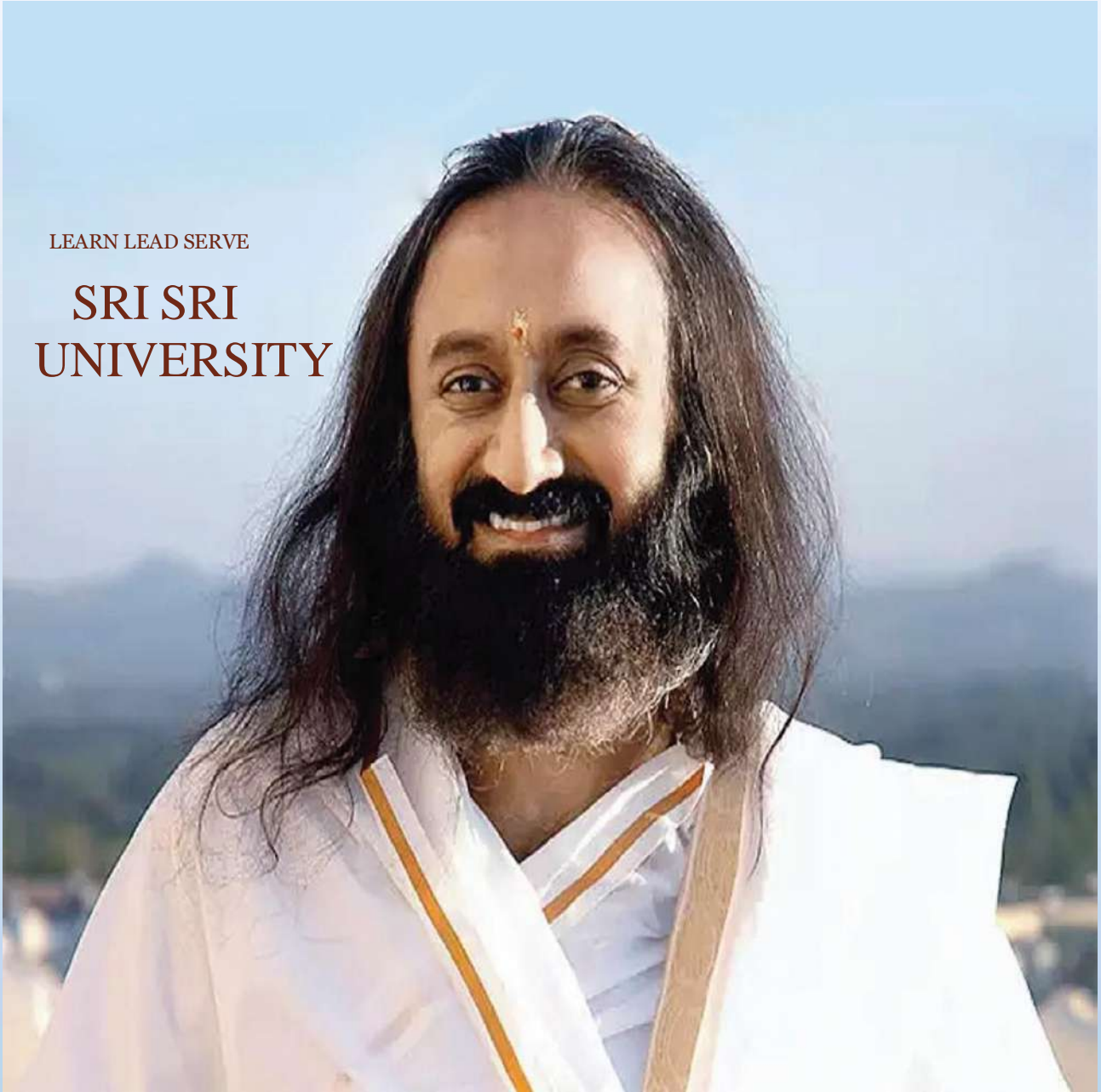


LEARN LEAD SERVE

SRI SRI  
UNIVERSITY



Poojya Gurudev  
**Sri Sri Ravi Shankar Ji**  
Founder and Lifetime President, Sri Sri University

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Main Academic Building 'SHRUTI'

## HANDBOOK FOR STUDENTS

Sri Sri University (**SSU**) has prepared Students' Hand Book for the students of all the departments of the University. Students studying at Sri Sri University are required to abide by the content of this Handbook and submit **an undertaking to the University, whereby they agree to follow and abide by all rules and regulations as prescribed in the Hand Book as well as those may be prescribed from time to time.**

### 1. Preamble.

1.1. The Students' Handbook has been prepared for students of Sri Sri University to foster and protect the Vision & Mission of the University to pursue studies and ensure holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the University and its Mission. The University is morally responsible to students and other stakeholders, and strives to enhance their experience by providing an opportunity to learn in a campus free from any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries for holistic education.

1.2. It is designed to provide information to students, faculty and staff members on the ideals that underlie our academic mission and the expectations that the Institute has, regarding the conduct of students. The purpose of the policies outlined in the Students' Handbook is to protect the rights of all members of the SSU Community and to maintain an atmosphere in the community appropriate for an institution of higher education.

1.3. Students are members of the University community. They are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community.

1.4. It is presumed that the students, after seeking admission to courses at the University, conduct themselves in an appropriate and responsible manner. High standards of academic, professional integrity and honesty are expected from students. Further students are required to respect the rights and properties of other members of the academic community (other students and the University administration). Students are required to refrain from any conduct that would interfere with the functioning of the University or endanger the health, welfare or safety of other persons either inside or outside the premises of the University.

1.5. Students will not discriminate against self or others on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preferences, physical disabilities or any other legally protected status. Students will not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India. **Interpretations of provisions within the Code of Conduct of Students may be requested by contacting the Director of Students' Affairs.**

## 2. Applicability.

2.1. The Code of Conduct is applicable to all students of Sri Sri University enrolled in both full and part-time programs/courses and pursuing undergraduate, postgraduate, doctoral as well as other programs. The term 'student' refers to persons who are enrolled for a particular program offered by the University. The code is applicable to all students enrolled in the University.

2.2. Faculty, staff and students value the Institute's relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. Policy setting and enforcement (discipline) are ways of educating students to become conscientious members of that community, and students are expected to conduct themselves in a responsible manner at all times, whether on or off campus. The student discipline system exists to handle infractions against Institute's rules and regulations. This system is based on the philosophy of fairness to all affected by any situation involving a student's non-compliance with SSU policy or regulation.

2.3. Any activity/action that causes the destruction of property belonging to the University; any conduct of the members of the University community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has been made for any act of commission or omission, will be considered a breach of the University's Code of Conduct. **The students will continue to be subjected to the laws of the land while in the University and any violations of these laws may also be considered violations of the Code.** In such instances, the University will proceed with disciplinary action in accordance with the Code of Conduct, and independent of any criminal proceedings involved in the same conduct, imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

## 3. Climate of Cuttack.

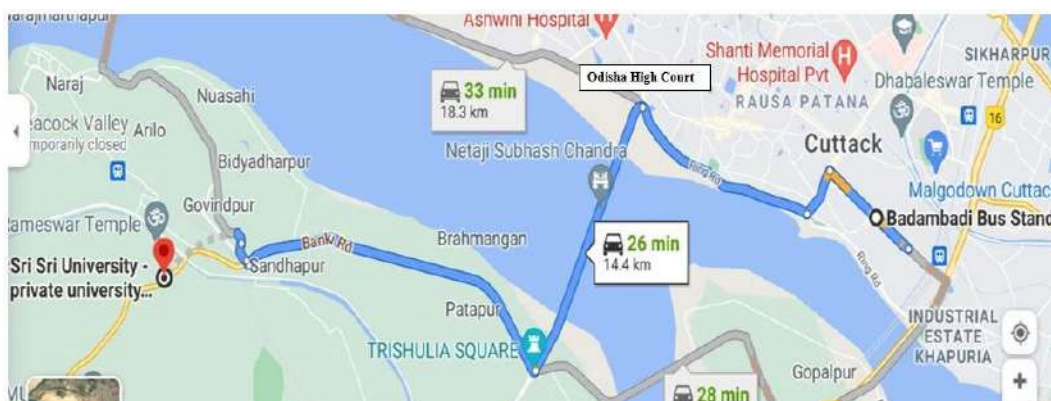
Cuttack lies 29m above the sea level. The climate here is tropical. The summers here have a good rainfall, while the winters have very little rainfall. The average annual temperature is 27.6 °C in Cuttack. About 1515 mm | 59.6 inch of precipitation falls annually. December to February is the winter season at Cuttack, with an average temperature ranging between max 29°C and min 15°C. Pre-monsoon summer starts from the month of March and continues till May. The average temperature varies from 25 deg C to 37 deg C. May is the warmest month, with an average high-temperature of 37.5°C (99.5°F) and an average low-temperature of 26.2°C. The monsoon/rainy season starts from June and continues up to September with the average temperature varying from 23 deg C to 37 deg C. The weather from April to August is hot and humid. The post monsoon autumn span from November to December with average temperature varying from 15 deg C to 29 deg C. February is the month with the least rainfall. The month with the most rainfall in Cuttack is August.

## 4. How to reach SSU.

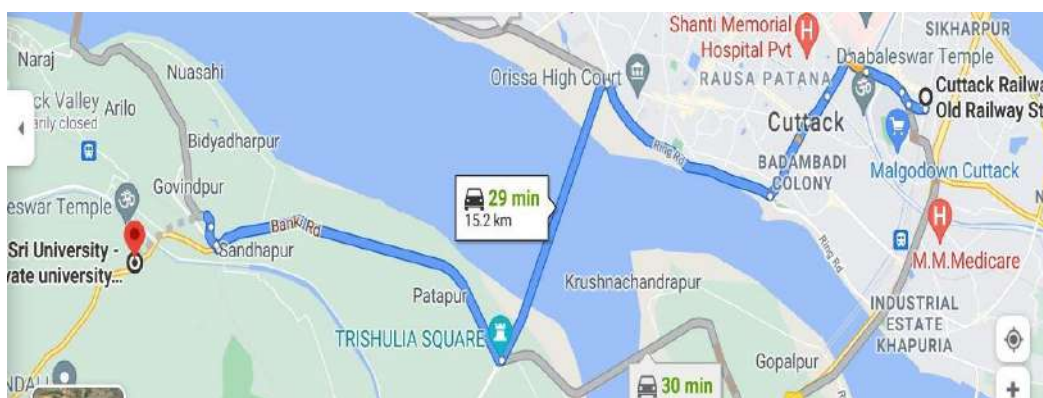


4.1. Cuttack is one of the oldest cities of Odisha. The city is located at the crest of the delta formed by river Kathajodi in South and the Mahanadi in the North. The major festivals celebrated in Cuttack are Dusshera and Baliyatra. Baliyatra is celebrated in the month of November. Cuttack is also known as the cultural city of the state of Odisha. The place is widely known by its nickname, 'the Silver City'. Due to easy accessibility, Cuttack enables people to explore some other towns like Puri, Bhubaneswar, Konark and Chilika, that are within an easy reach from this city.

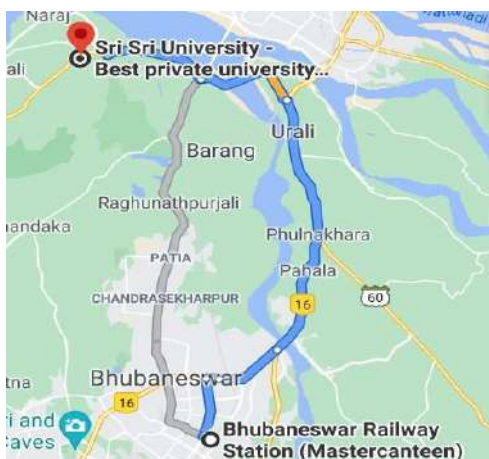
4.2. SSU is located near the Naraj Barrage area. The nearest airport is the Biju Patnaik Airport located in Bhubaneswar. It is situated at a distance of about 35 km from SSU. There are regular trains from other major cities of the country to the Cuttack railway station. Cuttack is well connected to other major cities of the country via regular bus service. The main bus stand is located at Badam Badi. The distance from the bus stand to SSU is approximately 15 km. SSU is connected by buses (**Mo Bus No 37**), three-wheelers and taxis from the airport, the railway stations and the bus stations of Cuttack and Bhubaneswar.



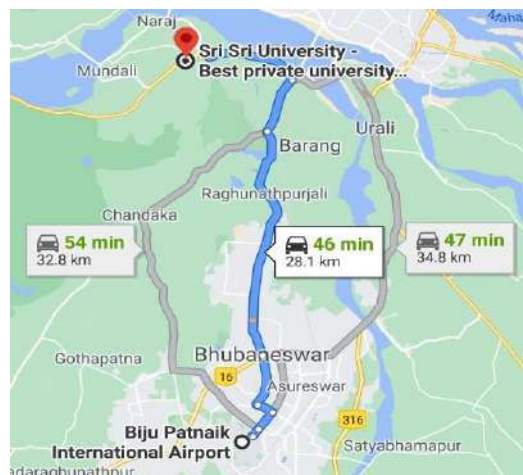
(Cuttack Bus Stand to SSU)



(Cuttack Railway Station to SSU)



(Bhubaneswar Railway Station to SSU)



(Bhubaneswar Airport to SSU)

## 5. **Jurisdiction**

5.1 The Code of Conduct applies to both the **on-campus and off-campus conduct of all students.**

5.2. The Code of Conduct covers off campus behavior during:

- 5.1.1. Summer Internship Programs/Industry Internships (SIP), Self-Audits, field trips, as well as study abroad and student exchange programs.
- 5.1.2. Research at another institution or an assignment involving professional practice.
- 5.1.3. Student activities: sponsored, conducted and authorized by the University or by a registered student organization.

**6. General Discipline.** Students are expected to conduct themselves at all times, in the classroom and on campus in a manner that enables them to qualify as responsible citizens. The use of mobile phones, tabs and other wireless and digital equipment is permitted in the working areas of the University, which include the classrooms, library and laboratories provided those are used for academic learning. **The violation of this rule will lead to confiscation of the instrument** by the authorities with a written warning to the disobedient student. The instrument will be returned only at the end of the course/program.

## 7. **Central Library.**

The Central Library services at SSU is automated with the software named “E-Granthalaya” provided by National Informatics Centre, Government of India. The library resources include Books, E-Books, Journals, E-Journals, Case studies, Working Papers, Online Databases, Educational CD/DVD, Corporate Report, Bound Volumes, NPTEL video lectures, PhD thesis etc. The library has more than 15,000 volumes of choice books in Management, Competitive Exam, Yogic Science, Osteopathy, Sanskrit, Performing Arts, Visual Arts, Architecture, English Literature, Science, Computer Science, Psychology, Agriculture, Horticulture and others. The library subscribes more than 104

National and International Periodicals in print. There are 1900 NPTEL educational video lectures courses are in the library. Library has a subscription of 17 National English, Business Management, Hindi, Odia Newspaper and 50 Educational CD/DVD sources for individual research at SSU. There are 4500 e-Journals and 25000 e-books available in the library.

SSU has enrolled as a member for the National Digital Library of India which provide full text index from several national and international digital libraries, as well as other relevant sources containing textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media. There is a NDLI Club at SSU which facilitate students and staff to become a member and access the NDLI site free of cost.

**7.1. General Guidelines.** Students can use the library/Information Resource Centre during office hours. Students are to follow the rules of library as given below:

7.1.1. All library users are required to enter their names and put their signature in the register provided at the entrance of the library.

7.1.2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a period of 15 days as stipulated and communicated by the Librarian.

7.1.3. Library books are required to be returned by a student on or before the due date. A fine will be levied after the expiry of the due date. All books issued must be returned and library fines (if any) be settled in time.

7.1.4. Borrowers shall replace lost or damaged library materials/books with new versions of the same.

7.1.5. Renewals of library books and of the educational materials are generally allowed if no reservation has been made for the same.

7.1.6. Case studies and project reports will not be issued to students and are for library reference purpose only.

7.1.7. Library users are expected to maintain silence at all times in the library. Use of mobile is strictly prohibited inside the library.

7.1.8. Library users should present their identity cards for borrowing or renewal of library materials. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.

7.1.9. Markings of any kind, underlining, writing on books and defacing any publication are strictly prohibited and if defied, the item must be replaced with a new one.

7.1.10. Consumption of food and refreshments are prohibited inside the library premises

7.1.11. The membership of the library is non-transferable.

7.1.12. Books or journals taken from the shelves should not be replaced on the shelves but be left on the tables after use.

7.1.13. All library users are expected to read the Notice Board placed outside library or browse the library website for library timings and other information.

7.1.14. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.

7.1.15. Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the University.

7.1.16. Personal belongings, for example, books, folders, files, blazers, jerkins, overcoats, etc. are not allowed in the library.

## 7.2. **Loss of Library Books**

7.2.1. Any loss of borrowed material must be reported to the Librarian. The book shall either be replaced with a new copy or the cost of the book, along with handling charges, if applicable, shall be paid by the borrower. The replacement cost shall be calculated as follows:

Type of book	Replacement Cost
Books published during or before 1980	Six times the cost of the book according to the rate recorded
Books published during the period 1981-1990	Five times the cost of the book according to the rate recorded
Books published during the period 1991-2000	Four times the cost of the book according to the rate recorded
Books published during the period 2001-2010	Three times the cost of the book according to the rate recorded
Books published during the period 2011-2020	Two times the cost of the book according to the rate recorded
Books published during or after 2021	Cost of the book according to the rate recorded

**Handling charges will be calculated at 10% of the replacement cost.**

7.2.2. Maximum number of books that can be issued against various categories of student members at a time are as follows:

7.2.2.1. (i) UG Students: 3 (three) books (ii) PG Students: 4 (four) books

7.2.3. Overdue Charges: A retention fee of Rs 2.00 per day per book will be charged if the book(s) borrowed is (are) not returned/ renewed on or before the due date.

## **8. Computer Lab Rules and Regulations.**

### **8.1. Entry/Exit.**

8.1.1 Only students, faculty and staff of Sri Sri University are allowed inside the Computer Lab during working hours.

8.1.2. In case of an urgent need (if official), prior permission may be sought from the appropriate authorities (after working hours from the DSW with recommendation from the Dean).

8.1.3. Visitors are allowed inside the laboratory only after prior permission from the appropriate authorities (Dean of respective laboratory).

8.1.4. Students are required to sign on the register at the time of entry and exit from the laboratory.

8.1.5. Students should be dressed formally (according to the dress code stipulated by the University) to gain entry into the laboratory during working hours.

8.1.6. Any kind of footwear inside the laboratory is strictly prohibited.

8.1.7. Students shall not carry any storage devices such as CDs and pen-drives without prior permission from authorised personnel. The details of the contents in the pen-drive, the CDs or any other storage device are required to be registered with the staff in the laboratory. Failure to observe this rule will result for the student being debarred from using the laboratory for the remaining part of the course.

### **8.2. Code of Conduct Inside the Laboratory.**

8.2.1. Students are required to maintain silence at all times in the laboratory.

8.2.2. Students will occupy the computer systems as identified by the Lab-In-Charge of the laboratory.

8.2.3. Each Student will login with his/her username and password.

8.2.4. Where the students have carried storage devices such as pen-drives and CDs, the same will be tested for any presence of computer viruses or any other undesirable content.

8.2.5. Students should not attempt to access IT-servers. IT server rooms are out of bound for students.

8.2.6. Students shall not indulge in hacking or retrieval of sensitive information, destruction of data or computer programmes from systems and IT-servers located in the Computer Laboratory or anywhere else in the campus. The defaulter will be dealt as per the University Guidelines

8.2.7. The Internet facility at the University is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable web-chatting.

8.2.8. Whenever a student has copied any data or computer programme from a system, the same should be shown to the Lab-In-Charge for verification or approval.

8.2.9. The Lab-In-Charge, System Administrators inside the Computer Laboratory or the University is not responsible for loss of any personal property of the students.

8.2.10. Beverages and food are prohibited inside the Computer Lab.

8.2.11. Mobile phones and tabs are prohibited inside the Computer Lab. The violation of this rule will result in the confiscation of the instrument and the expulsion of the student from the Lab. The instrument will be returned to the student only at the end of the course.

8.2.12. Chatting and talking are prohibited in all Computer Laboratories of the university.

8.2.13. Students are prohibited from visiting any sites that do not add learning value or are illegal. Students should use the Computer Laboratory only for academic learning and research. Activities of the students on the campus network are tracked using monitoring software for regulatory purposes.

## **9. Media Contact.**

9.1. **General Guidelines.** The following media guidelines are to be adhered by the students.

9.1.1. Students of SSU are prohibited from interacting or speaking on behalf of the University, with any media organisation or publication. All such queries should be forwarded to the Executive Registrar (ER) who is authorized to address the Media.

9.1.2. Students are not allowed to invite any media person on their own, without the written permission of the Head, Public Relations of the University.

9.1.3. Photography/Videography without the knowledge of the person, inviting outside media or engaging an outside person or any media to video record activities of a person or any event inside the campus without the prior permission is an offence and likely to be punished under law.

9.1.4. Exhibiting or emailing pornographic material or using obscene text messages etc. is not acceptable by the University, and is a criminal offence punishable under law.

Recording, exhibiting, broadcasting or displaying of such materials causes injury, distress, or damage to the reputation of the University and harms its self-image, as also of the community of scholars and learners. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms and restrooms. The storing, sharing and distribution of such unauthorized recording by any student by any means is strictly prohibited.

9.1.5. All provisions in the Indian Penal Code (IPC) as applicable to the IT-sector will also be binding on the students.

## 9.2. **Responsible Use of Social Media.**

9.2.1. Social media sites, as most other websites, are public and easily searchable. In addition to students and other key constituents of the University, sites may also be searched by future employers, aspirants of the University as well as personal acquaintances of the students, faculties and staff. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web-based platforms. While the University has clear guidelines and policies regarding certain aspects of its operations, e.g., academic policies by students, IT and Library, among others, these do not explicitly cover all the aspects of the usage of social media. The social media Policy and Guidelines are to be followed by all students of the University. The primary purpose of this policy is: -

9.2.1.1. To encourage good and responsible practice of the use of social media.

9.2.1.2. To protect the interests of the University and its stakeholders including faculty, staff, students, alumni, and other secondary stakeholders.

9.2.1.3. To promote an effective and innovative use of social media.

## 9.3. **Social Media Regulations.**

9.3.1. Students are allowed only to post meaningful and respectful comments; no spam or remarks that are off topic or offensive shall be passed on to social media.

9.3.2. Students should respect and honour proprietary information, content, and confidentiality

9.3.3. When disagreeing with other's opinions, keep it appropriate, polite, and respectful.

## 9.4. **Care in Posting of Content.**

9.4.1. Students shall ensure that their efforts to be conversational do not violate Sri Sri University's privacy, confidentiality and proprietary guidelines.

9.4.2. Students shall seek permission to publish or report on content (academic and

administrative) that are meant to be private or internal to the University.

9.4.3. All statements must be true and not misleading and all claims must be substantiated and approved.

9.4.4. Confidentiality of all academic and administrative content must be maintained at all times by students. Whenever in doubt, they should approach the University authorities.

9.4.5. Students should never comment on anything related to academic or administrative matters without the appropriate approval of the University authorities.

9.4.6. All content associated with students shall be consistent with their position in the Department and with the University's values and professional standards.

9.4.7. Unprofessional postings by others on a student's social media page may reflect very poorly on the student. Please monitor another's postings on your profile and strive to ensure that the content does not get viewed as unprofessional. It may be useful to block such postings from individuals.

9.4.8. Students are to monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. You are required to protect the good name of your University as well as that of yourself, your peers and friends.

9.4.9. Students are required to follow through on this document both in letter and spirit. One must remember that **digital footprints are not easy to erase**. That may impact both personal lives and career that they themselves wish to build as well as the legacy that they want to create for their alma mater.

## 9.5. **Responsible Behaviour.**

9.5.1. Every student is duty-bound to abide by the policy and guidelines regarding the responsible use of social media. Lack of knowledge of University policies will not be accepted as an excuse for failure to comply with the Code of Conduct. Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

9.5.2. Any Social media content affecting the life, liberty and privacy of any other person or any disregard for the organization must be avoided. The students must take moral responsibility for their speech, action and thought.

9.6. **E-mail Etiquette.** Email etiquette refers to the code of conduct that guides one's behavior while writing and/or answering emails helps to streamline the communication to help the recipient to understand your message. Following are few tips to write an email.

### 9.6.1. **Prior to Start.**

(a) Use the official email ID provided by the University for all correspondence.

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- (b) Decide whether or not the query you have, can be answered quickly over an email. If not, consider speaking with the concerned person or via phone.
- (c) Keep **only the relevant authorities in CC** if it is necessary.

#### 9.6.2. **Subject line.**

- (a) Do not leave the subject line blank. Write the gist of your mail in a few simple words to grab the reader's attention.
- (b) It should be brief, clear, and specific.

#### 9.6.3. **Address the recipient in a respectful manner.**

- (a) Use respectful salutation to the addressee. Respected Sir, Dear Sir,
- (b) Wish with greetings Jai Gurudev Good Morning /afternoon/evening

#### 9.7.4. **Introduce Yourself.**

- (a) Briefly introduce yourself by including the following:

Name.

Programme / Section.

Registration No.

#### 9.7.5. **Content.**

- (a) Develop the content logically by using correct spelling, grammar and punctuation so that the reader can understand your query.
- (b) Language & Tone of the email reflect the writer's character or emotion that is being perceived by the reader. So use polite language and a professional tone. Hence be aware of your emotional state while writing the email.
- (c) If you have a request or question, add "please" or "thank you" which is an easy way to convey that you appreciate their help and time.
- (d) Avoid using internet slang, text language (lol, brb, etc.), emojis, and distracting fonts that may portray an unprofessional image.
- (e) Don't use acronyms. It is difficult to understand. Always use a simple English form.

#### 9.7.6. **Keep It Brief, and Be Concise.**

- (a) Make your text brief, concise and to the point considering busy schedules of the reader.
- (b) Give 48 hrs. time to respond prior to sending a reminder.

#### 9.7.7. **Email Structure.**

- (a) Briefly describe the problem, explain how you have tried to solve the said problem, emphasize why this problem needs to be solved and assistance you may need to fix the problem.
- (b) Once you are done writing an email, re-read your email to make sure you haven't left out any important information.
- (c) Don't include anything controversial. Don't put things in writing that you wouldn't want to be repeated.

#### **9.7.8. Attachments.**

(a) When you attach a file, make sure it's in a format that's easy to open on all systems. Consider sending a .pdf or .rtf file to ensure readability. Name the attachment so that the reader can relate to the e-mail. E.g. WxgNhk30285.pdf is easy to lose, but Rahul-Questions.pdf is very clear.

#### **9.7.9. Sign off politely.**

(a) Wrap up the email with a word of kindness. End with a professional salutation like, Thanking you,  
Kind regards,  
Yours Cordially, Yours Sincerely, Yours Respectfully.

### **10. Laboratory and Workshop Rules and Regulations.**

10.1. Students are to report for the required laboratory and workshop sessions on time.

10.2. Students are required to wear laboratory/workshop uniforms as prescribed by the department concerned. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop (if applicable).

10.3. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care.

10.4. Students must intimate the Faculty/Laboratory Assistant/Workshop Assistant of any breakage or malfunctioning of equipment immediately.

10.5. In case of any damage caused to equipment/machinery/appliances, the price of the same will be recovered by the University from the student concerned.

10.6. Students should adhere to the instructions given by the faculty/laboratory technician/ workshop technician during the laboratory session/class.

10.7. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour, such as, unnecessary talking in the laboratory/workshop is strictly prohibited.

10.8. All materials used in the laboratory/workshop are the property of the university and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.

10.9. Students absenting themselves from any laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this regard.

## 11. **Academic Conduct.**

11.1. **Punctuality.** Students are required to be punctual for their classes as well as for seminars, presentations and assessments and tests. No student can remain absent from the class except with the prior permission of the HOD/Wardens on a prescribed form.

11.2. **Academic Offences.** The following are considered serious offences at Sri Sri University and may result in immediate dismissal from the course

11.2.1. **Plagiarism.** Plagiarism is when a student submits work i.e., research, essays and assignments, that is stolen; attempts to pass off another's ideas or words as his/her own or uses another's work or idea without properly crediting the source. Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

Detailed guidelines promulgated by the UGC is placed at **Annexure – 1 (Page No. - 78)**

### 11.2.2 **Academic Misconduct**

11.2.2.1. Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during examinations will be subject to disciplinary action.

11.2.2.2. Any breach of regulations relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity. The Controller of Examinations/Dean will refer the matter to the Disciplinary Committee, who can take punitive action deemed necessary.

### 11.2.3. **Proxy signatures**

Signing in by proxy during classroom attendance or elsewhere by student's amounts to forgery of signature and will be treated as a criminal offence by Sri Sri University. Students involved in such forgery will be liable to prosecution.

## 11.3. **Attendance Requirements**

11.3.1. Minimum 75% attendance (in lectures, tutorials and practical classes) is required for appearing in university and semester/trimester examinations.

11.3.2. Students, who do not have the required attendance (calculated on the basis

of combined schedules of theory and practical hours), will not be permitted to appear in the final university examinations.

11.3.3. Students who do not attend classes for more than seven days without duly sanctioned leave shall find their names struck off from the university's rolls. They will have to re-deposit their admission fee in order to continue, subject to other eligibility conditions being satisfied.

11.3.4. Attendance to the student for the participation in various Sports & ECA after obtaining approval from the competent authority (DSW).

11.3.5. Attendance at seminars and guest lecturers is compulsory for students.

#### 11.4. **Mid-Semester Withdrawal**

Students, who desire to withdraw from the programme during the academic year without valid reason, the full fees for the entire duration of the programme have to be deposited while seeking withdrawal. This provision will be subservient to any specific provision of the UGC in this regard.

### 12. **Ragging.**

#### 12.1. **What constitutes ragging?**

Ragging constitutes one or more of any of the following acts:

12.1.1. Any conduct by any student(s) whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

12.1.2. Indulging in rowdy or in-disciplined activities by any student(s), which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

12.1.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

12.1.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

12.1.5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

12.1.6. Any act by students of financial extortion or forcing a fresher or any other student to bear their expenses

12.1.7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

12.1.8. 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 freshers or any other students.

12.1.9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## 12.2. **Ban on Ragging.**

12.2.1. There is a total ban on any act of ragging performed directly or indirectly by any student of the University.

12.2.2. No student shall commit, abet, propagate or participate directly or indirectly in ragging in or outside the University.

12.2.3. Students shall refrain from ragging of any kind and those who violate this rule will be instantly suspended from the University and the hostel for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law.

12.2.4. Students must take note that ragging results in dismissal from the University. The attention of the students is also drawn to the judgment of the honourable Supreme Court of India, wherein it is mandatory for the institution to file a complaint with the police.

## 12.3. **Penalty.**

Those students who have been adjudged guilty of any act of ragging in the University shall be subject to one or more of the following punishments, namely:

12.3.1. Suspension from attending classes and academic privileges.

12.3.2. Withholding/withdrawing scholarship/ fellowship and other benefits.

12.3.3. Debarring from appearing in any test/examination or other evaluation process.

12.3.4. Withholding results.

12.3.5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

12.3.6. Suspension/expulsion from the hostel.

12.3.7. Cancellation of admission.

12.3.8. Rustication from the institution for period ranging from 1 to 4 semesters.

12.3.9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

12.3.10. Fine which may extend up to Rs. 2.5 Lakh.

12.3.11. An FIR may be filed with the nearest police station against a student indulged in any act of ragging.

12.3.12. In case of ragging involving loss of property of the victim or the University, the student concerned shall also be liable to compensate the loss to the property. In such cases, the competent authority may impose fine and/or also order to compensate the loss so caused.

12.3.13. In order to partially compensate the loss, the competent authority may forfeit any caution money deposited by the said student with the University as an interim measure to compensate the loss so caused and such amount may be used to compensate the loss.

12.3.14. In case the student involved in ragging or abetting ragging is not identified, the competent authority may impose collective punishment and/or fine.

12.3.15. An appeal against the order of punishment shall lie with the appropriate authority of the University.

12.3.16. Filing of a complaint by the affected student with the police (according to the Supreme Court's directive).

12.3.17. All students are required to submit an anti-ragging affidavit as per the UGC notification which is to be filled up online available in SSU website.

12.3.18. Continuous watch and vigil over ragging by the University authorities and the University shall promptly deal with the incidents of ragging brought to notice.

12.3.19. The University will summarily punish or reprimand the guilty student, by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and putting forth its findings or recommendations before the competent authority to take a decision.

#### 12.4. **Procedure for Reporting Incidences of Ragging.**

12.4.1. If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such a person shall have the option of filing a written complaint with the VC / Executive Registrar / Director Operations / Director Students' Affair / Dean / Chief Warden / HOD's / Wardens / Faculty.

12.4.2. A complaint can be lodged via telephone to any of the below stated authorities at any time, if the reporting is done while the act is being carried out.

Designation	Contact Number	Email Id
Dean Students' Welfare	7894424503 0671-7132823	DSWoffice@srisriuniversity.edu.in
Dean SSCASRH	9437150643	deanssscaskrh@srisriuniversity.edu.in
Security Officer	9932387633	securityofficer@srisriuniversity.edu.in
Director Admission	8144921911	director.admissions@srisriuniversity.edu.in
SSU Hostel	7894424503	hostel@srisriuniversity.edu.in

University Grants Commission's (UGC) guidelines notified vide letter no.: F.1-16/2009 (CPP-II) dated 21-10-2009 placed at **Annexure – 2 (Page No. 85)** on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956, are strictly implemented by the University.

12.4.3. As per the UGC guidelines Anti-Ragging committee and anti-ragging squad has been formed to ensure a ragging free campus.

#### 13. **Disciplinary Action.**

The Dean Students' Welfare will deal with all disciplinary matters. The DSW in coordination with the Security Department, Wardens and Administrative Staff shall constantly monitor the behaviour of the students and ensure discipline is maintained in the campus. All disciplinary matters are to be forwarded to the DSW Office. The matter will be investigated by the I/charge Discipline, Security Officer and the Warden of the hostel the student belongs to. The preliminary investigation report is to be submitted to the DSW within 48 hrs. of the date of the reporting of the incidence. Based on the report appropriate action as per the **Annexure- 5** (page no.114) of this Hand Book is to be taken.

#### 14. **Payment of Fees.**

##### 14.1 **Guidelines**

14.1.1. All fee payments to the University shall be made on or before the date specified by the University.

14.1.2. Failure to deposit fees by students in time will invite appropriate late

fees/readmission fees as applicable (refer:14.3) to the latest University guidelines, which may also include the cancellation of admission of the defaulting student.

14.1.3. The fees for the entire course/program will be paid by the student who intends to discontinue as per the UGC guideline for any reason whatsoever, and at any time during the middle of the course/program.

14.1.4. Students who still need to clear the semester fees as per the time promulgated by the University will not be eligible to avail the hostel, mess & transport facility.

14.1.5. All fees apart from the Tuition Fee (e.g., Annual Fee, Transport Fee, Hostel Fee, Mess Fee) may change at any time.

14.1.6. All payments are to be made through ERP only. On payment of fee the receipt will be automatically generated in the ERP. Students/parents can download as required. If any issues arise in the ERP server, they can pay the fees via the website link below.

**ERP Payment Link:**

<https://q21.digialm.com/EForms/configuredHtml/31639/75372/login.html>

**Website Payment Link:**

[https://srisriuniversity.edu.in/registration/pay\\_fees.php](https://srisriuniversity.edu.in/registration/pay_fees.php)

14.1.7. For any fee payment-related issues, the Finance Department can be contacted as per the details given below.

**Email: [finance@srisriuniversity.edu.in](mailto:finance@srisriuniversity.edu.in)**

**Contact Number: +917996123440 Option/Extension 2,1,1**

When reaching out for any support, the following information is to be provided in the communication:

Full Name: [Your Full Name]

Student ID: [Your Student ID],

Program/Department: [Your Program or Department]

Brief description of the Query: [Provide a brief description of your inquiry or concern]

Please provide accurate and complete information to help the finance department assist effectively. All inquiries are resolved within 48 hours. In case it is not resolved within 48 hrs., the matter can be escalated to the DSW.

## **14.2. Refund of Fees.**



The tuition fee refund will be undertaken as per the guidelines promulgated by the UGC placed in **Annexure - 3** (Page No. 99). However, on opting for Hostel, Mess & Transport facility, the fee will not be refundable or transferable.

#### **14.3.Late Fees / Readmission Fees on Tuition Fees after Due date**

<b>S. No.</b>	<b>Fee Slab (Rs.)</b>	<b>Late Fee per Day (Rs.)</b>	<b>Re-Admission Fee (Rs.)</b>
1	Up to 10,000	Nil	Nil
2	Above 10,000	200	15,000

After the 25<sup>th</sup> day of the due date for the payment of the tuition fee, if the student does not pay the tuition fee, in such case the student's admission will be canceled, and the student has to take readmission. **The readmission charge is Rs.15000/-.**

### **15. Sexual Harassment.**

15.1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature when:

15.1.1. Submission to such conduct is made a term or condition for participating in educational courses;

15.1.2. Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;

15.1.3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, thereby creating an intimidating, hostile or offensive working or learning environment.

15.2. Some examples of sexual harassment may include, but are not limited to the following:

**15.2.1. Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones.**

- Written forms include suggestive or obscene letters, notes and invitations.
- Verbal forms include derogatory comments, slurs, jokes and epithets.
- Physical forms include assault, unwelcome touching, impeding or blocking movements.
- Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.

**15.2.2. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes.**

- Unnecessary touching, patting, hugging or brushing against a student.
- Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.

- Continued expressions of sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behaviour.
- Retaliating against a student for reporting or threatening to report sexual harassment.

### 15.2.3. **Discrimination.**

Engaging in verbal or physical behaviour directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.

Discrimination as a form of disruptive conduct includes remarks made by a student that is derogatory, racist, discriminatory, patently offensive, profane and sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the University.

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 is placed at **Annexure - 4** (Page No.105). Any type of sexual harassment to be reported to the Chair Person of the Internal Complaints Committee ( [icc@srisriuniversity.edu.in](mailto:icc@srisriuniversity.edu.in) )

## 16. **Disruptive conduct.**

Disruptive conduct is termed as conduct that is intentionally disruptive, that substantially obstructs or disrupts the teaching-learning process in the University community, restricts the freedom of movement or other unlawful activities on university premises or in connection with any university-sponsored event or activity.

### 16.1. **Falsification.**

Falsification means willfully providing University offices or officials with false, misleading or incomplete information; forging or altering official University records or documents either further conspiring with or inducing others to forge or alter University records and documents.

### 16.2. **Refusal to identify.**

Refusal to identify means falsely identifying oneself when requested by an authorised University official including members of the hired security personnel. Signing in by a student for proxy attendance of another student amounts to signature forgery and this shall be treated as a criminal offence by Sri Sri University. Students involved in such forgery shall be liable to prosecution.

16.3. **Illegal or Unauthorised Possession or Use of Weapons.**

Illegal or unauthorised possession or use of a weapon by a student means possessing or using weapons, or articles and substances which are usable as weapons and include, but are not limited to, firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. This is a serious offence liable to prosecution under law.

16.4. **Illegal or Unauthorised Possession or the use of Drugs, Alcohol and Smoking.**

16.4.1. Sri Sri University strongly believes in a 'Drugs-free Campus'. It is the policy of Sri Sri University that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

16.4.2. Possession of paraphernalia associated with the illegal use, possession or manufacture of a contraband substance is also prohibited.

16.4.3. Smoking is strictly prohibited inside the campus of the University. This is considered to be a serious offence and is likely to be prosecuted under disciplinary action.

16.5. **Unauthorised Access and Use.**

Unauthorised access and use by a student means accessing its property, facilities, services, information systems and obtaining or providing to another student or person, without authorisation from the University, the means of such unauthorised access, which includes, but is not limited to using or providing without authorization, keys, access cards or access codes of the University. Unauthorised access and use also include using the University's telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

16.6. **Acts of Violence, Threatening, Harassing, or Assault.**

An act of violence and threatening, harassing or assault committed by a student means engaging in conduct that causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes, but is not limited to, threatening, harassing or assaulting. A student who engages in such conduct is liable to face disciplinary action under the University code of conduct.

16.7. **Theft, Damage to Property and Vandalism.**

Theft, damage to property and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorised possession or wrongful sale or gift. A student who engages in such conduct is liable to face disciplinary action.

## **17. Public Display of Affection.**

'Public Display of Affection' is showing affection to someone else in a public area. PDA can be hugging, kissing, holding hands, touching, and many more ways of showing affection. Sri Sri University promotes a healthy interaction between genders within its campus provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence. Students are required to maintain decency in behaviour and discipline at all times and must refrain from indulging in boisterous activities. Under section 294 of the Indian Penal Code, causing annoyance to others through 'obscene acts' is a criminal offence with a punishment of imprisonment up to 3 months or a fine, or both.

## **18. Dress Code.**

All students are expected to be appropriately attired/formally dressed while in the Campus at all times, From Monday through Friday. On Saturdays and Sundays, students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus.

### **18.1. Boys**

#### **18.1.1. Daily Wear**

Informal: Trousers + full / half sleeve shirts + shoes / sandal with back strap + belt (optional) (However, students may put on lounge suit or combination)

#### **18.1.2. Saturdays/Sundays/Holidays**

In addition to dress code prescribed above, boys may put on jeans + full / half sleeve shirts / T- shirt (with / without collars) entry in short pants.

### **18.2. Girls**

#### **18.2.1. Daily Wear**

Saree / salwar suit / leggings + long kurti + dupatta / long frock / business formal [trousers/long skirt +Full /half sleeve shirt + blazer (optional)] + appropriate foot wear.

#### **18.2.2. Saturdays / Sundays / Holidays**

In addition to dress code prescribed above, girl students may put on jeans + full / half sleeve shirts/T-shirt (with/without collars).

The above dress codes are to be followed in the Campus. However, students may put on full rack pant + T-shirt for dinner at Kaivalya (kitchen).

### 18.3. **Sportswear.**

Students who play various sports activities are allowed to wear shorts & T Shirts/ Track suits. It has to be worn from hostel to sports field and back. Sportswear are not allowed in Kaivalya, Academic building & Administrative buildings.

## 19. **Kitchen/Mess**

The mess serves healthy vegetarian food. The following guidelines are to be followed:

19.1. All the students are requested to dine in the dining hall only and adhere to the timings mentioned below:

Breakfast – 07.30 a.m. - 9.30 a.m.

Lunch – 1.00 p.m. - 2:30 p.m.

Dinner - 8 p.m. - 9.30 p.m.

19.2. Food counter will be closed within 05 minutes of the above timings.

19.3. Utensils are not to be taken outside the Dining Hall. Spoons will be issued to all hostellers opting for the mess. The spoon is to be carried by the student while coming for food to the Dining hall.

19.4. The kitchen of the Dining hall is strictly out of bounds for all students.

19.5. Parcels for fellow students staying at campus is allowed from dining hall only when the student is unwell by producing the written permission from the warden to the security guard of the dining hall.

## 20. **Guidelines for Campus Discipline**

20.1. Wearing the identity card issued by the University inside the campus is compulsory.

20.2. Follow the rules, regulations and notices issued by the university authorities. Misbehaving with faculty, staff, students or visitors will attract disciplinary action.

20.3. Refrain from using disrespectful, abusive and foul language in the class rooms, corridors, cafeteria, library, laboratories, university campus and hostels.

20.4. Willful damage to university property: class rooms, laboratories, hostel rooms, corridors, toilets, common rooms or university walls will attract strict disciplinary action.

20.5. Stealing, gambling, taking or giving unauthorised loans, collecting money are illegal activities and punishable by law.

20.6. Sri Sri University has **zero tolerance for smoking, drinking alcohol, drug abuse and chewing pan masala/guthka inside the campus premises**. These activities are strictly prohibited and will invite strict disciplinary actions.

- 20.7. Refrain from littering or spitting in and around the campus.
- 20.8. Refrain from trespassing, jumping over the boundary wall, damaging fences and barricades.
- 20.9. Observe driving and parking rules as issued by the Government inside the campus.
- 20.11. Wearing of helmet by both rider and pillion while driving two wheelers inside the campus is mandatory. **Triple riding is not permitted inside the campus.** All are adhered to the speed limit of 30 kms/hr inside the campus.
- 20.12. Students are not allowed to conduct unauthorised meetings, strikes, agitations, picketing, acts of gherao or vandalism whether on or off-campus.
- 20.13. Keeping and carrying weapons, explosives, fire arms that can cause harm to life and property are strictly prohibited. Bursting crackers inside the campus is prohibited.
- 20.14. Do not furnish false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
- 20.15. Comply with orders or directives of SSU officials, Institute hearing bodies, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.
- 20.16. Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing equipment and accessories and any mode of communication.
- 20.17. Possession, duplication, or use of keys to any SSU premises without authorization; entry or use of Institute premises without permission.
- 20.18. Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment which could result in death, injury, or substantial property damage.
- 20.19. Conducts that endanger the health or safety of members of the SSU community or other persons.
- 20.20. Discriminations against any member of the SSU community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 20.21. Ensure that the landscaping and greenery is not damaged. Do not pluck flowers and fruits in the campus.
- 20.22. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad

impression of the university.

20.23. **Non-Vegetarian food is strictly prohibited in the campus.**

20.24. Feeding to street dogs and cats is prohibited.

## **21. Grievance Redressal Mechanism.**

**The Grievance Redressal Committee.** The Grievance Redressal Committee at Sri Sri University addresses the grievances of students. The aggrieved student is required to submit the grievance either in writing or through on-line through University ERP or through e-mail to the Chair Person of the Committee Prof. (Dr.) Anil Kumar Sharma ([Anil.s@srisriuniversity.edu.in](mailto:Anil.s@srisriuniversity.edu.in)). The decision taken would be communicated to the students. If the student is not satisfied can appeal to the Ombudsman within a period of 15 days from the date of receipt of the decision.

## **22. Future Ready Programme (FRP) & Career Readiness Program (CRP).**

Future Ready Programme is designed to be adaptive and responsive to the changing needs of the Corporate World and the society at large, equip the students with the necessary skill set which serves their immediate needs of their first job into the corporate world and to enhance a student's sovereignty over the futuristic and inclusive world keeping in mind the holistic development of the personality.

S.N.	Particulars	Credits
1	Future Readiness Programme (FRP 1.0)	4
2	Future Readiness Programme (FRP 2.0)	4
3	Mind Management	4
4	Business Simulations	2
5	Personality Grooming	1
6	NCC (Only for NCC Cadets)	24
7	Disaster Management	6

**The Career Readiness Programme (CRP)** is designed for MBA students to enhance the professional maturity of our graduates. Career Readiness Programme provides a taste of the real- world business environment and equips the participants with essential tools and perspectives to address the employability issues and get participants in driving seat to proactively manage their career progression. CRP enables “**student-driven**” learning by providing perspective and tools across a set of 42 career management topics. Additionally, the programme is designed to serve as a connecting thread for the academic curriculum of MBA and leverages the SSU Training and Placement (T&P) services to deliver customized learning experience aligned to the students' personal career aspirations. The CRP content comprises of 42 unique but integrated set of topics specially designed for MBA students. At the highest level, the programme content is structured in three categories of:

- (a) Managing Yourself
- (b) Working with Others

(c) Managing Context

### **23. Extra-Curricular Activities**

Sri Sri University is committed to groom and shape the personality of its students and showcase their talents. **A student on joining SSU has to be part of NSS/NCC(Army)/NCC(Navy)/Rover & Ranger/Clubs. All Extra Curricular Activities will be carried out from 1500 hrs. onward on every Saturday except third Saturday being holiday.** Attendance of the student is mandatory. Respective faculty mentors will mark attendance of the students which will be counted within the minimum attendance of 80%.

#### **23.1. Clubs**

Club Activity endows students with an overall development and a rich experience of student life, packed with fun and also self-learning. It helps the student to recognize and appreciate hidden qualities and also the aptitude he/ she possesses. Being a part of the club, the student will be able to understand the basics of management learning by “learning by doing” methodology.

##### **23.1.1. For overall improvement of students, the following clubs are available in the University**

S.NO	CLUB NAME	S.NO	CLUB NAME	S.NO	CLUB NAME
1	Alumni Network Club	17	Theater Club	33	Literary Club
2	Animation Club	18	Farmer's Club	34	Toast Masters Club
3	Arogya Yoga Club	19	Finance Club	35	Mental Health and Wellness Club
4	Bike Cycling Club	20	Fine Arts club	36	Fitness 'N' Nutrition Club
5	Birding Club	21	HR Club	37	Fun Trivia Club
6	Cine Club	22	IT Club	38	Cyber Peace Club
7	EBSB Club	23	Marketing Club	39	Career Progression Mentoring Club
8	Enactus	24	Music Club	40	Heritage Club
9	Event Club	25	Odia Club	41	Charchika -The Women's Leadership Club
10	Martial Arts Club	26	PR & Photography Club	42	Astronomy Club
11	Movie Making Club	27	Science Club	43	Animal Wellness Club
12	Placement / Corporate Relations Club	28	Sports Club	44	Vedic Science Club
13	Rotaract Club of Sri Sri University	29	Srinovation Club	45	Robotics
14	ECO Club	30	Tourism Club	46	Legal Literacy Club



15	SELF Club	31	Dance Club	47	The Connaissance Club
16	Social Media Club	32	Trekking Club	48	Health Services Management Club

23.2. **NCC.** National Cadet Corps, which works towards the empowerment of the nation's youth. NCC offer the qualities of discipline and patriotism among aspirants. The course encourages the aspirants to inculcate several productive activities. Through NCC students are introduced to military training in small arms or parades. With the help of different competitions and practical knowledge of the outside world, cadets inculcate the leadership quality and confidence. The NCC course is available in senior wings for both male and female students. Approval was accorded DDG, NCC, Bhubaneswar to introduce self-financing NCC(Army) and NCC(Navy). Students are required to pay towards uniform and camp expenditure. **Attendance of the student opted for NCC is mandatory.** Respective ANO/CTO will mark attendance of the students which will be counted within the minimum attendance of 80%. Students interested to join NCC can write mail to [\*\*ncc@srisriuniversity.edu.in\*\*](mailto:ncc@srisriuniversity.edu.in).

23.3. **NSS.** The National Service Scheme (NSS), a voluntary and value- based student youth program, is one of the major youth schemes being operated in the Ministry of Youth Affairs & Sports. The Scheme was launched with the primary objective of developing the personality and character of the student youth through voluntary community service. Accordingly, Department of Higher Education, Govt. of Odisha has approved three NSS self-financing units (100 each) from the Academic year 2018-19. **Attendance of the student opted for NSS is mandatory.** Respective Program Officer will mark attendance of the students which will be counted within the minimum attendance of 80%. **Students interested to join NSS can write mail to [\*\*nss@srisriuniversity.edu.in\*\*](mailto:nss@srisriuniversity.edu.in).**

23.4. **Rover & Ranger.** The Rovering/Rangering is the senior wing of Scouting and Guiding. & Sports. The motto of the Movement is Service to society. The purpose is to develop the young people as Rangers and Rovers, in achieving their overall physical, intellectual, social and spiritual goals, thus enabling them to become more responsible and duty-bound individuals in society and communities. It was approved by the Govt. of Odisha in the year 2021. **Attendance of the student opted for Raver & Ranger is mandatory.** Rover & Ranger Leader will mark attendance of the students which will be counted within the minimum attendance of 80%. **Students interested to Join Rover & Ranger can write mail to [\*\*roverranger@srisriuniversity.edu.in\*\*](mailto:roverranger@srisriuniversity.edu.in).**

23.5. **Sports Facilities.** There is structured program for sports-activities. Students are encouraged to participate in all sports. Coaches are provided for various sports. The university focuses on building a national level team and a state-of-the art playground. Various inter and intra- university sports activities are conducted by Sports Council under the mentorship of coaches and sports coordinators. Various sports facilities available in the campus are football, volleyball, basketball, badminton, tennis, cricket, kabaddi, etc. **All sports activities will be carried out in the morning and evening hours. Students wanted to opt for specific sports can write mail to [\*\*sportscouncil@srisriuniversity.edu.in\*\*](mailto:sportscouncil@srisriuniversity.edu.in)**

23.6. **Orion** The Annual Cultural festival “Orion” is conducted every year in the third weekend of January. It is a student driven event which is an intricate labyrinth of glamour, euphoria and festivities. This attracts major influx of participants from Odisha, India and other foreign countries. This festival exhibits events, competitions, seminars and cultural exchanges on a grand scale. It is organized for a period of one week including Orion Sports to make this festival more glamorous. **Students wanted to be part of the Annual Fest can write mail to [orion@srisriuniversity.edu.in](mailto:orion@srisriuniversity.edu.in)**

23.7. **Sri Sri University International Model United Nations (SSUIMUN)**. SSUIMUN is conducted every year in the third weekend of February. SSUIMUN aims at not only creating a perfect environment simulation of the UN but also acts as a force of molding students into global leaders. With the increase in commercialization, SSU IMUN works to uphold its roots in creating a non-commercial MUN, to retain the essence of what the United Nations works for. **Students wanted to be part of SSUIMUN can write mail to [mun@srisriuniversity.edu.in](mailto:mun@srisriuniversity.edu.in)**

## 24. **Medical Facilities.**

24.1. At the time of admission, students are required to declare their health issues if any on the prescribed form.

24.2. A medical certificate has to be submitted during the admissions process.

24.3. In case of any subsequent event occurring due to non-disclosure of the above information, the University will not be held responsible.

24.4. The student in case of withholding relevant medical information, the disciplinary action will be taken.

24.5. Any medical condition should be immediately reported to the warden and then campus doctor.

24.6. In case of any infectious or serious ailments/conditions, the doctor will decide whether the student will continue to be in the hostel or needs to be shifted to his or her home till he/she recovers.

24.7. Consultation with doctor and common medicines will be provided free of cost. All Allopathic medicines other than common medicines will be issued as per MRP. All Ayurvedic Medicines will be issued at a 10% discount on MRP

24.8. Ambulance & Assistance Charges  
Ambulance charges - Rs 850 for Cuttack and Rs 1650 for Bhubaneshwar  
Assistant charges- Rs. 500 for 2hrs and Rs 800 for more than 2hrs/night charges (only on the basis of availability of ward boy/ assistant)

## 25. **Medical insurance**

Medical insurance for every student at Sri Sri University is covered under a unique medical insurance scheme. It has been introduced with the benevolent intent of student in mind. The medical insurance covers 100 % of the insured value in case of Death and Permanent Disablement. The details of various benefits are as given in the documents.

## **26. Examination Guidelines.**

### **26.1. Subject wise Registration and Eligibility to Appear at Examinations.**

All Registered Students of the university have to register for each of the subject they are required to study and appear at examination before commencement of a semester. Except in the 1<sup>st</sup> Semester, where a student is automatically registered for all subjects of the Semester, a student has to apply to the HOD in a specified format for subject wise registration for the semester. The same will be scrutinized and registration confirmation will be given to each student.

### **26.2. Registration for Electives.**

26.2.1. In the succeeding years the students are required to register for subjects in the elective areas according to the schedule drawn for the program in specific formats available for the purpose. No subject in the elective area will be allowed for registration if there are less than TEN students opting for the particular elective subject. Similarly, no combination in the elective area will be allowed for registration if there are less than TEN students opting for the particular combination of elective subjects. However, if the number of students admitted in the programme is less than ten then only one elective shall be allowed.

26.2.2. A student who has been promoted with **BACKLOG PAPER** shall first register his present semester subjects, and, thereafter, register his **BACKLOG PAPER** of the previous year for the corresponding semester in the specific format.

26.2.3. A student shall be admitted to examination in a subject only if s/he has registered for that subject, paid necessary registration and examination fee in the beginning of the semester.

26.2.4. A candidate shall be allowed in an examination only after s/he is issued an Admit Card for the relevant examination by the department.

### **26.3. Attendance and Eligibility to Appear at the Examinations.**

26.3.1. The student admitted in any course applying to appear in any of the semester examinations need to attend ALL (i.e. 100%) of the scheduled lectures, tutorials and practical classes of a regular course. However, a relaxation up to 25% can be considered for specific reasons with approval of the Dean/HODs/DSW as per the reason given below:

26.3.2. Participation in educational excursions, workshops, seminars, events which

form a part of the teaching in any subject conducted on working days. The participation certificate to be submitted on completion of the event to respective Dean/HoD.

26.3.3. Participation in National/Interstate /Interuniversity level sports tournaments duly supported by a participation letter from the concerned authority. The participation certificate to be submitted on completion of the event to DSW.

26.3.4. Participation in Annual Cultural fest/Annual Sports meet duly supported by a participation letter from the concerned authority. The participation certificate to be submitted on completion of the event to DSW.

26.3.5. However, a minimum of 75% of attendance is mandatory requirement in all lectures, tutorials and practical classes of a regular course pursued by any student for appearing in any semester examinations held during the academic calendar of the semester conducted by the University.

26.3.6. The attendance shall be considered from the date of commencement of the classes in a particular semester. The schedule of classes is to be notified through a time table before the beginning of classes in the Semester by the respective departments.

26.3.7. The attendance of a newly admitted candidate shall be counted from the date of his/her admission or the date of commencement of the classes whichever is later.

26.3.8. In case of students promoted to the succeeding semester / succeeding year, after declaration of the result, the attendance shall be counted from the date of commencement of the classes.

#### 26.4. **Concessions in Attendance**

A student is eligible to register for the End-Semester Examinations despite attendance shortage with a compensatory attendance allowed to him/her on the following grounds.

26.4.1. A maximum of 10% concession in attendance may be given to the student under special circumstances for prolonged illness duly certified by the Resident Medical Officer of the University or any registered medical practitioner, provided such certificate is submitted to the Dean / HOD in time.

26.4.2. Under exceptional circumstances, the Dean / HOD may recommend for an additional 5% concession in attendance, but such approval shall be at the discretion of the Vice Chancellor.

26.4.3. Students, who fail to meet the minimum attendance requirement (with shortage of attendance below 80%), calculated on the basis of combined schedules of lectures, tutorials, practical hours and Extra Curricular Activities on every Saturday (03:00 – 05:30 PM), will not be permitted to appear in the end Semester Examinations/ University Examinations for the said academic year.

26.4.4. An attendance monitoring committee has to be constituted at the department level with the chairmanship of the Dean / HOD to execute the same.

#### 26.5. **Eligibility to Appear at the Backlog Examination.**

A student, who is deprived of appearing in the examinations of a particular course(s) in a semester because of shortage of attendance, shall be allowed to appear the same examinations in the succeeding academic year after satisfying the following conditions:

26.5.1. The student needs to register for the backlog courses by paying a Course Registration Fee of Rs. 10,000/- per course which may amount maximum up to 50% of the annual course fee.

26.5.2. Classes shall be arranged by the Dean / HOD, and Faculty members are to be allotted for conducting the backlog courses. A maximum of 20 hours can be allotted for each backlog courses during the semester or as per the requirements. The student needs to attend all the 20 teaching hours of the assigned faculty Mentor, and on completion, the student needs to produce a document of his / her attendance eligibility duly approved by the assigned faculty Mentor. **Alternatively, recorded lectures can be shared with the students and assignments can be given in a manner that only those students who have attended the recorded lectures can answer the questions.** In this manner 100% attendance can be ensured.

#### 26.6 **Definition of Terms.**

26.6.1. **Program:** A Program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. For example, MBA in General Management, MBA in Agri Business Management, etc. would be called as 'Programs'.

26.6.2. **Course:** A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. (As per NEP 2020) All the learning topics included in a course must necessarily have academic coherence. For instance, Managerial Economics, Organisational behaviour, Marketing Management etc. included under the MBA in General Management would be called as 'Courses'.

26.6.3. **Credit:** This has a reference to the 'Workload' of a learner and is an index of the number of learning hours for a certain segment of learning. (As per NEP 2020) These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Although there is no hard and fast rule regarding how many credits points a single course should have, but according to the Model Curriculum of AICTE/UGC 1 credit is construed as corresponding to approximately 10 learning hours for theory courses and 20 learning hours for practical courses. 1 credit in terms of teaching load is equivalent to 1 hour per

week for theory and 2 hours per week for practical courses.

#### 26.6.3.1. **Credit completion and Credit accumulation**

Each course of an academic program that has been assigned specific credit points also has a certain scheme of learner evaluation as well as certain specific criteria defining successful completion. Credit completion or Credit acquisition may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he/she completes successfully more and more courses. Thus he/she 'accumulates' course wise credits.

**26.6.4. Grade:** A Grade is a method of reporting the result of a learner's performance subsequent to his/her evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the number of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

**26.6.4.1. Grade Point:** Integer corresponding to each letter grade.

**26.6.4.2. Credit Point:**  $[\text{CREDIT}] \times [\text{GRADE POINT}]$  for each course item.

**26.6.4.3. Credit Index:** Summation ( $\Sigma$ ) of CREDIT POINTS of courses in a semester.

**26.6.4.4. Grade Point Average:**  $[\text{CREDIT INDEX}] / [\Sigma \text{CREDITS of courses in a semester}]$ .

**26.6.4.5. Semester Grade Point Average (SGPA):**

$[\text{CREDIT INDEX for a semester}] / [\Sigma \text{CREDITS of courses in that semester}]$ .

**26.6.4.6. Cumulative Grade Point Average (CGPA):**

$[\Sigma \text{CREDIT INDEX of all previous semesters up to a particular semester}] / [\Sigma \text{CREDITS of courses of all previous semesters up to that semester}]$ .

**NOTE:** After calculating the SGPA for an individual Semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table according to the Seven (07) Points Grading System and expressed as a single designated GRADE such as O, A+, A etc....

## **27. Learning Outcome-based Curriculum Framework (LOCF) Including Choice Based Credit System" (CBCS)**

**27.1.** The learning outcomes-based approach to curriculum planning and development is that higher education qualifications such as a Bachelor's Degree programs are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected of graduates of a program of study. Learning outcomes specify what graduates completing a particular program of study are expected to know, understand and be able to do at the end of their program of study.

**27.2.** The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, program learning outcomes and course learning outcomes which in turn will help in curriculum planning and development, and in the design, delivery and review of academic program. These provide general guidance for articulating the essential learnings associated with programs of study and courses within a program. LOCF allow for flexibility and innovation in (i) program design and syllabi development by higher education institutions (HEIs), (ii) teaching-learning process, (iii) assessment of student learning levels, and (iv) periodic program review within a broad framework of agreed expected graduate attributes, qualification descriptors, program learning outcomes and course learning outcomes.

**27.3.** Choice Based Credit System (CBCS) allow the flexibility in education system, so that students depending upon their interests and aims can choose interdisciplinary, intra-disciplinary and skill-based courses. It offers opportunities and avenues to learn core subjects and at the same time explore the additional avenues of learning beyond the core subjects for holistic development of an individual.

## **28. Grading System.**

The Absolute Grading system of Eight (08) Points with a base of 10 to be adopted by the University from the Academic Year 2020 onwards. Categorization of the grades and their correlation shall be as under:

<b>Marks in %</b>	<b>Grades</b>	<b>Grade Points</b>	<b>Description</b>
100	O++	10	First Division with Distinction
90-99.99	O+	9 to < 10	First Division with Distinction
80 – 89.99	O	8 to < 9	First Division with Distinction
75 - 79.99	A++	7.5 to < 8	First Division with Distinction
70 - 74.99	A+	7 to < 7.5	First Division
60 - 69.99	A	6 to < 7	First Division
50 - 59.99	B	5 to < 6	Second Division
0-49.99	F	0	Fail

CGPA / SGPA	Grades	Description
10.00	O++	First Division with Distinction
9.00 – 9.99	O+	First Division with Distinction
8.00 – 8.99	O	First Division with Distinction
7.50 – 7.99	A++	First Division with Distinction
7.00 – 7.49	A+	First Division
6.00 – 6.99	A	First Division
5.00 – 5.99	B	Second Division
< 5.00	F	Fail

Besides, the Grading Systems for the Faculties such as Faculty of Agriculture and the Faculty of Architecture shall be adopted as recommended by the Affiliating Bodies.

## 29. Rules for Examinations.

29.1. All the programs of the University shall consist of following items.

-Theory Courses

Practical/Laboratory Courses

Projects (Internship Program, Capstone Project, etc.)

29.2. The schedule for these items along with their credit points for each semester shall be according to rules approved by the University from time to time.

29.3. At the end of each semester, there shall be an examination (herein after called End- Semester Examination) to be conducted by the Controller of Examinations of the University.

29.4. There shall be a **SPECIAL** examination to be conducted in the month of July / August after the publication of the results of all Semesters for a particular batch. A student, who failed in maximum up to **25% (for Post Graduate Programme) and 50% (for Undergraduate Program), which is truncated to the next whole number in case of fractions**, of theory / practical / internal examination components will be entitled to register for the SPECIAL Examination and clear failed subject(s) by paying the necessary examination fees and filling up the registration form.

29.5. Any student who has failed in more than **25% (for Post Graduate Courses) and 50%(for Undergraduate Courses), which is truncated to the next whole number in case of fractions**, of all the theory / practical / internal examination components will have to repeat the year as a regular student by paying the necessary tuition fees. A student who does not pass in any theory papers or practical / internal evaluations even after appearing in SPECIAL examinations will have to repeat the year as a regular student by paying the one-year tuition fees.

29.6. However, no student shall be allowed to appear at the End-Semester Examinations or SPECIAL Examinations failing to meet the minimum attendance requirements as



mentioned earlier in any of the registered subject.

### 30. **Evaluation**

#### 30.1 **Evaluation of Theory Papers**

The performance of a student in a course shall be evaluated based on following components:

- End-Sem Examination: 40%/50%/60 % **weight** of the total marks (As per BOS)
- Internal Assessment: 40 %/50%/60% **weight** of the total marks (As per BOS)
- Internal Evaluation should be **based** on the following parameters:
- Two Internal tests to be conducted by the university and to be executed by the respective departments carrying a weightage as per structure/BOS
- Faculty members of the subject shall conduct unannounced test/quiz, Article Review, Live Projects (Group), Exercises and Case Studies and submit the marks carrying a weightage as per structure/BOS.
- The continuous evaluation of the course shall be done as per the guidelines. Examination pattern shall be as per the guidelines of governing bodies/councils of the program.
- The Department shall organize the conduct of end semester examination of the courses as per the guidelines of governing bodies/councils in coordination with the office of the Controller of Examinations.

The subject teacher shall show the evaluated answer paper to the students and discuss the test problems in the class. The Departments shall maintain all **examination related** records at least for two years from the last Academic year of Graduation for inspection by the competent authority.

#### 30.2 **Evaluation of Internship Project Report.**

The evaluation of the Internship Project Report and viva-voce examination of the same shall be carried out by a Committee comprising the Guide, Experts drawn from Industry (not below the rank of Manager) and/or Academia (not below the rank of Asst. Professor / Asso. Professor) at the department level. The Chairman of the Committee shall submit a copy of the score to the Head of the Department and the Head of the Department shall forward the score to the Controller of Examinations within the prescribed date. He/She shall also maintain all records at least for one year for inspection by the competent authority.

The project will be evaluated on the following parameters:

Sl. No.	Evaluation Criteria	Marks
1.	Presentation:	10 marks

2. Topic, Content design, Rationale and Research design,  
Context: Understanding of organisation and relevant situation of the topic from macro and micro perspective: 40 marks
  3. Correlation and consistency of report writing: Objective, Methodology, Findings, Summary and Conclusion: 10 marks
  4. Project Defense Viva-voce: 40 marks
- Total - 100 marks

### 30.3 Evaluation of Capstone Project / Dissertation

The evaluation of Capstone Project / Dissertation shall be carried out by a Committee comprising the Faculty Experts (not below the rank of Asst. Professor / Associate. Professor) at the department level. The capstone project will be evaluated at Four Different levels at four different time zones such as:

Sl. No.	Phase	Activity	Marks
1	Phase I	Submission of Plan	100
2	Phase II	Presentation (Mid Term)	150
3	Phase III	Presentation (Pre submission)	100
4	Phase IV	Evaluation of Project Report	150

**Total - 500**

The Chairman of the Committee shall submit a copy of the score to the Dean/Head of the Department and the Dean/Head of the Department shall forward the score to the Controller of Examinations within the prescribed date. He / She shall also maintain all records at least for one year for inspection by the competent authority.

### 30.4 Evaluation of Laboratory Work

The performance of the student in a laboratory paper shall be based on assignments/ experiments assigned by the faculty. The faculty concerned shall evaluate each such assignment/experiment based on quality of result, report and general understanding. On completion of the evaluation, the scores will be sent to the Controller of Examinations for necessary action. The faculty member concerned shall maintain such records for a period of one year for surprise checks by the competent authority.

### 30.5. Evaluation Responsibility

The faculty imparting instruction is solely responsible for the evaluation of all internal assessments. He / She is also responsible for maintaining all records to justify his/her evaluation scheme and the score thereof.

Neither the Dean/Head of the Department nor any other competent authority shall have

the right to change the score assigned by a faculty. However, if the Dean/Head of the Department is convinced that the scores assigned by a faculty are biased, he/she shall appoint a committee where that faculty concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the Controller of Examination for necessary action. The Dean/Head of the Department is responsible for sending all the marks of the Internal Evaluation / Practical or lab assignments / summer internship / capstone project and viva-voce to the Controller of Examination within **07 days**.

### **30.6. Role of Evaluators for Semester Examinations**

The entry of marks against each question and their addition must be performed carefully. The evaluator has to fill in the boxes representing the question no. and marks secured for each question on the first page of the answer book. He has to write the total marks secured. The evaluator should also post the marks secured by the students in the coded mark foil provided along with the answer scripts. After evaluation of the answer script, the same along with the coded mark foil should be deposited at the Office of the Controller of Examinations. Decimal marking to be avoided.

## **31. Pass in a Subject (Theory / Practical / Projects)**

31.1 A candidate shall pass a subject if –

A student secures a minimum of 50% marks (i.e. a minimum Grade B), to be declared 'PASS' in a subject considering both in internal and semester examination marks taken together. The above rule is applicable for all the programmes of the University unless specified.

Considering the recommendations of the Council of Architecture for Faculty of Architecture, the pass percentage shall not be less than 45% in each subject, and shall not be less than 50% in aggregate.

-The student secures a minimum of 50% marks (i.e. a minimum Grade B) in a Practical / Laboratory Paper / Summer Internship Project and Capstone Projects and is declared 'PASS' in the subject.

### **31.2 Grace Marks.**

31.3 A student will not be eligible for grace marks if he/she has failed in more than four papers in a year. A total of 10 marks will be awarded as grace marks to eligible students in a year.

31.4 Insertion: A total of 5 marks can be awarded as grace marks to the eligible students in a semester.

31.5 A maximum of 5 marks in one paper can be awarded as grace marks. Student getting less than 45% marks in a subject either in internal or semester examinations will be treated as fail in that paper. Grace marks will be awarded only to students who can be declared pass after awarding grace marks.

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31.6 No grace marks will be allowed to a student who has failed up to a maximum of 25% of total course (for Post Graduate Courses) and 50% of total course (for Undergraduate Courses), which is truncated to the next whole number in case of fractions, secured in the theory / practical/internal examination. However, after awarding the grace mark if the student is not able to secure 60% mark than the grace mark will not be awarded for the particular case.

31.7 The maximum grace marks of 5 marks can be awarded to a student in theory/practical/internal examination/aggregate in a semester so that he/she can secure 60 % marks to pass.

## **32. Promotion from 1<sup>st</sup> Year to 2<sup>nd</sup> Year and onwards.**

32.1 A student shall be promoted to the next academic year provided he/she has registered and appeared all the internal and semester examinations of all papers in the academic year and has secured a **CGPA “Min. 5 or >5”**. The student clearing every paper of the registered course of the academic year shall be marked **“PASS”**.

32.2 Any student who has registered and appeared all the internal and semester examinations of all papers in the academic year and has secured a **CGPA of “>5”**, but has failed in more than **25% (for Post Graduate Courses) and 50% (for Undergraduate Courses), which is truncated to the next whole number in case of fractions**, of all the theory / practical/internal examination components shall be marked as **“FAIL”** and shall not be promoted to next academic year, hence, has to repeat the year as a regular student by paying the necessary tuition fees once again.

32.3 A student who failed in a maximum of up to **25% (for Post Graduate Courses) and up to 50% (for Undergraduate Courses), which is truncated to the next whole number in case of fractions**, of theory/practical/internal examination but has secured a **CGPA of “>2”**, shall be promoted to next academic year and shall be marked as **“BACKLOG”**. In such a case, the student needs to register for the said courses to appear in the same as backlog courses in the subsequent academic year only.

32.4 A student, who has failed to get promoted to the next academic year because of ineligibility as indicated above, can again register for the courses of the same year of the programme afresh in the subjects he/she failed in respective semesters in subsequent years by the payment of necessary examination fees and has to complete the programme within the stipulated period **(n + 2) Years, where “n” is the duration of the Programme in years**.

32.5 Once such a candidate clears all his first-year papers and is eligible to go to the next academic year, he/she shall be allowed to register for the next academic year programme like a regular student of the next academic year. However, such a student has to complete his programme within the stipulated period of his/her taking admission in the first year.

32.6 A candidate shall be eligible for promotion to the next higher year if he/she

satisfies the conditions laid down under the rules formulated by the University from time to time.

### **33. Qualification for a Degree**

33.1 To pass the program, a student must secure at least **Grade B** with a minimum **CGPA “>5” in aggregate**. Further, he/she must have fulfilled the academic requirements to be eligible for the award of a degree.

33.2 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the program.

33.3 A student’s level of competence shall be categorized following the Cumulative Grade Point Average.

33.4 A student who has not secured **Grade B** with a minimum of **CGPA of “Min.5 ”**, shall have to repeat the year by paying necessary tuition fees.

33.5 Overriding the conditions mentioned above, discretion lies with the Vice-Chancellor and/or the Academic Council to declare the result of a student. Notwithstanding the above, to be pass if he/she earns minimum Credit points required for the award of the degree both by way of minimum attendance and minimum academic requirements.

### **34. Degree Requirements**

A student shall be eligible to be awarded a degree of the University provided he/she:

34.1. Has cleared the minimum prescribed credit requirements with minimum Grade B in each theory subject and other subjects (Practical / Lab. / Summer Internship / Capstone Project, etc.).

34.2. Has passed the requirements of the Programme.

34.3. Has no disciplinary or court case relating to university matters pending against him/her,

34.4. Has not been convicted for any cognizable offence.

### **35. Award of Degree**

The final grade sheet and degree certificate shall be awarded by the University on the successful completion of the programme. The final grade sheet and the degree certificate shall be issued to the successful student during the convocation.

### **36. Time Period for Completion of the Course**

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A student registered with the University can complete a regular program within a maximum period of **(n + 2) Years, where “n” is the duration of the Programme in years**. If he/she fails to clear the program within the maximum permissible period, he/she would be deemed to have abandoned the course and his/her name shall be struck off from the roll of the University.

### **37. On Demand Examination**

For the final year students who have one or two arrear papers, a supplementary examination is conducted in the month of July to enable them to clear the arrear subjects and proceed for higher studies or employment opportunity.

### **38. Photocopy of Answer Script(s), Re-Totaling and Re-Evaluation.**

Detailed procedure regarding photocopy of answer script, Re-totaling and Re-evaluation is placed at **Annexure – 7 (Page No – 130)**.

### **39. Guidelines for Transport Facilities**

#### **39.1 GENERAL RULES**

39.1.1. All buses of Sri Sri University are centrally operated by the Transport Department of Sri Sri University.

39.1.2. Transport facility is optional for the students.

39.1.3. All instructions, issued by the competent authority from time to time, must be followed by the transport users.

39.1.4. A penalty, in form of monetary or otherwise, may be imposed on the transport user in case of violation of any notified transport rule or any instruction issued from time to time.

39.1.5. Users must reach at their respective stops at least 5 minutes prior to the scheduled time of the stop. Buses will run at the schedule time except in case of traffic / technical problems.

39.1.6. Buses are stopped only at designated stops. No stop will be considered, other than the designated stop.

39.1.7. Users shall board the same bus which is particularly allotted to them.

39.1.8. Information of any change in Address, Contact No. or any of the detail provided at the time of availing transport, should be updated with the transport department well in advance.

39.1.9. Although, efforts shall be made to make alternate arrangement, in case of any breakdown of buses due to mechanical fault or any other reason, but no reimbursement / compensation shall be paid.

39.1.10. Misconduct, unwanted and anti-social activities are strictly prohibited in the bus, violation of which will attract strict disciplinary action.

39.1.11. Smoking, Drinking, Violence, Gambling, Playing Cards etc. are strictly prohibited in the Bus and strict disciplinary action shall be taken against student involved in any such act.

39.1.12. First few seats are reserved for SSU faculty and Staff.

39.1.13. No user is allowed to touch the controls of the bus.

39.1.14. Users are advised to board the bus at least 5 minutes before the time of departure from SSU Campus.

39.1.15. Any suggestion / complaint, regarding transport, can be submitted with the transport department in writing/email. The same will be addressed in due course of time. Transport Department email id is [traveldesks@srissriuniversity.edu.in](mailto:traveldesks@srissriuniversity.edu.in).

39.1.16. For any transport related query, please call to SSU Transport Coordinator on 7873819688.

39.1.17. Users are advised to carry the Transport ID card every time while travelling through SSU Transport. Without the ID Card students are not allowed to board the bus.

39.1.18. Transport users must mention their detail as prescribed in the Bus Attendance Register duly signed by them.

## **39.2. STEPS TO FOLLOW FOR AVAILING OF THE TRANSPORT FACILITY OF SRI SRI UNIVERSITY**

39.2.1. The student, who wants to avail the transport facility of Sri Sri University, will have to submit transport request online through ERP TCS to register.

39.2.2. After approval student need to submit Fees in ERP.

39.2.3. Transport ID card will be given after the submission and confirmation of Transport fees.

## **39.3. INFORMATION OF ROUTES AND STOPPAGES**

39.3.1. Route Chart and stoppage timings are uploaded on official website of SSU i.e. [www.srisriuniversity.edu.in/transportation/](http://www.srisriuniversity.edu.in/transportation/) or can be confirmed with the transport department.

39.3.2. For any route and stop enquiry, please contact Transport Coordinator of Sri Sri University, Contact Details: 7873819688

39.3.3. Once the Transport Fee is deposited, the user cannot change the Stoppage without prior permission of the Transport Department.

#### **39.4. TRANSPORT FEE**

39.4.1. The TRANSPORT FEE is charged for one semester only.

39.4.2. The TRANSPORT FEE can be deposited via ERP.

39.4.3. Users are required to deposit the One Semester transport fee in advance at the time of availing the transport facility.

39.4.4. Transport fees once availed cannot be withdrawn, but, in few special cases, students may be allowed to withdraw and claim Refund of Transport Fee as per the TRANSPORT FEE REFUND POLICY approved by the Management of Sri Sri University. Refund policy is displayed on official website of SSU.

39.4.5. The transport fee is notified before the starting of the semester and is subject to change depending upon the increase in the operational cost of buses.

#### **39.5. TRANSPORT ID CARD**

39.5.1. Once the student is enrolled for the transport facility by depositing the transport fee the transport ID Card will be issued to the student by the Transport Department.

39.5.2. Transport ID Card is valid from the commencement of the session and up to the last day of the semester examination.

39.5.3. The Transport ID Card must be carried by the user while using transport facility of SSU failing which an amount of Rs. 200/- will be charged as fine. The Transport ID Card will have to be produced by the user on demand of the checking staff.

39.5.4. In case of loss of Transport ID Card an amount of Rs. 200/- will be charged for new ID Card.

39.5.5. User must produce the TRANSPORT ID CARD to the bus conductor of the route before boarding the bus.

**NOTE:** For any change of the above rules the users will be intimated separately by the Transport department from time to time through notice on the notice boards or via email.

#### **40. Parking of Vehicles**

Students having four-wheelers need to park their vehicles in the parking area earmarked in front of Viswa Canteen in an orderly manner. The security staff will impound the vehicles parked on the road or improperly parked vehicles. Students having four-wheelers and two-wheelers are required to obtain vehicle pass from the Security Office. Charges for four-wheelers is Rs.6000/- per year. Vehicles without a pass will not be allowed to be parked inside the campus at night. To get the vehicle pass undermentioned documents are need to produce with the Security Office.

- i) Registration Certificate issued by the RTO in the name of the student/parents.
- ii) Valid Insurance of the vehicle. (on expiry, it should be renewed on time otherwise the vehicle pass will be cancelled and the vehicle will not be allowed to campus)
- iii) Receipt of payment of road tax of the vehicle.
- iv) Driving License



- v) Helmet (ISI mark).
- vi) Pollution Certificate

**Hired Four/Two Wheelers:** The hired four-wheeler/two-wheeler driven by students are not allowed inside the campus.

#### **41. Regulations for University Hostels and Residents**

##### **41.1 Hostel Authorities**

41.1.1. All the rights of admission to University Hostels will be reserved with the Dean Students' Welfare & Chief Warden. Chief Warden of the University is the overall authority of all hostels. The Warden, Hostel Supervisor, Monitor, and Assistant Monitor on each floor of the hostel work under the supervision of the Chief Warden.

41.1.2. Admission to the Hostel will be made fresh in every academic session.

41.1.3. The Chief Warden appoint Wardens and Hostel Supervisor.

41.1.4. Wardens can select one Floor Manager and one Assistant Floor Manager from the residential student.

41.1.5. Wardens manage the hostel with the help of Hostel Supervisor, Monitors and Assistant Monitors, who will assist him/her in every aspect.

41.1.6. During the absence of the Warden, the Warden-in-charge will carry out his/her duties until the return of the warden.

##### **41.2. The objectives of residence in the hostel are as follows.**

41.2.1. To provide students of the University a congenial place to live in so that they can devote themselves to study comfortably.

41.2.2. To provide guardianship when they are living away from their parents/guardians.

41.2.3. To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cohesion & goodwill, and acquire a broader societal frame in a multi- cultural environment.

41.2.4. To provide opportunities for co-curricular & extra-curricular activities for all-round development and for giving expression to their artistic & creative talent.

41.2.5. To develop among students, the capacity to govern their affairs.

41.2 6. Students from Cuttack and Bhubaneswar will not be entitled for accommodation in the hostel except BAMS/ MBA Student.

41.2.7. Accommodation in hostels will be provided to **Ph.D. research scholars only on double sharing basis.**

41.2.8. At the time of hostel admission, the student has to fill the online form through ERP and report to the DSW Office **along with the recommendation of the Head of the concerned Department** and permanent address proof (Aadhar card)

41.2.9. Admission in the Hostel shall be cancelled and security deposit will be forfeited if false statement /address/ telephone number is given in the Hostel admission form.

41.2.10. No Hostel Resident shall be allowed to change his/her room during the session.

41.2.11. The University reserves the right to get the hostels vacated only under unavoidable circumstances or for hosting seminars during the summer and winter breaks.

### 41.3. Facilities.

41.3.1. Every hostel is equipped with a water purifier to provide safe drinking water to the residents.

41.3.2. During winter hot water is provided in the common areas of the hostels, as well in the rooms.

41.3.3. A pantry is provided for students in each hostel **to boil** water and milk. No cooking is allowed.

41.3.4. Gymnasium facilities are available for both **boys** and **girls separately**.

41.3.5. Hostellers have access to indoor and outdoor games after the classes.

41.3.6. All hostels have a common room with a television, carom board and ludo.

41.3.7. Four canteens and a daily need shop “Sri Sri Tattva” are available on the campus.

41.3.8. Housekeeping services help students to keep the common areas of the hostels like corridors, Common toilets, lifts and staircases clean.

41.3.9. Laundry services are available on the campus on payment.

41.3.10. Wi-Fi in hostels and academic block with 100% power back up is available.

41.3.11. Cloth drying space is available for the students in hostels.

**Note:** Students are advised to use the above facilities judiciously and take care of university property. Hostel staff should be treated with courtesy. Students are not allowed to tip the hostel staff for receiving personal services or hire outside personal assistants or servants.

#### 41.4. Cleaning of Room.

Residents of the hostel are to keep their room neat and tidy. The room will be cleaned as per the schedule prepared by the Housing department. The schedule is to be intimated by the housing department to the respective warden.

#### 41.5. Getting prepared for Hostel (Student Advisory).

41.5.1. Raincoat.

41.5.2. If you plan to bring a vehicle, ensure the vehicle is registered in your/parents name with updated payment of tax, insurance and helmet.

41.5.3. Make western and Indian formals also a part of your wardrobe.

41.5.4. Keep in mind your program of study, such as performing Arts or Yoga courses, while planning your wardrobe.

41.5.5. You may have your water storage bottles and basic utensils, tiffin boxes. Avoid plastic to keep the environment plastic-free.

41.5.6. University provides boarder for the full term a study table, a chair, a cupboard, a cot with mattress and curtains for windows. Plan for the rest of your requirements.

41.5.7. Bring your locks to lock your room and baggage.

41.5.8. Hostel residents are **advised to keep the identity cards always with them** and should produce the same whenever asked by the concerned authorities.

41.5.9. Students can meet the Warden of hostel/s in the office during the **specified time** for official work.

41.5.10. Hostel Residents are cautioned not to keep cash, ornaments and other valuable/costly articles in their rooms. They themselves will be responsible for the safety of Mobile Phones, Laptops, and other valuable/costly articles. University authority will not be responsible in any kind of loss.

#### 41.6. Room Allotment Policy in Hostels.

41.6.1. **Fresh Students.**

41.6.2. Hostel will be allocated to students other than students from Cuttack and Bhubaneswar on first cum first serve basis.

41.6.3. **Existing Students will be allocated the hostel based on the following criteria**

41.6.4. Students should have more than 70% attendance in academics and having no in-disciplinary case.

41.6.5. Students with regularity in payment of fees of the Hostel during previous years.

**41.6.5. Students who debarred from appearing the examination may not be considered for hostel accommodation. In case surplus hostel accommodation those students will be allotted on the last priority.**

The allocation of rooms program wise is given below:

- (i) International Students 100%
- (ii) MBA Students 100%
- (iii) M.Sc. Osteopathy Students 100%
- (iv) B.Sc. Osteopathy 100%
- (v) B.Arch. Students 100%
- (vi) BAMS 100%
- (vii) Girl Students (100%). However, girls in NCC from Cuttack and Bhubaneswar can be considered for hostels.

Apart from the above-mentioned programs, a certain number of rooms have been reserved for other programs separately for boys and girls in the hostels.

**Note: For Sl. No. (iv), (v) & (vii) hostel facility is not available for students from Cuttack and Bhubaneswar. However, students can avail the university transport facility.**

#### **41.7. Allotment of rooms**

**41.7.1. Twin Sharing Rooms:** International Students, MBA, M.Sc. (Osteopathy)

**41.7.2. For other students it is first cum first serve basis depending on availability.**

#### **41.8. Vacation of Hostel.**

**41.8.1.** A student has to fill up the hostel exit form available on-line and submit to the DSW office physically. While vacation of the hostel the assets in the room are to be handed over in working condition to the warden physically and obtain the signature of the warden. If any breakage is found the cost of the item along with the fitting charges will be levied to all students staying in the particular room equally.

**41.8.2.** The hostel can be vacated on following grounds.

##### **41.8.3. Course completion**

**41.8.3.1.** After completion of course, students have to vacate the hostel within 5 days from their last exam.

**41.8.3.2.** Before leaving, students have to fill the handing over form for the room and submit it to the warden along with the cupboard key.

**41.8.3.3.** If students have any outstanding due, they need to clear it before leaving; else it shall be deducted from the security fee deposited.

##### **41.8.4. Converting to non-residential**

**41.8.4.1.** A written application form available at DSW office requesting conversion and duly signed by the Warden and HOD should be submitted by the student to the DSW office.

41.8.4.2. Before leaving, the student has to fill in Room Handing Over form and submit it to the warden along with cupboard keys and clearance of hostel dues.

41.8.4.3. Non-clearance of hostel dues will lead to a deduction from the security fee deposited.

41.8.4.4. The copy of the approved form along with the old ID card are to be deposited to the ER office for issue of new non-residential I-Card. ER office is to issue a temporary-ID card till the permanent ID card is issued. DSW office will intimate regarding the conversion of the status of the student to non-residential to the programme coordinator and finance department.

#### **41.8.5. Withdrawal from Programme.**

41.8.5.1. Before leaving, students have to deposit room handing over form duly signed by Warden along with the cupboard key and the mess card.

41.8.5.2. If the room handing form has dues, the student needs to clear the same before leaving else, it shall be deducted from the security fee deposited.

41.8.5.3. On completion of this process, the warden will sign no dues form which is to be attached to the withdrawal application and forward the same to the Chief Warden's office.

#### **41.9. Consequential action on In-disciplinary activity.**

On the repetition of in-disciplinary activity the student will be instructed to vacate on expulsion from hostel. In this process of hostel vacation, the student cannot claim any refund of hostel fee.

#### **41.10. Provision of Cloakroom during Annual Summer Break**

41.10.1. During Annual Summer Break all students must vacate the room by packing the luggage. Students have an option either to carry the luggage along with them when they leave for vacations or keep in the designated cloakrooms of each hostel. so that during the break the maintenance work in the room can be undertaken.

41.10.2. The process of depositing /shifting the luggage to the cloakroom is to be completed within 5 days after completion of the final examination.

41.10.3. SSU will not be responsible for any loss or damage of respective deposit and advise not to put any valuable luggage in the cloakroom.

41.10.4. Luggage should be either packed in carton or bag (open luggage or loose packing will not be allowed). One sticker with the information like Name, Regd. Number, Mobile number in capital latter is mandatory on every luggage.

41.10.5. At the time of submitting luggage in the cloakroom, there will be a register with the security in that student have to input all the information like no of cartons or bags.

The register will contain many fields like Name, Course name, Mobile No, and No of bag or cartoon (Luggage). The timing of the cloakroom for submitting your luggage will be only from 10:00 AM to 1:00 PM and 2:00 PM to 6:00 PM.

41.10.5. Reallocation of rooms shall happen for those students who are staying back for internship and for students on return after summer vacation.

41.10.6. On the opening of the University, all are to collect their luggage within five days of the opening of the university.

#### **41.11. General Rules for Hosteller and Residents**

##### **41.11.1. Illegal Activities.**

Illegal activities refer to but not limited to use and possession of tobacco/alcohol/substances, possession of weapons and firearms, sexual harassment, viewing of gambling, ragging and inflicting physical harm to others, viewing of any such thing/ activity in the University premises alone or a group are prohibited. These issues to be reported to warden/security immediately and the strictest disciplinary action shall be taken.

##### **41.12. Unethical Conduct.**

Unethical conduct refers to, but not limited to verbal abuse, not following University rules, maligning the image of the University through social media, improper turnout, disrespectful behaviour toward women, staff, faculty and warden, willful damage to the University property, breach of discipline, stealing, consumption of alcohol, dishonesty, bullying, littering, groupism, mass protests and gathering on political tones. Students indulging in any of the above unethical activities are to be referred to the Disciplinary Committee. The decision of the Disciplinary Committee will be binding.

##### **41.13. Reporting Time.**

All hostellers have to report to the hostel **five minutes before 10:00 PM** and log their attendance, failing which the student will not be allowed inside the hostel without the permission of the warden. Repetition of late entry would make the student liable for disciplinary action. **Closing time of entry through the campus main gate for all students is 9:00 p.m.**

##### **41.13.1. Issue of Outpass**

Out pass will be issued on following conditions.

##### **41.13.1.1. Leave during Weekend/Holiday**

This will be allowed only under the following conditions.

- 41.13.1.1.1. To avail this there should be at least two or more consecutive holidays.
- 41.13.1.1.2. Proceeding for any University related work/events
- 41.13.1.1.3. For any emergency at home

**Procedure:** Student has to fill up the out pass form along with a written request from parent/guardian through email/SMS/ handwritten application and the same to be submitted to the warden for approval. Night out will be approved by the Warden by signing the night out slip in the hostel leave booklet.

#### 41.13.1.2. **Leave on Working Day.**

- 41.13.1.2.1. Any leave has to be recommended by Program Coordinator. In case of program coordinator is not available the same can be signed by the HoD/Dean.
- 41.13.1.2.2. A student has to apply for out pass 24 hrs. before Program Coordinators/HoD/Dean recommendation.
- 41.13.1.2.3. During an emergency, if the warden is not available for physical signature a mail can be sent to warden with permission from parents. The approval can be given by the warden by mail after the authentication of all facts.

#### 41.13.1.3. **Late Entry to Campus**

- 41.13.1.3.1. For entry to campus beyond 09:00 p.m., prior permission is to be taken on late night slip. Late-night entry is only permitted in case of an academic event.
- 41.13.1.3.2. Student has to fill up the out-pass form along with a written request from parent / guardian through email / SMS / handwritten application / voice call to warden and the same is to be submitted to the warden for approval. The warden has been authorised to check from the guardian/parent for out pass-through voice/video call. Night out will be approved by the Warden by signing the night out slip in the hostel leave booklet.

**Note:** In case a student gets late due to traffic jams, accidents, vehicle problems, or sudden hospitalization, late entry permission is to be obtained from the warden. The evidence for delay is to be forwarded to warden either by WhatsApp video call or photograph. The permission of parent/guardian is required for the same.

#### 41.14. **Extension of Leave**

The extension of leave is to be approved by the program coordinator with prior recommendation of parent through email. The approval of leave has to be forwarded to the warden of the respective hostel and DSW office. The extension is to be obtained prior to expiry of approved leave. Student will be allowed to hostel on submission of leave approval.

#### 41.15. Accommodation to Alumni

41.15.1. Alumni are allowed to stay as a guest in hostel depending on the availability of bed if he/she is visiting the University for any work.

41.15.2. A boarding charge will be charged according to the existing rate.

41.15.3. In case of non-availability of accommodation, he/she can be adjusted along with student(s) in the room with the consent of roommates and a written approval of the Chief Warden.

41.15.4. During the stay, she /he has to follow all rules and regulations applicable to the hostel and University. If any violation is noticed, he/she would have to vacate the hostel.

#### 41.16. Hostel Mess.

41.16.1. Mess facility is optional for the residential student. The Mess serves healthy vegetarian food. Entry to the Mess is only by the ID Card. All students are to dine in the dining hall only according to the dining hall timings as given below. No room service is allowed.

Breakfast - 07.30 a.m. – 09:30 a.m.

Lunch – 1.00 p.m. - 2.30 p.m.

Dinner - 8 p.m. - 09.30 p.m.

41.16.2. The dining hall staff is not obliged to serve meals beyond the prescribed timings.

41.16.3. Mess Utensils and food are not allowed to be taken outside the dining hall.

41.16.4. The Mess kitchen is strictly out of bounds.

41.16.5. Students who are sick will be provided meals inside the hostel on the submission of a written permission from the warden to the kitchen security staff. The food needs to be carried in their food carriage box.

41.16.6. Turn out in the dining hall or common rooms or informal gathering in the hostel should be according to the dress code promulgated. Extreme casuals can be worn in the room. However, one should be sensitive towards his/her turn out and judiciously decide how to present oneself in the University community and society at large.

41.16.7. Residents are not allowed to cook in the room.

#### 41.16. Maintenance.

41.17.1. **For maintenance/housing/IT related complaints are to be raised in ERP only.** In case of non-availability of ERP, a mail can be sent to [maintenance@srisriuniversity.edu.in](mailto:maintenance@srisriuniversity.edu.in). and for matter related to the IT the mail need to send on [itsupport@srisriuniversity.edu.in](mailto:itsupport@srisriuniversity.edu.in) and matter related to housekeeping of room the complaint needs to send on [housing@srisriuniversity.edu.in](mailto:housing@srisriuniversity.edu.in)) with marking cc to [hostel@srisriuniversity.edu.in](mailto:hostel@srisriuniversity.edu.in) and concerned hostel warden the following information



as per the following format.

Name, Program, Student Registration No.  
Name of hostel/ Room No.  
Details of repair/maintenance required.  
Contact No.  
Availability time (it should be in working hour)

41.17.2. Emergency repairs like electricity and drinking water will be attended to on the same day but for other types of maintenance, it may take a few days depending upon the nature of maintenance. If after three days, the repairs do not happen re-enter the complaint with past reference for escalation and intimate hostel supervisor/warden.

41.17.3. Tube lights, fans & other fixtures will be provided at the beginning of the academic session. Any replacement for breakage/damage of the property shall be subjected to fine to all residents sharing the room.

#### 41.8. **Function Room.**

Functions like birthday, etc., are to be observed in the Common Room with permission of Warden at least one-day prior. The student requisitioned for the function is to ensure that the function to be concluded by 22:30 hrs. No loud music will be played. The area needs to be cleaned after the function and a completion report to be submitted to the Warden.

#### 41.19. **Guest Room Facility.**

41.19.1. The university has limited guest room facilities on a payment basis for parents and siblings who like to visit the student.

41.19.2. The guests can dine in the Kaivalya after obtaining the meal coupon.

41.19.3. Room booking can be undertaken through the housing department ([housing@srisriuniversity.edu.in](mailto:housing@srisriuniversity.edu.in)) with CC to DSW office at least 3 days in advance and room will be issued based on availability.

#### 41.20. **Hostel Floor Manager.**

One student from each floor of the hostel having leadership and managerial quality is to be appointed as Student Manager. He/she will be responsible for the following:

41.20.1. Ensures safety of students by discouraging activities like gambling, use of substances, smoking, use of liquor, use of electric appliances, etc. and reports the same to the warden if found.

41.20.2. Ensures hygiene of the floor by inspiring students to keep the room clean.

41.20.3. Ensure birthday celebration, etc. are conducted in common room with

permission of the warden.

41.20.4. Comfort and discipline of students e.g. no loud music/shouting which may disturb the occupants. The nominated students will carry out the duties of a Student Manager for a period of six months with dedication. An experience certificate in this regard will be issued by the University.

#### **41.21. Payment of Hostel Fee**

41.21.1. The hostel fee is to be paid annually. Those who want to pay semester wise have an option to pay as per the notification issued by the University.

41.21.2. If the fee is not paid by the notified date a fine of Rs150/- will be charged per day from the last date of payment till 25 days. From 26<sup>th</sup> day the student shall not be permitted to stay in the hostel and no request for stay will be entertained.

41.21.3. The student can take re-admission within 07 days from the date of cancellation of the hostel registration after clearance of all dues and payment of Re-admission fee of Rs 5000/- subject to availability of seat.

41.21.4. Once fee is paid it will be counted as per the following order: Tuition fee, Annual Fee, Hostel Fee and late fee/Re-Admission fee.

41.21.5. All students prior to allocation of hostel shall submit an undertaking for adhering the rule of the hostel.

41.21.6. Student paying the hostel fee through bank loan are required to deposit the same within 15 days from the date of publication of result. Nonpayment of fee would attract the fine as per the above guidelines.

41.21.7. Hostel and Mess charges can be revised any time without prior information, and students have to comply with accordingly. In this regard the decision of Management shall be final and binding.

41.21.8. In case of the expulsion of the hosteller on disciplinary ground, the refund of the hostel fee paid cannot be claim.

#### **41.21. Hostel Rules and Regulations.**

41.22.1. All students residing in the Hostels provided by the University will follow the rules and regulations as given below and promulgated from time to time.

41.22.2. All valuables (cash, jewelry, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.

41.22.3. Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, hair straighteners, hairdryers, etc., are to be used in the rooms. The violation of this rule will be dealt with according to the discipline guidelines according to Annexure-5, Page No: 114. The

confiscated items will be returned to the defaulting student only at the time of vacation of the hostels.

41.22.4. The induction is available in the pantry to be used for boiling of drinking water, milk, tea/coffee only. No cooking or heating of food is allowed in the pantry

41.22.5. Resident students are expected to be considerate towards others and should refrain from noisy activities at all times. Playing of loud music or engaging in activities that may disturb other residents or neighbors to be avoided.

41.22.6. Resident students are collectively responsible for keeping the premises clean and organized. Scribbling, spitting, or hanging posters/art on walls is not permitted. Similarly, drilling, nailing, and fixing other fixtures are not allowed.

41.22.7. The hostel management reserves the right to carry out surprise checks of the hostels and the rooms anytime without giving prior notice to the Hostel Residents. A hostel resident may be asked to open his/her room, almirah etc. for inspection by the authorities whenever required. The hostel management may take appropriate action, including charging fines to students if the rooms are found dirty & unhygienic.

41.22.8. Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches, water taps, and faucets are turned off while not in use.

41.22.9. Damage or loss caused to university property (both movable and Immovable) such as furniture, electrical fittings, etc., by resident students will be repaired or replaced by the University at the expense of the student responsible for such damage.

41.22.10. Parents or guardians may visit the hostels only with prior intimation to the warden & chief warden's office. Student's rooms are out of bound for visitors, parents and guardians.

41.22.11. Boys are not allowed in the Girls hostels and vice versa. The violation of this rule may result in immediate eviction from the hostel and suspension from classes for a period of seven days.

41.22.12. Resident students mustn't indulge in any activities that are considered inappropriate, unethical, or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of gutkha, use of abusive language, quarreling, driving rashly, without a license and proper documents among others. Indulging in any of these activities and other such behaviour by the resident students shall be considered detrimental to the image of the University and will be liable to face appropriate disciplinary action, which shall include the filing of a First Information Report (FIR) with the local police for any necessary legal action to be taken, along with expulsion from the hostels and the University.

41.22.13. Indulging in any political activities or unwarranted dangerous activities that may disturb neighbors, neighborhood and the university in general will be viewed with serious concern and can lead to the expulsion of the student(s) involved from the

hostels and the University immediately.

41.22.14. Ragging, in any form, in the hostels or any other part of the campus is prohibited. Ragging will be viewed seriously and dealt with according to the anti-ragging rules and regulations, which can result in the dismissal of the resident student(s) from the University.

41.22.15. The University reserves the right to instruct any resident student to move from one room to another in the same hostel or from one hostel to another, if needed. Resident students are expected to co-operate and must follow the instructions.

41.22.16. The University reserves the right to change and introduce any new rules from time to time in its larger interests and of the resident students. Rules and regulations formulated, and those added from time to time, are to be followed strictly. Violation of any rules and regulations will result in disciplinary action. A resident student with in-disciplinary case will be asked to appear before the Disciplinary Committee. This Committee will hear the matter and take necessary action according to the rule in force and pass resolutions for termination, suspension, penalty, or any other action as deemed fit and necessary. The decision of the Disciplinary Committee shall be final and binding.

41.22.17. The accommodation is provided in the hostels are subject to availability of vacant rooms in the hostel.

41.22.18. Each hosteller must remember that the hostel is their home on the campus and therefore, the boarder should conduct himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the University.

41.22.19. All hostellers are required to follow the hostel rules and regulations. Violation of any rule will lead to disciplinary action including expulsion from the hostels and also from the University. Students during their stay in the hostel will be governed by the hostel rules.

41.22.20. Hostellers are to follow the instructions of the Wardens.

41.22.21. Hostellers shall occupy a seat/room only during the semesters. No student will occupy a room during vacation. However, S/he may be permitted by the Chief Warden to stay on request if S/he is doing any course work/project work/University work/Hostel work. The application to be forwarded to Chief Warden Office through Warden.

41.22.22. For any unresolved complaints, the first point of contact is Warden followed by the Chief Warden.

41.22.23. The hostellers must clear all the outstanding dues (including fine if any) at the end of each semester else intimation to parent/guardian shall be sent to clear all the outstanding dues.

41.22.24. If any resident falls sick it should be informed to the hostel Supervisor and Wardens, and the Warden will make arrangements to shift/ evacuate the student to the clinic/hospital.

41.22.25. Any problems related to electrical wiring, damage of electrical items due to electrical shock shall be reported to the Wardens.

41.22.26. The daily exit time of the hostel for the residential student is 06 am.

41.22.27. Students residing in hostels will pay the hostel charges for the entire semester, irrespective of academic vacation.

41.22.28. Students residing in the hostels will retain the allotted room until completion of the academic year. At the time of vacating the hostels, the student is to submit the 'No Dues Certificate' from the hostel management along with the room keys, hostel identity card, room handing over form and original deposit receipt all duly signed by the warden to the Chief Wardens office.

41.22.29. Any student who wants to vacate the room must obtain the written consent of their parents to discontinue.

41.22.30. Students are encouraged to take care of the assets of the university like dining hall furniture, room furniture, or any furniture/property or fittings of the hostel. If any individual student or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them. Repeated acts of causing damage to the hostel property may result in expulsion from the hostel.

41.22.31. Students shall keep their room, veranda, and surrounding areas tidy, neat, and clean at all times and dustbin to be used to dump unused products.

41.22.32. The student shall not bring and/or keep any pets on the premises including fish, cats, dogs, and so on. The student should desist from pampering stray dogs by offering food, petting them, etc.

41.22.33. Students are prohibited from writing slogans or any writings/drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/groups of students indulging in such activities without prior written approval.

41.22.34. Students shall treat the catering staff and housekeeping staff of the hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the hostel.

41.22.35. Any complaints regarding the quality of the food shall be reported to the members of the Mess Committee.

41.22.36. Hostellers shall always switch off the lights/ fans and close the water tap of their respective rooms before leaving.

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41.22.37. No hostellers are allowed to change their allotted room or exchange furniture from any other room. For the procedure of room change refer **Annexure – 8 (Page No - 132)**.

41.22.38. Hostellers are strictly advised not to loiter around water bodies in and around the campus. The authorities shall not be held accountable for any incident occurring not following the same.

41.22.39. Students must make an entry in the "In/Out Register" kept at the Hostel.

41.22.40. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted.

41.22.41. Any student found hosting / harboring an offender will be expelled from the hostel. A record of his / her misconduct will be made in the personal file.

41.22.42. Students proceeding on medical leave from the campus should produce the Medical Certificate issued by the University Medical Officer at the time of their leaving. In case of sudden illness, information on leaving the mess should be made available to the hostel office immediately.

41.22.43. After 10:30 p.m. students are advised to maintain silence.

41.22.44. Students are not allowed to play in the rooms/corridors, except board games like chess, carom, etc.

41.22.45. Hostel Residents are responsible for keeping their rooms and the common areas clean and tidy at all times.

41.22.46. Eatables, snacks, tea etc., are strictly prohibited in the common room

41.22.47. At night the hostel residents will sleep in their own rooms. A hostler cannot sleep in another room without prior permission of the concerned authorities

41.22.48. Hostel residents will wear proper dress while going to the mess, and office or roaming about on the campus. If a student ignores the warning of the authorities, he/she will be subjected to disciplinary action that may include eviction from the Hostel.

41.22.49. A student who remains absent for more than one month, his/her room will be evacuated.

41.22.50. In case of non-payment of the hostel dues, Chief Warden can get the room vacated after approval of the competent authority.

41.22.51. If any hostel resident tries to enter the room by breaking the lock or through the window or by smashing the windowpane, he/she will be fined Rs. 500/- and will also have to pay the cost of repair. Disciplinary action will be taken against him/her by the authorities.

41.22.52. No boarder shall waste food. Paying mess bill does not entitle a diner to waste food.

41.22.53. All the rules of the hostel will also apply to the research fellows.

41.22.54. Outside food is strictly prohibited in the campus.

41.22.55. The university reserves the right to revise the rules and regulations from time to time and will keep the hostellers informed of any changes in the form of notices on the hostel notice boards and by email. Ignorance of Hostel rules will not be taken as an excuse for avoiding any disciplinary action.

41.22.56. Penalty will be imposed If the basin/commode are found jammed due to dumping of wastage

## **42. Training and Placement**

42.1. The Training and Placement wing of Sri Sri University is very active and has strong connect with reputed & big corporate houses across different verticals and Industries. The department facilitates Employability Training to all students and conducts regular reviews on their performances so that they should be corporate ready upon completion of their respective programs. SSU has seen an incredible placement records for last two years. Many brands visited University for selection process. Our students got placed in all domains with very comparative compensation and at excellent roles.

42.2.SSU, T&P wing is not only centric towards generating opportunities, it also identifies student aspirations at the beginning and works together with the student to fulfill his/her desired dream. For further query contact Head - Central Career & Guidance Cell at the ground floor of Shruti Building, contact no: 7406203363, Email: ravi.r@srisriuniversity.edu.in

## **43. Facility of Railway Concession voucher for students.**

### **43.1. Purpose**

The university has facilitated the Railway travel concessions to regular students in person and not to representative under any condition for going to native places and in educational tours by train during vacation period (Summer, Diwali and winter vacation). Railway Concession forms will be issued to the student to travel to and from home town only. The term "Home" denotes:

- (i) Native Place of the Student or
- (ii) The place where the parent or if no parent is alive the guardian of the student normally resides.

The entitled class and concession amount are as follows:

General Category: 50% in 2nd and SL class

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SC/ST Category: 75% in 2nd and SL class

Foreign students studying in India who are travelling to attend camps/seminars organised by Govt. of India and also visit to places of historical & other importance during vacations are entitled for 50% concession in 2nd and SL class.

43.2. **Responsibility Centre**: Directorate of Student Affairs

43.3. **Procedures**

The student has to apply for Railway Concession as per the application form available at DSW office to the DSW at least 7 days before the expected date of booking of the ticket. The following documents are to be attached along with application form

- (a) Address proof (Aadhar Card, Ration Card, Light Bill, Driving License, Rental or Property Agreement)
- (b) Date of Birth Proof (Leaving Certificate or birth Certificate) Or College ID Card.

#### **44. Spiritual Committee for the development of humanity.**

44.1. The committee is responsible for organizing and maintenance of spiritual atmosphere. In the campus. The following activities are undertaken by the committee.

- i) Preparation of Spiritual activity calendar.
- ii) Oversees conduct of Happiness Connect as a credit-based programme for all programmes offered by the University.
- iii) Organization of regular satsang / Prayer.
- iv) Encouraging the students / staff to involve them in spiritual activities.

#### **45. Students' Welfare Fund.**

45.1. It is established for providing financial assistance and promoting schemes for student's amenities and for such other purposes as are specified hereinafter, the following guidelines are framed to manage and coordinate the work of mobilizing resources for the fund, its custody, its accounting and disbursement therefrom.

45.2. The fund shall be utilized for providing financial assistance to the students of the university, as decided by the Students' Welfare Fund Committee. The financial assistance may be granted at the discretion of the Committee to the following category of students:

#### **46. Student's Council:**

46.1. It is a representative structure through which students of the University can participate in the affairs of the University, work in partnership with the University Management, staff and parents for the benefit of the students and University as whole. The aim of the student council are as follows:

- To foster, develop and increase students' social awareness.



- To promote an environment conducive to educational and personal development.
  - To represent the view of the students on matters of general concern.
  - To nurture the aptitude of the student community for holistic development
  - To promote friendship and respect among pupils
  - To enhance communication between students, management and parents.
  - To support management in the development of the University
- 46.2. The Council will identify activities and put up to the Vice Chancellor through DSW for approval.

46.3. **Selection:** Dean and HOD of the respective department are to nominate name of two students (one boy and one girl) to be part of student council based on following criteria

- Academic career.
- Attendance.
- Conduct and Discipline.
- Performance and Organizational skill in cultural activities, clubs, sports

46.4. **Eligibility Condition:** Only those students shall be eligible for nomination who:

- (a) Do not have any supplementary/back in any subject of any semester
- (b) Minimum 75% marks in the qualifying examination for first year students and from second year onwards minimum CGPA 8.0.
- (c) Have no disciplinary enquiry or action taken /pending against them
- (d) Have not been detained from the examination for shortage of attendance
- (e) Have potential to actively work for the overall development of the university.

46.5. **Term:** The student representatives of the Student Council shall hold office from 1st September of the ensuing year, for a period of 1 year.

46.6. **Key Functions and Activities:** The key function of the Council should be to support the aims and objectives of the Council and promote the development of the University and the welfare of its students by planning and undertaking activities during the course of the academic year. There is a wide range of activities that Council may undertake for the benefit to the students of the University, such as:

46.6.1. **Promote good and healthy communication within the University:** Environment of good and healthy communication within the University is an important task and needs to be shared. Council will keep faculties and administration informed about the activities taking place in the campus at the same time it will maintain a notice board to update students about the activities and events happening in the University.

46.6.2. **Support the educational development:** A Student Council can contribute to the learning environment for students in the University e.g setting up study groups for students in exam classes.

**46.6.3. Contribution towards the development of the University policies:** The Student Council can actively contribute to the development of the University policy in a wide range of areas such as ragging, dress code, behavior code of conduct, public display of affection and extra-curricular activities.

**46.6.4. Assist the University for sports, cultural and club activities:** Student Councils can assist in organizing and developing sports, cultural and club activities within the University, including, for example, Orion, sportsdays and drama or musical events. However, it shall not interfere in day-to-day governance of the clubs and committees in order to ensure the free functioning of the committees within the general policy framework.

**46.6.5. Contribution towards Implementation of Sustainable Development Goals (SDG):** Student Councils can assist the University towards implementation of SDGs including in the field of health and well-being (SDG3); gender equality (SDG5) governance; decent work and economic growth (SDG8); responsible consumption and production (SDG12); climate change (SDG13); and peace, justice and strong institutions (SDG16).

**46.6.6. Advice and Assistance from University Management:** The management of the University will offer encouragement and support to students in the formation of a Student Council. Where students have not yet taken the initiative, or where students who want to start a Council are finding it difficult to get other students involved, the Board of Management, faculties could assist the process by providing information and/or guidance on the role and potential benefits of a Student Council. Management may also provide a room for students to meet to organize the establishment of the Council, where this does not seriously disrupt normal classroom work.

**46.6.7. Channel of Communication:** The channel of communication for student council will be DSW, ER and VC.

**46.6.8. Code of Conduct:** This Code of Conduct is a collection of some expected behaviors and restrictions that must be followed by all members of Council. These guidelines come into effect once the Council is formed. Violation of these norms will attract punitive actions from the Vice Chancellor namely cancellation of tenure and any future appointment.

- a) No member shall indulge in any activity which may aggravate or create mutual hatred or cause tension between different castes and communities – religious, linguistic, etc.
- b) The right of every individual for peaceful and undisturbed personal life shall be respected, however much the member may resent that individual's opinions or activities.
- c) Members cannot be given as an excuse to miss classes, lectures or labs.
- d) For issues which have not been foreseen in this section, the decision taken by the Chairperson or Vice Chancellor shall be final and binding.

## **47. Rules and Regulations for International Students**

### **47.1. About India**

INDIA is the seventh largest country and second largest population in the world. It is bounded by Pakistan, Afghanistan, China, Nepal, Bhutan, Myanmar and Bangladesh. The coastline is bounded by Arabian sea, Indian Ocean and the Bay of Bengal. The mainland contains the mountain zone of the Himalayas, the Indo-gangetic plain and the southern peninsula of the Deccan Plateau. Ganga, Brahmaputra from Himalaya, Godavari, Krishna and Mahanadi from peninsula are the main river systems. There are rich variety of vegetation and animal life, with special types of flora and fauna. The climate varies from region to region. In coastal areas, the climate is almost uniform throughout the year and in few places have a moderate climate. On the other hand, most areas are very hot in summer. Mainly three seasons are found in India which are as follows:

March to June: Summer

July to October: Monsoon

November to February: Winter

### **47.2. Customs & Tradition**

In India, people are introduced to each other by saying "Namaste" in folded hand which is also used at parting as well. Some people also shake hands and use the greeting like "Good Morning", "Good Afternoon" and "Good Evening". Women do not generally shake hands. However, students can follow the International Students' Advisories.

### **47.3 Equivalence of Degree**

Indian universities do not give blanket recognition to the degree/ diploma/certificate awarded by foreign universities or educational boards. So International students are advised to ascertain their eligibility from Indian diplomatic missions or refer to the AIU publication "Equivalence of Foreign Degrees" available with the Indian missions in their country. Else they can write to Evaluation and Information Unit Association of Indian Universities, AIU House, 16 Kotla Road, New Delhi-110002, India.

Tel: 91-011-23230059/2429/2305, Fax: 91-011-23232131

Email: [evaluation@aiuweb.org](mailto:evaluation@aiuweb.org), Website: [www.aiuweb.org](http://www.aiuweb.org)

The Evaluation and Information Unit of the AIU will evaluate the academic program completed by the international student

### **47.4. Guidelines for VISA Extension and FRO/FRRO Process**

#### **47.4.1. Guidelines for Applying VISA**

- (a) Students on arrival need to apply immediately for Student Visa at Indian Embassy / High Commission Once Admission Letter / Visa Letter is issued by the University.
- (b) Students are to ensure that respective Student Visa is endorsed to Sri Sri University.
- (c) Students are to ensure that the Visa is applied well in advance. It generally takes 3-

8 weeks to get the Indian Visa. Hence students are advised to apply for the visa accordingly in consultation with the Indian High Commission/Embassy.

(d) Students are to ensure that once they enter India on the basis of Student Visa endorsed to Sri Sri University, it is the responsibility of the student to directly join and report to the University. Students are advised that the Visa endorsed on the name of the University cannot be used for any other purpose like employment, admission to any other University/ College/ Institute/ Academy etc. or for non-regular (distance/online) mode of education.

(e) On arrival at the University Campus, students are to get the visa verified by the University and deposit a copy of the valid visa at International Student Coordinator (ISC) i.e Deputy Registrar. It is the responsibility of the student to ensure that throughout his/her study period student is on valid visa

#### **47.4.2. Guidelines for VISA Extension and FRO/FRRO**

(a) It is mandatory for all International students except those from Nepal and Bhutan to get their Student Visa registered at nearest FRRO/FRO within 14 days of arrival in India.

(b) International Student Coordinator Office of the Sri Sri University will guide and assist Student with all the required processes needed for FRO/FRRO Registration.

(c) All International students except those from Nepal and Bhutan are required to fill online application for Registration Certificate (RC) & Residential Permit (RP) on arrival to India.

(d) In case the initial visa is not endorsed for the complete duration of the program or student has to extend the stay because he/she is not able to complete the program in the stipulated time then the student should apply for the extension of the visa before it expires.

(e) VISA extension can be applied only when the student is present in the University.

(f) Government charges may apply for VISA extension which differs from country to country.

(g) Students travelling outside India must carry NOC approval from local FRRO or valid exit permit.

(h) Students travelling within India have to carry original documents like Passport, RP, Stay VISA etc. and the reason for travel has to be informed to the local FRRO

#### **47.4.3. SIM Card Policies**

(a) All students will be facilitated with prepaid service SIM Card on chargeable basis when they reach campus.

(b) Student should have 4G compatible device to operate the SIM card.

(c) Prepaid Service SIM card has to be returned back after completion of the course. A confirmation in this regard has to be given to the Deputy Registrar.

#### 47.4.4. **Leave Policies.**

Before availing any leave, International Students are to take care of the following points:

- (a) The students need to submit an application at the International Student Coordinator office through the respective Dean before booking the travel ticket and have to mention proposed duration of the visit with proper reason.
- (b) Student should inform the International Student Coordinator office in writing at least 7 days before their travel.
- (c) Deputy Registrar has to obtain clearance from the accounts department for any pending payment.
- (d) Deputy Registrar has to obtain approval from the parents/guardians of the student before putting up for the approval of leave from the VC.
- (e) Approval for NOC from local FRRO is mandatory before travel.
- (f) Following documents are to be submitted to the Deputy Registrar/ER.
  - (i) Leave Application
  - (ii) Proposed duration of stay
  - (iii) Proposed date of travel & return
  - (iv) NOC from FRRO
- g) Students have to carry original Residential Permit and stay VISA with NOC seal from FRRO while travelling. In case the documents are found missing, student may be arrested by the police and University will not be responsible for any action taken.

#### 47.5. **Facilities for International Students.**

The following facilities will be provided to international students in the hostel.

Double sharing AC Accommodation (only International Students).

Study table with Chair.

Bed with linen (cot, mattress, a pillow and 2 bedsheets)

Cupboard with locking facility

Wi-Fi / LAN connectivity.

Geyser.

##### 47.5.1. **Common Facilities**

Laundry Facility (Washing Machine).

Mini Refrigerator.

Drinking Water (RO).

Hot Plate

## 48. FAQs

### 48.1. Finance

#### 1. How can I get the details of my Fees?

**Ans:** Details of fees along with breakup for the upcoming odd semester, and also with the fees of previous semester has been circulated to the **Academic Coordinators** for the purpose of further circulation to the students. Also, fees details have already been uploaded in Qfix portal wherein instant receipt can be downloaded.

#### 2. Whether it is mandatory to make the payment towards Hostel, Mess & Transportation Fees?

**Ans:** No, it is based on availing the facility.

#### 3. The mobile number provided by Finance is always busy, what should I do?

**Ans:** There are number of calls being attended by finance department from many students. It is best recommended to write an email to (studentgrievance@srisriuniversity.edu.in). The turnaround time of response to your mail is 48 hours of the receipt.

#### 4. How the excess payment made in the previous semester has been adjusted?

**Ans:** The excess payment made by the students in the previous semester is adjusted against the "Tuition Fees" of the student for the upcoming odd Semester. Those students whose Semester is already completed; the excess payment will be refunded along with the caution money.

### 48.2. DSW Office

#### 1. Can the library be used by the day's scholar during evening?

**Ans.** The day scholars are required to leave the campus on end of class schedule normally 05: 30 pm. If a day scholar wanted to use library the permission needs to be accorded from the DSW office. Permission is accorded till 09:30 PM.

#### 2. Can I pack food from the Kaivalya?

**Ans.** No, packed food is provided if someone is sick by showing the Doctor's prescription.

#### 3. Is there any system to forward the suggestion or grievance?

**Ans.** You can forward your suggestion by mail with your name, contact number, registration No. and type of grievance to ([studentgrievance@srisriuniversity.edu.in](mailto:studentgrievance@srisriuniversity.edu.in)).

#### 4. How can I report ragging?

**Ans.** You can report of ragging over phone to DSW at 7894424503/06717132820 or by mail [dsw@srisriuniversity.edu.in/](mailto:dsw@srisriuniversity.edu.in) DSWoffice@srisriuniversity.edu.in

**5. Is the late night entry allowed to the campus?**

**Ans.** Closing time of entry through the campus main gate for all is 9:00 p.m. In case of late entry, you are required to accord approval from the warden with permission of your parent/guardian.

**6. Is there any dress code followed in the University?**

**Ans:** Yes. Please see the para 18 of the Student's Hand Book.

**7. What is the minimum attendance requirement for appearing in the examination?**

**Ans:** Minimum 75% attendance (in lectures, tutorials and practical classes) is required for appearing in university and semester/trimester examinations.

**8. Shall I get back the fee paid during Mid Semester withdrawal from the course?**

**Ans:** No. Students, who desire to withdraw from the programme during the academic year without valid reason, the full fees for the entire duration of the programme has to be deposited while seeking withdrawal.

**9. When semester fee is to be paid?**

**Ans:** The fee is to be paid annually by 25<sup>th</sup> day of May each year from second year onwards. Those students who wish to avail payment of annual fees in two installments can pay by 25 May and 25 November every year unless and otherwise it is specified. After 25 days of the last date of payment of fees the admission will be cancelled if fee is not paid in time. If any amendment to the schedule, it will be updated.

**10. Is chewing pan masala/guthka is permitted inside the campus?**

**Ans:** There is **zero tolerance for smoking, drinking alcohol, drug abuse and chewing pan masala/guthka inside the campus premises**. These activities are strictly prohibited and will invite strict disciplinary action, including heavy fines.

**11. Is there NCC in the campus? Can I take this as an elective subject?**

**Ans:** There are Senior Division and Senior wing NCC(Army) and (Navy) in the campus. One can take this as General Elective Credit Course with 20 credit point.

**12. Are there any Medical facilities in the Campus?**

**Ans:** The university has doctor and clinic facility. The consultancy timings are as follows. 0900- 1300hrs, 1700-2000hrs. Students can avail the facility by payment as per the rate displayed by the hospital.

**13. Does the University provide transports for all day scholars?**

**Ans.** Yes, the University provide transport facility for the day scholar from Cuttack and Bhubaneswar as per the promulgated route.

**14. Is the entry to the academic block allowed in evening?**

**Ans.** No, the entry to the academic block is allowed during academic hour. If any requirement exists, the permission to be taken from DSW with recommendation of the Dean.

**15. Does Sadhana conducted daily?**

**Ans.** Yes, in the University Sadhana / Meditation are conducted daily. Long Sudarshan Kriya on every Sunday, Thursday Evening is for Satsangs & the weeks is started with Rudra Puja on Monday.

**48.3 Hostel**

**1. Is the hostel facility available for all students?**

**Ans.** The hostel facility are not for the all, the students from the Cuttack and Bhubaneswar locality may not applicable for the hostel facility. They may enjoy the facility of University transport facility.

**2. How much is the hostel fee?**

**Ans.** Hostel Fee are depending on the sharing basis i.e. 2, 3, 4 and 2haring (AC) & 3 Sharing (AC).

**3. What are the basic infrastructure provided to the residents?**

**Ans.** Bed with mattress, study table, chair and cupboard is assured to every boarder.

**4. What is the process of allotment of seat?**

**Ans.** Allotment is on the first cum first serve basis. When the number of applicants are more than the number of hostel seats, a waiting list is drawn up and allocation is made as per the list and availability of bed.

**5. Is the hostel accommodation with attached or common bathrooms?**

**Ans.** Accommodation are available with both attached and common bathrooms

**6. Can I avail a single sharing room?**

**Ans.** Single sharing room is not available.

**7. Can I avail AC room in the hostel?**

**Ans.** AC rooms are available for the foreign students and after allotment it can be considered depending on the availability.

**8. Is the payment of the hostel fee required to be paid prior to the allotment of hostel?**

**Ans.** Yes, to book the bed in the hostel the advance payment is mandatory.

**9. Is the cooking allowed inside the hostel?**

**Ans.** No, cooking is strictly prohibited inside the hostel.



**10. Can I do the hostel exit formality by virtual mode?**

**Ans.** Yes, it can be done by virtual mode. But only possible after vacating the luggage.

**11. Is there any requirement of hostel exit formality at the end semester?**

**Ans.** At the end of the semester, the final year students are not required to do the hostel exit formality. They can handover the room with the handing/taking over form. But if any continuing student is not interested with hostel for next semester, S/he may require to do the hostel exit formality.

**12. Is there any option for me to choose my roommate?**

**Ans.** This can be considered depending on the entitlement and availability.

**13. Can I be permitted to Kaivalya without mess card?**

**Ans.** No. If you haven't opted the Mess facility, then you may take your meals in paid cafeteria area at Kaivalya on payment basis.

**14. Are the day's scholars permitted to use the facility of Kaivalya?**

**Ans.** Yes, they can use the facility at Cafeteria of Kaivalya on payment basis.

**15. Are day scholars allowed to enter the hostel?**

**Ans.** No, day's scholars are not allowed to enter the hostel.

**16. Is there any visiting time schedule for the parents to meet their ward?**

**Ans.** Yes, the University has visiting hours for the parents to meet their ward i.e. 07 AM. To 07 PM.

**17. Is there any guest room for the parents?**

**Ans.** Yes, the guest room facility is available inside the campus.

**18. What is the procedure to book the guest room?**

**Ans.** The request for guest room is to be forwarded by the student to the DSW office 07 days prior to. The housing department will confirm on the availability and update the formality.

**19. How the payment for the food are made?**

**Ans.** Payment for the food are made through the finance office i.e. Rs 27000/- per semester. On payment the facility will be added to the University ID Card.

**20. Can I get refund of Hostel fee if I leave the hostel in mid of the semester?**

**Ans.** No.

**21. Is there any procedure to exit the hostel?**

**Ans.** Yes, to exit from the hostel, hostel exit formality is mandatory. You are required to fill the hostel exit form and take clearance from warden, finance, IT and DSW.

**22. Can I get the hostel security deposit on exit of the hostel?**

**Ans.** The hostel security deposit is refunded along with the caution money. The refund process is dealt by the Dy. Registrar.

**23. Is the payment of mess fee being compulsory to a hosteller?**

**Ans.** No (it is choice of the student)

**24. Is the mess fee refundable if a student is not interested?**

**Ans.** No, Mess fee is not refundable or transferable.

**25. Is there any menu available at Kaivalya?**

**Ans.** Yes.

**26. Once hostel payment is made and if student is not interested for the hostel, does the amount refunded?**

**Ans.** No, Hostel fee is not refundable.

**27. Is there any option that the roommates should be from the same programme?**

**Ans.** This may be considered depending on the availability.

**28. As a hosteller can I order food parcel services?**

**Ans.** Yes, only vegetarian food is permitted. If any doubt arises the security guard at the gate has been permitted to check the food. The food parcel is not allowed inside the hostel.

**29. Are the parents permitted to visit the room of their ward?**

**Ans.** No, parents are not allowed to enter the hostel. They can relax at the hostel waiting area to meet their wards.

**30. Is there any Clock room facility available in the hostel?**

**Ans.** The clock room facility is available in the hostel only for two months during summer vacation. Prior to going on vacation all students are to vacate their room and deposit the luggage in the clock room of the respective hostel so that rooms can be attended for maintenance.

**31. Can a student stay in the hostel in duration of the vacation?**

**Ans.** The student is required to vacate the hostel within 05 days on completion of their examination. On any special case it may be permitted with the approval of the competent authority.

**32. Is the gymnasium of the hostel allowed for day's scholar?**

**Ans.** No, it is only for the hosteller.

**33. Can I use the electrical appliance inside the hostel?**

**Ans.** No, in the hostel there is strict restriction on the use of the electric appliances.

**34. Can we conduct various state wise festivals?**

**Ans.** To provide a healthy competitive and diverse cultural learning environment, there

are clubs for cultural and sports activities. Hostellers can organize festivals with prior approval from the DSW office.

**35. Can I conduct my Birth Day Celebration in my room in the hostel?**

**Ans:** No. You can observe Birth Day Celebration in the Hostel Common Room with permission of Warden at least 24 hrs. prior. The function to be concluded by 22:30 hrs. No loud music to be played. The area needs to be cleaned after the function and a completion report to be submitted to the Warden.

**36. Can I cook in my hostel room?**

**Ans:** No. Cooking and cooking equipment are not allowed in the hostels. There is an induction stove available in the pantry in each hostel to be used for boiling of drinking water, milk, tea/coffee only.

**37. Can my parents or guardians visit the hostel any time?**

**Ans:** They can visit as per the visiting hours (Time need to be mentioned) of the University with prior permission of DSW office. They are not allowed to go inside the room. Parents are allowed to sit in the Parents waiting room in the Hostel area.

**38. Are boys allowed to visit girl's hostel?**

**Ans:** No. Boys are not allowed in the Girls hostels and vice versa. The violation of this rule will result in immediate eviction from the hostel and suspension from classes for a period of seven days.

**39. If some hosteller falls sick or gets injured, what actions are taken by the administration?**

**Ans.** We have First Aid Kit available in each hostel. We have a 24\*7 facility of ambulance to take the ailing patient to our hospital. Hostel Wardens are expected to accompany the injured and consult with doctors. In case of any medical emergency, the parents of the student are contacted immediately by the warden to come and take care of their wards.

**40. Can I remain night out from the hostel?**

**Ans:** In normal working day it is not permissible. To avail this there should be at least two or more consecutive holidays. A written request from parent/guardian through email/ SMS / handwritten application to be submitted to the warden. Night out will be approved by the Warden by signing the night out slip.

**41. In case I get delayed as per the campus entry time due to unforeseen circumstances what procedure I should follow?**

**Ans:** If you are not able to return to university as per the closing entry time promulgated by the university due to traffic jams, accidents, vehicle problems, or sudden hospitalization you have to contact immediately your warden preferably through a video call and explain the situation with photographic evidence. The matter need to be

informed to your parent/guardian and your parent need to send a mail/sms/whatsapp message in this regard to the warden.

**42. As a hosteller what is the procedure to be adopted to proceed on leave?**

**Ans:** The leave has to be recommended by Program Coordinator/ HoD / Dean at least 24 hrs. prior to the actual date and submit to your warden for issue of out pass.

**43. What procedure I have to follow if I am not able to return back to campus as per the date of completion of leave?**

**Ans:** Prior to completion of leave you can apply for extension to the Program Coordinator/HoD/Dean. Once it is approved you have to intimate the same to your warden. If you remain absent without approval of leave a fine will be imposed as per the following:

- (i) Rs 50 for the first three days.
- (ii) Rs 100 for the next two days.
- (iii) Rs 200 from 5<sup>th</sup> day onwards.

**UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY  
AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS)  
REGULATIONS, 2018**

New Delhi, the 23rd July, 2018

**F. 1-18/2010(CPP-II).-**

**Preamble**

*Whereas*, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

*And whereas*, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs);

*Therefore*, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and

(g) of subsection (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:

**1. Short title, application and commencement –**

- a. These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- b. They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.
- c. These regulations shall come into force from the date of their notification in the Official Gazette.

**2. Definitions -**

In these regulations, unless the context otherwise requires—

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people;
- e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;

- f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- m. "Programme" means a programme of study leading to the award of a masters and research level degree;
- n. "Researcher" refers to a person conducting academic / scientific research in HEIs;
- o. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);
- q. "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. "Year" means the academic session in which a proven offence has been

committed. Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

### **3. Objectives**

3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

### **4. Duties of HEI:**

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

### **5. Awareness Programs and Trainings:**

(a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) HEI shall :

i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.

ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.

iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

v. Establish facility equipped with modern technologies for detection of plagiarism.

vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

### **6. Curbing Plagiarism**

a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

## **7. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

### **Note:**

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

## **8. Levels of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

## **9. Detection / Reporting / Handling of Plagiarism**

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI. The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate



proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

#### **10. Departmental Academic Integrity Panel (DAIP)**

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
  - a. Chairman - Head of the Department
  - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
  - c. Member - A person well versed with antiplagiarism tools, to be nominated by the Head of the Department. The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

#### **11. Institutional Academic Integrity Panel (IAIP)**

- i. HEI shall notify a IAIP whose composition shall be as given below:
  - a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
  - b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
  - c. Member - One member nominated by the Head of HEI from outside the HEI
  - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

## 13. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

### 12.1. Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** - Such student registration for that programme shall be cancelled.

**Note 1: Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained** - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

### 12.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. **Level 1: Similarities above 10% to 40%**
  - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to one annual increment.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to two successive annual increments.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

**Note 1: Penalty on repeated plagiarism** - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

**Note 2: Penalty in case where the benefit or credit has already been obtained** - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

**Note 3:** HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

**Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

### **13. Removal of Difficulty**

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN,  
Secy. [ADVT.-  
III/4/Exty./161/18]

**UNIVERSITY GRANTS COMMISSION**  
**UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN**  
**HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

New Delhi-110002, the 17th June 2009

**F.1-16/2007(CPP-II)**

**PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or 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 fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

## **1. Title, commencement and applicability.-**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

## **2. Objectives.-**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or 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 fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it



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under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. What constitutes Ragging.-** Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other 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 fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, 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 fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

#### **4. Definitions:-**

- 1) In these regulations unless the context otherwise requires,-
  - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
  - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
  - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
  - d) "Commission" means the University Grants Commission;
  - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
  - f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
  - g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
  - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
  - i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

- j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
  - k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.
- (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

#### **5. Measures for prohibition of ragging at the institution level:-**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

#### **6 Measures for prevention of ragging at the institution level.-**

- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution,



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and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any

other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students,

parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available

when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.



- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (c) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration; (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

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- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
  - k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
  - l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
  - m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
  - n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
  - o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
  - p) The Head of the Institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
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- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution
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or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action, on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.



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Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards

and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been

punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**7. Action to be taken by the Head of the institution.-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;

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- iv. Public nuisance created during ragging;
  - v. Violation of decency and morals through ragging;
  - vi. Injury to body, causing hurt or grievous hurt;
  - vii. Wrongful restraint;
  - viii. Wrongful confinement;
  - ix. Use of criminal force;
  - x. Assault as well as sexual offences or unnatural offences;
  - xi. Extortion;
  - xii. Criminal trespass;
  - xiii. Offences against property;
  - xiv. Criminal Intimidation;
  - xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
  - xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
  - xvii. Physical or psychological humiliation;
  - xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **8. Duties and Responsibilities of the Commission and the Councils.-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
  - b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
  - c) The Head of the Institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
  - d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every Institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
  - e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
  - f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.
2. The Commission shall take the following regulatory steps, namely;



- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency

responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**9. Administrative action in the event of ragging.-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinafter:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

- ii. In case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary



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action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

  
(Dr. R.K. Chauhan)  
Secretary



## **University Grants Commission**

### **Notification**

**on**

### **Refund of Fees and Non-Retention of Original Certificates**

October, 2018

#### **1. Introduction:**

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

#### **2. Objective:**

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

### **3. Application and Enforcement**

3.1. The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16<sup>th</sup> December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

### **4. Specific provisions for Mandatory compliance by HEIs:**

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

- (1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and
- (2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

#### **4.1 Refund of Fees**

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation

status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees\* remitted by the student.

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more <b>before</b> the formally-notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally-notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally-notified last date of admission

**NOTE : *\*Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.***

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

#### **4.2 Verification and Non-retention of Students' Academic and Personal certificates**

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

#### **4.3 Grievance Redressal Mechanism (GRM)**

4.3.1 All HEIs shall mandatorily have a “Grievance Redressal Mechanism” (GRM) as mandated by UGC (Grievance Redressal) Regulations, 2012, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.

4.3.2 The GRM shall be available on HEI website.

4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

## **5. Punitive Actions by Commission against defaulting HEIs**

The Commission, in respect of any HEI which contravenes or fails to comply with the provisions of this Notification, shall proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under Section 12B of the UGC Act, 1956;
- (b) withholding any grant allocated to the HEI;
- (c) declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, about the non-compliance by the HEI concerned;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;

- (h) taking such other action within its powers as the Commission may deem fit.

Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.

  
(**Rajnish Jain**)  
Secretary

MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
(University Grants Commission)  
NOTIFICATION  
New Delhi, the 2nd May, 2016

**University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015**

**No. F. 91-1/2013(TFGS).**—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

**1. Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

(2) They shall apply to all higher educational institutions in India.

(3) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—In these regulations, unless the context otherwise requires,-

(a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

(d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);

(e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;

(f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;



(g) “Executive Authority” means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;

(h) “Higher Educational Institution” (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);

(i) “Internal Complaints Committee” (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(j) “protected activity” includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

(k) “sexual harassment” means-

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

(a) any unwelcome physical, verbal or non verbal conduct of sexual nature;

(b) demand or request for sexual favours;

(c) making sexually coloured remarks

(d) physical contact and advances; or

(e) showing pornography”

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

(a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;

(b) implied or explicit threat of detrimental treatment in the conduct of work;

(c) implied or explicit threat about the present or future status of the person concerned;

(d) creating an intimidating offensive or hostile learning environment;

(e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

(l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;

(m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;

(n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

(o) “workplace” means the campus of a HEI including-

(a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;

(b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;

(c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.’

### **3. Responsibilities of the Higher Educational Institution-**

(1) Every HEI shall,-

(a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;

(b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;

(c) organize training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

(d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;

(e) publicly commit itself to a zero tolerance policy towards sexual harassment;

(f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;

(g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;

(h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee

, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment

(GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(i) inform employees and students of the recourse available to them if they are victims of sexual harassment;

(j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;

(k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;

(l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;

(m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;

(n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

(o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;

(p) monitor the timely submission of reports by the ICC;

(q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

### **3.2 Supportive measures.—**

(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative

modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti-sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate antisexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and nonmechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

**4. Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

(a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub- section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”

(b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;

(c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master’s, and research scholar levels respectively, elected through transparent democratic procedure;

(d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice- Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.

(4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one –third of the members of the ICC may change every year.

(5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

(6) Where the Presiding Officer or any member of the Internal Committee:

(a) contravenes the provisions of section 16 of the Act; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

## **5. Responsibilities of Internal Complaints Committee**

**(ICC)** – The Internal Complaints Committee shall:

(a) provide assistance if an employee or a student chooses to file a complaint with the police;

(b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant’s rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

(c) protect the safety of the complainant by not divulging the person’s identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;

(d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) ensure prohibition of retaliation or adverse action against a covered individual because the employee

or the student is engaged in protected activity.

**6. The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**8. Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process

through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

**9. Interim redressal-**The HEI may,

(a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;  
(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

(d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**10. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

(a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;

(c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) award reformatory punishments like mandatory counselling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

(a) mental trauma, pain, suffering and distress caused to the aggrieved person;

(b) the loss of career opportunity due to the incident of sexual harassment;

(c) the medical expenses incurred by the victim for physical, psychiatric treatment;

(d) the income and status of the alleged perpetrator and victim; and

(e) the feasibility of such payment in lump sum or in instalments.

**11. Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of subregulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on

the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**12. Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

(a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.

(b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;

(c) withholding any grant allocated to the institution;

(d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;

(e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;

(f) recommending the affiliating university for withdrawal of affiliation, in case of a college;

(g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;

(h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.

(i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.

(2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

JASPAL S. SANDHU, Secy.  
UGC



**Type of Indiscipline and Consequential Action**

S.No	Type of Indiscipline	Consequential Action
1.	Cooking in Hostel Room/ or on hostel induction (Items other than according to students' Handbook)	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning, intimation to parents, and undertaking from / student/ confiscation of electrical appliances.</li> <li>✓ 2<sup>nd</sup> time – Rs 500/- fine, intimation to parents, student to and Confiscation of electrical appliance.</li> <li>✓ 3<sup>rd</sup> time – Rs 1000/- fine, intimation to parents, confiscation of electrical appliances.</li> <li>✓ 4<sup>th</sup> time – Expulsion from the Hostel.</li> </ul>
2.	Possession/ carry/ consumption /distribution of Alcohol/ other intoxicants	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Intimation to parents, Imposition of fine of Rs 5000/-, Referral to Wellness Counselling Committee.</li> <li>✓ 2<sup>nd</sup> time – Intimation to parents, Imposition of fine of Rs 10,000/-, Referral to Wellness Counselling Committee, not allowed to go out of campus for 01 months.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the University</li> </ul>
3.	Shouting, hooting, violent knocking, or any other act of movement or behavior that cause disturbance or annoyance to others.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning, intimation to parents, and undertaking from the student.</li> <li>✓ 2<sup>nd</sup> time - Rs 500/- fine, Referral to spiritual committee for counseling/Not allowed to go out for 1 month.</li> <li>✓ 3<sup>rd</sup> Time – Referral to the wellness Counselling Committee.</li> <li>✓ 4<sup>th</sup> time – Expulsion from the Hostel</li> </ul>
4.	Student found in an inebriated condition in the campus	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning, Fine Rs 5000/-, Undertaking, intimation to parents, Referral to Wellness Counselling Committee, not allowed to go out of campus for 01 months.</li> <li>✓ 2<sup>nd</sup> time - Fine of Rs 10,000/-, Referral to Wellness Counselling Committee, not allowed to go out of campus for 01 months.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the University,</li> </ul>
5.	Damage to University property	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Fine double amount of the cost of the property, intimation to parents.</li> <li>✓ 2<sup>nd</sup> time – Fine triple amount of the cost of the property, and intimation to parents.</li> <li>✓ 3<sup>rd</sup> time – Fine triple amount of the cost of the property, and intimation to parents. Rec to the Transformation Committee./ Expulsion from the Hostel</li> </ul>

6.	Refusal to check bags at Entry Gate of the Hostel/University	✓ Not allowed to enter the University campus.
7.	Public display of affection /obscene conduct	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Fine Rs 1000/-, warning, and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - Fine Rs 2000/-, warning, and intimation to parents.</li> <li>✓ 3<sup>rd</sup> time – Referral to Wellness Counselling Committee.</li> <li>✓ 4<sup>th</sup> time- Fine Rs 5000/-, warning, and intimation to parents, Expulsion from the hostel.</li> </ul>
8	Triple Riding/Driving without helmet	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time –confiscation of 2 wheeler for-3 days, intimation to parents,</li> <li>✓ 2<sup>nd</sup>-time confiscation of 2 wheelers for 1 week and intimation to parents.</li> <li>✓ 3<sup>rd</sup> time confiscation of 2 wheeler and cancellation of issuing vehicle pass and fine Rs 1000/-, intimation to parents.</li> </ul>
9	Late Entry to Hostel	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time- Warning, Intimation to parents.</li> <li>✓ 2<sup>nd</sup> time- Fine Rs 500/- and intimation to parents.</li> <li>✓ 3<sup>rd</sup> time- Fine Rs 1000/- and intimation to parents.</li> <li>✓ 4<sup>th</sup> Time-Suspension from Hostel for 15 Days..</li> </ul>
10	Late return to the campus after the specified time	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup>-time – Warning, intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - Not allowed to go out of campus for 15 days and Intimation to the parents.</li> <li>✓ 3<sup>rd</sup> time - Fine Rs 500/- and Not allowed to go out of campus for 15 days and intimation to the parents.</li> <li>✓ 4<sup>th</sup> time - Fine Rs 750/- and Not allowed to go out of campus for 15 days and Intimation to the parents.</li> <li>✓ 5<sup>th</sup> Time – Fine Rs 1000/- and not allowed to go out of campus for 15 days and Intimation to the parents.</li> <li>✓ 6<sup>th</sup> time – Suspension from the hostel for 15 days, intimation to the parents.</li> <li>✓ 7<sup>th</sup> time – Expulsion from hostel, intimation to parents.</li> </ul>

11.	Bullying(including verbal)& Fighting	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents. counseling</li> <li>✓ 2<sup>nd</sup> time –Not allowed to go out of the campus for 1 month and intimation to parents.</li> <li>✓ 3<sup>rd</sup> time – Referral to wellness and counselling committee.</li> <li>✓ 5<sup>th</sup> time - Fine Rs 1000/- and Not allowed</li> <li>✓ Expulsion from the hostel.</li> </ul>
12.	Non-cooperation in inspection of room by the warden to check	<ul style="list-style-type: none"> <li>✓ Suspension from the hostel</li> </ul>
13.	Use of electrical gadgets in the hostel	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Issue of warning and intimation to parents, seizure of equipment to be returned on completion of the semester.</li> <li>✓ 2<sup>nd</sup> time – Fine Rs 500/- and intimation to parents. Seize of equipment to be returned on completion of the semester</li> <li>✓ 3<sup>rd</sup> time- Expulsion from the hostel.</li> </ul>
14.	Leaving campus without permission/gate pass	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Issue of a letter of warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time Fine Rs 500/-. Not allowed to go out of the campus for 1 month.</li> <li>✓ 3<sup>rd</sup> time- - Expulsion from the Hostel.</li> </ul>
15.	Stealing of items	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Fine Rs 1000/-, issue of letter of warning and intimation to parents. Return of items/cost of items. Rec to spiritual committee for counseling</li> <li>✓ 2<sup>nd</sup> time - Fine Rs 5000/-, issue of letter of warning and intimation to parents. Return of items/cost of items. Referral to wellness &amp; Counselling committee.</li> <li>✓ 3<sup>rd</sup> time- - Expulsion from the Hostel.</li> </ul>
16.	Misbehavior with staff	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Issue of letter of warning and intimation to parents, Apology to staff, undertaking,</li> <li>✓ 2<sup>nd</sup> time – Fine Rs 1000, Not allowed to go out for 1 month.</li> <li>✓ 3<sup>rd</sup> time – Referral to wellness counselling committee.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the Hostel / Fine of Rs 5000/- for day scholar.</li> </ul>
17.	Bringing Non-Veg food to campus	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Fine Rs 500/-, issue of warning letter and intimation to parents</li> <li>✓ 2<sup>nd</sup> time - Fine Rs 1000/- and not allowed to go out for 1 month.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the Hostel.</li> </ul>

18.	Switching on lights and fans when boarders are not inside the room.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time – Fine Rs 200/-</li> <li>✓ 3<sup>rd</sup> time - Suspension from the hostel for 15 days</li> </ul>
19.	Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time – Fine Rs 200/-</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the hostel</li> </ul>
20.	Conduct of meeting in hostel premises without prior permission	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time – Fine Rs 500/-, Suspension from the hostel for 07 days</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the hostel</li> </ul>
21.	Any form of gambling inside the campus	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time –Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time – Fine of Rs 1000/-, Warning and intimation to parents, Referral to wellness counselling committee.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the hostel.</li> </ul>
22.	Possession or keeping arms & ammunition, weapons, etc., in the hostel	<ul style="list-style-type: none"> <li>✓ Expulsion from the hostel and to be handed over to Police.</li> </ul>
23.	Spreading of any rumor that might cause damage to other's reputation, falsification of information, etc.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time –Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time – Fine of Rs 1000/- Warning and intimation to parents, Rec to spiritual committee for counseling.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the hostel.</li> </ul>
24.	Ragging in any form inside the campus	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Forwarded to the Committee.</li> <li>✓ 2<sup>nd</sup> time - Expulsion from the University.</li> </ul>
25.	Hacking or retrieval of sensitive information, destruction of data or computer program from systems and IT-servers located in the Computer Laboratory or anywhere else in the campus	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time –Warning and intimation to parents, Fine of Rs 5000/-</li> <li>✓ 2<sup>nd</sup> time – Expulsion from the University.</li> </ul>

25.	Keeping guests inside the room or keeping the guest for more than authorized timing without prior permission from the wardens	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - Warning and intimation to parents, Fine Rs 1000/-.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the hostel.</li> </ul>
26.	Chewing paan, Ghutka, etc. and spitting here and there inside the college campus.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - Warning and intimation to parents, Referral to Wellness &amp; Counseling Committee, Fine of Rs 1000/-.</li> <li>✓ 3<sup>rd</sup> time - Expulsion from the Hostel</li> </ul>
27.	Use of Filthy Language	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time- Warning and intimation to parents, Fine of Rs 1000/-</li> <li>✓ 3<sup>rd</sup> time- Referral to wellness counselling committee.</li> <li>✓ 4<sup>th</sup> time- Expulsion from the hostel.</li> </ul>
28.	Not following Dress Code	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time – Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - warning and intimation to parents. Fine of Rs 1000/-.</li> <li>✓ 3<sup>rd</sup> time - warning and intimation to parents, Referral to wellness counseling committee, Fine of Rs 2000/-</li> <li>✓ 4<sup>th</sup> time - Expulsion from the hostel.</li> </ul>
29.	Staying of day Scholar inside University beyond the permissible limit	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time- warning and intimation to parents, Fine of Rs 500/-.</li> <li>✓ 3<sup>rd</sup> time- warning and intimation to parents, Fine of Rs 1000/-.</li> </ul>
30.	Rash Driving	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents.</li> <li>✓ 2<sup>nd</sup> time - Warning and intimation to parents, Referral to Wellness Counselling committee.</li> <li>✓ 3<sup>rd</sup> time - Warning and intimation to parents, Referral to Wellness Counselling committee, Vehicle to be seized for 2 days.</li> <li>✓ 4<sup>th</sup> time- Warning and intimation to parents, Referral to Wellness Counselling committee, Vehicle to be seized for 4 days.</li> </ul>
31.	Bursting of Cracker(s)	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time- Warning and intimation to parents, Fine of Rs 1000/-</li> <li>✓ 3<sup>rd</sup> time - Warning and intimation to parents. Fine of Rs 5000/-</li> <li>✓ 4<sup>th</sup> time- Expulsion from the hostel</li> </ul>

32.	Mis-utilisation of Social media against Student/Staff/University	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents, Suspension for 10 days, Referral to wellness Counseling committee.</li> <li>✓ 2<sup>nd</sup> time- Expulsion from the University.</li> </ul>
33.	Celebration of a birthday without permission	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time- Warning and intimation to parents, Fine of Rs 500/-</li> <li>✓ 3<sup>rd</sup> time - Warning and intimation to parents. Fine of Rs 1000/-</li> </ul>
34.	Not return back to campus as per the date of completion of leave	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time- Warning and intimation to parents, Fine of Rs 50 for number of days' absence.</li> <li>✓ 3<sup>rd</sup> time - Rs 100 for number of days' absence.</li> <li>✓ 4<sup>th</sup> time- Rs 200 for number of days absence.</li> </ul>
35.	Unauthorized shifting/ accesses of the hostel room or bed.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> time - Warning and intimation to parents</li> <li>✓ 2<sup>nd</sup> time- Warning and intimation to parents, Fine of Rs 200/-</li> <li>✓ 3<sup>rd</sup> time – Expulsion from hostel.</li> </ul>

Note: The consequential action has mentioned above for various in-disciplinary activities may vary based on the decision of the competent authority.

**UNIVERSITY GRANTS  
COMMISSION NOTIFICATION  
New Delhi, the 28th July, 2021**

**Academic Bank of Credit**

**F. No. 14-31/2018 (CPP-II).**- In exercise of the powers conferred by clauses (f) and (g) of sub- Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission with the approval of the Central Government hereby makes the following regulations, namely:-

**1. Short title, Application and Commencement. -**

- (1) These Regulations may be called the University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021.
- (2) These Regulations shall apply to all Universities in India established or incorporated by or under a Central Act, a Provincial Act or a State Act; the institutions Deemed-to be Universities declared as such under Section 3 of the University Grants Commission Act, 1956 (3 of 1956); and the Autonomous Colleges as defined in these regulations.
- (3) They shall come into force from the date of their notification in the Gazette of India.

**2. Definitions.-** In these Regulations, unless the context otherwise requires,-

- (a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- (b) “Academic Bank Account” means an individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution;
- (c) “Academic Bank of Credits” means an academic service mechanism as a digital or virtual or online entity established by the Commission with the approval of the Central Government, to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning;
- (d) “Academic Flexibility” means the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses or Programmes in Disciplines of study leading to Degree or Diploma or Post Graduate Diploma or Certificate of Study offering multiple

entry and multiple exit facilities, while removing rigid curricular boundaries and creating new possibilities of life-long learning;

(e) “Autonomous college” means any institution, whether known as such or by any other name, accorded with autonomous status by the Commission upon the recommendations of the affiliating university and the State Government concerned, by virtue of which it provides for a course or programme of study with academic and innovative flexibility for obtaining any qualification from a university; and which, in accordance with the Statutes and Ordinances of such university, is recognised as competent to provide for such course or programme of study and present students undergoing such course or programme of study for the examination leading to the award of such qualification;

(f) “Commission” shall have the same meaning as assigned to it in clause (a) of section 2 of the Act;

(g) “Course” means one of the specified units which go to comprise a specified programme of study;

(h) “Credit” means the standard methodology of calculating one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a semester (13-15 weeks) resulting in the award of one credit; which is awarded by a higher educational institution on which these regulations apply; and, Credits’ for internship shall be one credit per one week of internship, subject to a maximum of six credits;

(i) “Credit-accumulation” means the facility created by Academic Bank of Credits in the Academic Bank Account opened by students in order to transfer and consolidate the credits earned by them by undergoing Courses;

(j) “Credits-recognition” means the credits earned through a registered Higher Educational Institution and transferred directly to the Academic Bank of Credits by such Higher Educational Institution;

(k) “Credit-redemption” means the process of commuting the accrued credits in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the credits requirements for the award of Degrees or Diplomas or Certificates or Course work for Ph.D. programme etc., by the registered degree-awarding Higher Educational Institutions;

(l) “Credit-transfer” means the mechanism by which the Registered Higher Educational Institutions are able to receive or provide prescribed credits to individual Academic Bank Accounts in adherence to the University Grants Commission credit norms for the ‘course/s’ undertaken by students enrolled in any Registered Higher Education Institution within India;

(m) “Higher Education Institutions” means the institutions which are empowered to award degrees by themselves or in accordance with section 22 of the Act;



- (n) “Professional Standards Setting Body” means a regulatory or principal body created, established or constituted under an Act of Parliament for determining and maintaining standards in the relevant areas of higher education;
- (o) “Programme” or “Programme of study” means a higher education programme pursued for a degree specified by the Commission under sub -section (3) of section 22 of the Act;
- (p) “Registered Higher Education Institution” means an eligible Higher Educational Institution which is registered by the Academic Bank of Credits, under these regulations;
- (q) “Statutory authority” means statutory bodies of higher educational institutions, such as the Governing Council or Executive Council or Syndicate or Board of Management or Academic Council, competent to take decisions on behalf of the institution.
- (r) “Student” means a person admitted to, and pursuing, a specified credit-based course/programme of study in a higher education institution.

### **3. Academic Bank of Credits.-**

- (1) Academic Bank of Credits, shall be a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country with appropriate credit transfer mechanism created through these regulations and shall facilitate students to choose their own learning path to attain a Degree or Diploma or Post Graduate diploma or academic qualification, working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.
- (2) Academic Bank of Credits shall enable the integration of multiple disciplines of higher learning, leading to the desired learning outcomes including enhanced creativity, innovation, higher order thinking and critical analysis.
- (3) Academic Bank of Credits shall provide significant autonomy to students by providing extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines or institutions.

### **4. Objectives of Academic Bank of Credits.-**

- (1) To promote student centricity with learner-friendly approaches in higher education across the country and promote a more inter-disciplinary approach in higher education.
- (2) To enable students to select the best courses or combination of courses to suit their aptitude and quest for knowledge.
- (3) To permit students to choose a pace for their studies along with the associated logistics and costs.

- (4) To allow students to tailor their degrees or make specific modifications or specialisations rather than undergoing the rigid, regularly prescribed degree or courses of a single university or autonomous college.
- (5) To enable multiple entry-multiple exit for students to complete their degrees as per their time preferences, providing mobility across various disciplines and HEIs for Degree or Diploma or Post Graduate Diploma or Certificate programme or Course work for the Ph.D. programme.
- (6) To support, procedurally, the teaching-learning activities to happen in a distributed and blended manner through integration across campuses or universities or autonomous colleges with increased mobility.
- (7) To facilitate lifelong learning amongst all, i.e., formal and informal students from both full- time and part-time modes.
- (8) To satisfy the students' quest for knowledge, freedom to choose and change their academic directions, connect different domains of knowledge and help them acquire the right foundations and building blocks to pursue their life goals.

## **5. Organisational Structure of Academic Bank of Credits.-**

- (1) Academic Bank of Credits shall be a digital or virtual or online store-house entity of academic credit data base of Higher Education Institution with students as its stakeholder.
- (2) Academic Bank of Credits shall be established, on the lines of the National Academic Depository shall have a dynamic website providing all details of Academic Bank of Credits and its operational mechanism for the use of all stakeholder of higher education.
- (3) Academic Bank of Credits shall be a bank for academic purposes, on the pattern of commercial banks for financial purposes, with students as academic account holders to whom, the Academic Bank of Credits shall provide a variety of services including credit verification, credit accumulation, credit transfer or redemption and authentication of academic awards.
- (4) Authentication of credits or academic awards by Academic Bank of Credits shall not, in any way, be construed as encroachment on the statutory powers of Higher Education Institutions registered with Academic Bank of Credits to award degrees and other academic qualifications.
- (5) ABC shall act as the body empowered by the Central Government or the Commission, as the case may be, to provide authenticated records of credits earned by students from Registered Higher Education Institutions.

(6) The requirement of credits as well as essential components of study for award of any Under Graduate or Post Graduate or diploma or certificate, or the Course work requirements for the Ph.D. programmes shall be as prescribed by Registered HEIs.

(7) Academic Bank of Credits shall provide to every student the facility to open unique or individual Academic Bank Account in digital form; and the account holder shall be provided with a unique ID and access to the Standard Operating Procedure (SOP).

## **6. Functions of Academic Bank of Credits. –**

(1) Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time: Provided that ABC shall not accept any document pertaining to course credits directly from students and shall entertain such documents as valid only when the same are transmitted by the respective, Registered Higher Education Institution awarding the credits.

(2) ABC shall register Higher Education Institutions under these regulations, ensure the opening, closure and validation of Academic Bank Accounts and shall also ensure credit verification, credit accumulation, and credit transfer or redemption for students; apart from promoting its role among stakeholder.

(3) Courses undergone by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc. or of any specified university, shall also be considered for credit transfer and credit accumulation.

(4) The functions of ABC are not limited to distance or a non-contact mode; and shall extend to amalgamation of various existing and futuristic teaching-learning models and it may also consider credits obtained by students in assessments for theory or practicals, if the same are offered as separate credit courses.

(5) The norms in respect to the curriculum content, curriculum transaction, educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided

by the Registered Higher Education Institution, and shall be consistent with the overarching policy and philosophy of holistic, multidisciplinary education under National Education Policy- 2020.

(6) In the interests of students, credits earned and deposited with ABC shall be valid for the purpose of redemption to a degree or diploma or Post Graduate diploma or certificate, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years.

(7) Academic Bank of Credits shall encompass all higher education programmes coming under the purview of the Commission, the All India Council of Technical Education, and the National Council of Teacher Education; credits in professional programmes of study in respect of other disciplines may be included with the approval of the appropriate professional standards setting body and the Central Government.

(8) Academic Bank of Credits shall also facilitate the credit recognition and credit redemption process for students who may opt, according to their individual choice, for all courses, not falling in any particular subject domain, but fulfilling the total credits requirement for the Under Graduate degree to be awarded by a Registered Higher Education Institution and such Under Graduate degree to be awarded by the Higher Education Institution may be specified by the Commission.

(9) In addition to the choice based courses to be undertaken by the student as a part of the specific higher education programme in Registered Higher Education Institutions, students shall also have freedom to take additional courses of their aptitude, beyond the curriculum prescribed for such degree programme, and accrue credits in their respective Academic Bank Account: Provided that Registered Higher Education Institutions may award diploma or certificate against credits accrued in respect of courses undertaken by students beyond the prescribed curriculum.

(10) Credits obtained by students by undergoing Skill-courses from Registered Higher Education Institutions offering vocational Degree or Diploma or Post Graduate Diploma or Certificate programmes are also eligible for accrual and redemption of credits through the Academic Bank of Credits.

(11) Credits obtained by undertaking Courses in Registered HEIs during or after the academic year 2021- 2022 alone are eligible for Credit transfer, Credit accrual and Credit redemption through Academic Bank of Credits.

(12) For carrying out the purposes of the Academic Bank of Credits, the Commission may provide such financial and administrative assistance to the Academic Bank of Credits, as it may deem fit.

## **7. Eligibility Criteria for approval of HEIs to register with Academic Bank of Credits.**

(1) Universities and Autonomous Colleges satisfying sub-regulation (2) of regulation 1, which are accredited by either National Assessment and Accreditation Council with minimum 'A' Grade or by National Board of Accreditation for at least three programme(s) with a minimum score of 675 individually (however, if the number of programme(s) being run by the Institution is less than three, then each of the programmes should secure 675 or more marks); or top 100 National Institutional Ranking Framework (NIRF) or similar Assessment and Accreditation body(ies) to be established by Government of India from time to time or those Indian Higher Education Institutions appearing in top 1000 world ranking of Quacquarelli Symonds (QS)/ Times Higher

Education (THE); Institutions of Eminence or Institutions of National Importance as declared by Government of India are eligible to register with Academic Bank of Credits.

(2) Accreditation or ranking status must be valid at the time of registration with Academic Bank of Credits.

(3) HEIs shall obtain approval from their respective statutory authorities such as the Governing or Executive Council or Syndicate or Board of Management or Academic Council etc., to apply for registration with Academic Bank of Credits.

(4) Registered Higher Education Institutions shall be required to admit students to individual courses, in addition to their admissions to full degree programmes: Provided that in order to avoid overcrowding in a course(s) of any Higher Education Institution, such Higher Education Institution shall be permitted to have additional (supernumerary) seats in such course(s), subject to prior approval by the appropriate professional standards setting body: Provided further that in respect of courses, not coming under the purview of any professional standards setting body the Registered Higher Education Institution may, subject to availability of required infrastructure, create supernumerary seats with

the approval of its statutory authorities: Provided also that, Registered Higher Education Institution may also offer a set of Courses, exclusively for the purpose of the Academic Bank of Credits Scheme.

(5) Registered Higher Education Institution shall have the appropriate educational infrastructure in terms of audio-visual facilities, e-resources, Virtual classrooms and studios etc., and specifically high bandwidth internet connectivity to support ODL or On-line courses or programmes and other infrastructural facilities for face to face theory or practical/ or training courses as specified, from time to time, under the relevant University Grants Commission Regulations and/or Statutes or Ordinances of the Higher Education Institution.

(6) A Registered Higher Education Institution shall have a webpage on its website containing details of the facility of Academic Bank of Credits, list of all Registered Higher Education Institutions, guidelines or Standard Operating Procedures for the students to utilise the facility effectively, along with a link to the website of Academic Bank of Credits.

## **8. Academic Bank of Credits Implementation methodology. –**

(1) Academic Bank of Credits is essentially a credit-based, and highly flexible, student-centric facility.

(2) Registered Higher Education Institutions shall, with the approval of their statutory authorities, amend the extant Ordinances relating to, inter alia, Course registration, Course requirements, acceptance for inter-disciplinary and multi-disciplinary courses, Credits to be offered to such

courses, Credit transfers and Credits acceptance from other approved Higher Education Institutions, nature of grades to be awarded etc.

(3) Registered Higher Education Institutions shall encourage and enable students to customise or design their own degrees utilising Courses selected by the student from among courses offered by one or more of the Registered Higher Education Institutions: Provided that, the student shall be required to earn at least fifty per cent of the credits from the Higher Education Institution awarding the degree or diploma or certificate: Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree or Diploma or Certificate, as specified by the degree awarding Higher Education Institution, in which the student is enrolled. 14 THE GAZETTE OF INDIA: EXTRAORDINARY [PART III—SEC.4]

(4) Students availing flexibility under the facility of ABC provided in sub-regulation (3) are entitled to subscribe only to Courses of their choice and aptitude, so as to enable them to accumulate credits and not to the entire Programme of study leading to the award of a degree by the Registered Higher Education Institution.

(5) The ABC shall maintain a dynamic online directory of Higher Education Institutions which satisfy the eligibility criteria stipulated under regulation 7.

(6) Every Registered Higher Education Institution shall provide student counselling and guidance to all students desirous of opening an Academic Bank Account with Academic Bank of Credits, in regard to the details of utilisation of the services of Academic Bank of Credits in terms of Credit definition, Credit accumulation, Credit transfer, Credit redemption as well as in respect of the opening, closure and validation of Academic Bank Accounts of students where such requests are recommended through the parent University or Autonomous colleges which are already registered with Academic Bank of Credits.

(7) Credits earned by students shall be deposited in the respective Academic Bank Account with ABC and shall be valid for not exceeding seven years as specified by the credit awarding institutions and subject to its acceptance by the Registered Higher Education Institution awarding academic qualifications, for the purpose of commutation of credits for the award of any Degree or Diploma or Certificate: Provided that once any credit is redeemed for the award of the aforementioned academic qualification, such credit shall be irrevocably debited from the respective student's Academic Bank Account.

(8) Where a student fulfils the norms of sufficiency of total number of credits and of the nature of credits, approved by a Registered Higher Education Institution for the award of the specified Degree or Diploma or Post Graduate Diploma or Certificate, the student shall be eligible for such award by that Higher Education Institution.

(9) Once used, or redeemed, Credits earned by a student cannot be re-used for the award of any other formal academic qualifications.

(10) With the approval of its statutory authorities, a Registered Higher Education Institution shall be encouraged by Academic Bank of Credits to apportion the structure of courses offered by it as core courses or core electives or open electives or skill enhancement electives or ability enhancement electives etc. with appropriate credit requirements, in order to promote multi- disciplinary or interdisciplinary higher education.

(11) In awarding academic qualifications etc., Registered Higher Education Institutions shall follow the norms and guidelines, in regard to the number of credits and duration of time, stipulated from time to time by the Commission or the professional standards setting body, as the case may be: Provided that in respect of time duration, a student pursuing academic qualifications under the Academic Bank of Credits facility may, after earning the stipulated credits, avail a relaxation of a maximum of one semester, provided the duration of the course or programme is of two-years or more (Four semesters or more).

(12) A Registered Higher Education Institution may fix its Course fee based on the number of credits of a course for which the student is enrolled.

(13) The Higher Education Institution shall pay a fee for registration as an eligible institution under these regulations, which shall be determined with the prior approval of the Central Government or the Commission, as the case may be.

#### **15 9. Monitoring, support and Quality assurance by Universities and ABC.**

(1) It shall be the responsibility of Registered Higher Education Institutions, to monitor the development and operationalisation of the Academic Bank of Credits programme at the university level and at the level of their affiliated autonomous colleges.

(2) Registered Higher Education Institutions shall offer teacher or staff training, mentoring, academic and administrative audit and other measures for improving the quality of performance of the Academic Bank of Credits facility and promotion of holistic/multidisciplinary education with the support of Academic Bank of Credits, which may be in the form of Faculty Development Program or Quality Improvement Program or Professional Development Program or Technology Incubation Program.

(3) The Quality assurance of the implementation of Academic Bank of Credits at the level of the registered university or autonomous college shall be developed by the University or autonomous college concerned either through the Internal Quality Assurance Cell (IQAC) or any other appropriate structured mechanism as may be decided by the Registered Higher Education Institution.

(4) Every Registered Higher Education shall upload, annually, on its website, a report of its activities vis a vis the Academic Bank of Credits, as well as of measures taken by it for Quality assurance, Quality sustenance and Quality enhancement.

(5) There shall be an Academic Bank of Credits-Grievance Redressal Mechanism at the level of Central Government/University Grants Commission/Academic Bank of Credits, and at the level of every Higher Education Institution registered with Academic Bank of Credits to address the grievance/appeals of students.

10. **Consequences of violation**.- Where a Registered Higher Education Institution fails to fulfil the conditions or requirements prescribed under these regulations, the Commission may, after providing a reasonable opportunity of being heard, direct the institution to rectify the deficiency within such period of time as may be stipulated by the Commission and on failure on the part of the Higher Education Institution to do so, terminate the registration of such institution from Academic Bank of Credits and, in addition, cease to provide grants under the Act, where such grants are admissible to the institution.

11. **Interpretation**- Any question as to the interpretation of these Regulations shall be decided by the Commission, and its decision shall be final and binding in the matter.

Prof. RAJNISH JAIN, Secy.,  
UGC [ADVT.-III/4/Ext./167/2021-22]



**1. PROCEDURE FOR OBTAINING PHOTO COPY / RE-TOTALING / REVALUATION**

1.1 The facility of re-totalling, revaluation shall be extended to theory examinations only where answer scripts are valued by only one examiner. However, the issue of photocopy of the evaluated answer scripts and any challenge thereof shall be extended to all theory courses. The said facility shall not be applicable for the examinations conducted for any certificate courses conducted at the University level.

1.2 The said facility can be availed by any student who has enrolled for the examinations of such courses provided that the student has achieved the regular minimum prescribed attendance as per the attendance rules of the university and has appeared in any of the examination/s conducted by the University at any time of the academic year.

1.3 The student who is found to have indulged in any malpractices/ misconduct in the examination and has been punished thereby shall not be eligible to apply re-totalling / revaluation / issue of photo copy of answer book.

1.4 Re-totalling / revaluation of Internal/Practical/Lab/Project/Seminar marks are not permitted.

1.5 A candidate applying for reevaluation should note that the results of the revaluation shall be binding on him/her. The revised marks obtained by the candidate, if only higher, shall be taken into account for the purpose of amendment of his / her results.

1.6 The re-totalling and revaluation of the answer scripts of the theory examinations shall be deemed to be an additional facility provided to the students with a view to help them to improve their examination results. It is to be understood that any delay in the declaration of re-valuation results for any reason whatsoever shall not confer any right upon them for admission to the next class or for any kind of claim. Such matters shall be dealt as per the rules and regulations framed by the University in this regard.

**1.7 Provisions for obtaining Photocopy of the Answer Scripts**

1.7.1. Any candidate can submit the application for obtaining photocopy(ies) of the answer scripts, in prescribed format only of the last semester examination, by paying prescribed fee of **Rs. 1000/- (One Thousand Only) per answer script**, within 10 days from the date of announcement of the result, to the Controller of Examinations through the Head of the Department. Photocopy of the answer script will be supplied within 2 (TWO) weeks after the receipt of the application. The candidate, if he/she wants, can apply for re-totalling and/or revaluation within 3 (Three) days from the date of obtaining the photocopy of the answer scripts.

1.7.2. The photo copy of written parts of answer script shall be provided through the HOD of the Department and that they shall obtain a written acknowledgement of the receipt of the photo copy(ies) of answer script/s.

1.7.3. No photo copy(ies) of blank pages of answer script/s shall be provided.

**NOTE: Emergent Cases not withstanding anything contained in the above regulation the Chairman of the Academic Council will take action/decision based on the guidelines/instructions of UGC, Central, State Govt. HE Dept.,**

**Regulatory bodies, academic and examination recommendations which he deems appropriate.**

1.7.4. Photo copies of the answer book shall be made available to the student after making necessary corrections if any, due to re-evaluation. The identity of the examiner shall be concealed before the answer book is photo copied.

1.7.5. The student shall be the sole custodian of the photo copy(ies) supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever it may be. The student shall further refrain from putting such photo copy(ies) to any misuse that might jeopardize the reputation of SSU. In case of misuse of photo copy(ies) by the student,

SSU shall take necessary action as deemed fit against such candidate(s).

## **1.8 Provisions for Re-totaling**

1.8.1. Any candidate can submit the application for re-totaling of marks of a course(s) in the prescribed form only, enclosing the photo copy of the mark sheet with the prescribed fee of **Rs. 200/- (Two Hundred Only) per course**, to the HOD within 15 (Fifteen) days from the date of announcement of the examination results. Each application shall be countersigned by the HOD and he shall maintain the record of such applications for future reference. The HOD shall send the applications of such students in one lot to the Controller of Examinations within 20 (Twenty) days from the date of announcement of the examination results.

1.8.2. The re-totaling of the examination answer scripts of said courses shall be conducted in presence of the students. The students who have applied for re-totaling shall be called in batches to the Office of the Controller of Examinations on the dates fixed for re-totaling of marks with prior intimation. The students shall be given their answer scripts to verify the followings.

1.8.2.1. Whether or not the total marks in the given paper awarded to the student on the statements of marks matches with the marks awarded to the student on the cover page of the answer scripts.

1.8.2.2. Whether or not the question wise marks awarded to all the questions inside the answer book are correctly carried over to the cover page.

1.8.2.3. Whether or not the total of the question wise marks on the cover page is correct.

1.8.2.4. Whether or not all the answers or parts thereof in the answer book have been assessed by the examiner.

1.8.3. In case the student finds any discrepancy in re-totaling of marks the same shall be corrected or any part of the answer paper if is not valued, the same shall be got valued and immediate measures will be taken in these regards.

1.8.4. The change, if any, on the counts mentioned above, shall be informed to the student and corrected mark sheet shall also be issued free of charge to the student on surrendering the original mark sheet through the Department.

## 1.9 Provisions for Revaluation of answer scripts

1.9.1 Any candidate can submit the application for re-evaluation of any course(s) in the prescribed form only, enclosing the photo copy of the mark sheet with the prescribed fee of **Rs. 1000/- (One Thousand Only) per course**, to the **Controller of Examinations** within 15 (Fifteen) days from the date of announcement of the examination results.

1.9.2 All the answer scripts taken up for revaluation shall be referred to suitable examiners only after adequately masking suitably all awards made in the original valuation of the paper and after ensuring secrecy about the candidate and the examiners. This is to be done by the Assistant Registrar (Examinations).

1.9.3 Answer scripts for revaluation may be referred to examiners different from the Moderator / Examiners who were associated with the valuation of the said answer scripts concerned and such examiners will be chosen by the Vice- Chancellor for each paper from a panel of suitable examiners to be prepared and submitted by the Controller of Examinations.

1.9.4 Revaluation shall be arranged at the University under the supervision of the Controller of Examinations or at the places of examiners by deputing officials of the University. This arrangement will be made by Controller of Examinations depending upon the exigencies, in consultation with the Vice-Chancellor.

1.9.5 Revaluation will be done on the basis of the detailed scheme of valuation followed originally, for the paper concerned.

1.9.6 If the marks awarded in revaluation differ by 10% of the maximum marks of the said course, by either side, the better of the two awards shall be accepted as the marks awarded after revaluation.

1.9.7 But, if the marks awarded in revaluation exceed the original award by more than 10% of the maximum marks of the said course, by either side, the said answer script shall be evaluated by third examiner appointed by the Vice- Chancellor and the average of the three valuation marks shall be taken as final marks awarded to the best advantage of the candidate.

1.9.8 If the marks awarded in revaluation are less than the original award, the original award will be retained.

1.9.9 In case the revaluation marks differ from the original award by more than 20% of the maximum marks of the said course, by either side, a panel of not less than two experts be appointed by the Vice Chancellor to determine whether there has been an erratic or unfair evaluation and by whom such an error has been committed. The panel of experts shall report to the Vice-Chancellor for further action.

1.9.10 The change, if any, on the counts mentioned above, shall be informed to the student and corrected mark sheet shall also be issued free of charge to the student on surrendering the original mark sheet through the Department.

**Room change procedure**

- (a) Students will not “exchange” or interchange rooms allotted to them with someone else, without concurrence and written permission of Warden. If student changes his/her room without permission of warden, then a student will be charged a fine of Rs3000/-.
- (b) Rooms once allotted to the students for an academic year will not be changed except under medical grounds or extensive damages to the room due to water seepage etc., that also via a written permission from the warden room can be changed in exceptional cases only by giving an application to the warden.
- (c) Student should request for a meeting with the warden through e-mail along with the reason. If warden approves of the room change, he/she will approve the “Room Change Request Form.”
- (d) On approval visit the security in charge to locate a suitable room for room change, based on the room and bed availability you may be provided an option Be sure to bring your “Room Change Request Form” that has been approved by your warden along with you. The student will be allotted a new room only in case of availability in the same norms of allotment or if swap is possible, change from four to three sharing will not be entertained.
- (e) Once the room change has been arranged with the security in charge for Housing Operations, the student will receive a Room Change Approval from the warden. The student should present this approval to security staff to make changes in the register, handover the cupboard keys and sign the room handover form, thereafter the student may change the room on the date allotted.
- (f) Check out of your old room. Once the student has completed moving their belongings, the student should complete a formal check-out with handover of that room, cupboard keys. The student must complete a check-out of his/her old room by the date specified by the Room Change Approval form.

## 51. Important Contact Numbers

S.N.	Designation	Contact No.	Email ID
1	Executive Registrar	0671-7132656	executiveregistrar@srisriuniversity.edu.in
2.	Dean Students' Welfare	0671-7132823, 981085598	<a href="mailto:dsw@srisriuniversity.edu.in">dsw@srisriuniversity.edu.in</a>
3	Office of the Vice Chancellor	0671-7132665	officeofthevicechancellor@srisriuniversity.edu.in
4	Office of the Executive Registrar	0671-7132692	erooffice@srisriuniversity.edu.in
5	Office of the Dean Students' Welfare	0671 -7132820	DSWoffice@srisriuniversity.edu.in
6	Finance Department	0671-7132 814/ 7996123440	finance@srisriuniversity.edu.in
7	Chief Finance Officer	0671-7132815	cfo@srisriuniversity.edu.in
8	Maintenance Head	0671-7132790	maintenance@srisriuniversity.edu.in
9	Dy. Registrar	0671-7132691	deputyregistrar@srisriuniversity.edu.in
10	Travel Desk	0671-7132699	traveldesks@srisriuniversity.edu.in
11	Controller of Examination	0671-7132783	coe@srisriuniversity.edu.in
12	HOD- Housing	0671-7132826	housing@srisriuniversity.edu.in
13	Director - Admissions	0671-7132633	director.admissions@srisriuniversity.edu.in
14	Admission Officer	0671-7132793, 7894424562	admissions@srisriuniversity.edu.in
15	Librarian	0671-7132818	library@srisriuniversity.edu.in
16	Security officer	0671-7132704, 9937387633	securityofficer@srisriuniversity.edu.in
17	Placement cell	0671-7132768	placementcell@srisriuniversity.edu.in
18	Ayurveda Hospital Reception Center	0671-7132670	info.ayh@srisriuniversity.edu.in
19	Asst. Registrar	9438329367	assistantregistrar@srisriuniversity.edu.in



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