherapy	Radiotherapy			
Consultant Medical Oncology	MBBS,MD/DNB , DM/DNB Medical Oncology	5-or above	36-or above	Valid DMC
Consultant Onco Surgery	MBBS, MS, DNB, MCH/DNB Onco Surgery	5-or above	36-or above	Valid DMC/UPMC
Consultant Psychiatry	MBBS, MD/DNB Psychiatry	5-or above	35 –or above	Valid DMC/UPMC
Consultant Medicine	MBBS, MD/DNB-Pathology	10 years above Blood Bank	35 –or above	Valid DMC/UPMC
Consultant Bio Chemistry	MBBS,MD-Biochemisry	5-or above	35 –or above	Valid DMC
Consultant Nuclear Medicine	MBBS, MD-Nuclea	6 or more	35- or more	Valid DMC/UPMC
Consultant Microbiology	MBBS,MD-Microbiology	5-or above	35 –or above	Valid DMC/UPMC
Consultant Pathology	MBBS, MD-Pathology	5-or above	35-or above	Valid DMC/UPMC
Consultant Dentistry	BDS, MDS	5-or above	35-or above	Valid DMC/UPMC
Junior Consultant (Gastroenterology)	MBBS, DM/ DNB (Gastro)	Fresh	28- or above	Valid DMC/UPMC
Junior Consultant (Urology)	MS, MCH (Urology)	Fresh	28- or above	Valid DMC/UPMC
Junior Consultant (Nephrology)	DM/ DNB (Nephrology)	Fresh	28- or above	Valid DMC/UPMC
Junior Consultant (Surgery)	MBBS,MS,FRCS, MD	Fresh	28- or above	Valid DMC/UPMC
Junior Consultant (Gen. Surgery)	MBBS, MS (Surgery)	Fresh	28- or above	Valid DMC/UPMC
Junior Consultant (Anesthesia)	MBBS, MD/ DA/ DNB (Anesthesia)	0-1	28- or above	Valid DMC/UPMC
Clinical Associate (Gastroenterology)	MBBS, MD, DNB	0	28- or above	Valid DMC/UPMC
Clinical Associate (Nephrology)	MBBS, MD, DNB	0	28- or above	Valid DMC/UPMC
Clinical Associate (G.I. Surgery)	MBBS, MS, DNB	0	28- or above	Valid DMC/UPMC
Clinical Associate (Gen. Surgery)	MBBS, MS, DNB	0	28- or above	Valid DMC/UPMC

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Clinical Assistant	MBBS	3- or above	25- or above	Valid DMC/UPMC
Senior Resident (Gen. Medicine)	MBBS, MD	Fresh	25- or above	Valid DMC/UPMC
Senior Resident (Gen. Medicine)	MBBS, MS	Fresh	25- or above	Valid DMC/UPMC
Junior Resident	MBBS	0-1	20- or above	Valid DMC/UPMC
Chief Medical Officer	MBBS	5- or above	30- or above	Valid DMC/UPMC
Medical Officer	MBBS	6- or above	27- or above	Valid DMC/UPMC
Medical Coordinator	MBBS	5- or above	27- or above	Valid DMC/UPMC
Director Nursing / Chief Nursing Superintendent	B.SC. (Nursing)/ DGNM	25- or above	45- or above	Valid DNC/UPNC
Deputy Nursing	B.SC. (Nursing)/ DGNM	18- or above	40- or above	Valid DNC/UPNC

Superintendent				DNC/UPNC
Assistant Nursing Superintendent	B.SC. (Nursing)/ DGNM	13- or above	35- or above	Valid DNC/UPNC
Nursing Supervisor	B.SC. (Nursing)/ DGNM	10 or more At least 3 years in Supervisor y Level	28- or above	Valid DNC/UPNC
Nurse Educator	MSc./B.SC. (Nursing) with minimum 1 year Teaching experience	3 years 2 years	25- or above	Valid DNC/UPNC
Clinical Instructor	MSc./B.SC. (Nursing)	4 years experience	25 –or above	Valid DNC/UPNC
Principal	MSc./B.SC. (Nursing)	15 + years teaching with 5+ years cli nical Experience	40 –or above	Valid DNC/UPNC
Dy/ VicePrincipal	MSc./B.SC. (Nursing)	12 + Years 3 years Teaching	32+ above	Valid DNC/UPNC
Professor	MSc./B.SC. (Nursing)	10 + Years 3 Teaching	30 + above	Valid DNC/UPNC
Asst.Professor	MSc./B.SC. (Nursing)	4+ Years with 2 years	26 +	Valid DNC/UPNC

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		Teaching		
Staff Nurse	B.SC. (Nursing)/ DGNM	01- or above	18- or above	Valid DNC
Nurse (Infection Control)	B.SC. (Nursing)/ DGNM with specialized Training in Infection Control	03- or above in infection control and w aste managemen t	18- or above	Valid DNC/UPNC
Nurse Assistant	ANM	1- or above	18- or above	Valid DNC/UPNC
General Duty Attendant	Matriculation/ First training Preferred	0-3	18- or above	
Research Assistant	B.Sc. Statistics	01- or above	18- or above	
Medical Social Worker-cum- Councilor	M.A. (Psychology) or equivalent/Diploma in MSW	01- or above	18- or above	
Transplant Manager	GNM/ BSc Nursing . Certified and trained under NOTTO	10 Years	26 or above	
TPA Coordinator	Graduate/ Post Graduate with good communication skills	02- or above	20- or above	
Dialysis Technician	Diploma in Dialysis Techniques	01- or above	20- or above	
Technical Supervisor (Blood Bank)	DMLT/ B.Sc. MLT Equivalent	10- or above	35- or above	
Sr. Technician (Blood Bank)	DMLT/ B.Sc. MLT Equivalent	05- or above	25- or above	
Techni cian (Blood Bank)	DMLT/ B.Sc. MLT Equivalent	02- or above	23- or above	
Jr. Technic ian (Blood Bank)	DMLT/ B.Sc. MLT Equivalent	01- or above	21- or above	
Technical Superv isor (Laboratory)	DMLT/ B.Sc. MLT Equivalent	10- or above	32- or above	
Sr. Technici an (Laborat ory)	DMLT/ B.Sc. MLT Equivalent	03- or above	25- or above	

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Technician (Laboratory)	DMLT/ B.Sc. MLT OR Equivalent	02- or above	23- or above
Jr. Technician (Laboratory)	DMLT/ B.Sc. MLT OR Equivalent	01- or above	21- or above
Technical Supervisor (Operation Theater)	Diploma in Operation Theater Technology OR Equivalent	10- or above	28- or above
Sr. Technician (Operation Theater)	Diploma in Operation Theater Technology OR Equivalent	03- or above	25- or above
Technician (Operation Theater)	Diploma in Operation Theater Technology OR Equivalent	02- or above	23- or above
Jr. Technician (Operation Theater)	Diploma in Operation Theater Technology OR Equivalent	01- or above	21- or above
ICU Technician	Certificate in Operation Technician OR Equivalent	02- or above	23- or above
Endoscopy Technician	Matriculation with working Experience in Endoscopy Department	02- or above	20- or above
Sr. Dietician	M.Sc. (Food & Nutrition) OR Equivalent with BSc-Home Science or equivalent	10- or above	30- or above
Dietician	MSc & B.Sc. (Food & Nutrition) / Diploma in Dietetics. OR Equivalent. PG Degree/ Diploma are preferred	3- or above	22- or above
Jr. Dietician	B.Sc. (Food & Nutrition) with Diploma in Dietetics. OR Equivalent. PG Degree/ Diploma are preferred	0-3	20- or above
Bio-Medical Engineer	Diploma +Degree in Engineering	3- or above	25- or above
Physiotherapist	MPT/ BPT / Diploma in Physiotherapy OR Equivalent	3- or above	25- or above
Trainee –Staff Nurse/ANM	DGNM/ANM(Awaiting Registration)	0-1	18 or above
Trainee Technician (Blood Bank)	DMLT	0-1	20- or above
Trainee Technician (Laboratory)	DMLT	0-1	20- or above

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Trainee Technician (Dialysis)	Matriculation / Certificate of Training obtained on Dialysis Techniques OR Equivalent	0-1	20- or above
Trainee Technician (Endoscopy)	Matriculation / Certificate of Training obtained on Endoscopy Techniques OR Equivalent	0-1	20- or above
Trainee (Finance & Accounts)	B.Com	0-1	20- or above
Management (Trainee)	MBA/ Post Graduate Diploma in Management	0-1	20- or above
Driver	Matriculation with valid Driving License	3- or above	20- or above
Transport In Charge	Graduate	15 years or above	40 years
Hostel Warden	Graduate	7Years Experience	35 years (Female
Note: The nomenclature of the designations mentioned above are illustrative only and not exhaustive and may be altered/modified/deleted/edited as per the requirement.			

The Selection of Tutor, Assistant Professor, Associate Professor & Professor is subjected to rules and regulation of the council as per which medical and nursing college is running its courses and according to the eligibility criteria.



CAREER FRAMEWORK IN NON TEACHING CADRES

Exp (in years)	Band / Grade Pay (GP)	Designations	Eligibility for: Movement within the Band (Up- gradation) & Movement to next Band Pay (Promotion)
0 ≤ exp < 2	5200- 20200 GP- 2800	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee / Front Desk Executive/ Hostel Warden / Hostel Manager	<p>Direct Recruitment: (50% by Direct Recruitment & 50% by Promotion)</p> <p>1. Graduate from recognized University, with two years of relevant experience; or, Diploma from recognized University, with three years of relevant experience</p> <p>2. Proficiency in Office Tools with good drafting/communication in English</p> <p>Movement/Upgradation within the Band:</p>
2 ≤ exp < 4	5200- 20200 GP- 3200	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee (Senior Scale)	<p>Eligibility-</p> <p>i) Movement within a Band to the next GP is subject to total years defined for that Grade Pay (GP).</p> <p>ii) Movement within the Band, to next Grade Pay (GP) shall be subject to satisfactory performance (scoring minimum 50% in PARS-S).</p> <p>iii) No adverse remarks.</p> <p>Process-</p> <p>i) Candidature of eligible employees will be reviewed by the Screening Committee.</p> <p>Promotion to the next Band: (50% by Promotion)</p> <p>Eligibility-</p> <p>i) Vacancy</p> <p>ii) Good performance record (consistent scoring of minimum 75% in Performance Appraisal at least in 4 years out of 5 years, and with at least 60% score in the balance period) during the last 5 years of continuous service in the Band.</p> <p>iii) No adverse remarks.</p> <p>iv) An employee being considered for movement to the next Band (Promotion) shall be subject to possessing the minimum qualification criteria (including experience) defined for the post in case of direct recruitment.</p> <p>v) Selection to next Band shall be subject to positive recommendation by the Selection Committee.</p> <p>Process-</p> <p>i) Eligible candidates to undergo written test on: · University Policies & Procedures.</p>
4 ≤ exp	5200- 20200 GP- 3600	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee (Selection Grade)	<p>Eligibility-</p> <p>i) Vacancy</p> <p>ii) Good performance record (consistent scoring of minimum 75% in Performance Appraisal at least in 4 years out of 5 years, and with at least 60% score in the balance period) during the last 5 years of continuous service in the Band.</p> <p>iii) No adverse remarks.</p> <p>iv) An employee being considered for movement to the next Band (Promotion) shall be subject to possessing the minimum qualification criteria (including experience) defined for the post in case of direct recruitment.</p> <p>v) Selection to next Band shall be subject to positive recommendation by the Selection Committee.</p> <p>Process-</p> <p>i) Eligible candidates to undergo written test on: · University Policies & Procedures.</p>



			<p>General English</p> <p>ii) Cadre wise Selection Committee to be constituted to review the Performance and Potential for promotion of all shortlisted employees.</p>
<p>0 ≤ exp < 3</p>	<p>9300-34800 GP-4200</p>	<p>Sr. Executive Assistant/Sr. Technical Assistant/ Asst. Lib</p>	<p>Direct Recruitment: (50% by Direct Recruitment & 50% by Promotion)</p> <p>1. Post graduate from recognized University, 2. Good drafting/communication in English and ; 2. Fluency in Office Tools</p> <p>Desirable: Professional qualification like LL.B or PG Diploma/MBA in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter), with 2 years of experience into Administration/ Legal/Finance & Accounts/HR etc.</p> <p>Movement/Upgradation within the Band:</p> <p>Eligibility-</p> <p>i) Movement within a Band to the next GP is subject to total years defined for that Grade Pay (GP). ii) Movement within the Band, to next Grade Pay (GP) shall be subject to satisfactory performance (scoring minimum 50% in PARS-S). iii) No adverse remarks.</p> <p>Process-</p> <p>i) Candidature of eligible employees will be reviewed by the Screening Committee.</p> <p>Promotion to the next Band:</p>



3 ≤ exp	9300- 34800 GP- 4600	Sr. Executive Assistant/Sr. Technical Assistant / Asst. Lib (Selection Grade)	<p>(50% by Promotion)</p> <p>Eligibility-</p> <p>i) Vacancy</p> <p>ii) Good performance record (consistent scoring of minimum 75% in Performance Appraisal at least in 4 years out of 5 years, and with at least 60% score in the balance period) during the last 5 years of continuous service in the Band.</p> <p>iii) No adverse remarks.</p> <p>iv) An employee being considered for movement to the next Band (Promotion) shall be subject to possessing the minimum qualification criteria (including experience) defined for the post in case of direct recruitment.</p> <p>v) Selection to next Band shall be subject to positive recommendation by the Selection Committee.</p> <p>Process-</p> <p>i) Eligible candidates to undergo written test on:</p> <ul style="list-style-type: none"> · University Policies & Procedures. · General English <p>ii) Cadre wise Selection Committee to be constituted to review the Performance and Potential for promotion of all shortlisted employees.</p>
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Exp (in years)	Band / Grade Pay (GP)	Designations	Eligibility for: Movement within the Band (Up- gradation) & Movement to next Band Pay (Promotion)
			<p>Direct Recruitment: (50% by Direct Recruitment & 50% by Promotion)</p> <ol style="list-style-type: none"> 1. Post graduate from recognized University 2. Proficiency in office tools with good drafting/communication skills <p>Desirable:</p> <ol style="list-style-type: none"> 1. Professional qualification like PG Diploma in Business Administration or MCA/PGDCA or CA (Inter)/CWA (Inter). 2. 2 years of experience into Administration/Legal/Finance & Accounts/HR etc. 3. A fresh graduate (B.Tech) with excellent verbal and written communication can also be considered for the position.



<p>0 ≤ exp < 5+</p>	<p>9300-34800 GP 5400</p>	<p>Administrative Officer/content writer/Sports Officer/Jr. Engineer/ Asst. Engg / Jr. Technical Officer</p> <p>Addn Designation: Asst. Manager</p>	<p>Movement/Upgradation within the Band: Eligibility- i) Movement within a Band to the next GP is subject to total years defined for that Grade Pay (GP). ii) Movement within the Band, to next Grade Pay (GP) shall be subject to satisfactory performance (scoring minimum 50% in PARS-S). iii) No adverse remarks.</p> <p>Proce ss- i) Candidature of eligible employees will be reviewed by the Screening Committee.</p> <p>Promotion to the ne xt Band: (50% by Promotion) Eligibility- i) Vacancy ii) Good performance record (consistent scoring of minimum 75% in Performance Appraisal at least in 4 years out of 5 years, and with at least 60% score in the balance period) during the last 5 years of continuous service in the Band. iii) No adverse remarks. iv) An employee being considered for movement to the next Band (Promotion) shall be subject to possessing the minimum qualification criteria (including experience) defined for the post in case of direct recruitment. v) Selection to next Band shall be subject to positive recommendation by the Selection Committee. Proce ss- i) Eligible candidates to undergo written test on: · University Policies & Procedures. · General English ii) Cadre wise Selection Committee to be constituted to review the Performance and Potential for promotion of all shortlisted employees.</p>
<p>0 ≤ exp < 4</p>	<p>15600-39100 GP 5400</p>	<p>Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Dy. Engineer/Dy. Technical Officer</p> <p>Addn Designation: Dy. Manager</p>	<p>Dire ct Recruitme nt: (50% by Direct Recruitment & 50% by Promotion) 1. Master's Degree with minimum 55% marks or its equivalent grade from recognized University, De sirable : 1. Professional qualification like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter) 2. At least 3 years served at supervisory / Administrative level</p>



4 ≤ exp	15600-39100	Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Dy. Engineer/Dy. Technical Officer Addn Designation: Addn. Manager	3. Good communication & drafting skills, 4. Should be able to coordinate / liaise with other Departments and participate in discussions with the senior functionaries Fluency in Office Tools, 5. Expected to handle independently one or more functions related to Educational Administration/Examinations/General Administration/ Purchase/Establishment/ Accounts & Finance/ Project management/HR/Legal. Movement/Upgradation within the Band: Eligibility- i) Movement within a Band to the next GP is subject to total years defined for that Grade Pay (GP). ii) Movement within the Band, to next Grade Pay (GP) shall be subject to satisfactory performance (scoring minimum 50% in PARS-S). iii) No adverse remarks. Process- i) Candidature of eligible employees will be reviewed by the Screening Committee.
8 ≤ exp	15600-39100 GP 6600	Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Engineer/Technical Officer (Senior Scale) Addn Designation: Manager	Promotion to the next Band: (50% by Promotion) Eligibility- i) Vacancy ii) Good performance record (consistent scoring of minimum 75% in Performance Appraisal at least in 4 years out of 5 years, and with at least 60% score in the balance period) during the last 5 years of continuous service in the Band. iii) No adverse remarks. iv) An employee being considered for movement to the next Band (Promotion) shall be subject to possessing the minimum qualification criteria (including experience) defined for the post in case of direct recruitment. v) Selection to next Band shall be subject to positive recommendation by the Selection Committee. Process- i) Eligible candidates to undergo written test on: · University Policies & Procedures. · General English ii) Cadre wise Selection Committee to be constituted to review the Performance and Potential for promotion of all shortlisted employees.



Exp (in years)	Band / Grade Pay (GP)	Designations	Eligibility for: Movement within the Band (Upgradation) & Movement to next Band Pay (Promotion)
0 ≤ exp < 5	15600-39100 GP-7600	Deputy Registrar / Sr. Placement Officer / Officer on Special Duty/Head/Executive Engineer/Sr. Security Officer Addn Designation: Sr. Manager	<p>Direct Recruitment: (75% by Direct Recruitment & 25% by Promotion)</p> <ol style="list-style-type: none"> 1. Post graduate with atleast 55% marks or its equivalent grade from recognized University 2. At least 5 years experience as a Lecturer in a college of an university with experience in educational administration; <p>OR,</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning; OR, At least 5 years administrative experience as Assistant Registrar.</p> <p>Desirable :</p> <ol style="list-style-type: none"> 1. Experience in University Administration and familiar with the working of University Regulatory Bodies. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B or CA/ICWA or MCA or M.Phil/Ph.D qualification. <p>Note: 1. The candidate should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting skills in English and conversant with the office procedures, 2. Should be able to participate in discussions with the senior functionaries and Academicians 3. He is expected to handle one or more functions independently related to Educational Administration/Examinations/ General Administration/ Purchase/Human Resource & Establishment Affairs/Accounts & Finance/ Project management/Legal,</p>
5 ≤ exp	15600-39100 GP-8400	Deputy Registrar / Sr. Placement Officer / Officer on Special Duty/Head/Chief Engineer/Sr. Security Officer (Senior Scale) Addn Designation: Chief	<p>Movement/Upgradation within the Band: (25% by Promotion against the vacancy)</p> <p>Eligibility-</p> <ol style="list-style-type: none"> i) Movement within a Band to the next GP is subject to total years defined for that Grade Pay (GP). ii) Movement within the Band to next Grade Pay (GP)

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	Manager	shall be subject to satisfactory performance (scoring minimum 50% in PARS-S). iii) No adverse remarks. Process- i) Candidature of eligible employees will be reviewed by the Screening Committee.
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ADDITIONAL DESIGNATION FOR SUPPORT DEPARTMENTS

Additional Designations for Support Departments														
Band	Level	Current Designations (as per Carrer Framework)	Approved Market designations (as per Carrer Framework)	Designations requested										
				IT Services	Sales and Regional Ops	Human Resource	Library	International Relations	Training & Placement	Maintenance	Maintenance (Technical)	Maintenance (Non Technical)	Security	
1	9500 (consolidate)	Prefixing the designations with Junior (Jr.) Computer Operator / Data Entry Operator / Typist / Adminssion Counselor		NA		Data Entry Operator	NA	Library Attendant	Data Entry Operator	Data Entry Operator	Data Entry Operator	Same as Previous	Data Entry Operator	Data Entry Operator
	Min. 10500 (consolidate)	Prefixing the designations with Assistant (Asst.) Computer Operator / Data Entry Operator / Typist / Adminssion Counselor												
	Min. 11500 (consolidate)	Computer Operator / Data Entry Operator / Typist / Adminssion Counselor												
2	5200-20200 GP-1800	Office Assistant/Lab Assistant/Physical Trainer/ Coach		(Prefix Jr.) Network Admi / IT Support		Jr. Executive	Jr. Executive	Jr. Library Assistant	Jr. Executive	Jr. Executive	Field Executive	Same as Previous	Office Assistant	CCTV Operator / Office Assistant
	5200-20200 GP-2200	Office Assistant/Lab Assistant/Physical Trainer/ Coach (Senior Scale)												
	5200-20200	Office Assistant/Lab												

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	GP-2600	Assistant/Physical Trainer/ Coach (Selection Grade)		Eng / System Adm.									
3	5200-20200 GP-2800	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee / Front Desk Executive/ Hostel Warden / Hostel Manager		Network Admi / IT Support Eng / System Adm.	Executive / Counselor / BDE	Executive	Library Assistant	Executive / Counselor / BDE	Executive	Fore man / Executive Assistant / Technical Assistant	Same as Previous	Executive Assistant	Security Assistant
	5200-20200 GP-3200	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee (Senior Scale)											
	5200-20200 GP-3600	Executive Assistant/Technical Assistant/Radio Jockey/Management Trainee (Selection Grade)											
4	9300-34800 GP-4200	Sr. Executive Assistant/Sr. Technical Assistant/ Asst. Lib		(Prefix Sr.) Network Admi / IT Support Eng / System Adm.	Assistant Manager	Assistant Manager	Semi-Professional Assistant Library	Asst. Manager	Sr. EA / Asst. Manager	Sr. Technical Assistant / Sub	Same as Previous	Sr. Executive Assistant	Assistant Senior Officer
	9300-34800 GP-4600	Sr. Executive Assistant/Sr. Technical Assistant / Asst. Lib (Selection Grade)						Sr. Assistant Manager	Sr. EA (SG) / Sr. Assistant Manager	Fire Officer / Jr. Engineer / Supervisor	Same as Previous		



5	9300-34800 GP-5400	Administrative Officer/content writer/Sports Officer/Jr. Engineer/ Asst. Engg / Jr. Technical Officer	Asst. Manager	Associate Consultant	Dy. Manager	Dy. Manager	Professional Assistant Library	Dy. Manager	Dy. Manager	Fire and Safety Officer / Assistant Engineer / Assistant Manager	Same as Previous		Dy. Senior Officer / Liaison Officer
6	15600-39100 GP-5400	Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Dy. Engineer/Dy. Technical Officer	Dy. Manager	Consultant / Mgr.	Regional Manager / Manager	Manager		Regional Manager	Manager		Assistant Executive Engineer	No Position	Senior Officer
	15600-39100 GP-6000	Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Dy. Engineer/Dy. Technical Officer (Senior Scale)	Addn. Manager	Sr. Consultant / Sr. Manager	Sr. Regional Manager / Sr. Manager	Sr. Manager		Sr. Regional Manager	Sr. Manager	Executive Engineer	Executive Engineer		
	15600-39100 GP-6600	Assistant Registrar/Asst. Director - Sports/Assistant COE/Placement Officer/Engineer/Technical Officer (SG)	Manager	Asst. Team Lead / Asst. Director	Asst. Director	Asst. Director		Asst. Director	Asst. Director		Sr. Executive Engineer		
	15600-39100 GP-	Deputy Registrar / Sr. Placement Officer / Officer on Special	Sr. Manager	Dy. Team Lead /	Dy. Director	Dy. Director		Dy. Director	Dy. Director				

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7	7600	Duty/Head/Executive Engineer/Sr. Security Officer		Dy. Director			Dy. Librarian		Superintendent Engineer	Superintendent Engineer	Senior Security Officer
	15600-39100 GP-8400	Deputy Registrar / Sr. Placement Officer / Officer on Special Duty/Head/Chief Engineer/Sr. Security Officer (Senior Scale)	Chief Manager	Associate Team Lead / Associate Director	Associate Director	Associate Director		Associate Director	Associate Director		

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Annexure 3

OFFICIATING ALLOWANCE TO TEACHERS FOR ADMINISTRATIVE RESPONSIBILITY

The Competent Authority of SGRR University is pleased to approve the following Officiating Allowance to be granted on monthly basis to those, teachers of the University, who may discharge duties in substantial roles in addition to their normal duties and responsibility. The Officiating Allowance will continue only till a teacher continues to hold these positions.

The details are as under:

Substantial Positions	Officiating Allowance
Dean Research & Development/Dean Student welfare/ Director IQAC/ Chief Proctor	Rs. 10000/- per month
Associate Dean Academics/ Dy. COE/ Associate Dean Research/ Associate Proctor/ Associate DSW	Rs. 7500/- per month

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Annexure 4

PERFORMANCE APPRAISAL FOR TEACHING STAFF ON PROBATION

Name of faculty : _____

Designation : _____

Department & School : _____

Date of Joining the University: _____

Period of Assessment :

Part 1: Teaching, Research & Self

Development 1A. Teaching

Activity	Count
No. of Courses taught (in last two semesters)	
Result of courses taught (in %)	
No. of Lab developed	
No. of New experiment designed	
No. of e-Content developed	
No. of Community connect projects supervised	

1B. Research & Publication (with SGRR University Affiliation only)

Areas	Count
No. of Ph.d Scholar guidance	
No. of Research Papers in Indexed Journal (Submitted / Accepted / Published)	
No. of Funded Project / Consultancy work (Submitted / Accepted / Published)	
No. of Patent (Filed / Granted)	
No. of Collaboration established	
No. of Industrial Visit	

1C. Self Development Initiatives (with SGRR University Affiliation only)

Areas	Count
No. of MOOCs attended	
No. of Membership (International / National)	

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No. of FDP/MDP (attended)	
No. of Programs Organised	

Additional Responsibility :	
Brief (Not more than 50 words):	
Award/Recognition received; If Yes then describe (Details not more than 10 words)	

1D. Additional Responsibility (if any)

Part 2: Teaching Evaluation

Part 2A:

Load

(Note: The shaded areas are not to be filled-in by the Appraiser)

Details to be Filled By Appraiser							
Course Id	No. of Sections Taught	L	T	P	L+T+P	No. of Students	Course credit
1st Term during Academic Year							
2 nd Term during Academic Year							

GUIDELINES:

1. Prescribed Contact Hours (inclusive of the contact hours for projects / seminars /

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dissertations / term paper/ case studies/
positions during the year 19-20



workshops etc.) for various faculty

Part 2B: Load for Additional Courses

Course Id	Nature of Course	Total number of hours engaged	Net Weekly Hours

PROJECT EVALUATION Only for full term (semester) projects; The title clearly defines that the course is a project / equivalent to a project			
Semester Odd/ Even	Program UG / PG	No. of Distinct Projects	Estimated total Hours Spent



Note :Summer internship projects are not counted

Part 2C: Student Feedback

Average pass percentage of Students (prior to summer term or FR or FI i.e, only for ETE)				
Year	UG		PG	
	Even Term	Odd Term	Even Term	Odd Term
1st				
2nd				
3rd				
4th				
5th				

Part 2D: Miscellaneous

Activity (Kindly share details of Undergone Activities only – Not more than 10 words)
Have you brought any innovation in Teaching Learning (in last two years) (Y/N) (If Y share details):
What is your major achievement in terms of Mentoring (Y/N) (If Y share details):
Have you completed CO/PO mapping (Y/N) (If Yes share attainment):
Do you have any Seed money based projects (Y/N) (If Y share details):
Have you completed your Course file

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(Y/N) (If Y share one template in the presentation)

Self Remark:

Signature of the FacultyHODs' Recommendation:

Signature of the HOD

School's Dean Recommendation:

Signature of the Dean



Annexure 5

PERFORMANCE APPRAISAL FOR NON TEACHING STAFF ON PROBATION

KRA Form - Administrative Staff (Probation)						
Employee Name:		HOD/Reporting Officer's Name:				
Designation:		Dean / Director's Name (Reviewing):				
Department:		Assessment Type: Annual				
DOJ:						
S. No.	KRA	SUB AREA	KPI	Self Evaluation	Manager Evaluation	Manager Remark
1						
2						
3						
4						
5						

Reporting Manager _____

Comments regarding Confirmation of Service

Reviewing Manager _____

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Guidelines

1. Every employee must have at least 2 KRAs.
2. The KRA's cannot be more than five by count, but can be less than five.
3. Any additional work given/ initiated by the employee may also be included in KRA.
4. All ratings on a scale of 1 to 5, 5- Excellent, 4- V. Good, 3-Good, 2-Average, 1-Below Average (Extreme rating of 1/5 to be justified at every instance).



APPROVAL FRAMEWORK TO SANCTION LEAVE

Employee Category	Type of Leave	First Level Approver	Second Level Approver
PVC/Registrar/ Deans/Directors/CO E/ FO	All Types	Vice Chancellor	-
Academic Employees	Casual Leave	HoD/Dean/PVC/VC as per reporting of the employee.	-
	Earned Leave	HoD/Dean/ PVC/VC as per reporting of the employee.	For more than 10 days, all the Earned Leaves will be approved by Pro- Vice- Chancellor/Vice- Chancellor.
	Commuted /Medical Leave	HoD/Dean/ PVC/VC as per reporting of the employee.	For more than 10 days, all Commuted Leaves will be approved by Pro –Vice- Chancellor/Vice Chancellor.
	Vacation Leave	Dean/VC as per reporting of the employee.	-
	Compensatory Off	HoD/Dean/VC as per reporting of the employee.	-
Non- Academic Employees	Casual Leave	HoD/Dean/ Asst Reg/ Dy.Reg/ OSD/ Registrar as per reporting of the employee.	-
	Earned Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee.	For more than 10 days, all the Earned Leaves will be approved by Registrar
	Commuted /Medical Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee.	For more than 10 days, all commuted Leaves will be approved by Registrar
	Compensatory Off	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee.	-



RULES FOR EMPLOYEES IN DEPARTMENT OF MAINTAINENCE

Leave

The following kinds of leave may be earned by and granted to an Employee:

- a) 12 days Earned leave as accrued in a year subject to a provision that the total period of earned leave admissible to any employee shall not exceed 45 days.
- b) 12 days Casual leave in one calendar year subject to a maximum of 3 days being availed at a time.
- c) 10 days Commuted Leave in a calendar year, granted on the basis of medical certificate from a registered medical practitioner to an employee. This shall be credited into account in January / July, whichever is earlier, post completion of 01 year of service with the University.
These leave will not be applicable for Contractual employees.
- d) 10 days Earned Leave and 10 days CL are for Contractual employees.
- e) Entitle for Comp-off against working on Sunday & notified holidays as per Holiday Calendar of Maintenance, notified by the University, the Comp off shall have the validity of 30 days.
- f) CL & Comp. Off can be merged; maximum up to 03 days and EL & CML can be merged maximum up to 45 days.

Working Hours and attendance:

The working days shall be observed from Monday to Saturday and the working hours shall be of 48 hours per week excluding lunch period.

Swipe timings of the attendance may be regulated to suit the duties entrusted to an employee, subject to permission from the reporting officer or Competent Authority; with the prior information to the HR.

Employees will not at any time absent themselves from their work without the permission of the Manager. Each employee is expected to maintain punctuality in attendance. Habitual late attendance will render him/her liable to disciplinary action. In case if any exigency of work, an employee can be called for duties by his supervisor.

PS: Employees will follow a roaster with 30% of staff presence on Sunday or on the basis of requirement.

Holidays:

Holidays in a calendar year shall not exceed by 7 days and 1 restricted holiday under any circumstances, in general the following days may be observed as Holidays (National holidays and festivals):

1	Republic Day
2	Holi Parwa
3	Labour Day
4	Independence Day
5	Vishwakarma Day
6	Gandhi Jayanti
7	Diwali Parwa
Restricted Holiday (Any one of the following)	
8	Dushehra (Vijyadashmi)
9	Idu'lFitr
10	Christmas Day

Abbreviation:

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CL - Casual Leave
EL - Earned Leave
CML - Commuted
Leave Comp Off -
Compensatory Off



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Annexure 8

RULES FOR EMPLOYEES IN DEPARTMENT OF INTER HOSTEL ADMINISTRATION

- 1) EL - 01 per month
- 2) CL - 01 per month
- 3) They will be entitled for Comp-off; working on Gazetted holidays as declared by University, the Comp off shall have the validity of 1 month only.
- 4) Merge EL and Comp Off (pl. check its feasibility, this rule does not exist in the current system)
- 5) EL will carry forward to the next yr. and CL will lapse at the End of the year. Other combination rules shall remain the same.
- 6) Weekly off - Sunday only (per week)

Potential Benefits

Since the staff deployed in Department of IHA being essentially engaged in facilitation of resident students in Hostels, thus there is requirement of the employees of IHA to work round the clock, every year due to maintenance of hostels, new admissions and settlement of students.



Annexure 9

RESEARCH & FACULTY DEVELOPMENT INITIATIVES

(as notified from time to time)

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Annexure 10

POLICY OF Ph.D. FEE WAIVER FOR STAFF OF THE UNIVERSITY

In order to provide an opportunity for higher studies to the regular Teachers and Non-Teaching Staff of the University to enroll in the Ph.D. programme offered by the University.

It has also been decided that no tuition fees will be charged from the Teaching / Non-Teaching Staff. They will, however, have to pay application, registration and thesis submission fees applicable on the day of admission. Furthermore, they will be required to work in the University for a minimum period of three (03) years after award of the Ph.D. degree.

In case, such a Teaching / Non-Teaching Staff decides to quit the University service before the stipulated period or before completion of Ph.D., the employee shall have to pay the exempted fees to the University before getting relieved from the services. In case the said employee decides to complete the Ph.D., the person shall pay entire fees from the date of admission including the period of exemption to keep the admission alive.

Ph.D. fee waiver will be applicable only for the first four years of the Ph.D. program starting from the date of admission. In case, the Faculty / Staff does not submit Ph.D. thesis by the stipulated date, fee will be levied from the current term.

The admission to the Ph.D. programme will be subject to their fulfilling the eligibility criteria as laid down in the Ph.D. Ordinances of the University.

The Fee waiver for teaching staff may be extended only to the regular teaching staff and permanent Staff members of the University.



UNDERTAKING FOR Ph.D

(To be given by the faculty / staff who were selected to Ph.D.

in SU) I Ms/Mr., System IDemployee

ID.....,

Designation....., Department and School / section of..... W/o

..... R/o..... do hereby state that I have joined Ph.D. program offered in

SGRR University in the Department..... and School of.....

I am providing the following undertaking in my free will and wish and under no pressure or compulsion from none to get tuition fee exemption.

1. That I undertake to serve SGRR University for a period of Three Years after award of my Ph.D program.
2. That I understand further that SGRR University has agreed to bear the tuition fees for the Ph.D program for four years from the date of admission and also to pay the salary during the period of Ph.D.
3. That I undertake to pay the exempted fees to the University if I leave the University service before completion of Ph.D. or before the stipulated period i.e. 3 years after the completion of my Ph.D as stated in Para 2.
4. That I understand that my fee waiver will be applicable only for the first four years of the Ph.D. program starting from the date of admission. In case if I fail to submit Ph.D. thesis by the stipulated date, fee will be levied from the current term.
5. I will be entitled for refund of the fee levied against me from the admission till current period/date, in case I have already paid.
6. That in this regard I appraised myself of the Notification issued by the Registrar (Notification No.SGRRU/Reg/2023/....) that the contents laid down in totality of the said notification are duly acceptable to me, and I shall have a binding effect upon me. I accept the contents of the notification and hereby undertake to comply with them.

Date:

Name & Signature of Employee

Accepted

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NON-DISCLOSURE AGREEMENT

This Agreement made on this _ 2021 (Effective Date).

BETWEEN:

- (1) **SGRR University** (
- (2)

AND

- (3) _____ **employee name**, (Address of Communication)

- (4) The present non disclosure agreement is effective from the date of joining i. e. 01/04/2021 of _____ **employee name** and shall proceed further here on.

(Hereinafter referred to, individually, as the “**Party**” and collectively, as the “**Parties**”)

Background:

- i) The Parties are, or will be, evaluating, discussing and negotiating a potential contractual relationship concerning the **all projects and all clients with SGRR University.**
- ii) The Parties may, in these evaluations, discussions and negotiations, disclose to each other information that is technically and /or commercially confidential.
- iii) The Parties have agreed that disclosure and use of such technical and/or commercial confidential information shall be made and on the terms and conditions of this Agreement.

Now it is agreed as follows:

1.0 Definitions:

In this Agreement the following terms shall, unless the context otherwise requires, have the following meanings:

- 1.1 ‘**Disclosing Party**’ means the Party disclosing Confidential Information to the other Party under this Agreement.
- 1.2 ‘**Receiving Party**’ means the Party receiving Confidential Information from the other Party under this Agreement.

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1.2 (a) Information – means all such information which the employee does during his course of employment (taken by or asked by) and which are not part of public domain and is available at official domain / portal / website of employer or organization.

1.3 **‘Confidential Information’** For purposes of this agreement, “Confidential Information” shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word “Confidential” or some similar warning. If Confidential Information transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

Further confidential Information, also means any information, which shall include but is not limited to, design, fabrication & assembly drawings, know-how, processes, product specifications, raw materials, trade secrets, market opportunities, or business or financial affairs of the Parties or their customers,

product samples, inventions, concepts and any other technical and/or commercial information, disclosed directly or indirectly and in any form whatsoever (including, but not limited to, disclosure made in writing, oral or in the form of samples, models, computer programs, drawings or other instruments) furnished by the Disclosing Party to the Receiving Party under this Agreement.

1.3.1 Such Confidential Information shall also include but shall not be limited to:

- 1.3.1.1 information disclosed by the Disclosing Party in writing marked as confidential at the time of disclosure;
- 1.3.1.2 information disclosed by the Disclosing Party orally which is slated to be confidential at the time of disclosure;
- 1.3.1.3 information disclosed in any other manner is designated in writing as Confidential Information at the time of disclosure; or
- 1.3.1.4 not with standing sub-clauses 1.3.1.1, 1.3.1.2 and 1.3.1.3 of this definition, any information whose nature makes it obvious that it is confidential.

1.3.2 Such Confidential Information shall not include any information which:

- 1.3.2.1 is, at the time of disclosure, publicly known; or
- 1.3.2.2 becomes at a later date, publicly available otherwise than a wrongful act or negligence or breach of this Agreement of or by the Receiving Party; or

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- 1.3.2.3 the Receiving Party can demonstrate by its written records was in its possession, or known to the Receiving Party, before receipt under this Agreement, and which was not previously acquired under an obligation of confidentiality; or
 - 1.3.2.4 is legitimately obtained at any time by the Receiving Party from a third party without restrictions in respect of disclosure or use; or
 - 1.3.2.5 the Receiving Party can demonstrate to the satisfaction of the Disclosing party, has been developed independently of its obligations under this Agreement and without access to the Confidential Information.
- 1.4 **‘Purpose’** means the evaluations, discussions, negotiations and execution regarding a contractual relationship between the Parties in respect of the Project defined in paragraph (i) of the Background section.
 - 1.5 **‘Affiliate’** means any legal entity which, at the time of disclosure to it on any Confidential Information, is directly or indirectly controlling, controlled by or under common control with any of the Parties.
 - 1.6 **‘Contemplated Agreement’** means any future legally binding Agreement between the Parties in respect of the Project envisaged under this Agreement.

2.0 Non-Disclosure of Confidential Information:

- 2.1 In consideration of the disclosure of Confidential Information by the Disclosing Party to the Receiving Party solely for the Purpose, the Receiving Party undertakes whether by itself, its successors and heirs, not to disclose Confidential Information to any third party, unless in accordance with Clause 4.
- 2.2 In addition to the undertaking in Clause 2.1, the Receiving Party shall be liable for:
 - 2.2.1 any loss, theft or other inadvertent disclosure of Confidential Information, and
 - 2.2.2 any unauthorized disclosure of Confidential Information by persons (including, but not limited to, present and former employees) or entities to whom the Receiving Party under this Agreement has the right to disclose Confidential Information, except where, the Receiving Party has used the same degree of care in safeguarding such Confidential Information as it uses for its own Confidential Information of like importance and in no event less than a reasonable degree of care; and upon becoming aware of such inadvertent or unauthorized disclosure the Receiving Party has promptly notified the Disclosing Party thereof and taken all reasonable measures to mitigate the effects of such disclosure and to prevent further disclosure.



2.3 The Receiving Party understands and agrees that:

2.3.1 any information known only to a few people to whom it might be of commercial interest and not generally known to the public is not public knowledge;

2.3.2 a combination of two or more parts of the Confidential Information is not public knowledge merely because each part is separately available to the public

2.4 The Receiving Party acknowledges the technical, commercial and strategic value of the Confidential Information to the Disclosing Party and understands that unauthorized disclosure of such Confidential Information will be injurious to the Disclosing Party.

3.0 Use of Confidential Information:

The Receiving Party is entitled to use the Confidential Information but only for the Purpose.

3.1 **Exclusions from confidential Information** – Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party ;(b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing party's representatives; (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

4.0 Permitted Disclosure of Confidential Information:

4.1 The Receiving Party may disclose in confidence Confidential Information to any of its Affiliates and employees, in which event the Affiliate and employee shall be entitled to use the Confidential Information but only to the same extent the Receiving Party is permitted to do so under this Agreement. The Receiving Party agrees that such Affiliates or employees are subject to confidentiality obligations no less restrictive than those of this Agreement.

4.2 The Receiving Party shall limit the dissemination of Confidential Information of its Affiliates and employees having a need to receive such information to carry out the Purpose.

4.3 The Receiving Party may disclose Confidential Information to its consultants, contractors, sub- contractors, agents or similar persons and entities having a need to receive such information to carry out the Purpose on the prior written consent of the Disclosing Party. In the event that the Disclosing Party gives such consents, the Receiving Party agrees that such individuals are subject to confidentiality obligations no less restrictive than those of this Agreement.

4.4 Notwithstanding Clause 2.1, the Receiving Party shall not be prevented from disclosing Confidential Information, where (i) such disclosure is in response to a valid order of a court or any other governmental body having jurisdiction over this Agreement or (ii) such

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disclosure is otherwise required by law, provided that the Receiving Party, to the extent possible, has first given prior written notice to the Disclosing Party and made reasonable efforts to protect the Confidential Information in connection with such disclosure.

by law, provided that the Receiving first given prior written notice to the reasonable efforts to protect the Confidential Information in connection with such disclosure.

- 4.5 **Obligation of Receiving Party**-Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party and all records, notes, and other written, printed, or tangible materials in its possession pertaining to confidential information immediately if Disclosing party requests it in writing.

5.0 Copying and Return of Furnished Instruments:

- 5.1 The Receiving Party shall not be entitled to copy samples, models, computer programs, drawings, documents or other instruments furnished by the Disclosing Party hereunder and containing Confidential Information, unless and to the extent it is necessary for the Purpose.
- 5.2 All samples, models, computer programs, drawings, documents and other instruments furnished hereunder and containing Confidential Information shall remain the Disclosing Party's property.
- 5.3 At any time upon request from the Disclosing Party or upon the conclusion of the Purpose or expiry of this Agreement, the Receiving Party, at its own cost, will return or procure the return, promptly and in any event within 14 days of receipt of such request, of each and every copy of Confidential Information given by the Disclosing Party, and satisfy the Disclosing Party that it no longer holds any further Confidential Information.

6.0 Non-Disclosure of Negotiations:

Except as provided in Clause 4, each Party agrees that it will not, without the other Party's prior written approval, disclose to any third party the fact that the Parties are discussing the Project. The Parties acknowledge that the provisions of this Agreement shall apply in respect of the content of any such discussions. The undertaking set forth in this Clause 7 shall survive the termination of this Agreement.

7.0 Term and Termination:

This Agreement shall become effective on the Effective Date. The provisions of this Agreement shall however apply retroactively to any Confidential Information, which may have been disclosed in connection with discussions and negotiations regarding the Project prior to the Effective Date.

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- 7.1 This Agreement is irrevocable and shall have a binding effect in all communication.
- 7.2 The rights and obligations of each Party with respect to all Confidential Information of the other Party that is received under this Agreement shall remain in effect for a period of five (5) years from the date of disclosure of Confidential Information.

7.3 Time Periods- The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold confidential information in confidence shall remain in effect until the confidential information no longer qualifies as a trade secret or until disclosing party sends receiving party written notice releasing receiving party from this agreement, whichever occurs first.

7.4 Relationship- Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.

8.0 Severability- If court finds any provision of this agreement invalid or unenforceable, the remainder of this agreement shall be interpreted so as best to affect the intent of the parties.

8.1 Integration- This agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This agreement may not be amended except in a writing signed by both parties.

8.2 Waiver- The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

9.0 Intellectual Property Rights:

All Confidential Information disclosed herein shall remain the sole property of the Disclosing Party and the Receiving Party shall obtain no right thereto of any kind by reason of this Agreement.

Intellectual Property Ownership:

No license to existing intellectual property- except for any intellectual property rights included to use the parties hereby acknowledge that this agreement does not constitute a grant by either party to the other of any license or right to either party's intellectual property existing as of the effective date.

9.1 Ownership of developed intellectual property – If either party develops any new intellectual property in connection with this, the parties shall enter into a separate definitive agreement regarding the ownership of that new intellectual property.

9.2 Future Agreement:

Nothing in this agreement shall obligate either party to enter into any further agreements.

10.0 Amendments:

Any amendment to this Agreement shall be agreed in writing by both Parties and shall refer to this Agreement.

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11.0 Severance:

If any term or provision in this Agreement is held to be either illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement, but the validity and enforceability of the remainder of this Agreement shall not be affected.

12.0 Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of India and in any dispute arising out of or relating to this agreement, the Parties submit to the exclusive jurisdiction of the Courts situated at Gautam Buddha Nagar, Greater Noida, Uttar Pradesh, India.

13.0 General:

13.1 Upon 45 days written notice, the Disclosing Party may audit the use of the programs, materials, marketing materials, services, and such additional disclosed resources. The Receiving Party agrees to co-operate with the Disclosing Party's audit and to provide reasonable assistance and access to information.

13.2 The Disclosing Party shall not have any liability to the Receiving Party for any claims made by third parties arising out of their use of the Disclosing Party's trademarks (including "Logo") or marketing materials. The Receiving Party agrees to indemnify the Disclosing Party for any loss, liability, damages, cost or expense (including attorney's fees) arising out of any claims, which may be made against the Disclosing Party arising out of their use of the Logo or marketing materials where such claim relates to their activities, products or services. Notwithstanding above, the Receiving Party shall have no obligation to indemnify the Disclosing Party with respect to a claim of trademark or copyright infringement based upon their use of the Logo or marketing materials, as expressly permitted under this Agreement.

13.3 The Receiving Party shall disclose of any similar agreements explicit or otherwise, for similar purpose/application with in its own organization, or any other third party.

In the event of a breach or threatened breach by the Receiving Party of any provisions of this Agreement, the Disclosing Party, in addition to and not in limitation of any other rights, remedies or damages available to the Disclosing Party at law or in equity, shall be entitled to a temporary restraining order / preliminary injunction in order to prevent or to restrain any such breach by the Receiving Party, or by any or all persons directly or indirectly acting for, on behalf of, or with the Receiving Party.

IN WITNESS WHEREOF, this Agreement was duly executed on behalf of the Parties on the day and year first above written.

For and on behalf of
SGRR University

For and on behalf of
Employee Name __

Sign: _____
Name: _____

Sign: _____
Name: _____

SHRI GURU RAM RAI UNIVERSITY

Dehradun, Uttarakhand



Title:

Witness 1:

Sign: _____

Witness 2:

Sign: _____

SHRI GURU RAM RAI UNIVERSITY

Dehradun, Uttarakhand



EXIT INTERVIEW FORM

(Part-I)

Name:	Emp. Code:
Designation & Department:	DOJ:
Reporting Manager:	Last day in organization:

1. What is the reason of leaving SGRR ? (please ✓)

1.	Compensation		5.	Role / Work allocated	
2.	Promotion / Career Growth		6.	Team issues	
3.	Working Conditions (travel, working hours, flexibility, culture)		7.	Personal Reasons	
4.	Managerial Issue		8.	Higher Studies	

Please elaborate on your reason:

2. What were the most positive aspects of your time with the organization? (please ✓)

1.	Role / Work allocated	
2.	Appraisal & recognition	
3.	Co-worker interaction	
4.	Working Conditions	
5.	Culture	

Please give details and elaborate on your reason:

3. If you accepted another job, please complete the following.

1.	Title	
2.	Role	



3.	Salary	
4.	Other Benefits	

4. Any other comments or feedback ?

Employee Signature: _____ **Date:** _____



EXIT INTERVIEW FORM

(PART-II)

To be filled by HR and Manager

1. Manager Comments

<hr/> <hr/> <hr/>

Can we rehire person ? YES/ NO

Manager Name &Signature: _____ Date: _____

2. HR Comments

<hr/> <hr/> <hr/>

HR Name &Signature: _____

Date: _____



HAND OVER FORM

Name:	Employee Id:
Department :	Designation :
Employment Period:	

Brief Description of Duties: (Separate JD may be attached)

- _____
- _____
- _____
- _____

Hierarchy Tree (Please Specify Reporting Officer & Reportee)

Regular/re-occurring meetings, reports, Process or Procedures:(Detail may be annexed separately)

- _____
- _____
- _____
- _____

Key Documents/Reference Material (hardcopy and or in electronic form)(Navigation in case in electronic form):

- _____
- _____
- _____
- _____

Status of recent and current Assignments / Reports/ Meetings:(Detail may be annexed)

<ol style="list-style-type: none">1. Name of project/report/meeting/assignment<ul style="list-style-type: none">○ Status○ Action needed○ Budget (if applicable)○ Critical issues/challenges2. Indicate priority projects / Assignments (If any)



Calendar of major activities and/or events

(optional):

• _____
• _____
• _____
• _____

Equipments/Instruments/Machines/Others

Sl.No.	Equipments/Instruments Name	Quantity	Location	Condition (working/nonworking)	Remark

Your contact information after departure:

<ul style="list-style-type: none">• Phone:• E-mail:
--

Handed Over By

Name:

Signature:

Date:

Received By

Name:

Signature:

Date:

Supervised By

Name:

Signature:

Date:

SHRI GURU RAM RAI UNIVERSITY

Dehradun, Uttarakhand

**NO DUES FORM**

Name
Designation
Last Working
DOJ
Department
Permanent
Address

E-mail ID _____

Contact No _____

S.No	Department	Department		Name & Signature
1.1	IT Infrastructure	I-Card	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
1.2		Computer Lab	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
1.3		SIM Card/ Data Card	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
1.4		Mobile	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
1.5		Any other item	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
2.1	Hostel Administration	Hostel	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
2.2		Mess /Food Charges if Any	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
2.3		Maintenance /Electricity Charges	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
3.1	Library	Books	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
4.1	Estate Department	Transport	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
4.2		Staff Quarter	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>

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4.3		Any other Charges	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
5.1	Store Department	Pen Drive / Hard Disk	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
5.2		Computer/ Laptop	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
5.3		Any other item	Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/>
6.1	Security	Vehicle Sticker	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
7.1	Accounts Department	Salary Clearance	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
7.2		Any other Dues	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
8.1	SGRR Hospital	Pharmacy	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
8.2		Hospital Billing	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
8.3		MRD (For Employee working in SMSR, SH & SDS)	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
9.1	Office Of Dean Research	Ph. D Fee exemption	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>
10.1	HR Department	Comply with Service Undertaking (if any)	Yes <input type="checkbox"/> No t Applicable	<input type="checkbox"/>

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