G.S. Mandal's
MARATHWADA INSTITUTE OF TECHNOLOGY
CHHATRAPATI SAMBHAJINAGAR (AURANGABAD)
Accredited with "Grade B+" by NAAC
Approved by All India Council for Technical Education (AICTE), New Delhi
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere(MS)
DTE Code -2160(Dept of Architecture)

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TO WHOMSOEVER IT MAY CONCERN

The CGPA to Percentage conversion formula adopted in this institute, as stated in the Rules and Regulations published by Dr. Babasaheb Ambedkar Technological University, Lonere, with effect from July 2016, is as follows:

Percentage of Marks = (CGPA – 0.5) x 10

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The First Rules and Regulations

July 2016

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R1. CREDIT SYSTEM AND MODE OF EVALUATION

1. Credit System and Mode of evaluation

All the courses in the University and affiliated colleges shall be credit based and the evaluation will be grade based. Credit based grading system is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits may be based on different parameters, such as student workload, learning outcomes and contact hours.

It is a student-centric system based on the **student workload** required to achieve the objectives of a programme. It should facilitate academic recognition of the courses and mobility of the students.

Credits assignment is based on the principle that Credits can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved.

Student workload consists of the time required to complete all prescribed learning activities such as attendance at lectures/practical, seminars, projects, etc. Credits are allocated to all the educational components of a study programme and indicate the quantity of work each component requires to achieve its specific objectives.

Evaluation is an important component of any teaching-learning process. The University gives emphasis on continuous evaluation with considerable freedom to the teacher in deciding the mode of evaluation of the students. The performance of the student is documented by a **grade** at the end of the semester. The grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance in his/her class is a prerequisite for applying the grading system.

2. Course Credits

In general, a certain quantum of work measured in terms of **credits** is laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the amount of credits associated with a course being dependent upon the number of hours of instruction per week in that course.

There are mainly two types of courses in the University - lecture courses and laboratory courses. Lecture courses consist of lecture (L) and tutorial (T) hours. Laboratory courses consist of practical (P) hours. As per the AICTE norms, the credit (C) for a course is dependent on the number of hours of instruction per week in that course, as given below:

(1) 1h/week of lecture (L) or tutorial (T) = 1 credit
(2) 2h/week of Practical's (P) = 1 credit
(3) Credit (C) for a theory course = No. of hours of lectures per week + No. of hours of tutorials per week = L + T
(4) Credits (C) for a Laboratory course = ½ x No. of hours of laboratory course per week

Credits will be assigned to Industrial Training, Seminar, Projects and other mandatory course requirements also and these will be mentioned in the respective syllabi. There may be some non-credit requirements. A student is required to earn credits as mentioned in the syllabus.

3. Evaluation

3.1 The weightages of different modes of assessments shall be as under.

In-Semester evaluation				
	Continuous mode(CA)	Mid Semester Exam	End-Semester-Exam	Components of continuous mode
Theory	20%	20%	60%	Quizzes, class tests (open or closed book but minimum 2 in the semester if only mode of CA), home assignments, group assignments, *viva-voce* discussions
Practical's	60%	-	40%	Attendance, completion of experiments *viva -voce*, journal submission, assignments, project, experiments, announced tests

3.2. In-Semester Evaluation

a) It is expected that the teacher would conduct at least two formal assessments of the students under the continuous assessment mode in a Semester.
b) The teacher will announce at the beginning of the respective course the method of conducting the assessments under the continuous mode and the assignment of marks and inform the same to the Director- Academics or Dean in University or Principal/HoD in affiliated college in the first week of the semester. The same may be also displayed on the University/ College Portal.
c) The teacher shall keep the record of the continuous assessment of a class at least for three years and produce it to the Principal of the college or Director-Academics, if needed.
d) In-semester performance of all students, both continuous assessment and mid-semester examination should be displayed on notice board as well on College / University Portal and sent to the academic office of the University/ College by the teacher before the end-semester examination.
e) For the theory courses, there will be one Mid-semester test for each course to be held as per the schedule fixed in the Academic Calendar of the University/college, preferably in the eighth week of the semester
f) A candidate who has not appeared for the in-semester continuous tests and/or mid-term examination in one or more subjects shall be considered to have not completed the course and will have to re-register for the respective subjects/course in the following year.

3.3. End-Semester examination

The semester end examination will cover the full syllabus of the course and will be conducted as per the University time table at the end of each semester.

3.4 Passes and Fail

(revised as per the Item 8 of the Minutes of the Academic Council Meeting held on 19th August 2017)

(a) The candidates who obtain 40% and more marks in a subject head of the end semester examination **AND** 40% or more of the total marks of a subject head shall be deemed to have **passed** the respective subject head.

(b) The candidates who obtain less than 40% of marks in a subject head of the end semester examination and less than 40% the total marks of a subject head shall be deemed to have **failed** in the respective subject head **(Grade FF).**

3.5 Grades

(a) The performance of a student shall be documented by a **Letter grade.** Each letter grade has a **Grade point** associated with it. The Grades and Grade points shall be assigned to each head of passing and both will be indicated in the mark-list of the semester examination.

(b) A teacher shall assign absolute marks to all the in-semester tests and the end-semester tests for the respective subject head. The teacher shall collate the marks in the mid-semester and continuous mode examinations, convert them to prescribed 20% and 20% mark, respectively and submit the same to the office.

(c) The total marks (continuous assessment + mid-semester + end-semester) of a candidate in a subject head are converted into a letter grade, based on the relative performance of the student in the class taking examination in the subject. The performance of the students who have passed the said subject shall be considered for the allotment of the relative grade on statistical basis.

Letter Grade	Grade Point
EX	**10**
AA	9.5
AB	9
BB	8.5
BC	8.0
CC	7.5
CD	7
DD	6.5
DE	6.0
EE	5

(d) The grades to be allotted in the case of students who fail or do not appear at the end-semester examination shall be as under

Letter Grade	Grade Point	Explanation
FF	0	The candidate fails in subject head. The candidate will be allowed to take end-semester repeat or subsequent examinations as per rule.

XX	0	(i) The candidate has not kept term for the subject head due to attendance less than requisite 75%. (ii) The in-semester performance of the candidate is very poor. Further see 7.3.5(g) In the above cases, the candidate has to repeat the respective course by paying the fees in the following year
I	0	The candidate has kept term for the subject head, has taken all the internal examinations with satisfactory performance, but has failed to take the end-semester examination due to genuine reasons. The candidate will be allowed to take subsequent examinations as per rule
FR	0	The candidate has exhausted all the permissible chances to clear the end-semester examinations. The candidate has to register for the respective semester again for all the subject heads or will be out of the respective degree course as per the rules.
DR	0	(i) The candidate hasn't participated in academic programme. (ii) The candidate has taken a drop for the subject head;- provided he/she intimates the same (i or ii) at least 7 days in advance of the commencement of the end-semester examination for the respective year.

(e) Grades **FF** and **I** are place-holders only and do not enter into CGPI/SGPI calculations directly. These grades get converted to one of the regular grades after the end-semester examination.

(f) A candidate with an **FR** grade has appeared for maximum number of permissible six end semester examinations and has to re-register for that course by paying the appropriate fees.

(g) **I** grade will not be continued beyond the permissible number of six consecutive end semester examinations, irrespective of whether the candidate fails to take any of these exams.

(h) **'XX' Grade:** The grade **XX** in a course is awarded if – (i) a candidate does not maintain the minimum 75% attendance in the Lecture/Tutorial/Practical classes, (ii) the student has bad or incomplete in-semester records, for example, a candidate missing all internal tests and mid-semester examination, etc., (iii) a candidate indulges in a misconduct/uses unfair means in the examination, assignments, etc., of a nature serious enough to invite disciplinary action in the opinion of the teacher.

(**Note:** Award of the **XX** grade in the case of g(iii) above shall be done by Disciplinary Action Committee (DAC)).

(i) The names/roll numbers of students to be awarded the **XX** grade should be communicated by the teacher to the Academic office as per academic calendar before the last date of submission of the application for end-semester examination.

3.6. Awarding the grades

(1) The grading scale ranks the students on a statistical basis on the basis of the overall performance of the students of a given class in the given subject head. Therefore,

statistical data on students' performance is a prerequisite for applying the grading system. While assigning grades in a given subject head, it is essential to know the **average marks (AM)** obtained by the students who have passed the subject head and the **highest marks (HM)** obtained in the same subject head.

(a) **EX** Grade shall be awarded to the candidate(s) who scored highest mark (**HM**) in the concerned subject head provided the marks obtained are 80% or higher in the given subject head.

(b) If the **average marks (AM)** obtained by the students who have passed the subject head is <60%, the interval AM shall be awarded grade CD and the other grades shall be decided as follows.

(c) AA, AB, BB, BC and CC grades shall be decided between the AM and HM by dividing the range in equal intervals.

(d) CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

(2) If the **average marks (AM)** obtained by the students who have passed the subject head is such that **60% ≤ AM < 70%,** the interval AM shall be awarded grade CC and the other grades shall be decided as follows:

(a) AA, AB, BB grades shall be decided between the AM and HM by dividing the range in equal intervals.

(b) CC, CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

(3) If the **average marks (AM)** obtained by the students who have passed the subject head is **≥ 70%,** the interval AM shall be awarded grade BB and the other grades shall be decided as follows:

(a) AA, AB and BB grades shall be decided between the AM and HM by dividing the range in equal intervals.

(b) BC CC, CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

(4) Illustration of award of different grades are explained in the following examples:

i) Example 1: HM = 92, AM = 76
Hence, I_L = (76-40)/6 = 6, I_U = (92-76)/3 = 5.33 ≈ 5

ii) Example 2: HM = 84, AM = 62
Hence, I_L = (62-40)/5 = 4.4 ≈ 4, I_U = (84-62)/4 = 5.5 ≈ 6

Marks distribution for different grades:

Sr. No.	Letter Grade	Example 1 (HM=92, AM= 76, I_L = 6, I_U = 5	Example 2 (HM=84, AM= 62, I_L = 4, I_U = 6
1	EE	40 to 45	40 to 43
2	DE	46 to 51	44 to 45
3	DD	52 to 57	48 to 50
4	CD	58 to 63	52 to 55
5	CC	64 to 69	56 to 62
6	BC	70 to 76	63 to 68
7	BB	77 to 81	69 to 74
8	AB	82 to 86	75 to 80

9	AA	87 to 91	81 to 83
10	EX	92	84

4. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(a) Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by Semester Grade Point Average (SGPA) which is a weighted average of the grade points obtained in all the courses taken by the student in the semester and scaled to a maximum of 10. (SGPI is to be calculated upto two decimal places). A Semester Grade Point Average (SGPA) will be computed for each semester as follows:

$$SGPA = \frac{\left(\sum_{i=1}^{n} c_i g_i\right)}{\left(\sum_{i=1}^{n} c_i\right)}$$

Where
'n' is the number of subjects for the semester,
'ci' is the number of credits allotted to a particular subject, and
'gi' is the grade-points awarded to the student for the subject based on his performance as per the above table.

SGPA will be rounded off to the second place of decimal and recorded as such.

(b) Cumulative Grade Point Average (CGPA):

An up to date assessment of the overall performance of a student from the time he entered the Institute is obtained by calculating Cumulative Grade Point Average (CGPA) of a student. The CGPA is weighted average of the grade points obtained in all the courses registered by the student since s/he entered the Institute. CGPA is also calculated at the end of every semester (upto two decimal places). Starting from the first semester at the end of each semester (S), a Cumulative Grade Point Average (CGPA) will be computed as follows:

$$CGPA = \frac{\left(\sum_{i=1}^{m} c_i g_i\right)}{\left(\sum_{i=1}^{m} c_i\right)}$$

Where
'm' is the total number of subjects from the first semester onwards up to and including the semester S,
'c_i' is the number of credits allotted to a particular subject, and
'g_i' is the grade-points awarded to the student for the subject based on his/her performance as per the above table.

CGPA will be rounded off to the second place of decimal and recorded as such.

(c) The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester / beginning of the next semester.

(d) When a student gets the grade 'FF', or I' in any subject head during a semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking only 'zero' grade point for each such 'FF' or 'I' grade. When the 'FF' grade(s) has / have been substituted by better grades after the repeat examination or subsequent semester examination, the SGPA and CGPA will be recomputed and recorded.

5. Supplementary End-Semester Examination

*(revised as per the item 7 of Minutes of the Academic Council meeting held on 19th August 2017***)**

(1) For those candidates who fail in a subject head or are eligible for appearing at the repeat examination, **A Supplementary End-Semester Examination of odd semester will be conducted before the regular End semester examination of the even semester.**

(2) A Supplementary End-Semester Examination of even semester will be conducted before the regular End semester examination of the odd semester.

(3) The marks obtained by candidates in the in-semester examinations (continuous assessment and mid-term examination) will be carried forward in such cases.

(4) Grading the performance in the Supplementary Examination:
The grades will be assigned as per 3.5 and 3.6 above.

(5) Revaluation of end-semester and Supplementary examination:
Candidate's performance in these examinations will be announced on web portal of the University and after one month of such announcement the grade statements will be sent to the concerned Department for distribution to the students. Those who want to get the photocopy of their answer books are required to pay the requisite fee. Revaluation of these examinations shall be allowed. Those who would like to have the revaluation of their answer books are required to pay a requisite fee.

(6) Remedial examination

The candidate will have an option of appearing for an Online Remedial Examination, after the declaration of each End-semester examination results, to pass the subject head where he/she has failed in regular end-semester examination of the semester. The candidate will get only EE grade if he clears the remedial examination and can continue with the next semester. However, for improving his grade in the same subject head, the candidate will have an option of appearing in the 'same' subject in the Supplementary Examination before the regular end-Semester examination.

6. Passing of a Semester Examination

A candidate shall be declared as **'PASSED'** any semester examination if he/she has

(a) Cleared all heads of passing by securing grades EE or higher in all the heads;
(b) Passed all the heads of passing such as project, seminar, training, etc as per the rules;
(c) Satisfactorily completed all the mandatory requirements of the course;
(d) paid all the University/college dues;
(e) No case of indiscipline pending against him/her.

7. Eligibility for the Award of a Degree

A candidate shall be declared eligible for the award of a degree, if he/she has cleared all the semester examinations as given in (6) above.

8. Allowed to keep terms (ATKT)

(1) A candidate who has II grade in one or more heads of passing of an odd semester of an academic year shall be allowed to keep terms for the respective even semester.

(2) A candidate (other than those specified in 6) shall be allowed to keep terms for the subsequent academic year as per the following:

(a) At the end of 1st year a candidate shall be allowed to keep terms (ATKT) to 2nd year of study provided he/she attends course work prescribed for 1st year with prescribed attendance and successfully cleared at least 60% of the total credits specified for 1st year program.

(b) At the end of 2nd year a candidate shall be allowed to keep terms to 3rd year of study provided he/she attends course work prescribed for 2nd year with prescribed attendance, and successfully cleared 1st year program and at least 60% of total credits prescribed for 2nd year program.

(c) At the end of 3rd year a candidate shall be allowed to keep terms to final year of study provided he/she attendants course work prescribed for 3rd year with prescribed attendance, and should have completed 2nd year program and 60% of total credits prescribed for 3rd year program.

All such candidates fulfilling the above criteria shall be declared as **FAILED, ATKT**

9. Repeating a course

1) A student is required to repeat the course of a subject head under the following situations:
   (a) A student who gets an **XX, FR, or DR** grade in a course; or
   (b) A student has exhausted all permissible chances to clear the subject head.
2) A candidate from second, third and fourth years who remains absent for the regular end-semester examination of a semester and the corresponding repeat examination for **ALL SUBJECTS** shall have to take fresh admission for the corresponding year; unless the candidate has dropped out / terminated from the course.
3) If a candidate at the Second, Third or Fourth year fails to pass any semester examination in not more than 6 consecutive examinations, including the supplementary examinations, from the date of registering for the respective year, the candidate shall have to take readmission for the corresponding year again in which the failure has occurred, provided the course is not changed.

10. Improvement of performance

If any student is failed to secure First Class at the end of B.Tech. Programme then he/she may be allowed to improve the class by Re-registering some of the courses he/she studied during Second year to Final year of B.Tech. Programme. In case there is, no improvement in performance the previous result will be retained.

11. Early exit for poorly performing students

A candidate shall be excluded from a course under the following conditions:

(a) If he/she fails to pass any semester examination of the first year of the course in not more than six consecutive attempts from the date of joining the course, including the repeat examinations.

(b) If he/she has five or more **XX** and/or **FR** grades after the first regular end-semester examination of the First year, due after taking the admission, and the corresponding repeat examination.

(c) If he/she has not kept a term at the First year of the course without giving any reasonable justification for doing so.
(d) If he/she does not keep two consecutive terms without giving any reasonable justification for doing so.
(e) If a candidate fails to fulfill all the requirements of his/her respective degree within the prescribed period from the date of taking admission to the course, the candidate shall be excluded from the course.

12. Award of Class

The candidates who successfully complete all course/curriculum requirements of B.Tech Programs shall be awarded class as specified below.

(a) Those who score CGPA of 8.25 and above shall be awarded First Class with Distinction.
(b) Those who score CGPA of 6.50 and above but below 8.00 shall be awarded First Class.
(c) Those who score CGPA below 6.50 shall be awarded Second Class.

Following will be the equivalent percentage of CGPA on Ten Point Scale:
The formula used to convert CGPA to percentage is:
Percentage of Marks = (CGPA – 0.5) x 10.

Cumulative Grade Point Average (CGPA)	Equivalent Percentage of Marks
6.00	55.0
6.25	57.5
6.50	60
7.25	67.5
7.75	72.5
8.25	77.5

13. Miscellaneous

(a) Although CGPA will be given in the Semester grade report, the final degree certificate will not mention any Class whatsoever.
(b) Notwithstanding anything said above if a course is revised /restructured then transient provisions applicable at the time of revision /restructuring shall be applicable.

R2-RULES FOR CONTINUOUS INTERNAL ASSESSMENT

1. For each theory course there is an internal weight-age of 20 marks out for 100 for continuous assessment for each practical course the continuous assessment is for 60 marks out of 100. The course assessment process is a type of assessment conducted in multiple sections of a given course. Depending upon the course outcomes, teacher can use various tools for effective assessment of the student's learning and attainment of his/her course outcomes.
2. Teacher should fix up the % for each or some of the following effective tools for assessing the learning curve of the students.
3. All these tools assessment needs to be planned and executed in accordance with examination schedule of the department.
4. The method of Continuous Assessment must be announced by the Teacher right at the beginning of the course in the class and put up on Notice Board. It may be communicated to the Examination Section.
5. One or more of the following methods can be used for continuous assessment with a record.
    (i) Online Objective Type Examination (Google Form in scrambled format)
    (ii) Assignments
    (iii) Mini projects
    (iv) Research Paper Analysis and Presentation
    (v) Quiz and Technical Puzzles
    (vi) Surprise Test
    (vii) Oral presentations/Seminar
    (viii) % Attendance
    (ix) Innovative approach to problem solving

(i) Online Objective Type Examination (Google Form/ Similar online platform)

It is expected to conduct the online objective examination(s) based on course contents. Questions in the examinations should be in line with questions of competitive examinations such as GATE/ ISRO/ BHEL etc.

Based on the course contents number of online examinations in the semester as well as % weightage should be declared well before the commencement of academic sessions.

(ii) Assignments

Assignment(s) should be correlated with the respective course outcomes. It is expected that teacher should provide online platform for submission of these assignments within the given time frame. The information about percentage of marks allotted to assignments must be known to the students well in advance.

(iii) Mini-project

The course outcomes involving the design and development of a product related to the respective course should be allotted to each student or group of students. It is expected to record the regular progress of the aforesaid work in the separate log book for assessment purpose. Through this activity it may be possible to achieve and promote skill development and technology transfer.

(iv) Research Paper Presentation:

It is expected that course coordinator should address and motivate the students on research and innovation activities related to respective course. The teacher must invite and encourage the students to showcase their research talent and/or innovative ideas through presentation.

(v) Quiz and Technical Puzzles

To judge analytical and logical reasoning ability of the student, it is expected to conduct various quizzes and technical puzzles to cover the course outcomes. Students should also be motivated to frame and present technical puzzles so as to promote new learning pedagogies.

(vi) Surprise Test

Remembering and understanding abilities of the student in the respective course should be tested by offering/ conducting appropriate no. of surprise tests in the class room.

(vii) Oral presentations/Seminar

Teacher must provide the platform to the students to showcase their skills such as technical, communication and presentation etc. This platform helps the students to improve their confidence level and overall personality development in all sense.

(viii) Innovative approach to problem solving

To inculcate and promote the research culture among the students, teacher should encourage and motivate the students to present their innovative ways/ideas of attempting the problems related to course. It is expected to initiate this kind of activity at higher level that is during third / final year of the course.

It is expected that teacher keeps an up-to-date record of the continuous assessment and produce it at the time of academic audit or accreditation.

6. The teacher shall submit the Internal Continuous Assessment marks to the examination section before registration date for the end semester examination.
7. The Teacher shall display the Internal Continuous Assessment marks on the Notice Board.

R3-FOR ADMISSION, MONITORING AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (PH. D.) AND MASTER DEGREE

R.3.1. ADMISSION, MONITORING AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (PH. D.)

Dr. Babasaheb Ambedkar Technological University will offer full-time and part-time programs for the Degree of Doctor of Philosophy in the academic disciplines of Chemical Engineering, Petrochemical Engineering, Civil Engineering, Computer Engineering and Information Technology, Electrical Engineering, Electronics and Telecommunication Engineering, Mechanical Engineering, Biotechnology and Biomedical Engineering under the faculty of Engineering and Technology, Pharmacy under the faculty of Pharmacy, Architecture under the faculty of Architecture, Hotel Management under the faculty of Management and in the academic disciplines of Chemistry, Biotechnology, Earth Sciences, Health Science, Mathematics, and Marine Sciences and Physics under the faculty of Sciences.
These rules and regulations shall also be applicable for any new Ph. D. programs introduced by the University from time-to-time.

1. Eligibility

(1) The candidates applying for Ph. D. Programs in all Engineering disciplines should have passed M. E. /M. Tech. or equivalent degree in relevant discipline with minimum 60% of marks (55% in case of reserved category candidates from the State of Maharashtra only) awarded by any recognized University/Institute.
(2) The candidates applying for Ph.D. program in Pharmacy should have passed M. Pharm. or equivalent degree in the relevant subject with minimum 60% of marks (55% in case of reserved category candidates from the State of Maharashtra only) awarded by any recognized University/Institute.
(3) The candidates applying for Ph.D. program in Architecture should have passed M. Arch. or equivalent degree in the relevant subject with minimum 60% of marks (55% in case of reserved category candidates from the State of Maharashtra only) awarded by any recognized University/Institute.
(4) The candidates applying for Ph.D. program in Hotel Management and Catering Technology should have passed M. HMCT. or equivalent degree in the relevant subject with minimum 60% of marks (55% in case of reserved category candidates from the State of Maharashtra only) awarded by any recognized University/Institute.
(5) The candidates applying for Physics, Chemistry and Mathematics should have passed M. Sc. or equivalent degree in the relevant subject with minimum 60% of marks (55% in case of reserved category candidates from the State of Maharashtra only) awarded by any recognized University/Institute.
(6) The candidates applying for Humanities should have passed M. A. or equivalent degree in the relevant subject with minimum 55% of marks, 50% in case of reserved category candidates from the State of Maharashtra only awarded by any recognized University/Institute.

2. Admission Process

(1) The admission of the candidates for Ph. D will be on the basis of entrance test and interview. All candidates will have to appear for entrance test as well as interview for becoming eligible for admission. The employed candidates applying for full-time and

part-time programs for the Degree of Doctor of Philosophy will have to submit No Objection Certificate from their employer in the prescribed format (***Annexure – II and III***).

(2) A candidate seeking admission to the Ph. D. degree program shall apply on-line on the portal of Dr. Babasaheb Ambedkar Technological University, in the prescribed application form on or before 15th July, or 15th January for admission respectively for the session starting from the following 16th August or 16th February of every academic year subject to availability of sufficient number of vacancies.

(3) The link for on-line application will be activated on 10th June and 10th December every year. Brief admission notification will be published in the newspaper(s). Further necessary instructions to the candidates will be made available on the portal as soon as the link for on-line application is activated.

(4) A predetermined and manageable number of vacancies for Ph. D. programs in the respective academic sessions depending on number of the available eligible Faculty Guides (Guides) and the vacancies offered will be displayed on the portal.

(5) The affiliated Institutes and recognized Institutes shall also display their requirements on their website.

(6) Entrance Examination is mandatory for the candidates seeking admission to the Ph. D. degree in University Departments and affiliated Colleges. The Entrance Examination will be conducted by the University on the First Saturday of the month of August and February every year.

(7) Candidates will be able to download and print their Hall Tickets for the Entrance Examination from the portal after the 25th July or 25th January of every academic year. Candidates must bring their Hall Tickets at the time of Entrance Examination.

(8) There may be change in the dates mentioned above on account of some unavoidable circumstances/reason(s). The change in the schedule will be declared by the University through admission notification/circular on the admission portal.

3. Structure of the Entrance Examination

(1) The Entrance Examination will be conducted in two parts; General Aptitude Test and Subject Specific Test.

(2) **Paper–I: General Aptitude Test (100 Marks)**

This Paper will have 40 Multiple Choice Questions (MCQs) of 2 Marks each covering Verbal Ability, Numerical Ability, and Reasoning Ability (total 80 Marks) and 5 General Descriptive Questions of 4 Marks each designed to test the candidates Motivation, Idea, Vision and Expectations (total 20 Marks).

Verbal Ability: To measure degree of comfort with the English Language,

Numerical Ability: To test fluency or comfort with Numbers and Calculations,

Reasoning Ability: To measure ability to understand and grasp relationships between concepts.

(3) Candidate who scores 50 % marks and above (45 % marks and above, in case of all Backward Class, Physically Handicapped candidates) in **General Aptitude Test** (Paper – I) will be declared qualified**.**

(4) The list of qualified candidates (Paper – I) will be displayed on the portal on the day after the test.

(5) **Paper–II: Subject Specific Test (100 Marks), on the following day**

The syllabus of Paper-II for various subjects covered under different branches will be the syllabus of GATE examination of the respective branch of Engineering and/or and GATE/SET/NET/JRF for Sciences. This Paper will have 40 Multiple Choice Objective

Questions (MCQs) of 2 Marks each (80 Marks) covering relevant subjects in the respective branch of Engineering or Sciences and 5 Descriptive Questions of 4 Marks each designed to test the candidate's knowledge of the Core Subjects in the relevant branch of Engineering and Technology or Sciences (20 Marks).

This Examination will be conducted by respective University Departments and affiliated colleges

(6) Candidate who scores 50 % marks and above (45 % marks and above, in case of all Backward Class, Physically Handicapped candidates) in **Subject Specific Test** (Paper – II) will be declared qualified**.**

(7) Interview

Only the candidates who have qualified General Aptitude Test (Paper–I) and Subject Specific Test (Paper–II) can appear for an interview to be organized by the respective Departments. The Interview Committee shall consist of the following members

(i) Head of the Department, Chairman
(ii) One Senior faculty member of the Department
(iii) One representative of the reserved category nominated by Vice-Chancellor from the faculty of the University
(iv) Two external experts, nominated by Vice-Chancellor

(8) At the time of interview, prospective candidates are expected to discuss their research interest/area. In the Interview the candidate can score maximum 50 marks.

(9) The list of candidates found eligible based on their performance in entrance test and interview for the offer of Ph. D. admission will be displayed in the order of GENERAL MERIT on the admission portal of the University.

(10) The University may periodically review and incorporate some changes in the structure of the entrance examination in future which will be notified by the University at the time of admission notification.

4. The University will follow the rules of the reservation policy of Government of Maharashtra while granting admissions.

5. Scholarship/Fellowship

Candidates opting for full-time program can apply for scholarship to various funding agencies such as UGC/DST/AICTE/State Govt. etc.

6. Fees to be paid by the Ph. D. Candidate

All candidates admitted for Ph. D. program will have to pay the fees notified by the University from time-to-time. This includes annual fees and one-time thesis processing fees to be paid at the time of submission of thesis.

7. Leave

(1) The full-time candidates are not eligible for vacation. However, they are eligible to take leave (including duty leave) up to 30 days in the calendar year subject to approval of the Head of the Department on the recommendation of the Guide.

(2) The candidates can avail duty leave for attending conferences/workshops training programs with prior approval of the Head of the Department on the recommendation of the Guide. (***ANNEXURE – IV***)

(3) Women candidate is eligible for maternity leave of three months with the approval of the Head of the Department on the recommendation of the Guide. The leave extendable by another maximum three months

(4) If the proposed research work requires field visits, then the candidate may be permitted field visits for maximum period of six months with an approval of the Research Committee. The leave record of the candidates shall be maintained by the concerned Research Guide.

8. Research Committee

(1) There shall be a Research Committee for each discipline consisting of the following members:
   a) Chairman, Board of Studies in the subject concerned (Chairman)
   b) Head of the Department in the subject concerned. If he is the Chairman of the Board of the Studies, then senior most professor in the discipline of University shall be the member of the Committee
   c) One Professor in the subject concerned, to be nominated by the Vice chancellor, by rotation for a period of two years.
   d) One Associate Professor in the subject/area concerned nominated by the Vice-Chancellor/ Academic Council for a period of two years by rotation.
   e) One Assistant Professor, if he has earned PhD in the subject area, nominated by Vice-Chancellor /Academic Council, for a period of two years by rotation
   f) A panel of minimum five subject experts nominated by the Academic Council for a period of three years, at least one of them must be present for the meeting

(2) In absence of the Chairman, senior most member present in the meeting will act as Chairman.

(3) The Quorum of the Committee will be three members, of which one should be an external expert. If any nominated member does not attend three consecutive meetings, his membership will be cancelled. The additional members can be included by approval of Vice-Chancellor.

(4) The research committee shall review the progress reports submitted by the PhD candidates through their guides and Research Progress Committee.

(5) The Research Committee shall review the titles, synopsis of theses and decide the examiners for thesis evaluation of PhD and Masters' theses.

9. Allocation of Research Guide (Ph. D. Guide)

a. The allocation of the guide for a selected candidate will be decided by the Department in a formal manner depending on the number of vacancies available per research guide, the available specialization among the research guides, and the research interest of the candidate as indicated during interview by the candidate.

b. A candidate having near relation (such as husband, wife, son, daughter, father, mother, brother, sister, uncle, aunt, nephew, niece, brother-in-law, sister-in-law, first cousin) with any research guide will not be allotted to him/her in any case.

c. Any research guide shall not have more than eight research candidates from the University registered with him at any time.

d. Normally a candidate shall be required to complete his/her doctoral research under the supervision of allotted (original) approved guide. However, the concerned research committee may allow change of guide on the production of a "No Objection Certificate" from the original guide and an acceptance letter from the new guide. In case of such a change, the candidate shall work for a minimum period of one calendar year under the new guide before he/she submits the thesis. The requirement of "No Objection Certificate" shall not be necessary if the candidate justifies the non-availability of his original guide. The justification will have to be endorsed by the respective Head of the Department.

e. Provided further that, in specific cases additional supervisor/s shall also be permitted for justified reasons. The decision of the research committee will be final.

f. A candidate may be allotted additional supervisor/s at a later stage (depending on the necessity to do so) who is a recognized research guide in the same area. In case of additional supervisor, the quota of the supervisors shall be considered as affected by 0.5 from his/her available quota.

g. Provided that the subject matter of research concerns with two different specializations of the same subject within the same Department and/or the subject matter of the research is of an interdisciplinary nature concerning two different Departments in the University. Both the guides will have the equal status.

h. In case of resignation or retirement of a research guide the candidate will be allowed to opt for another recognized guide in his/her the subject of research. However, if the candidate is willing to continue his/her research work with the same research guide and the research guide is willing to guide him from his new place of work/home he will be allowed to do so with approval of the Executive Council on recommendation of the Academic Council.

i. In case of sad demise of a research guide, the candidate will be allowed to opt for another recognized research guide in his/her subject of research. He will have to apply to the Registrar for obtaining such permission of the Executive Council on recommendation of the Academic Council.

10. Place of Research

(1) The candidates admitted for the full time Ph. D. programs will have to work within the premises of the University under the supervision of an allotted research guide who will maintain the log book of experimental/computational work done by the full time Ph. D. candidates. The Heads of the respective Departments will regularly check whether log books are properly maintained.

(2) Normally, a candidate admitted for the part time Ph. D. programs will also have to work within the premises of the University under the supervision of an allotted research guide who will maintain the log book of his/her visits and the experimental/computational work done by the part time Ph. D. candidates. The Heads of the respective Departments will regularly check whether log books are properly maintained. However, in case, a part time candidate desires to work at any other "recognized" research Institution or Department, the same may be allowed, at the discretion of the respective Research Committee. Here, the term "recognized" means CSIR Laboratories and the respective Departments, Colleges and Institutes recognized by the respective affiliating State Universities to which the said Department, College or Institutes is affiliated. If the place of the work is not recognized by any University, then the Academic Council shall appoint the sub-committee of three subject experts to visit the place of research to verify the suitability of the place for conduction of research work.

(3) The sub-committee will visit the place of research and submit its report to the Academic Council through research committee to decide about recognition of the place of research. The decision of the Academic Council will be final. (***ANNEXURE – V***)

(4) All the full-time and part-time candidates admitted for Ph. D. programs will be given similar facilities including the University Library and respective Departmental Laboratories. The use of the Laboratories from other Departments shall be permitted to with the permission of the respective Heads of the Department. A formal request in this regard shall be made by the candidate with the approval of Heads of the Department of his/her parent Department.

11. Provisional Registration of the Ph. D. Candidates

(1) All the candidates admitted for Ph. D. programs shall deem to be provisionally registered and the provisional registration numbers and passwords will be allotted to them on completion of admission process in the respective academic session. The further process will be monitored through the portal. The candidates will have to upload the desired information on the portal, as per the announcements displayed on the portal and the information sent to them via e-mail from time to time.

(2) All the provisionally registered candidates shall prepare a synopsis of proposed research work along with the title ***within 18 months*** from date of issue of provisional registration numbers and must upload a copy of the same duly signed by his/her research guide (***pdf*** format) and endorsed by respective Head of the Department on the portal.

(3) These proposals will be scrutinized by the respective research committees in the concerned subject which shall recommend to the Academic Council as to whether the proposed research title of the Ph. D. thesis be approved.

(4) On approval of the Academic Council the final letter will be issued by the Controller of Examinations to the candidate, copy of which will be sent to the research guide and the respective Heads of the Departments. The candidate must upload the same copy (***pdf*** format) on the portal.

(5) In case of non-confirmation of the title and synopsis by Academic Council the candidate will be asked to submit revised title/synopsis **within three months** from the receipt of such communication from Controller of Examinations. Such proposal will be scrutinized by the respective research committee in the concerned subject which shall recommend to the Academic Council as to whether the proposed research title of the Ph. D. thesis be approved. The decision of the Academic Council will be final.

12. Allotment of Course Work

(1) The candidates will have to complete mandatory Pre-Ph. D. course work as mentioned in following sub-sections within four semesters of which the first semester must be full time course work at the University.

(2) After the allotment of provisional registration numbers and passwords all the candidates will be allotted theory course of minimum six credits (three contact hours per week) by the respective research committees on the recommendation of his/her research guide within a period of six months.

(3) If suitable courses are not available in the University curricula for a particular candidate, the concerned research committee will design special course(s) and get them approved from Board of Studies and Academic Council of the University.

(4) The University will try to provide instructional facilities for such courses. In case it is not possible to provide instructional facility, Ph. D. candidate will have to undergo such course(s) in self study mode. (***ANNEXURE – VI***)

(5) All the candidates will have to appear for an additional mandatory course work of minimum six credits (three contact hours per week) which will include topics on research methodology, quantitative methods of computer application, seminars, review of published research work in the proposed/planned field of his/her research. The planning, conduct and evaluation of this course work shall be done by the respective research guide. Completion report of this course work and the grade awarded shall be submitted by the respective research guide to respective research committee for its approval. A copy of completion report along with the grade awarded shall be then forwarded by the Chairman, Research Committee to Controller of Examinations.

(6) The candidates will also have to submit a seminar report and present the same as open seminar at the Department Level. The seminar will be of four credits.

(7) The candidate will have to secure CGPA of at least 6.0 in the course work, failing which the admission and the provisional registration of the candidate will stand cancelled.

(8) The candidates must complete abovementioned coursework within two years from the date of provisional registration. The registration of the candidates for Ph. D. degree shall be considered as provisional till he/she successfully completes the pre-Ph. D. course work. The candidate must upload the copies of his/her grade report(s) (***pdf*** format) on the portal.

(9) On successful completion of the same within two years his/her provisional registration, Controller of Examinations will issue a letter of confirmation of his/her Ph. D. registration to the candidate.

(10) However, in case the candidate fails to successfully complete the same within two years his/her provisional registration will stand cancelled and his/her Ph. D. program will be terminated at that stage without any notice. However, on recommendation of the concerned research committee, the delay in competition of course work on account of some unforeseen reason/s (**maximum period up to 6 months**) can be condoned by the Academic Council.

(11) The period of provisional registration will be counted for the continued Ph. D. registration. Successful completion of all pre-Ph. D. course work shall be a mandatory pre-requisite for the submission thesis for Ph. D. degree.

(12) Exemption from Attendance: Only part-time Ph. D. candidates working in recognized research institutions/laboratories, Government R and D and Design organizations, teachers working in the University Departments / AICTE recognized institutions may be exempted from the physical attendance of theory course lectures at the discretion of the concerned research committee. However there is mandatory requirement of completion of course completion and Research Committee shall provide guidelines for course work

13. Tenure of Registration

(1) The registration of the candidate shall be valid and shall remain in force for a period of six years from the date of provisional registration and shall stand cancelled automatically on expiry of six years.

(2) Two extensions up to maximum period of twelve months each shall be permissible in those cases which are recommended by the research guide and Head of the respective Department. The decision for extension shall be taken by the respective research committee and informed to the Registrar to place before the Academic Council for information. The application for extension is required to be submitted at least ***three months*** prior to the date of expiry of registration.

(3) The maximum period of registration for the Ph. D. candidate shall be eight years, after which the registration shall stand cancelled.

14. Cancellation of Registration

(1) The candidate can opt for voluntary cancellation of Ph. D. registration on his/her own volition. In that event the application duly signed by the candidate and duly endorsed by his/her research guide and Head of the respective Department shall be submitted to the Controller of Examinations. The candidate shall personally appear before the Controller of Examination and shall submit a declaration of cancellation in his own hand writing. The Controller of Examination shall then endorse the declaration and forward the

application along with the declaration to the Academic Council through the Registrar. The said registration shall stand cancelled from the date of approval by the Academic Council.

(2) If the candidate is found to guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties unbecoming behavior, insubordination, plagiarism, etc., any time during the course of his Ph. D. program his/her registration may be cancelled on the receipt of report submitted by his/her research guide and duly endorsed by the Head of the respective Department.

(3) However, the Head of the respective Department before endorsement of such report brought before him by the research guide shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary. Such cases shall be placed before the Academic Council whose decision will be final.

Provided further that in the event the cancellation of registration such candidate who has received scholarship/ financial assistance from funding agencies like UGC, AICTE, CSIR, TEQIP, University Fund etc., the amount so received shall be recovered from the candidate.

(4) In case of the involvement of the candidate in a criminal offence involving moral turpitude shall be treated to be a misconduct and his/her registration shall be cancelled with immediate effect on his/her conviction by the Competent Court.

15. Submission of Biannual Progress Reports

(1) Each candidate shall submit biannual progress report duly signed by his/her research guide and the Head of the respective Department to the Controller of Examinations, in the last week of June and December every year.

(2) The Controller of Examinations will endorse the copy of progress report as a token of receipt. This copy of progress report (***pdf*** format) must be uploaded on the portal by the candidate on or before 30th June and 31st December every year.

(3) If the candidate fails to submit his/her progress report in the prescribed format by 30th June and 31st December, he/she will not be able to upload the same on the portal. However, is case of genuine difficulty and a valid reason for failing to do so, he/she can approach the Controller of Examinations personally and request to upload the progress report on the portal. The dead line to do so will be 15th July and 15th January in the respective academic sessions. After this date even the Controller of Examinations will not be able to upload the same as this facility will be automatically locked by the system.

(4) If the candidate fails to upload his/her progress report through Controller of Examinations by 15th July and 15th January in the respective academic sessions his case shall be referred to the Academic Council through Research Committee for further action and/or to decide about cancellation of his/her registration. The decision of the Academic Council in this regard will be final.

16. Research Progress Committee

The concerned guide of Ph. D. candidate will form a Research Progress Committee for every student consisting of him/herself, one more faculty member from the same Department who is PhD guide and one faculty member from other Department, from the University in the case of University Department or from the same College to regularly monitor the progress of the candidates.

The Candidate shall give a presentation and submit a report . (***ANNEXURE – VII***)
to the Research Progress Committee every six months.

The guide will place the progress reports in the RC meeting who shall take decision of continuation of the candidate for the degree.

17 Change of Title of the Thesis

(1) The final title of the thesis can be submitted at least six months in advance of submission of the thesis on approval of the Research Committee.
(2) The Ph. D. candidate may be allowed to change the title of his/her research work subject to approval Academic Council provided he/she applies for the change at least ***three months*** before the anticipated date of submission of his/her thesis or earlier. The candidate shall submit his/her application duly recommended by the guide, through concerned Head of the Department and Research Committee.
(3) The Academic Council will approve the title of the thesis on recommendation of research committee if there is change in the topic of research.

18. Pre-synopsis Seminar

(1) Prior to the submission of thesis, the candidate shall make a pre-Ph. D. presentation (Pre-synopsis seminar before respective research committee) in the Department. The pre-synopsis seminar will be open to all faculty members and research candidates, for getting feedback and comments, which may be suitably incorporated into the draft thesis with the advice of the guide. (***ANNEXURE – VIII***)
(2) The respective Head of the Department shall notify regarding the conduct of pre-synopsis seminar at least ***two weeks*** in advance with a copy to Controller of Examinations. All the faculty members, candidates and M. Tech candidates from all the Departments shall be invited to attend the Pre-synopsis Seminar.

19. Submission of the Thesis

(1) The candidate may submit his/her synopsis and thesis any time during the year, after the completion of minimum prescribed period of two years and one year after the successful completion of all pre-Ph. D. courses. A candidate shall submit to the Controller of Examinations eight copies of synopsis (about 2000 words) in order to start the processing of his/her thesis for the evaluation. The candidate must upload the copy of his/her synopsis (***pdf*** format) on the portal.
(2) The thesis can be submitted two months after the submission of synopsis but within six months of the submission of synopsis.
(3) The candidate must have published at least one research paper (minimum) in RC approved or indexed in Scopus/Thomson Reuter/SCI peer reviewed/ refereed journals before the submission of the thesis for adjudication, and upload the evidence for the same in the form of acceptance letter or the reprint (***pdf*** format) on the portal. The paper accepted for publication can also be considered towards fulfillment of this requirement.
(4) The candidate must submit FOUR copies of his/her Ph. D. thesis along with prescribed Ph. D. thesis processing fees. The candidate must upload the copy of his/her Ph. D. thesis (***pdf*** format) on the portal.
(5) After the successful completion of his/her Ph. D. program one copy of the thesis shall be kept in the University Library, one in the respective Department and one copy shall be returned by the University to each of the candidate's research Guide/Co-Guide.
(6) Guidelines for preparation of thesis: A candidate submitting thesis for the Ph. D. degree is required to follow the instructions regarding the size, style and binding of thesis. The

current guidelines are given in ***ANNEXURE – I***. The University may review and make some changes in the guidelines.

(7) While submitting the thesis the candidate shall indicate whether the work is based on discovery of new facts by the candidate or of new relations of facts observed by others and how the work leads to the general advancement of knowledge.

(8) The candidates shall further forward a statement indicating the sources from which is information has been derived and the extent to which he/she has based his/her work on the work of others and shall indicate which portion or portions of his/ her thesis he/she claims to be original.

(9) Where a candidate presents a joint work, he/she shall clearly state the portion which is his/her own contribution as distinguished from the portion contributed by his/her collaborator. This statement should be certified as correct by his/her research guide. The format of the certificate is given in the ***ANNEXURE – IX and X***.

(10) The research supervisor shall certify antiplagiarism check certificate from a University certified agency submitted by the candidate along with the thesis.

20. On-line Processing of the Theses

(1) The University has already prepared and will keep on updating a data bank containing name of the Ph. D. thesis examiners along with their specialization, research areas, affiliation, addresses etc.

(2) The data bank will be continuously updated by the research guides. The data bank thus updated will be placed periodically before the Academic Council for its approval and subsequently before the Executive Council for its information.

(3) The Ph. D. candidate who have been provided with provisional registration number and password and have uploaded on the portal, their grade sheets of the allotted pre-Ph. D. course work including seminar, all biannual progress reports up to date, annual presentation reports, pre-Ph.D. synopsis/seminar report, permission for thesis submission, synopsis (2000 words) his/her thesis will be taken up for further prescribed processing by the system automatically.

(4) The system will randomly pick up six names of the Ph. D. examiners from the data bank matching research area of the Ph. D. candidate whose thesis is being processed and the research area of Ph. D. examiner.

(5) Out of these six randomly picked names of the Ph. D. examiners the system will again randomly pick up names of the examiner-1 and examiner-2.

(6) A request letter to examine the Ph.D. thesis along with a copy of synopsis (***pdf*** document) will be sent automatically by the system via e-mail at the same instance. The examiners will be provided with a secured link through which they will be in a position to confirm their acceptance or non-acceptance on-line.

(7) The system will also pick up two more examiners randomly to whom request to examine the Ph. D. thesis will be sent by the system automatically in case any one or both of the examiner-1 and examiner-2 do not accept the request to examine the said thesis This action will also be automatically implemented by the system as soon as non-acceptance from examiner-1 and/or examiner-2 is submitted on the portal. The examiner so replaced will also be termed as examiner-1 and examiner-2 thereafter.

(8) In case, there is no reply within thirty days of the request sent via e-mail, from any one or both of the examiner-1 and examiner-2 , a reminder will be sent via e-mail by the system automatically.

(9) In case, the response is not received to the reminder sent as per section 17.5 within fifteen days, the system will again pick up two more examiners randomly to whom request to

examine the Ph. D. thesis will be sent by the system automatically. This action will also be automatically implemented by the system as soon as fifteen days period is expired. The examiner so replaced will be termed as examiner-1 and examiner-2 thereafter.

(10) On receipt of the acceptance of examiner-1 and/or examiner-2 the system will automatically send an e-mail along with the soft copy of the said Ph. D. thesis (pdf document) at the same instance. The examiners will be requested to evaluate the Ph. D. thesis within forty five days and upload/submit their evaluation reports on-line through the secured link provided to them. The examiners will also be requested to send hard copies of their evaluation reports duly signed in the prescribed format by speed post to the Controller of Examinations.

(11) At this stage the system will also send an e-mail to the Controller of Examinations giving the name of the Ph. D. candidate whose thesis is being processed and the addresses of the examiners to whom the soft copies of his/her Ph. D. theses have been mailed by the system. The Controller of Examinations will also receive a request via system generated e-mail to send the hard bound copies of the said Ph. D. theses to the examiners.

(12) The Controller of Examinations shall send the hard bound copies of the Ph. D. theses by speed post to the examiners with a request to send hard copies of their evaluation reports duly signed in the prescribed format, within one week from the receipt of system generated e-mail.

(13) In case the evaluation reports are not received on the portal within forty five days the a system generated reminder will be will sent to the respective examiner via e-mail with a request to upload the evaluation report within next twenty days.

(14) If the evaluation reports are not received on the portal within this extended period of twenty days the system will send a request letter to the next examiner and abovementioned process will be followed in the same order.

(15) The examiner thus appointed by the system will be hence forth termed as Examiner-3.

(16) On receipt of two evaluation reports recommending the acceptance of the Ph. D. thesis for the open defense (on the portal) the Controller of Examinations will invite the examiner in the order of the receipt of their evaluation reports and fix the date of open defense in consultation with the research guide and concerned Head of the Department.

(17) The Controller of Examinations will be responsible for organizing the defense within maximum thirty days after the receipt of second evaluation report recommending the acceptance of the Ph. D. thesis for the open defense.

(18) In case one examiner recommends acceptance of the Ph. D. thesis for the open defense and the other examiner recommends non-acceptance (rejection). The system will send a request letter to the next examiner and abovementioned process will be followed in the same order. The examiner thus appointed by the system will be hence forth refereed as Examiner-N1. In such case the decision of the Examiner-N1 shall be final and binding on all concerned.

(19) In case Examiner-1 and Examiner-2 (and/or Examiner-3) both recommends non-acceptance (rejection) of the Ph. D. thesis for the open defense, such case will be placed before the Academic Council for information and final rejection. This decision of the rejection shall be final and binding on all concerned.

(20) If any one of the Examiner-1, Examiner-2, Examiner-3 and Examiner-N1 (in likely case of appointments of Examiner-3 and/or Examiner-N1) recommends major revision, the candidate shall be informed accordingly by the Controller of Examinations and shall be permitted to the submit his/her revised thesis within ***twelve months*** from the date of issue of such communication.

(21) The Controller of Examinations shall send the copies of the revised thesis to all three examiners and the decision of the majority of the examiners shall be final and binding on all concerned.

21. Viva-voce and Open Defense of the Ph. D. Thesis

(1) Once the date of defense is fixed by the Controller of Examinations communicated to all concerned, he shall notify the same indicating date, time and place where the open defense will be held, at least two weeks in advance.

(2) Head of the Department shall place a copy of notice of open defense indicating date, time and place where the open defense will be held, at least two weeks in advance. He shall also distribute/circulate this notice to other Departments at least two weeks before the scheduled date of open defense.

(3) The viva-voce of the Ph. D. candidate shall be arranged and conducted by the Head of the Department in the subject concerned who shall act as Chairman of the open defense committee. The invited external examiner and internal examiner (research guide) will be the members of the open defense committee. The external examiner and the internal examiner shall ask the questions to the defending Ph. D. candidate. In case the concerned Head of the Department is himself a research guide of the candidate being examined the Chairman will be appointed by the Vice-Chancellor on the submission brought before him by the Controller of Examinations.

(4) All the faculty members, candidates and M. Tech candidates from all the Departments shall be invited to attend the same. They may ask the questions to the defending Ph. D. candidate with the permission of the Chairman. In case any dispute arises during the conduct of defense, the decision of external referee shall be final.

(5) The candidate must obtain the "Clearance Certificate" from all the Departments/Sections in the prescribed format of the University at least one week of scheduled open defense.

(6) The Chairman of the open defense committee (ODC) shall hand over the report duly signed by him and both the members of the open defense committee to the Controller of Examinations immediately after the conclusion of the open defense. The Controller of Examinations shall upload this report (***pdf*** document) on the portal and shall issue the system generated provisional degree certificate to the Ph. D. candidate after due verification of the contents. (***ANNEXURE – XI***)

(7) In case the Ph. D. candidate does not defend his thesis to the satisfaction of the open defense committee, the examiners may unanimously recommend with reasons that a fresh viva-voce and open defense of the thesis be organized within period of not less than ***three months***. If the defense is still not-satisfactory the committee would record the reasons for the same and refer it to the Academic Council for its consideration and final decision.

22. Alternate System to grant a Ph. D. Degree

(1) 10 Alternative systems to grant a Ph. D. may be explored in an exceptional case of the candidate demonstrating extraordinary contribution in terms of quality of research having published five or more research papers in peer reviewed/ refereed journals having impact factor of one or more than one.

(2) In such case the Academic Council may consider such contribution as deemed sufficient to award a Ph. D. degree and appoint one referee to whom the Vice-Chancellor shall request to endorse the relevance of such publications to the registered topic of his/her research. However, such a referee must be either a Director or Ex-Director of any of the

IITs/ Director or Ex-Director of any of the CSIR laboratories/ Shanti Swaroop Bhatnagar award winner, working in the similar area of research.

(3) On receipt of positive recommendations of the referee the Academic Council may recommend the grant of Ph. D. degree to such candidate and forward the proposal to the Executive Council. The Executive Council may approve the grant and award of Ph. D. degree to such candidate.

23. Depository with University Grants Commission (UGC)

(1) Following the successful completion of the evaluation process and announcements of the award of provisional Ph. D. degree, the Controller of Examinations shall submit a soft copy of the Ph. D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBENT accessible to all Institutions/Universities.

(2) The University shall issue a certificate, certifying to the effect that the Degree has been awarded in accordance with the Regulations issued by the UGC as per the Notification dated 1st June 2009 and published in Gazette on 11th July, 2009.

24. Conferment of Degree

The Ph. D. degree shall be conferred on the candidate in the ensuing convocation of Dr. Babasaheb Ambedkar Technological University on approval of the Academic Council and the Executive Council.

Annexure-I
Guidelines for Thesis Preparation

(1) A candidate submitting thesis for the Ph. D. degree is required to follow the instructions (described in this section) regarding the size, style and binding of thesis. All copies of the thesis shall be presented in a permanent and legible form in typescript or print. Drawing and Diagrams should be in black ink. Paper of good quality and sufficient capacity of normal reading should be used. The size of sheets used should normally be A4 (i.e. 8.27" x 11.69"). Margins at the binding edge shall not be less than 1.5" and other margins not less than 1". One and half spacing be used in type script, except for foot notes where single spacing may be used. The title page of the thesis shall give the following information in the order listed below:

a. The full title of the thesis and the subtitle, if any
b. The full name of the author (candidate)
c. Name of Ph. D. Guide
d. The degree for which the thesis is submitted
e. The name of the University and the name of the Department
f. The month and year of submission

(2) A table of contents shall immediately follow the title pages. If a list of tables and illustrations is provided, it should follow the table of contents and should list all tables, photographs, etc. in the order in which they occur in the text. Any acknowledgements shall be on the page following the table of contents. If the thesis contains any material which the author has used before, this fact shall be indicated in a declaration immediately following the acknowledgements. There shall be an abstract of the thesis. The abstract shall follow the acknowledgement and declaration. For abbreviations not in common use a key shall be provided with the full term followed by the abbreviations in brackets.

(3) The thesis shall be divided approximately into chapters, sections and subsections. The system of Headings should be consistent and should provide a clear indication of changes in content, emphasis and other features which occur at each stage of the work.

(4) References cited in the text may be identified by numbers typed as superscript, or if on the line, in brackets, immediately following the relevant work or phrase in the text or by citing the author's name and the year of publication in round brackets immediately following the relevant work or phrase in the text (e.g. Sharma, 1982).

(5) Appendices shall follow the main text. The style of the appendices shall be consistent with the style of the main text. The list of references should be arranged in accordance with the system of citation used. While using numbers typed as superscript the references should be listed in the order in which they are identified in the thesis whereas, while using round brackets they should be listed alphabetically by the author's surname. In both cases the list should enable the reader to identify the work cited and to locate the specific pages referred to. If bibliography is supplied it should be arranged in a logical order, for example in broad subject classes and within each class, alphabetically by author.

(6) Illustrative material such as practical, diagrams, maps, illustrations, computer printout, published papers and tables shall have a binding margin of at least 1" and should, if possible, be bound in the thesis nearer the appropriate text. Illustrative material which cannot be conveniently bound in text (such as large maps, slides, sound or videotapes, cine films) shall be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it should be gathered into a „supplementary volume" and packaged in a rigid container similar in format to the bound thesis. Unbound material and its packaging shall both be marked with the author's name, initials and the degree for which the work is

submitted in such a way that it can be readily linked with the thesis and it shall contain appropriate instructions for use.

(7) The copies of the thesis shall be bound in cloth covered boards with leaves permanently secured. The front cover shall bear the title of the thesis, the name of the author, the name of the degree for which the thesis is submitted, the name of the respective Department and the year of submission. The spine of the thesis shall bear the name of the author, the degree for which the thesis is submitted and the year of submission. This information shall be printed along the spine in such a way that it is readable when the volume is lying flat with the front cover uppermost. If the thesis consists of more than one volume, the front cover of the spine shall also bear the number of each volume.

(8) While submitting the thesis the candidate shall indicate whether the work is based on discovery of new facts by the candidate or of new relations of facts observed by others and how the work leads to the general advancement of knowledge. The candidates shall further forward a statement indicating the sources from which is information has been derived and the extent to which he/she has based his/her work on the work of others and shall indicate which portion or portions of his/ her thesis he/she claims to be original. Where a candidate presents a joint work, he/she shall clearly state the portion which is his/her own contribution as distinguished from the portion contributed by his/her collaborator. This statement should be certified as correct by his/her research guide.

ANNEXURE - II
No Objection Certificate (For Full-Time Candidate)
On Official Letter Head

To
The Registrar,
Dr. Babasaheb Ambedkar Technological University, Maharashtra

Sub: No Objection Certificate for joining full-time Ph. D. program

Dear Sir/ Madam,
Mr. / Ms. _____ who is working in this Institute/ Organization/ University as _____ is applying for full-time Ph. D. program for the session _____.

This Institute/ Organization/ University has No Objection for the same.

We are pleased to forward his/her application for admission to full-time Ph. D. program recognized by Dr. Babasaheb Ambedkar Technological University.

The employee will be relieved from his/her duties to join the full-time Ph. D. program, if admission is offered by the University.

Date: Signature of the authorized person:
Place: Name:
Designation:

Seal of the Institute/ Organization/ University

ANNEXURE - III
No Objection Certificate(for Part-Time Candidate)
On Official Letter Head

To,
The Registrar,
Dr. Babasaheb Ambedkar Technological University, Maharashtra

Sub: No Objection Certificate for joining part-time Ph. D. Program

Dear Sir/ Madam,
Mr. / Ms. _____ who is working in this Institute/ Organization/ University as _____ is applying for part-time Ph. D. program for the session _____.

This Institute/ Organization/ University have No Objection for the same.

We are pleased to forward his/her application for admission to part-time Ph. D. program recognized by Dr. Babasaheb Ambedkar Technological University.

We shall grant him / her leave of absence to attend the classes / examinations and conduct research work prescribed by Dr. Babasaheb Ambedkar Technological University during the entire Ph. D. program as per requirements, rules and regulations of the University.

Date: Signature of the authorized person:
Place: Name:
Designation:

Seal of the Institute/ Organization/ University

ANNEXURE - IV

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Application form for Leave/Field Visits for Full-Time Ph. D. Candidate

Date: _____

To Head, Department of _____,

Dr. Babasaheb Ambedkar Technological University, , Maharashtra

Sir, I request you to kindly sanction Leave /Duty Leave for _____day/days from_____ to _____ for the reason _____

Purpose of Duty Leave:

_____

_____

(Candidate has to submit a visit report to Head of the Department after every field visit).

My address during the leave period: _____

_____

My leave record: Calendar year: _____ Leave consumed _____ days Leave applied for _____days Leave balance _____days Thanking you, Yours faithfully, Signature _____ Name _____ Roll Number _____

_____

Recommended / Not Recommended Sanctioned / Not Sanctioned

Supervisor **Supervisor** **Head of the Department**

ANNEXURE – V

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Application form for Recognition of Outside Laboratory / Department/Centre

(To be filled by the Head of the Laboratory/Department/Centre)

1. Name of the Laboratory/Department/Centre: _____
_____

2. Address: (with Tel/Fax/e-mail/web-site)

_____
_____
_____

3. Name and address of the University/Institute/Organization:

_____
_____

Technical and Scientific Information: (Write *in a separate sheet and attach*)

1. Major activities of the Organization
2. Details of facilities available with list of major equipments/ instruments/setup/software/pilot plant etc.
3. Details of Library facilities (books and Journals):
    a) Total books in the related field
    b) Journals in the related field (attach list)

4. List of computational facilities available (both *inside the laboratory and as common facility)*
5. Details of the internet facilities available (*both inside the laboratory and as common facility)*

Administrative Information:

1. Type of the Organization (Central Govt./State Govt./Public sector/Private sector/Autonomous body):
   _____
2. Name, designation and Address of the Head of the Organization: _____
   _____
3. Name, designation and Address of the Head of the Lab/Dept/Centre:_____
   _____
   _____
4. Major areas of activities (e.g. Biotechnology, CAD, etc.): _____

5. **Any other information:**

_____
_____
_____

Certified that this information is furnished to obtain recognition for this Laboratory / Department / Centre from Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad for Ph. D. program in the area of _____.

Date: _____ Signature of the Head of the Laboratory/Department/Centre

Name:_____

Designation: _____

Seal of the University/Institute/Organization

For office use only

Approval By Sub-Committee appointed by the Academic Council on (Date of meeting): _____ _____ vide Item/Resolution No. _____

Signature of the Members of the Sub-Committee

1. _____
2. _____
3. _____

Date : _____

ANNEXURE – VI

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Course Registration Form

Name of the Candidate: _____

Department: _____

Date of Ph. D. Admission: _____

Title of Ph. D. Thesis as approved by RC: _____

_____

_____

Date: Place: Signature of the candidate Courses recommended by RC (Separate sheet may be used):

1. _____

2. _____

The Ph. D. candidate wish to join the course titled _____ which is offered by the teacher _____ of _____ _____Department in the academic year _____. We allow him to take this course which is offered by our Department in the current semester.

Concerned Course Teacher **Concerned Head of the Department**

Approval by the Head of the Department (Department to which Ph. D. candidate has taken the admission)

Supervisor **Supervisor** **Head of the Department**

Copy to: Controller of Examinations

ANNEXURE – VII

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Progress Report

1. Name of the Candidate: _____
2. Registration Number: _____
3. Department: _____
4. Date of Ph. D. Admission: _____
5. Title of the Ph. D. Thesis:

a. Title approved at the time of registration:

_____

_____

b. Proposed revision in the title, if any:

_____

_____

c. Is the revised topic altogether different from what was registered?

_____

_____

6. Period under review: _____

7. Previous Progress Seminar Date: _____

8. Details of fees paid till date: (*Please attach photo copies)*:

_____

9. Progress report: (*Please attach photo copies*): _____

10. Details of the course work carried out/to be carried out:

- Title of theory course with date of completion: (*Please attach photo copy of grade sheet*):
  _____
- Title of seminar with date of completion: (*Please attach photo copy of grade sheet*):
  _____ _____

11. Place(s) of work during the period under review:

_____

_____

12. Probable place(s) of work the next review period: _____

13. Any publication/s after registration till date: (*Please attach photo copies*):

_____

14. List of Conferences attended, if any, after registration till date (*Please attach separate sheet, if required*):

_____

_____

15. Remarks of the Research Progress Committee:

a) Quality of work done: Excellent / Good / Satisfactory / Not satisfactory

b) Quantity of work done: Enough/Just sufficient/Insufficient

c) Expected period for completion of program: One year /two years/three years/four years

16. Any specific comments / suggestions:

_____

_____

_____

_____

_____

Name and Signatures of the Research Progress Committee /Evaluation Committee Members

1. Subject Expert:_____

2. Subject Expert:_____

3. _____

4. _____

Date:_____ Place: _____

ANNEXURE – VIII

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Pre-synopsis Seminar Report

1. Name of Candidate: _____

2. Registration Number:_____

3. Department: _____

4. Date of Ph. D. Admission: _____

5. Title of the Ph. D. Thesis:
   a) Title approved at the time of registration:
      _____
      _____
   b) Proposed revision in the title, if any:
      _____
      _____
   c) Is the revised topic altogether different from what was registered?
      _____
      _____

6. Period under review (from the date of registration till date):
_____

7. Previous Progress Seminar Date: _____

8. Details of fees paid till date (*Please attach photo copies*) :
_____

9. Biannual progress report(s) submitted till date: _____

10. Details of the course work carried out:
    a) Title of theory course with date of completion (*Please attach photo copy of grade sheet*):
       _____
    b) Title of seminar with date of completion (*Please attach photo copy of grade sheet*):_____
       _____

11. Place(s) of work after the previous progress seminar till date:
_____

12. Any publication(s) after registration till date (*Please attach photo copies*):

---

13. List of conferences attended, if any, after registration till date (*Please attach a separate sheet, if required)*:

_____
_____

14. Recommendations of the Research Committee (*tick mark*):

a. Thesis be accepted for submission and evaluation by examiners

b. Thesis may be accepted for submission and evaluation by examiners after minor modifications as suggested by members. The thesis need not be referred to RC again. The following member(s) of the RC will ensure incorporation / implementation of suggestions:
_____
_____

c. Major modifications are suggested by RC members. The thesis may be referred to RC again within _____ months after incorporation / implementation of suggestions.

d. The thesis in the present form is rejected. The Candidate is required to work further.

Minor / Major modifications suggested (if any)/ Comments (if any) (use separate sheet, if required):

_____
_____
_____

_____

Name and Signatures of the Research Committee Members:

1. Subject Expert: _____

2. Subject Expert: _____

3. _____

4. _____

5. _____

Date:_____ Place: _____

ANNEXURE – IX

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Format for Submission of Ph. D. Thesis

Certificate: 1

This is to certify that Mr./ Ms._____ _____having Registration No. Department of _____ has been prescribed course and he/she has qualified the prescribed credit requirements. *(Please attach a photo copy of mark sheet)*

Controller of Examination

Certificate: 2

This is to certify that Mr./ Ms._____ _ having Registration No. has paid all the fees (term fee, thesis examination fees, convocation fee, alumni membership fee, etc.) as per the existing Ph. D. rules. He/she has paid the retention fee (if applicable), till the submission of thesis.

Office Superintendent
(Student Section)

Assistant Registrar
(Student Section)

Certificate: 3

This is to certify that Mr./ Ms. _____having Registration No._____ has carried out his/her research work under my guidance and supervision during the period to _____. He/She has prepared the thesis as per the instructions/guidelines given in the existing Ph. D. rules. It is further certified that this thesis does not include any work which has previously been submitted for the award of any degree.

Signature of Supervisor

Signature of Supervisor

Certificate: 4

This is to certify that the Mr. /Ms. _____ has submitted all the progress reports and given progress seminars as per the existing Ph. D. Rules

Registrar

Certificate: 5

Forwarding remarks of Head of the Department:

_____

_____

_____

Head of the Department

Certificate: 6

I am herewith submitting _____ number of thesis copies, together with the certificates from the Student Section/ Examination Section/ Guide/ Registrar/ Head of the Department.
My address for communication is as follows:

_____
_____
_____
_____
Pin _____
Phone: _____
Mobile: _____
E-mail:_____

Signature of the Candidate

To,
Controller of Examinations,
Dr. Babasaheb Ambedkar Technological University Maharashtra.

ANNEXURE – X

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Declaration by the Candidate

I hereby declare that the work being submitted in this thesis titled _____ _____ _____ in partial fulfillment for the requirements for the award of degree of **Doctor of Philosophy** and submitted in the Department of _____, Dr. Babasaheb Ambedkar Technological University, Maharashtra is an authentic record of my own work carried out during the period _____ under supervision of _____and _____ *(Name of Guide/Designation).* The matter presented in this thesis has not been submitted for award of any other degree of this or any other University /Institute.

Signature of the Candidate

Name of the Candidate: _____

Registration No.: _____

This is to certify that the above declaration made by the candidate is correct to the best of my/our knowledge and belief.

Supervisor Supervisor

ANNEXURE – XI

Dr. Babasaheb Ambedkar Technological University, Maharashtra

Report of Ph. D. Thesis Defense Committee

We, the members of Defense Committee certify that the thesis entitled _____ _____ _____submitted by_____ _____ to the Dr. Babasaheb Ambedkar Technological University Maharashtra in partial fulfillment of requirement of the Ph. D. degree in the Department of _____ under the faculty of Engineering and Technology has been examined by us and it is recommend that:

a. The degree be awarded

b. The candidate be further examined on an another date not later than _____ *(Note: Please strike out the clause which is not applicable)*

Supervisor (Internal Examiner) Supervisor (Internal Examiner)

External Examiner Chairman, ODC

Date: _____ Place: _____

Forwarded to Controller of Examinations

R.3.2. ADMISSION, MONITORING AND AWARD OF DEGREE OF MASTER OF ENGINNERING/ PHARMACY/ ATCHITECTURE / MANAGEMENT

Dr. Babasaheb Ambedkar Technological University offers full-time Post Graduate, M. Tech. Programs in the academic disciplines of Chemical Engineering, Power Systems Engineering, Environmental Engineering, Manufacturing Engineering, Electronics and Telecommunication Engineering, Thermal and Fluids Engineering, and Computer Engineering. These rules and regulations shall also be applicable for any new post graduate programs, M. Pharm, M. Arch, and M. HMCT. introduced by the University from time -to-time.
The provisions contained in these Rules and Regulations will govern the conditions for imparting courses of study/instructions, conducting examinations and evaluation of students' performance leading to all Masters' degree Programs of the University.

1. Admission

1. Admissions to M. Tech. Programme will be made through a Centralized Admission Process (CAP) as prescribed by the Government of Maharashtra from time to time.
2. All students admitted shall be required to pay at the time of joining and also in the subsequent semesters prevalent tuition and other fees prescribed by the University (as per Government of Maharashtra directives) till they are on roll.
3. The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

Rules regarding conduct and discipline are given in Appendix –I

2. Academic Calendar

The academic year will be divided into two semesters. The Academic Council of the University shall approve the schedule of academic activities for an academic year including the dates of registration, Mid-Term Test, End Semester Examinations, and Inter Semester Break etc. and shall be referred to as the Academic Calendar for the year.

3. Allocation of Supervisor (Guide)

a) The PG dissertation supervisor to a PG student will be allocated within two months of admission in his/her first semester of the course.
b) The Departmental Project Assessment Committee (DPAC) of the department will allocate the PG student to a faculty member amongst the PG teacher. The allocation will be based on the mutual interest of the student and the concerned faculty member
c) However, no faculty member can guide more than 3 students from the same batch of students.
d) The Head of the department will ensure the equal distribution of the students amongst the PG teachers.

4. Attendance Requirements

1. Attendance in all classes will be mandatory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2. Minimum required attendance in each theory / laboratory course will be 75 % for appearing at the end semester examination. Only in exceptional cases of prolonged illness or a calamity in the family, condonation of shortage of attendance up to 15% (i.e. attendance to be 60% or more) may be granted by the Heads of the Department concerned. In any case if the attendance is less than 60% he/she will not be permitted to appear for the semester examination for that subject and he/she has to re-register for that subject when offered next.

3. A student of M. Tech program is entitled to avail leave of absence for a total period of maximum 30 days in a calendar year.
4. Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, if applicable, besides other action as may be decided by the University.

5. Course Structure

1. Teaching for the M. Tech Programme shall be reckoned in credits, as specified against each subject.
2. In order to qualify for a M. Tech degree of the University a student is required to complete all the credits specified in the scheme of instruction for that program as approved by the University from time to time.
3. The curriculum for a M. Tech Programme shall comprise of core and elective subjects.
4. The list of elective subjects may include subjects from allied/ interdisciplinary areas also.

6. Evaluation

(1). Evaluation in the theory courses shall be done as follows, for a total of 100 marks.

Sr.	**Examination**	**Details**
1.	Mid-Term Test (1)	20%
2.	Continuous Assessment	20%
3.	End Semester Exam	60%
	Total	100 marks

Continuous assessment shall be in the form of announced Quizzes, class tests (open or closed book but minimum 2 in the semester if only mode of CA), home assignments, group assignments, *viva-voce* discussions, etc. The teacher shall announce the mode of continuous assessment at the beginning of the course.

2. For subjects like laboratory/design (intra semester assessment)

Sr.	Examination	Details
1.	Continuous assessment	60%
2.	Examination/Viva	40%

The continuous assessment shall be based on regular attendance for laboratory sessions, completion of experiments, *viva -voce examination*, journal submission, assignments, project, experiments, announced tests. The end semester examination in laboratory, if any, shall be conducted by one internal and one external examiners together.

7. Dissertation (Thesis) Evaluation

1. Total 42 credits are assigned to the project work (dissertation) carried out by a student. The project work is divided into two stages. Stage I commence at the beginning of 3rd semester with a weightage of 14 credits and will be assessed at the end of the 3rd semester. Stage II commences at the beginning of 4th semester with a weightage of 28 credits and will be assessed at the end of 4th semester. For the purpose of assessment, the performance of a student in the project work shall be divided into the following sub components with assigned weightage.

Sr.	Component	Weightage
1.	Supervisor (Project Guide)	50%
2.	Departmental Project Assessment	20%

	Committee	
3.	External Examiner	30%

2. External examiner shall be preferably from outside the University and not below the rank of Associate Professor.
3. The Dissertation must be submitted on or before 31st July. The students who will not be able to submit the Dissertation on or before 31st July will not be allowed to appear for the regular examination/defense. They will have to appear in the subsequent supplementary examination/defense arranged by the University.
4. The project supervisor will periodically review the student progress over the period and finally give his assessment of the work done by the student.

8. Synopsis Seminar

A student shall be required to present a synopsis seminar of the work and deliver a seminar talk of 20-25 minutes duration in 4th semester as per the schedule announced by the Department. The synopsis seminar shall be assessed by DPAC consisting of respective Head of the Department, supervisor of the student concerned, three faculty members nominated by the Head of the concerned Department from amongst the PG supervisors.

The student will be allowed to submit the dissertation subject to satisfactory defense of the synopsis. If the synopsis seminar is not found satisfactory, the student will have to do rectification/more work as suggested by the DPAC.

The student shall thereafter deliver another synopsis seminar within one month. The project assessment committee shall be at liberty to extend the duration of the project work by a maximum period of 3 months should they find that the level of work done has not been satisfactory.

9. Dissertation and Viva-Voce

a) A student shall be required to submit a dissertation on the Project Work carried out by him/her. Three / four bound copies of the thesis (along with a soft copy to be submitted to the Controller of Examinations) shall be submitted to the Head of the Department on or before 31stJuly. The soft copy of the dissertation will be sent by the Controller of Examinations via e-mail to the external examiner, appointed by the appropriate authority, from a panel of experts prepared by the University.

b) The dissertation supervisor/guide shall certify antiplagiarism check certificate from a University certified agency submitted by the candidate along with the dissertation report/ thesis.

c) Dissertation viva-voce shall be arranged by the Controller of Examinations within thirty days (maximum). The external examiner will conduct the viva-voce along with the internal examiner.

10. Project in Collaboration with industry

A student may, with the approval of Head of the Department, do the project work with an Industry, a Research and Development Organization or another academic Institution/ University. The student shall acknowledge the involvement and/or contribution of an industry, R&D organization or University in completing the project in the dissertation and a certificate to this effect, issued by the supervisor from the industrial organization, will be appended to it.

It is mandatory for all students (especially those who do their project in an Industry, R&D organization or University in India or abroad) to make a full disclosure of all data on which they wish to base their thesis. They cannot claim confidentiality as it would come into conflict with the Industries, R&D laboratories or other University's own interests. Any

tangible intellectual property other than copyright of thesis may have to be assigned to the Institute; the copyright of the thesis itself would however lie with the student as per the IPR Policy in force at the time. The student's thesis shall be rejected unless there is full and complete disclosure of data and the student will not be eligible for the degree of the Institute in such cases.

In addition to the Supervisor from the enrolled department, a Co-Supervisor may be appointed from the Industry and Research Laboratories with the approval of the DPAC. A certificate from the Co-supervisor will be appended to the dissertation. A member of faculty of the University who is the internal Supervisor may, if felt necessary, visit the Industry or the Research Laboratory in connection with the Project of a student.

11. Registration

1. All students of the post-graduate courses are required to register for the prescribed subjects at the commencement of each of the semester, on the day announced for such registration.
2. Registration of the students will be organized by the Heads of the concerned Department
3. A student, who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fees as prescribed by the University. Normally no late registration will be permitted after the third working day from the scheduled date.
4. Only those students will be permitted to register who have cleared all University dues of the previous semester and made all required advance payment of University for the current semester for which they are registering.
5. A student of M. Tech Program may be allowed to withdraw temporarily (become on-resident) on the recommendation of his supervisor and the Head of the Department and with the approval of the Vice-Chancellor after he has successfully completed two/three semesters of the course work continuously. A student so permitted may submit his dissertation later, provided that in such a case the project work must be completed under the guidance of his supervisor after re-joining the University on payment of the prescribed fees. He must work for one full year after rejoining on his project work. The dissertation must be submitted within 5 years from the date of his first admission.
6. A student withdrawing himself, under the provisions of para 11.5 above, before the prescribed date for submission of dissertation shall not be allowed to submit his/her dissertation along with regular students of his batch.
7. Students who discontinued their studies without prior permission before completing the First (Autumn), Second (Spring) and Third semester course work shall be deemed to have abandoned his studies and their names will be struck off the rolls of the University with effect from the date of absenting from the classes.

12. Grading System

1. The Grading system for the theory courses shall be the same as described in R1 for UG courses.
2. The grades to be allotted in the case of students who fail or do not appear at the end-semester examination shall be as under

Letter Grade	Grade Point	Explanation
FF	0	The candidate fails in subject head. The candidate will be

		allowed to take end-semester repeat or subsequent examinations as per rule.
XX	0	(i) The candidate has not kept term for the subject head due to attendance less than requisite 75%. (ii) The in-semester performance of the candidate is very poor. Further see 7.3.5(g) In the above cases, the candidate has to repeat the respective course by paying the fees in the following year
II	0	The candidate has kept term for the subject head, has taken all the internal examinations with satisfactory performance, but has failed to take the end-semester examination due to genuine reasons. The candidate will be allowed to take subsequent examinations as per rule
FR	0	The candidate has exhausted all the permissible chances to clear the end-semester examinations. The candidate has to register for the respective semester again for all the subject heads or will be out of the respective degree course as per the rules.
DR	0	(i) The candidate hasn't participated in academic programme. (ii) The candidate has taken a drop for the subject head;- provided he/she intimates the same (i or ii) at least 7 days in advance of the commencement of the end-semester examination for the respective year.

3. When a student gets the grade "II" for incomplete assessment for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subject(s). After the "II" grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for the semester will finally be recalculated after taking into account these grades.

4. When a student gets the "FF" grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only "zero point" for each such "FF" grade. After the "FF" grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the "FF" grade has been updated will be recomputed and recorded to take this change of grade into account.

5. When a student gets XX grade in a subject, he is debarred from appearing for examination in that subject. He will have to complete the course by registering in that subject in the following semesters when the course is offered again.

13. Awarding of Grades

1. There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or by the appropriate committee appointed for the purpose.
2. In the case of theory subjects:
    a) The Mid Term test, and end semester examinations will be conducted by the University/ College as per the schedule notified in the academic calendar.

b) For theory subjects, the final grades will be awarded on the basis of Mid Term Test, continuous assessment and End-Semester examination according to the weightage specified in para 6.1.
c) The final grades for a subject must be submitted to the Head of the Department by the teacher concerned within Five Days of the date on which the end semester examination for that subject has been held.

3. For subjects like laboratory/design, workshop practices, etc. the evaluation will be based on the weightage as specified in para 6.2.
4. A Seminar/Project evaluation based on the weightage as specified in para 7.1.
5. In converting the percentage of marks obtained by the students to letter grades the following grading system will be used. The numerical score awarded shall correspond to a letter grade according to the following table.

% of Numerical marks	**Grade**
91 % and above	Ex
81 % or above but less than 91 %	A
71 % or above but less than 81 %	B
61 % or above but less than 71 %	C
51 % or above but less than 61 %	D
45 % or above but less than 51 % (Theory)	E
Below 45 %	FF

14. Examinations

1. Students will be permitted to appear in the examinations of only those subjects for which they have registered themselves in the beginning of a semester.
2. A student can appear for re-examinations in the subject(s) concerned in which he/she gets "FF" grade. The re-examinations pertaining to both even and odd semesters will be conducted as per the schedule notified in the academic calendar. In re-examination the student will be given one grade lower than the actual performance grade except in the case of Grade "E" which will remain unchanged. The student will apply in a prescribed form together with necessary fees in order to appear in the re-examinations.
3. Students with "FF" grades also have an option to re-register for the subject (s) in which they had failed, in the following Autumn Semester or Spring semester. In such a case they will be entitled to full credit according to performance at the examination.
4. A student whose performance in any of the parts of the project work has been unsatisfactory, may be assigned additional work on the same problem or assigned a new problem by the Supervisor. If the student is assigned additional work then he/she will have to complete the work and appear at Viva-voce as per the schedule announced by the Controller of Examinations. If the student is assigned a new problem on account of any reason, the student will have to submit the dissertation and complete the viva-voce by 31st December of that calendar year. The student will not be eligible for scholarship during the extended period of his stay but will have to pay project prescribed fees during the extended period of stay.

15. The incomplete grade 'II' and debarred grade 'XX'

a) The grade, "II" may be temporarily given to a student who is unable to appear in the End-semester examination because of:

1) Illness or accident or any such misfortune which disables the student from appearing in the examination. This must be duly supported by a proper certificate issued by a competent Medical Officer or any other concerned authority and endorsed by the respective Head of the Department.
2) A calamity in the family at the time of the examination which, in the opinion of the Head of the Department forced the student to be away from the campus.

b) In an exceptional case, if a student is unable to appear at a periodic test for any of the compelling reasons mentioned above, the teacher concerned, may conduct a test with same weightage with the prior information to the of the Head of the Department and CoE.

c) A student who has been awarded grade "II" in a subject in the end-semester examination shall have the option to either:

1. appear at a re-examination to be held by the Department by filling in the application in prescribed form together with payment of necessary fees. In the re-examination the student will be awarded actual grade obtained from the performance in the examination. **Or**

2. Re-register for the subject in the subsequent semester in which it is offered. In such case the student is entitled to full credit in accordance with the performance. No re-examination will be held in laboratory/Design subjects. The student has to re-register during a regular semester.

d) Debarred grade "XX":

A student may be awarded an "XX" grade who

a) is absent for a major part of a semester (minimum 75% of the lectures or 60% with permission for valid reason), or
b) does not complete a major part of the laboratory / design/ seminar work (minimum 75% of the duration or 60% with permission with valid reason) etc, or
c) does not appear in the Mid-Term test without any acceptable ground shall be awarded grade "XX" and he/she shall be debarred from appearing at the end semester examination of the corresponding subject (s).
d) does not complete 75% of the total credits in the concerned semester.
e) A student who is debarred from appearing at the end-semester examination for reasons as specified by *para* 11.4 will be required to re-register for the subject(s) in the next semester when they are offered by the Department, subject to other conditions of the regulations.
f) A student with XX grade in Sem-I or Sem-II of the First year of the Master's course cannot register for the next academic semester/year.

16. Graduation Requirements

1. In order to qualify for a M. Tech Degree of the University, a student must have
   a. completed all the credit requirements for the degree, as prescribed by the Academic Council, with grade "E" or a higher grade in each of the subjects etc. for which the student registered in all the semesters.
   b. obtained a CGPA of 6.00 or more at the end of the semester in which the student completes all the requirements (including the dissertation), for the degree.
   c. A student securing CGPA below 6.6 at the end of 4th semester of M. Tech. program will be awarded "Second Division". A student securing CGPA of 6.6 and above but below 7.5 will be awarded "First Class" and a student securing CGPA of 7.5 and above will be awarded "First Class with Distinction".
2. A student who has qualified for the degree will be admitted to it only after the student has cleared all University dues, if any, outstanding against him/her and has returned all library books borrowed by him/her and also returned instruments, Department library books etc. in good condition.

17. Conduct and Discipline

Students shall conduct themselves within and outside the precincts of the University in a manner befitting the students of a Technological University of a state.

18. Relaxation

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these regulations and relax the relevant provision of these regulations on the merit of the case.

The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

19. Rules Regarding Conduct And Discipline

Following rules shall be in force to govern the conduct and discipline of all students:

1. The students shall show due respect to the teachers of the University/ Institute, the Rector of the hall of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the University and the Hostels. They shall also pay due attention and courtesy to visitors.

2. No married accommodation shall be provided to any student. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

a) Ragging
b) Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
c) Displaying lack of courtesy and decorum: resorting to indecent behavior anywhere within or outside the campus.
d) Wilfully damaging or stealthily removing any property/belonging of the University/ Institute / Hostel or fellow students.
e) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
f) Adoption of unfair means in the examinations.
g) Organizing or participating in any group activity in company with others in or outside the campus without prior permission of Registrar.
h) Mutilation or Unauthorized possession of library books
i) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
j) Not intimating his/her absence to the Rector of the Hostel before availing any leave. Commensurate with the gravity of the offence the punishment may be reprimand, fine, expulsion from the Hall, debarment from an examination, rustication for a specified period or even outright expulsion from the University.

3. For an offence committed in a Hall of Residence, in the Department or a classroom and elsewhere, the Chief Warden or the Head of the Department, and the Registrar respectively shall have the authority to reprimand or impose fine or take any other suitable measures. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

4. All major acts of indiscipline, which may have serious repercussion on the general body of students and /or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee for all PG (M. Tech) Programme appointed by the Vice-Chancellor.

The Standing Disciplinary Committee consists of the following ex-officio and other members:

- Registrar – Chairman

- Chief Rector
- Rector of the Hall of Residence of which the student concerned is a resident.
- One member of faculty nominated by the Vice-Chancellor, by rotation for two years.
- One of the student representatives to be nominated by the Vice-Chancellor for one year.
- The Asst. Registrar/ Superintendent (Student Section) – Member Secretary

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing of the matter. Recommendation of the Committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Vice-Chancellor for necessary action.

R4. A CODE OF ETHICS AND CONDUCT FOR THE EMPLOYEES OF THE UNIVERSITY/ AFFILIATED INSTITUTES & COLLEGES (under Section 93 of the Act)

(A) FOR TEACHING FACULTY MEMBERS

Definitions:

1. "Authority" means any person or body which has been vested with the given power.
2. "Executive Council, Academic Council and Functionary" mean the Executive Council, Academic Council and Functionary of the University as defined in the Statutes.
3. "Competent Authority" means any person or body which is competent to take the respective decision.
4. "The Vice Chancellor" means the Vice Chancellor of the University.
5. "Registrar" means the Registrar of the University.
6. "Dean" means the appropriate Dean.
7. "The Head" means the Head of the respective Department/Division/ Centre/Section of the University/affiliated Institute or College.
8. "The Profession" mean the teaching profession.
9. "Public Place" means any place or premises (including conveyance) in the University and affiliated Institute or College to which public have or permitted to have access.
10. "The teacher" means the Academic staff of the University/affiliated Institute or College as defined in the statutes of the University.

Preamble

Knowledge gives enlightenment, empowerment and means of rising in the social hierarchy. Teachers form an enlightened community involved in creation, preservation and dissemination of knowledge. Hence, they should be deeply committed to use academic freedom.

The profession of teaching is vested by the society with trust and the highest ideals of professional service and dignity as setting the foundation for knowledge. The commanding of the respect and confidence of the colleagues, students, parents, and, in general, of the society needs the highest possible degree of ethical and professional conduct. Teachers are committed to values, democratic society -freedom to teach, write, debate and study in a healthy and conducive atmosphere.

The reputation of a University depends strongly on the quality of its teachers, students and performance of the graduates in rest of the world. The University/affiliated Institute or College is only as strong as its human resources. Teachers should recognize the importance of the pursuit of truth, and devotion of excellence. They accept the responsibility of the highest ethical standards. They make determined efforts to foresee the implications and consequences of their scholarly and scientific work. Hence, teachers work hard to raise the professional standards and to promote a healthy academic environment. In the current era of access to the information to anyone, anytime and anywhere, teachers need to become mentor and inspirational source.

This manual of **Code of Ethics and Conduct** forms the University's framework of accountability and offer guidance to faculty on a variety of issues that they may confront in their day-to-day activities.

The **Code of Ethics** is a set of three universal ethical principles –

(1) Equity and Justice
(2) Respect for People
(3) Personal and Professional Responsibility

The University/affiliated Institute or College shall provide an environment of equal opportunity, free from any discrimination, for faculty members, non-academic staff, students, and researchers in the pursuit of academic goals and the realization of their potential to contribute to the objectives of the University. The University/affiliated Institute or College is committed to maintain a culture of inclusivity at all levels and respect on the campus.

The **Code of Conduct** is based on principles, values and behaviours outlined in the Code of Ethics. It identifies a number of specific ethical issues likely to emerge in the University/affiliated Institute or College and formulates policies, rules or guidelines that define the specific actions or procedures. The Code does not and cannot cover every possible situation. For any situation which is unforeseen or not covered by this code will be dealt with by following a proper procedure to be approved by the Executive Council.

The Code of Conduct underlines the rights of an employee and /or student to be treated fairly and equitably in the workplace; avenues for resolving complaints or breaches of policies and codes; and the legal and ethical obligations and expectations of all students and staff to act in accordance with the expressed standards of conduct, integrity and accountability. Any breach of this Code may result in disciplinary action being taken depending on the nature of the breach.

It is the obligation of all Faculty Members of the University/affiliated Institute or College to observe the Code of Conduct of the University/affiliated Institute or College and to act accordingly so as to advance the status and prestige of the University/affiliated Institute or College, in particular, and of the profession as a whole. They should assist in establishing the highest professional standards for the academic programs and services.

(B) CODE OF ETHICS

The University is committed

(i) To stimulate the spirit of knowledge acquisition and pursuit of worthy goals.
(ii) To provide equal opportunities in employment and education,
(iii) To create an environment free from discrimination, to ensure that the principle of merit alone would operate.
(iv) To ensure that its policies are free from direct or indirect discrimination on the grounds of sex, marital status, race, age, caste, religious or political beliefs, colour, or physical or mental disability; impairment, family responsibility, ethnic origins or family status.

The University expects its employees to adhere to the highest ethical standards. This Code is a set of general principles and values to guide the faculty members in the performance of their professional responsibilities in the University.

The University fosters the values of integrity, freedom, openness, honesty, tolerance, fairness and responsibility in all the social, moral and Institutional matters. The employees and students of the University have professional obligations to the society, to colleagues, and to science; and hence need guidelines in their dealings with the University and its stakeholders.

The Code of Ethics would assist faculty members to identify and resolve ethical issues that might arise in their dealings with staff, students and society. It stands beside, but does not exclude or replace, the rights and obligations of staff and students under common law or legislation. Persons may have multiple allegiances too and these allegiances may not always be in harmony. The

faculty members and non-teaching staff and the students should notify the officer concerned where such conflict does or may arise.

The Faculty members have responsibilities towards:

1. The Public

They have a professional responsibility to serve the public interest, society's welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

2. The Science

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

3. The Profession

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

4. The University/Affiliated Institute & College

They should promote and protect the legitimate interests of the University/affiliated Institute & Colleges, perform work honestly and competently, fulfil obligations, help the development of the University/affiliated Institute& Colleges, and safeguard proprietary information.

5. Employees

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

7. Clients

They should serve and advise clients faithfully, honestly, incorruptibly, and with mutual confidence and charge fairly.

8. The Environment

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

9. Work

They should have integrity in scholarship, teaching and service**. Integrity in scholarship** requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias, and acknowledging one's debt to others. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. **Integrity in teaching** involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. **Integrity in service** involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

(C) CODE OF CONDUCT FOR TEACHERS

(I) Rights of Teachers and Academic Freedom

1. The Teacher shall enjoy full civic and political rights as provided by the constitution; provided he/she does not represent himself/ herself as a spokesperson for the University/affiliated Institute & College in this regard, unless he/she is authorized to do so.
2. The teacher cannot be a member of any political party or contest election while being a full time or part time teacher, nor can he/she promote the interests of a political party in the University being an active/inactive member of a political party.
3. The teachers shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.
4. The teacher is entitled to freedom in the classroom in discussing their subject, but he/she should not introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.
5. The teacher is entitled to full freedom in research, publication of the results of research of his/her own group, consultancy, advice, extensional work, etc., subject to the relevant conditions stipulated by the University and also subject to the adequate performance of academic and administrative duties in the University/affiliated Institute & College.
6. The teacher will be free from institutional censorship or discipline when he/she speaks or writes as a responsible citizen. However, he/she should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.
7. The teacher should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/her subject, students, teaching profession, and to the University/affiliated Institute & College.
8. The teacher shall hear and allow fellow colleagues and the students on campus to hear those whom the University has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.
9. The teacher should be vigilant against exploitation of his/ her work for objectionable use.
10. The teacher shall have the right to choose whether or not to join a union and whether or not to participate in union activities.
11. The teacher is entitled to fair and equitable grievance procedures. Whenever the teacher has any complaint to make, he/she should utilize first the University's grievance redressal machinery.
12. The teacher has a right to comment publicly in relation to his/ her area of professional expertise but refrain making comments on behalf of the University/College unless authorised to do so.

(II) Code of Conduct with Respect to the University

1. The teacher shall be at the disposal of the University for full time.
2. The teacher shall strive hard to promote the interest and improve the image of the University.
3. The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations and Rules and Orders/Decisions of the competent authorities in force and as amended from time to time.

4. The teacher shall be co-operative with the authorities for the betterment of the University, and in formation of the policies of the University, keeping in view the interest and dignity of the profession.
5. The teacher shall participate in academic, co-curricular, extra-curricular and cultural activities of the Department/ University.
6. The teacher shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.
7. The teacher shall give paramount importance to his/ her responsibilities within the University in determining the magnitude and character of the work to be done outside the University.
8. The teachers are custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.
9. The teachers shall use all the resources economically, secure them against theft or misuse, and avoid any wastage.
10. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the University.
11. The teacher shall refrain from doing anything which will tarnish the image of the University.
12. The teacher has the right to advocate institutional changes, in a decent manner commensurate with the Profession within the University.
13. The teacher shall not, without prior permission of the competent authority, ask for or accept contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his/ her own benefit.
14. The teacher shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another teacher for a work to be done in connection with the business of the University.
15. The teacher shall seek permission of the competent authority before applying for a job, post, or scholarship/fellowship, any course of study leading to degree, diploma, certificate, etc. outside the University.
16. The teacher shall not, without prior permission of the competent authority, absent himself/ herself from his/ her duty. In the circumstances or reasons beyond his/ her control, he/she shall intimate or cause to intimate the reason for the absence to the competent authority within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a teacher who for reasons beyond his/ her control was unable to convey the cause of his/ her absence.
17. The teacher or his/ her relative shall not –
    - **(i)** bid directly or indirectly at any auction of the property of the University,
    - **(ii)** submit any tender/quotation for the supply of any item to the University, or
    - **(iii)** supply any item to the University against payment from the University.
    - **(iv)** take any pecuniary benefits from suppliers to the University for services or materials provided to the University
18. The teacher or his/ her relative shall not use the property of the University including the residential accommodation allotted to him/her by the University, for conducting any trade,

business, meetings, coaching classes, private tuitions, or activities which may put the social harmony of the University/College in danger etc.

19. The teacher shall not engage himself/ herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the University.
20. The teacher shall not accept any regular employment/assignment outside the University, without the permission of the competent authority.
21. The teacher shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/her jurisdiction and he/she is not authorized to do so.
22. The behaviour of the teacher with all students and employees shall be modest. The teacher shall not use any vulgar, abusive or unparliamentarily language in a public place.
23. A teacher shall not openly or covertly identify students on the basis of their caste, religion, creed or political or religious beliefs and discriminate students against the interests of the students.
24. The teacher shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being. He/she shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. He/she should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
25. The teacher shall report to the functionaries or authorities any matter which is detrimental to the welfare of the University.
26. The teacher shall not indulge in any activity that can bring disrepute to the University

(III) Code of Conduct with Respect to the Profession

1. The teacher should act in such a manner as to uphold and enhance the honour, integrity and dignity of the profession, and adhere to a responsible pattern of conduct and demeanour expected of him/ her by the profession and community.
2. The teacher shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.
3. The teacher shall at all time maintain absolute integrity in scholarship, teaching and service.
4. The teacher shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
5. The teacher shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research.
6. The teacher should avail all opportunities to attend and participate in academic programmes, such as Seminars, Orientation and Refresher Courses, In-service program, etc. to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a programme does not affect his/ her duties in the university.
7. The teacher shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively, as assigned to him by authorities.
8. The teacher shall co-operate and assist authorities in carrying out functions relating to the University such as: admissions; counselling of students; examinations, including supervision, invigilation and evaluation; and enforce and maintain discipline among the students.

9. The teacher should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the University and are fully met.
10. The teacher may publish advertisements or promotional materials with permission of the Registrar, provided the materials are truthful and do not include any false, misleading, or exaggerated claims and information.
11. The teacher should hold paramount the safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
12. The teacher shall issue public statements only in an objective and truthful manner.
13. The teacher shall issue no statements, criticisms, nor may arguments on matters which are inspired or paid for by an interested party for any pecuniary interest he/she have in the instant matter.
14. The teacher shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honour and dignity of the profession/University.
15. The teacher shall not reveal confidential information or finding of any committee or board of which he/she is a member or that obtained by him in the course of his/her duties as a teacher of the University.
16. The teacher shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.
17. The teacher shall not associate himself/herself with any illegal organization and involve himself/ herself in any unethical act.
18. The teacher shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.
19. The teacher shall endeavour to extend the public knowledge of Science & Technology and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding his/ her discipline.
20. The teacher shall uphold the principle of appropriate and adequate compensation for those engaged in a common venture.
21. The teacher shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
22. The teacher shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
23. The teacher shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
24. The teacher shall accept personal responsibility for his/her acts and seek to merit the respect and confidence of the staff and the students of the University.
25. When considering an interruption or termination of his/her service, the teacher should recognize the effect of it upon the academic programmes of the University and give due notice to the authorities and try to mitigate the effects.
26. The teacher should manage his/ her private affairs in a manner consistent with the dignity of the profession.
27. The teacher should express free and frank opinion about University and profession by participation at professional meetings, seminars, conferences, etc.
28. The teacher should maintain active membership of professional organizations and strive to improve education and profession through them.
29. The teacher shall not raise questions of caste, creed or religions, race or sex in his/ her relationship with the students and his/her colleagues.

30. The teacher shall not use the facilities or forum of the University to propagate his/ her own ideas or beliefs for or against particular political party or alignment of political or religious activities.
31. The teacher should not involve himself/ herself in private coaching/tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material for personal gains.
32. The teacher shall not refuse or avoid any work related to the University examinations without reasonable grounds.
33. In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:
    (a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and up-dated.
    (b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
    (c) The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self discovery, personal growth, and sharpening of intellectual curiosity.

(IV) Code of Conduct with Respect to Outside Work

1. The University shall frame rules for doing outside work and the teachers shall abide by those.
2. The teacher should undertake services only in the areas of his/ her competence and should not offer services which fall beyond the limitations or demand professional standards of other disciplines.
3. The teacher must possess suitable qualifications by education or experience in the specific technical field involved, for engaging in the outside work. Unqualified persons should not be engaged in such activities.
4. The teacher should refrain from guaranteeing easy solutions or favourable outcomes as a result of his/ her work.
5. The teacher shall abide by the restrictions on the type and amount of outside activity as determined by the University, or by subsequent agreements between the teacher and the University, and commitments of effort as specified in contractual research agreements and grant applications.
6. The teacher shall not falsify nor permit misrepresentation of his/her own or his/her associates', academic or professional qualifications.
7. The teacher shall make known the obligation and services rendered by him/ her in advance and not misrepresent nor exaggerate his/ her degree of responsibility in or for any assignment.
8. The teacher shall not knowingly associate with nor permit the use of his/ her name nor the name of the University in business ventures by any person or firm which he/she knows, or have reason to believe, are engaging in business or professional practices of a fraudulent or dishonest nature.
9. The teacher shall not pay nor offer to pay, either directly or indirectly, in cash or kind, any commission, contribution, or any other consideration in order to secure any outside work.

10. The teacher shall not use equipment, supplies, and laboratory nor office facilities of the University to carry on outside private work without written consent from competent authority.
11. The teacher shall not use student services free of cost for the private consultancy associated with pecuniary benefits and without the consent of the student concerned.
12. The teacher shall not claim nor advertise affiliation with the University as an evidence of his/ her competence in teaching and research to keep relationships with clients and interested persons.
13. The teacher should develop procedures to assure that proposals for research and outside activities are responsibly made, adhered to, and executed.
14. The teacher should maintain relationships with clients and other interested persons and professionals on a professional level, and avoid any controversy.
15. The teacher shall not request, propose nor accept professional commissions on a contingent basis under circumstances under which their professional judgments may be compromised, or when a contingency provision is used as a device for promoting or securing a professional commission.
16. Fees, if charged, should be agreed upon in advance and should be charged in accordance with the University norms.
17. Information derived from consulting services should be regarded as confidential. Express consent of persons involved should be secured before releasing information to other agencies.
18. Any brochures or other presentations incident to the consultancy shall not misrepresent pertinent facts concerning the University, associates, joint ventures, or past accomplishments with the intent and purpose of enhancing his/ her qualifications and work.
19. The teacher neither shall maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice or employment of his/ her colleague(s), nor shall s/he indiscriminately criticize another's work.

(V) Code of Conduct with Respect to the Students

1. The teacher should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.
2. The teacher should deal affectionately, justly, impartially and professionally with all the students.
3. The teacher should encourage students to improve their performance and personality, and at the same time contribute to community welfare.
4. The teacher should inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
5. The teacher should not behave in a vindictive manner towards any of the students for any reason.
6. The teacher should make himself/ herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.
7. The teacher should seek to establish healthy relationships between the students and the University, without compromising the dignity of his/ her profession and the welfare of the students.
8. The teacher should refrain from recruiting a student who is already enrolled, registered, or has declared his/ her intent to register with any other institution, or faculty members from within the University unless such an institution has appropriate MOA with the University or the concerned colleague’s written consent for transfer.

9. The teacher shall not do or say anything that would undermine the confidence and the respect of his/ her students towards the University. He/she should inform the students regarding the importance, purposes, accomplishments, and needs of the university.
10. The teacher shall refrain from inciting students against other students, colleagues, administration and the University, or any ground which is illegal, unethical, immoral or unprofessional.
11. The teacher should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/ her proper role as an intellectual guide and counsellor.
12. The teacher shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective manner, subject to standards and norms decided by the University. Thus, awarding unusually high marks or unusually low marks and failing unusually large number of students or haphazard assessment of students disregarding the actual performance shall be against the code.
13. The teacher shall refuse any reward or remuneration from any private organization or prospective employer for placement of the students.
14. The teacher should not involve in any exploitation, harassment, or discriminatory treatment of students.
15. The teacher shall acknowledge any significant academic or scholarly assistance from the students.
16. The teacher shall not unreasonably restrain the student from independent action in the pursuit of learning.
17. The teacher shall not deliberately suppress or distort subject matter relevant to the student's progress.
18. The teacher shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
19. The teacher shall not use professional relationship with students for private advantage.
20. The teacher shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and University.
21. The teacher should refrain from tutoring students of his/ her classes for any payment.
22. The teacher cannot force any student to join his/ her group for research against the student's will. Further, the teacher must refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.

(VI) Code of Conduct with Respect to the Colleagues

1. The teacher should treat every employee of the University as equal partner in a cooperative undertaking within the University and be courteous to them.
2. The teacher should not discriminate or harass his/ her colleagues on any basis.
3. The teacher should show respect for the opinions of others in the exchange of criticism and ideas.
4. The teacher should speak respectfully of other teachers and other employees and render assistance for their professional betterment.
5. The teacher shall refrain from making false statements, unsubstantiated allegations, or malicious statements about his/ her colleagues including support staff and students and also from lodging false complaints against colleagues to higher authorities, save as a formal complaint with authorities in the best interest of the University.

6. The teacher shall refrain from allowing considerations of caste, creed, religion, race or sex else in his/her professional endeavour.
7. The teacher should strive to be objective in their professional judgment of the colleagues.
8. The teacher should cooperate with his/ her colleagues and shall not display, publicize, circulate rumours or other unsubstantiated derogatory information against anybody.
9. The teacher should not pressurize any employee of the University to take any decision against the Rules of the University and will of the person being pressurized.
10. The teacher should not disclose any information about his/ her colleagues obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by the law.
11. The teacher should acknowledge academic debt.

(VII) Code of Conduct with Respect to Research

1. The University expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies. Ethical clearances must be gained where appropriate.
2. The teacher should recognize the Intellectual Property created by the students working under him/ her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the University and any other stakeholder.
3. The research students must not disclose any confidential information generated through the course of research contract from private funding agencies and industries to their competitors under any circumstance for monitory benefits or otherwise. Such data must be with the supervisor who will deposit with the sponsor at the end.

(VIII) Code of Conduct with Respect to Guardians of the Students

1. The teacher should try to see through appropriate bodies and organizations that University maintains contact with the guardians of their students.
2. The teacher should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

(IX) Code of Conduct with Respect to Society

1. The teacher should strive to keep the public informed of the educational programmes which are provided by the University.
2. The teacher should be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the county as a whole.
3. The teacher should work to improve education in the community and strengthen the community's moral and intellectual life.

(X) Plagiarism

All our knowledge has been built up communally. It follows that we must be able to rely on other people; we must be able to trust their word; without which the individual would be helpless to tell the true from false. A critical knowledge of the source of everything we examine is central to our craft. Hence, every researcher has to be very careful about the origin and reliability of his/her work and must give full and fair recognition to the earlier contributors while publishing any

finding. Plagiarism is an academic theft as it diminishes the original idea by fraudulent act. Plagiarism is not only an offense against the intellectual property rights of the original author but also undermines the authority and credibility of the academic enterprise in totality.

1. **Definition:** Taking over the ideas, findings, methods, interpretation, or text (written words) of another author, and presenting them thereafter as one's own creation without proper acknowledgment to its actual source and with the intention that they be taken as the work of the deceiver, is plagiarism.
2. The teachers and students must scrupulously acknowledge in their own work every intellectual debt for ideas, methods, and expressions in appropriate form. They have an obligation to oppose deception actively in themselves and in others and to question the claims the work makes and the sort of credit it grants to others.
3. The teachers should emphasize the necessity of and ensuring rigorous intellectual honesty in the use of sources and of utter respect for the work of others.
4. The teacher must exercise the greatest care not to use a student's ideas, research, or presentation to his/ her benefit without appropriate acknowledgment.
5. Any case of suspected plagiarism should be brought at once to the attention of the affected parties and to the profession through proper and effective channels. Such a case should be brought to the notice of the Dean (Research and Development) for further action.
6. The gravity of a charge of plagiarism, by whomever it is made, must not diminish the diligence exercised in determining whether the accusation is valid.
7. In all cases of plagiarism the most scrupulous procedural fairness must be observed, and penalties must be appropriate to the degree of offense.
8. A teacher will be solely responsible for any plagiarized work authored outward alone or with anybody else, including his/ her own students/ colleagues or collaborators from outside.

(XI) Conflict of Interest

1. **"Conflict of Interest"** (CI) or "conflict of commitments" refers to situations in the University in which potential rewards, financial or otherwise, or other personal considerations may lead to compromise, or appear to compromising the objectivity in academic, professional and research activities of the teacher and causes deviation from absolute. The mere appearance of a conflict may be just as serious and potentially damaging as an actual distortion of objectivity.
2. The teacher shall avoid all known **conflicts of interest** with the University and any outside agency. In such a case, he/she should promptly inform to the University and the outside agency, interests, or circumstances which could influence quality of their services.
3. The teacher shall not undertake any assignment which would knowingly create a potential conflict of interest between himself/ herself and his/ her clients or the University.
4. Any CI at the institutional level which presents a conflict with its academic mission, its status, or with its obligations to other organizations should be dealt by the EC.
5. Professionally-related outside activities such as consulting, textbook authorship, involvement with professional societies, and participation on review panels, etc. should be done in such a way that there will be no CI relating to an individual faculty member's distribution of effort between obligations to his/her academic appointment and his/ her commitment to "outside" activities.
6. The teacher shall not accept compensation, financial or otherwise, from more than one party for services on or for the services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all the interested parties.

7. The teacher shall not solicit nor accept financial or other valuable considerations, from material or equipment suppliers for any deal involving the University or specifying their products.
8. The teacher shall not solicit nor accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients, or employers in connection with work for which s/he is responsible.
9. In public service as a member or advisor, the teacher shall not participate in considerations or actions with respect to services provided by him/her or the University.
10. The teacher shall not solicit nor accept any consultancy contract from a governmental body on which any employee of the University serves as a member.

(XII) University Obligations with Respect to Code of Conduct

1. The University believes in the dignity, the worth, and the potentialities of every human being.
2. The University shall not make any discrimination of its employees and students with respect to race, colour, caste, creed, religion, gender, age, marital status, age, political beliefs; family, social or cultural background; and disabling condition with respect to employment, admissions, promotions, evaluations, counselling, instructions, research, consultancy, financial assistance, etc.
3. The University shall have a Code of Conduct, which is a dynamic document and which will be reviewed from time to time to reflect new concerns for ethical practices and policies.
4. The University shall institute and run academic courses of high academic standards and shall strive to maintain the standards.
5. The University will define its educational objectives and all policies and publicize them through appropriate means such as University website, handbooks, booklets, etc.
6. The University will evolve and follow responsible and fair procedures in all matters affecting students, such as admissions, academic programmes, financial aspects, supporting services, disciplinary matters, and the handling of grievances, and any other services offered to the students and publicize them properly for the benefit of the students and public in general.
7. Students will be given advance notice of any changes in the requirements of courses, and the changes will not be made in a way that unduly impede the academic progress of students already enrolled.
8. Informal/formal complaint mechanisms will be available to students, who have grievances about any matter related to the University.
9. The University will make efforts to provide students with reliable and up-to-date information about appropriate career opportunities and to do counselling of the students for career and placement.
10. The students' competency will be evaluated through the use of validated methods and techniques and objectivity.
11. The University shall not pay anybody any commission or bonus for the recruitment of students or faculty or enter into any contract with companies that follow this practice.
12. Admissions of the students and recruitment of the employees shall be done only after providing accurate and up-to-date information about the University and its educational programmes and policies.
13. Tuition fees and other fees will be fully described in appropriate publications of the University as well as its website; any potential additional costs will be notified. The norms for refunding of fees and of waivers will be suitably published.

14. The University shall maintain its records, publicize the details of such records and make it available to those who request for the same as per the University norms, subject to the Right to Information Act of the Government.
15. The University will publish and maintain its annual reports, accounts, budgets, prospectuses, and other academic publications.
16. The confidentiality and privacy of the appropriate records will be decided and maintained.
17. The University will encourage the employees to further their education and professional competence, participate in professional bodies, provided it does not conflict with the Institutional duties.
18. The University shall support the professional and technical societies of disciplines related to University.

(XIII) Disciplinary Action

(i) Misconduct

The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the teacher shall be deemed as a misconduct and include.

1. Any action by the teacher contrary to the provisions prescribed in the Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.
2. Wilful negligence of duty in teaching, administration and research.
3. Refusal to accept charge-sheet, order or other communication served according to the Rules.
4. Obtaining employment in the University by misleading or by misrepresenting the facts, or providing false information to the University about oneself or about any other person.
5. Misappropriation of any amount and/or movable and immovable property.
6. Obtaining another employment while being on the payroll of the University.
7. Any person on deputation of lien not informing the current status of his/ her job beyond that period and still holding the lien position.
8. Obtaining financial or other gains by misinterpreting the facts or contrary to State Government rules

Explanation:

a. Wilful negligence of duty shall among other things include the following:

i. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi under circumstances not beyond his/ her control.

ii. Negligence of academic or extra-curricular, co-curricular duties assigned to the teacher by the appropriate authority which are not inconsistent with the Act, Statutes, Ordinances, Regulations or Rules.

iii. Deliberate attempts to conceal information about non-completion of syllabus or setting up of question paper on incompletely covered syllabi.

iv. Deliberate failing of students or giving unjustifingly high marks.

b. Incompetence among other things shall include the following:

i. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and

ii. Such other incapacities in teaching as would lead to failure in imparting of the expected instructions to the students.

(ii) Disciplinary Authority

The Disciplinary Authority in respect of the teachers working in the University shall be the Vice Chancellor. The Disciplinary Authority in respect of the teachers working in the affiliated colleges and recognized Institutes shall be the Chairman of the management council of the said college/Institute.

(iii) Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself/ herself.

a. Minor Penalties :

i. censure,
ii. fine,
iii. withholding of increment of pay for specific period.
iv. recovery from his/ her pay, or such other amounts as may be due from him/ her.

b. Major Penalties :

i. stoppage of increment with or without effect on future increments
ii. reduction to a lower scale of pay, grade, post or service,
iii. compulsory retirement,
iv. termination of service,
v. dismissal from service,
vi. removal from service.

Explanation:

1. The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).
2. The order under sub-clause (a) (iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/ her to the University, by negligence or by breach of orders.
3. Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the scale of pay, grade, post or service from which s/he was reduced, with/without further directions regarding condition of restoration the scale of pay, grade, post or service from which s/he was reduced, and seniority and pay on such restoration.
4. The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.
5. Termination of service under sub-clause (b) (iv) and dismissal under sub-clause(b) (vi) shall not be a disqualification for future employment under the University.
6. Removal from service under sub-clause (b)(vi) shall be a disqualification for future employment under the University.

(iv) Action not Amounting to Penalty

The following shall not amount to penalty within the meaning of this regulation, namely:

1. Non-placement of teacher either in senior scale or selection grade;
2. Compulsory retirement of the teacher in accordance with the provision relating to his/ her superannuation or retirement;
3. Termination of services :
   a. of the teacher appointed on probation and will be liable to be terminated during or at the end of the period probation in accordance with terms and conditions of his/ her appointment; OR
   b. of the temporary teacher in accordance with the norms.
4. Termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement.
5. Termination of the service due to abolition of the post(s).

(v) Suspension

1. The Vice Chancellor may place the teacher under suspension:
   a. where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties.
   b. where, in the opinion of the Vice-Chancellor, he/she has engaged himself/ herself in activities prejudicial to the interests of the University.
   c. Where there is reason to believe that his/ her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
   d. where a case against him/ her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension:
   a. with effect from the date of his/ her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
   b. with effect from the date of his/ her conviction, if, in the event of a conviction for an offense, he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Vice Chancellor.
3. While under suspension, the teacher shall not be allowed to resign.
4. The teacher under suspension shall not engage himself/ herself in any private or gainful employment, trade or business.
5. If the teacher under suspension attains the age of superannuation, she/he shall be deemed to have been retired. However, the departmental or judicial proceedings pending against him shall continue even after his/ her retirement.

(vi) Preliminary Inquiry

1. After receiving a specific complaint/information regarding a case of misconduct by a teacher, the Vice-Chancellor shall appoint the following Committee to hold preliminary inquiry.
   I. Dean (Faculty) – Chairman
   II. The nominee/representative of EC

III. One senior Professor/HOD/Director of the Subcenter of the University, nominated by the Vice-Chancellor preferably from a Department/ Centre to which the teacher belongs.

2. The committee, after going through all the documents and evidence(s) shall see whether there is a *prima facie* case against the teacher. Provided that, while holding the preliminary inquiry, full opportunity shall be given to the teacher, as the case may be, to defend his/ her case before the Committee.
3. The Committee shall prepare their report and submit the same to the Vice Chancellor.
4. The Vice Chancellor, after scrutinizing the report of the Committee, may– impose a minor penalty or give permission to hold a full-fledged Institutional Inquiry of the Teacher. Provided that, if the Vice Chancellor after scrutinizing the report, does not agree with the findings of the report, she/he may terminate further action.

   Provided further that, if the Vice Chancellor, after scrutinizing the report, feels that the report is incomplete or requires some more documents/evidences, then she/he shall call for such additional documents/evidences and place them again before the same committee and, if necessary, may appoint another Committee.

(vii) Minor Penalties

If the Vice Chancellor is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Vice Chancellor shall

1. issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/ her to show cause as to why the action proposed be not taken against him/ her.
2. give reasonable opportunity to the teacher to furnish the explanation;
3. take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
4. issue the order imposing one or more minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the change(s);
5. the appeal against the minor penalty imposed by the Vice Chancellor shall lie with the Grievance Redressal Committee followed by the Appellate Committee. Provided that, the teacher aggrieved by the decision of these Committees may appeal to the EC.

(viii) Institutional Inquiry

1. Whenever the Vice Chancellor, after receiving and scrutinizing the report of the preliminary inquiry committee is of the opinion that there are grounds for inquiry into the truth and/or substance of imputation of misconduct on the part of the teacher(s), which may result in major penalty, s/he may appoint an Inquiry Officer not below the rank of District Judge, to enquire into the truth thereof.
2. The Registrar shall prepare appropriate notice to be issued to the teacher which will contain definite article(s) of charge(s) in connection with imputation(s) of misconduct, relevant facts and documents.
3. The Registrar shall deliver or cause to deliver to the teacher, a copy of the notice and the teacher to submit to him/ her, within fifteen clear days, a written statement of his/ her defence and to state whether s/he desires to be heard in person.
4. On receipt of the written statement of defence and on admission of any or all article(s) of charge(s) by the teacher, the Vice-Chancellor shall record his/ her findings on each charge admitted.

5. On receipt of written statement of defence of any or all of the article(s) of charge(s) by the teacher or on its non-receipt, the Vice Chancellor may further enquire or cause to enquire into the charge(s) not admitted and records the findings.
6. The Vice-Chancellor, by an order, can appoint Registrar or another teacher or any other suitable person as Presenting officer on his/ her behalf to present the case in support of the article(s) of the charge(s) before the inquiry officer. The teacher may take assistance of any other teacher or any other suitable person to represent the case on his/ her behalf. Neither side shall ordinarily be represented by a legal practitioner. However, if the Vice Chancellor is represented by a legal practitioner, the Inquiry officer shall also permit the teacher to engage a legal practitioner, if the teacher so desires.
7. The Registrar shall forward to the Inquiry officer copies of notice issued to the teacher with all documents produced to the teachers, statement of defence by teacher, all relevant documents and any other information needed by the Inquiry officer.
8. The teacher shall appear in person before the Inquiry officer on such day and at such time as the Inquiry officer may, by notice in writing specify.
9. The Vice-Chancellor may**, *suo moto*** or on being moved by the teacher against whom Inquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Inquiry officer constituted for the purpose.
10. If the teacher who has not admitted any of the article(s) of charge(s), in his/ her written statement of defence or has not submitted any written statement of defence, appears before the Inquiry officer, s/he shall ask the teacher whether s/he is guilty or has any defence to make and if s/he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of the Inquiry officer.
11. The Inquiry officer shall return to the Vice Chancellor the findings in respect of those article(s) of charge(s) which the teacher pleads guilty.
12. If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Inquiry officer shall ask the Presenting officer to produce the evidences by which s/he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/ her defence.
    a. inspect within five days of the order the documents submitted by the Presenting officer, other than those provided to the teacher earlier, if any.
    b. submit a list of witness(es) to be examined on his/ her behalf.
13. The teacher may apply in writing, for supply of copies of the statements of witness(es), examined on behalf of the Vice Chancellor, if any, and the Inquiry Officer shall furnish him/ her such copies as early as possible, and in any case not later than three days before the examination of the witness(es).

14.(a) The teacher, by a notice to the Inquiry officer, may request the copies of certain document(s) in possession of any functionary/officer and related to the case. In that case, the Inquiry officer shall forward the request to the Registrar, with a requisition for the production of the document(s) by a specified date.

(b) On receipt of the requisition, the Registrar, shall produce the same before the Inquiry officer.

Provided that, the Inquiry officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Inquiry officer may withdraw the requisition or press for the same.

Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons, to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Inquiry officer and the Inquiry officer shall, on being so informed, withdraw the requisition and communicate the same to the teacher.

15. a) The Inquiry shall commence on the date fixed by the Inquiry officer and shall continue thereafter on the dates as may be fixed from time to time.

b) The oral evidence shall be recorded or caused to the recorded by the Inquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness, the Presenting officer and the Inquiry officer. Copies of the proceeding with copies of all relevant documents shall be handed over by the Inquiry officer to the teacher and the Presenting Officer.

c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Presenting officer. The witness(es) may be examined by the Presenting officer and cross-examined by the teacher. The Presenting officer shall be entitled to re-examine the witness on any point(s) on which s/he has been cross-examined by way of clarifications.

d) Before the close of the case by the Vice Chancellor, the Inquiry officer may allow the Presenting officer to produce any fresh evidence on record in the Inquiry on application by the Vice Chancellor with a copy of the fresh evidence to the teacher. Provided that, the Inquiry officer is satisfied that the evidence could not have been produced earlier at the material time. Provided however that the Inquiry officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record.

e) When the case of the presenting officer is closed, the teacher shall state his/ her defence orally and/or in writing. The teacher may examine himself/ herself and the witness(es) may be cross-examined by the Presenting officer, re-examined by the teacher and examined by the Inquiry officer. The Inquiry officer may also allow the teacher to produce new evidence, if it is necessary in the interest of natural justice.

f) After the teacher closed his/ her case, the Inquiry officer may generally question him/ her on the circumstances appearing against him/ her, for enabling the teacher to explain any circumstances appearing in the evidence against him/ her.

g) The Inquiry officer may, after the completion of production of evidence, hear the Presenting officer and the teacher and/or permit them to file written statements of argument of their respective case.

16. If the teacher does not submit a written statement of defence on or before the date specified or does not appear in person before the Inquiry officer or otherwise fails or refuses to comply with the provisions of this Ordinance, the Inquiry officer may hold the inquiry *ex-parte.*

17. Wherever the Inquiry officer, after having heard and record the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Inquiry officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself. Provided that, if the succeeding Inquiry officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, s/he may permit such witnesses to be recalled, examined, cross-examined and re-examined by the parties

(ix) Common Proceedings

Where two or more teachers are concerned in any case, the Vice Chancellor may hold a joint inquiry as per the provisions of these regulations.

(x) Inquiry Report

1. After conclusion of the inquiry, the Inquiry officer shall prepare an inquiry report. Such report shall contain–
    a. article(s) of charge(s) and the statement of imputation(s) of misconduct;
    b. the defence of the teacher in respect of each article of charge;
    c. assessment of the evidence in respect of each article of charge; and
    d. the findings on each article of charge and the reasons thereof.
    e. the oral and documentary evidence produced in the enquiry;
    f. the written statements of argument filled by the Presenting officer and the teacher, if any, and
    g. the orders made by the Vice Chancellor and the Inquiry officer in regard to the inquiry.
2. The Inquiry officer shall forward the inquiry report to the Vice Chancellor.

(xi) Action on the Inquiry Report

1. The Vice Chancellor shall consider the report and record his/ her findings on each charge.
2. If the Vice Chancellor disagrees with the Inquiry officer on any article (s) of charge(s), s/he shall record reasons for such disagreement and proceed further in the matter.
3. If the Vice Chancellor, having regard to the findings on the charge, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall so order and inform the same to the EC in its next meeting.
4. If the Vice Chancellor, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, she/he shall not withstanding anything contained in this Ordinance, determine what penalty shall be imposed, and shall so order.
5. (a) If the Vice Chancellor, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, s/he shall -
    I. furnish to the teacher, a copy of the Inquiry Report and his/ her findings on each article of charge, expressly stating whether s/he agree with the findings of the Inquiry Officer or otherwise, together with brief reasons of his/ her disagreement, if any; and
    II. given to the teacher a notice in the form appended stating the penalty proposed to be imposed on him/ her in respect of each of the article(s) of charge(s) by calling upon him/ her to submit within fifteen days of receipt of the notice, such representation as s/he may wish to make on the proposed penalty and the causes as to the why the penalty be not imposed on him/ her.

    (b) The Vice Chancellor shall consider the representation, if any, made by the teacher and determine the quantum of penalty that be imposed on him/ her on the basis of the evidence adduced.

6. The final order made by the Vice Chancellor under this Ordinance shall be communicated to the teacher and the Inquiry Officer.
7. Any action as given in **XI** must be reported to the EC in its next meeting. If the EC disagrees with the action taken, the EC may refer back the case to the Vice Chancellor with its remarks for further action and the EC's decision shall be final.

(xii) Appeal

1. Notwithstanding anything contained in this rules and regulations no appeal shall lie against–
   a. any order of an interlocutory nature or of the nature of a step-in aid or the final disposal of a disciplinary proceeding, other than an order of suspension.
   b. any order passed by an Inquiry officer in the case of an inquiry under these rules and regulations.
2. Subject to the provisions of Clause (xii)(1)**,** the teacher may prefer an appeal against all or any of the following orders namely:
   a. an order of suspension or deemed suspension
   b. an order imposing any of the penalties, by the Vice Chancellor.
   c. an order which-
      i. denies or varies to his/ her disadvantages his/ her pay, allowances or any other conditions of services;
      ii. denies placement to which he/she is otherwise eligible according to the recruitment rules;
      iii. interprets to his/ her disadvantages the provisions of any such Ordinance;
      iv. reverts him/ her while officiating in a higher service, to a lower service grade or post, otherwise than as a penalty;
      v. reduces or withholds the post - retirement benefits if any;
      vi. determines the subsistence and other allowances to be paid to him/ her for the period of suspension or for the period during which he/she is deemed to have been under suspension or for any portion thereof;
      vii. determines his/ her pay and allowances, for the period of suspension or for the period of this dismissal, removal or compulsory retirement form service or from the date of his/ her reduction to a lower service, grade, post, time-scale or stage in a scale of pay to the date of his/ her reinstatement of restoration to his/ her service grade of post as the case may be;

OR

      viii. determines nature of the period from the date of his/ her suspension or from the date of the dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage, in a scale of pay or from the date of his/ her reinstatement or restoration to his/ her service, grade or post, etc.

(xiii) Appellate Authority

The teacher aggrieved by the decision of the Vice Chancellor, may appeal to the Executive Council. The EC in turn may appoint committee consisting 3 experts

a. Nomination of EC
b. A Legal Expert
c. Government representative not less than the rank of Deputy Secretary from the State Government.

(xiv) Service of Orders, Notice, etc.

Every order, notice and other process made or issued under this rules and regulations shall be served in person on the teacher concerned or shall be communicated to him/ her by registered post. In case the registered post is not effectively served once, the notice shall be communicated to him/ her by registered post once more and published in at least one leading local news-papers.

(xv) If the Vice Chancellor is involved in the case, the matter will be solely dealt with by the EC in light of Act, Ordinances/rules and regulations and statutes of the University.

(D) FOR THE NON-TEACHING STAFF MEMBERS

The non-teaching employees of the University shall be governed by the rules and regulations prescribed in the existing Maharashtra Civil Services Rules [Maharashtra Civil Services (Conduct) Rules, 1979; and Maharashtra Civil Services (Discipline and Appeal) Rules, 1979] and will remain applicable with amendments, if any, done from time to time.

R5. HOSTEL AND HOSTEL ADMINISTRATION (Under Section 99 of the Act**)**

Dr. Babasaheb Ambedkar Technological University (DBATU) offer 9 Diploma, 8 B Tech, 7 M Tech and 12 Ph.D. full time and part-time programs for the engineering in the academic disciplines of Chemical and Petrochemical Engineering, Civil Engineering, Computer Engineering and Information Technology, Electrical Engineering, Electronics and Telecommunication Engineering, Mechanical Engineering and in the academic disciplines of Chemistry, Mathematics, Physics and Humanities under the faculty of Engineering and Technology.

The following rules and regulations shall apply to all the students of Dr. Babasaheb Ambedkar Technological University hostels for maintaining discipline and good conduct within and outside the hostel as well as University premises.

1. GENERAL GUIDELINES

1.1. The University shall provide residential accommodation in its hostels at DBATU to the students admitted to regular courses, including Research project Staff/Assistant/Associate of the University subject to availability of hostel seats.

1.2. Every student must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of the rules will not be accepted as an excuse.

1.3. All the hostels shall remain closed during the period of semester break/vacation or at any time as notified by the University authority. During such break/vacation, boarders are to vacate the rooms of the hostel and should not keep any valuables/documents in the Hostels. The room key shall be deposited to the Warden/Assistant Rector/Rector.

1.4. However, M.Tech/Ph.D. students, students having special requirement of course assignment or project work and contract staff may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Warden/Rector/Registrar.

1.5. All boarders of the hostel shall be responsible for any loss/damage of the property of the hostel.

1.6. For any complaint, no boarder/student shall directly approach Hon. Vice-chancellor, the Registrar or any other higher official without approaching the Warden/Rector.

1.7. In the case of any outstanding dues/fines payable by any boarder/student at the end of each semester/year, the Warden may report it to the Controller of Examinations for holding of his/her result until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Warden may recover the outstanding dues from his/her hostel security and University security deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.

1.8. All cases of illness shall be reported to the Warden/Assistant Rector/Rector immediately.

1.9. The Warden shall maintain permanent record (Stock book/consumables) of all articles of the hostel(s) supplied by the University.

1.10. The mess of the hostel shall be maintained by the Mess Committee. The Rector shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable decided by the Mess Committee. Members of the Mess Committee shall be nominated by the Rector from amongst the students of the hostel. The Mess Manager shall work as per the instructions given by the Mess Committee.

1.11. Electric bulbs/fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.

1.12. Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and laptops in their rooms.

1.13. Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by law.

1.14. Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.

1.15. Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Rector shall not issue clearance certificate to the boarder(s).

1.16. Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden/Rector.

1.17. Boarders on leaving their rooms shall always switch off the lights and fans. Boarders shall not leave water flowing from taps.

1.18. No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Warden/Rector. The boarders are also not allowed to shift/exchange furniture and other assets from one room to another.

1.19. The student who have two wheelers shall get due sanction from the Campus Administrator by submitting a copy of registration papers and driving license. Vehicles with permission only will be permitted inside the campus. Four wheelers of the students are not allowed inside the Hostel/Campus.

1.20. Before vacating the Hostel the student should intimate the Rector and obtain "NO DUES CERTIFICATE" from the Rector.

1.21. The Warden/Rector will be free to inspect the hostel rooms as and when required, without any prior notice. The Warden also has the right to shift a student to any room without giving any reasons.

1.22. An undertaking (in writing) must be given by the student and his/her parent/ guardian as stipulated in the attached declaration form (Annexure- I).

1.23. In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed/issued by the competent authority from time to time.

2. ADMISSION TO HOSTELS

DBATU provides on-campus residential facility to its students enrolled in the programs of Bachelor of Technology and Diploma in Engineering. At present, the hostel facility is not available for Post-graduate students and Research Scholars. DBATU has two boys and three girls hostels with the intake capacity given below.

Sr. No.	Name of Hostel	Boys/Girls	Programs	Intake Capacity
1	Sahyagiri Hostel	Boys	First Year Degree and Diploma Students	180+80
2	Gagangiri Hostel	Boys	Second, Third and Final Year Degree and Diploma Students	450
3	Malaygiri Hostel	Girls	Third and Final Year Degree	300
4	Dhavalgiri Hostel	Girls	First Year and Second Year Degree	100+200

5	Alaknanda	Girls	All Diploma Students	100+90+80

Hostel Room: University accommodates 2-3 students per room in all the hostels. The rooms are furnished with cots, in-wall storage units, and essential facilities such as electric fans and tube

3. HOSTEL ADMISSION POLICY

a) Admission to hostel is strictly done on merit basis of and as per the Government of Maharashtra rules and regulation for reservations.
b) Merit list is prepared on the academic performance till the previous semester examination
c) Students applying for the hostel admission should have attended more than 75% theory and practical classes in the previous semester.
d) The J&K migrants(J1,J2 & J3 Type)/GOI nominees/differently able students will be given priority in hostel admission.
e) From Second year onwards admission, other than Maharashtra (OMS) students will be admitted in the hostels in OPEN category and as per their merit.
f) The admission seats will be allotted branch wise. The number of seats allotted to each branch and category will be according to the distribution of seats as per reservation policy.
g) The students residing within 50 KM periphery of DBATU are not eligible for hostel admission. However, admission may be given to such students provided the seats are available after meeting the demand from other students.
h) The student shall pay hostel fees along with mess deposit (decided by the University authority) for one year in advance at the time of admission.
i) Strict silence shall be observed in hostel. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.

4. FUNCTIONING OF HOSTEL MESS

(a) All the inmates of the hostel will compulsorily become a permanent member of the mess.
(b) Each hostel mess is run as a co-operative mess by the students (inmates of the hostel) under the supervision of Warden and Rectors.
(c) Each hostel mess will have a mess committee consisting of five inmates of the hostel to be nominated by the Rector. Among them, there will be a Mess Secretary. The term of this committee will be for a period of six month/one year.
(d) The bulk purchase for the mess items such as grossary, vegetables and bakery items, etc. will be done through Central Hostel Purchase Committee (CHPC) to maintain the uniform quality in all the hostels at reasonable cost.
(e) The CHPC will be constituted for a period of one academic year by the University Administration and will have representation of all the hostels (Mess Secretary and Rectors).
(f) The above items will be purchased on rate contract basis either by Tender or local market survey by the central hostel purchase committee with the following terms and conditions:
    i. Agreement has to be signed by both the parties clearly mentioning the rate and quality of the material. Sample of the quality of material will be available in all the hostels.

ii. The material will be verified and accepted by the mess committee members, mess managers, warden, Assistant Rector and Rector of the respective hostel.
iii. The quality of the items should be maintained. In case of any deviation from the quality, the University reserves the right to cancel the agreement of purchase at any time.
iv. Payment of items will be made by the respective hostel mess committee, at the end of every month.
v. The purchase of all other items will be done by at least two members of the mess committee. All the vouchers will be signed by the persons who did the purchase on that day.

(g) The money transactions from the hostel mess account would be done by the Mess secretary through cheque signed jointly by the Mess Secretary and Rector.
(h) The mess committee will also prepare the weekly menu in advance and display it on the notice board.
(i) The monthly mess bill will be prepared by the Mess Secretary and Hostel Clerk on the basis of vouchers for the month and will be jointly signed by the Mess Secretary and Rector.
(j) Expenses made towards day-to-day functioning of mess (e.g. transportation for procurement, survey/purchase of items, cleanliness) may be incorporated in the mess expenses. Telephone/conveyance bills towards such expenses should be duly maintained and verified for the reimbursements.
(k) Approval for making such provisions of reimbursement of genuine expenses made by Mess Secretary, mess supervisor or any hostel committee member is under the guidance and supervision of Rector.

5 MESS RULES

5.1 Students should sign the mess joining register kept in the mess at the time of their joining the mess.
5.2 Students should sign the mess leaving register and kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
5.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the leaving register.
5.4 The quantity of food will be unlimited except in the case of special items.
5.5 Non-vegetarian items will be served as extra on specified days of the week.
5.6 Students proceeding on medical Leave from the campus should produce the Medical Certificate. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately.
5.7 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
5.8 Students are not permitted to cook any food on their own accord in the mess or in their rooms.
5.9 Students on no account whatsoever will be permitted to take food outside the mess. Nor can take mess utensils such as plate, spoon, tumblers, etc, to their rooms in any case.
5.10 No food will be served in the rooms of the hostel for any student unless a certificate is produced form the Institute Medical Officer/Rector to the effect that the students' condition requires the food to be served in their rooms.
5.11 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

5.12 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

5.13 All diners shall interact with the mess staff in the dining hall in a courteous manner. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

5.14 If any diner is medically ill and requires a special diet (Ex. Oil-less food) he/she can request the mess supervisor to arrange for the same at the mess.

5.15 The guest charges for lodging and boarding will be as notified by mess committee members time to time.

5.16 Before ordering any mess item (Grossary, Vegetable, bakery items, etc) mess committee and mess manager must consult each other and maintain the stock register. The stock register should be verified by Rector.

6 CODE OF CONDUCT

6.1 All residents are required to maintain standards of behavior expected of students of a University. They are expected to behave courteously and fairly with every one inside and outside the DBATU campus.

6.2 All residents are required to always carry their valid Identity Card issued by the University/Hostel.

6.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

6.4 Rooms are allotted to each student on his/her personal responsibility. He/she should ensure the upkeep of his/her room, hostel and its environment.

6.5 Students should bring to the notice of the caretaker/Warden regarding any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises in writing.

6.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.

6.7 The students should not carry/watch/unauthorized/illegal/objectionable movies in their rooms. Any violation will be dealt severely.

6.8 The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

6.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Warden/Rector/Registrar.

6.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Rector.

6.11 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

6.12 Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.

6.13 Fresher should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

6.14 When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

6.15 All the hostellers, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to Rector.

6.16 In the Hostel and University premises following are strictly prohibited: Smoking, Consumption of alcoholic drinks/drugs, Gambling, Intimidation or violence, willful damage to property, entering the hostel premises in intoxicated state, moving in the colony sector or near the girls hostel premises after 9.00 pm, shouting and using abusive language in their own hostel or in other hostel premises and campus, employing unauthorized persons for personal work such as washing clothes, etc., cooking in room. If found, heavily punished by the competent authority (Rector/Registrar).

6.17 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the University campus.

6.18 The use of electrical appliances such as immersion heaters, electric stove/heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

6.19 The use of audio systems which may cause inconvenience to other occupants is not allowed.

6.20 When the students go out of their room, they should switch off all the electrical/electronic appliances and keep it locked. Violation will attract suitable penalty and punishment as decided by the authorities (Rector/Registrar).

6.21 In case, any student has to stay out of hostel for a day or more for any reason, he/she has to inform the Rector in writing and take his/her permission.

6.22 All hostel students must make entry in the in-out register available with security guard, if willing leave or enters into the hostel after 7pm/8.30 pm or any other time decided by the authorities (Warden/Gate keeper/Rector).

6.23 First year students must take permission from Warden/Rector for going out from the hostel for any reason and must make entry in the in-out register available with security guards at the hostel gate.

6.24 All residents of girls' hostels must be back in the hostel by 6.30 pm or as decided by the Rector. If a girl student needs to stay out of the hostel after 6:30 pm due to any reason, she has to apply for and take prior written permission from the Rector. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

6.25 All residents of girls' hostels must take the prior written permission from the Rector for attending extra lectures/practical/ Preparatory Leave/any activity on non working days (Saturday/Sunday).

7 GUESTS AND VISITORS

7.1 Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Rector to stay in hostel on payment of the necessary charges, as fixed by the Hostel administration from time to time.

7.2 No overnight guests are allowed in a student's room without permission of the Rector. In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from Warden/Rector and after making proper entry at the hostel gate.

7.3 Male students/visitors are not allowed inside the girls' hostel. Female visitors are not allowed in boys' hostels. However, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Rector.

7.4 Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

8 RESPONSIBILITIES OF RESIDENTS/STUDENTS

8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

8.2 Residents should not indulge in practices/activities, which may endanger their own personal safety as well as that of others.

8.3 Residents will be personally responsible for the safety of their belongings.

8.4 Residents are bound to report to the hostel authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the University campus.

8.5 Residents are required to park the vehicles only in the space provided for them in an orderly manner. No vehicles should be parked near the entrance or in the corridors. Residents are advised to use bicycles and avoid using motorcycles/scooters/four wheelers (Un-registered with University) in the campus.

8.6 Students should not arrange any functions or meetings within the hostel or outside or within the University campus without specific permission of the Warden/Rector/Registrar. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Warden and with their consent.

8.7 Students should not arrange for any picnic outside the campus without specific permission of the Rector.

8.8 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.

8.9 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

8.10 Any case of theft should be reported promptly to the Security Officer through hostel administration.

8.11 If students create law and order problems outside the campus, they are answerable to the police on their own. In such cases, they will also be answerable to University administration as per the University norms.

8.12 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 our University too.

8.13 Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any

propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.

8.14 University authorities will try to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

9 DISCIPLINARY MEASURES

9.1 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:

(a) Expulsion from the hostel
(b) A record of his/her misconduct will be made in his/her personal file/TC
(c) The cost of damage will be fully recovered from him/her together with penalty
(d) He/she will also be fined commensurate with the offence committed
(e) The privilege of appearing for campus interviews will be denied, when he/she reaches the final year
(f) No recommendations will be given to him/her for studies abroad
(g) Rustication from the University.
(h) Any other punishment decided by University administration

9.2 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration.

9.3 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the University Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

10 FINE FUNDS

10.1 Guest charge will be utilized for the improvement in the mess services as would be decided by the mess committee and hostel administration.

10.2 Hostel fine fund will be utilized for hostel upkeep as would be decided by the University administration.

10.3 A cash fine may be levied by the warden/rector of the hostel as per specified in the table. However, cash fine must be treated as the first warning against such indiscipline activities/acts in the hostel. Repartition of such activities/acts may lead to the expulsion of the hostelites.

Sr.	**Indiscipline activity**	**Cash fine in Rs.**
1.	Use of heater/Iron in the room	Rs.200/-
2.	Unauthorized absence from the hostel	Rs.300/-
3.	Damage of hostel/mess property	Rs.300+ actual cost of damage
4.	Shouting or disobedience in the passage or wings of the hostel	Rs.300/-
5.	Wastage of food in the mess	Rs.50/-
6.	Night out from the hostel without	Rs.300/-

	permission	
7.	Change in allocated rooms without permission	Rs.300/-
8.	Involvement/ participation/ encouragement in/of political activities in the hostel	Rs.300/-
9.	Pornographic content access using official internet facility	Rs.300/-
10.	Unauthorized access/entry in the restricted area of hostel/mess	Rs.300/-
11.	Fighting/quarrels or such similar acts of physical injury	Rs.300/-

UNDERTAKING BY STUDENT

I_____D/O-S/O, Mr./Mrs_____staying in Room No. _____ in _____Hostel have read the above Rules and Regulations and I agree to abide by them, failing which I shall be liable for censure/fine/disciplinary action.

Date : (Name of Student & Signature)

UNDERTAKING BY STUDENT
(for anti-ragging)

I Mr._____ having Roll No_____ Department _____ Student of Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad do hereby undertake on this day_____ month_____ year _____
the following with respect to the Supreme Court Order No. 370/04/XIA, dated 18th May, 2007.

(i) That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures to be taken in the above reference.

(ii) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and same is banned by the Court of law.

(iii)That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/ legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concerned, at any stage in future.

(iv)That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Court, Govt. of India and the University authorities for the purpose from time to time.

Date: (Name of Student & Signature)

UNDERTAKING BY THE PARENT

I _____ F/O - /M/O of Ms. /Mr. _____who is studying in _____and residing in _____Hostel in Room No._____, has read and understood the above Rules and Regulations and I undertaken that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are:

_____

_____

_____

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Symbiosis International University code of conduct while he/she is inside or outside the hostel.

Name of the Parent: _____

Signature _____ Date: _____

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____ Room No: _____
Purpose:

Night Out:

Contact Number:
I hereby undertake to return on expiry of the permitted duration. I will be back at _____ (time) _____ (date).

I hereby notify that I am leaving the hostel for the night (s) of _____ to_____ as my SMS/email from my parents is awaited.

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of University code of conduct while being outside the hostel.

Date: _____Signature of the Student _____

R6. APPOINTMENT OF ACADEMIC STAFF (Faculty Members or Teachers)

1. Introduction

The present Ordinance has been framed on the basis of the minimum qualifications prescribed by the UGC for various posts and the relevant G.R. wherever required, efforts have been made to make the rules as objective as possible.

2. General

(a) All appointments of the vacational academic staff (faculty members/ teachers) shall be made in accordance with procedure laid down by the Ordinances.
(b) All the vacant posts shall be filled through All India advertisement and the direct recruitment shall be on the basis of merit alone, through open selection.
(c) While making appointments, care shall be taken to make the necessary provisions for the reservation of posts as per the Government norms.
(d) No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.
(e) All appointments of teachers shall be reported to the Executive Council at its next meeting.
(f) Every teacher shall devote his/her whole time to the service of the University, and shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the University.
(g) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically and mentally fit for serving, by a medical authority nominated by the Executive Council.
(h) The date of retirement of a teacher working on a Government approved post shall be as per the norms of the respective Government providing the Salary Grant.
(i) The Executive Council shall have power to terminate the services of a teacher by three month's notice or on payment of three month's salary in lieu thereof, if, on medical grounds, certified by a medical authority, nominated by the Executive Council, and after considering the case as per the Ordinance, his/her retention in the service is considered undesirable by such appointing authority.
(j) A permanent teacher may terminate his/her employment by giving a notice of three months provided the Vice-Chancellor may, for sufficient reasons, reduce this period.
(k) The service of a temporary employee shall be liable to be terminated at any time by a notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee. The period of such a notice shall be one month, unless otherwise agreed to by the University and the employee.
(l) It shall be the authority of the Executive Council to decide as to which cadre a post belongs.
(m) The conditions of service of teachers shall be such as may be prescribed by the Ordinances.
(n) The educational qualifications prescribed for a given post are the minimum and mere possession of the same shall not entitle a candidate to be called for an interview.
(o) The University reserves the right to fill or not to fill any of the vacancies advertised depending upon the situation prevailing at the time of appointment.
(p) The University shall have the following cadre structure and scale of pay as per the 6^{th} pay commission and will be revised from time to time.

3. General Rules on Minimum Qualifications, Experience and other Requirements Applicable to Vacational Academic Staff.

1. For faculty posts at Assistant Professor's level the minimum qualification is Master's degree from a reputed university/ University, however, the candidates possessing Ph.D. degree will be given preference.
2. The Scrutiny Committee will have the right to accept or reject any application. All candidates applying for any faculty position must have at least one degree in first class or equivalent CGPA at UG level or PG level.
3. If a Class/ Division is not awarded at the Bachelor's/ Master's level, a minimum of 60% marks in aggregate shall be considered equivalent to First class/ division. If a Grade Point system is adopted, the CGPA of 7.0 shall be considered first class and will be converted into equivalent marks.
4. A relaxation up to 5% in the marks or corresponding CGPA will be provided at the Mater's level for the candidates belonging to the reserved categories.
5. Candidate having Ph.D. with excellent publications/ patents will be eligible for higher pay with increments on the recommendation by the selection committee and executive council.
6. In case of exceptionally talented candidates with post–doctoral experience and/ or industrial experience at a responsible position after the award of Ph.D., the experience will be accounted for additional increments, if selection committee deems it a fit case.
7. In case of candidates who have guided Ph.D.s, there should be publications/ patents arising out of the Ph.D. thesis in refereed national/ international journals. Merely guiding or co-guiding Ph.D. will not gain any weightage in the absence of publications.
8. The research papers should be published in cited/Indexed research journals of repute in the relevant scientific areas. Publications in paid open access journals with referee process shall not be considered.
9. For Assistant Professor's post the publications may be based on the doctoral work of the applicant candidate.
10. For Associate Professor's and Professor's post, the publications to be considered should be based on the independent or guided research work during the qualifying service in the lower grade or those emanating from post-doctoral work in reputed academic/ research University in the country or abroad.
11. The quality and impact factor of the journal for a specific discipline will be decided by the Selection Committee and a cumulative impact factor for that discipline will be calculated.
12. In case of multiple author papers, or multi-institutional collaborations, the contribution of the candidate will be decided as per the status of the candidate, i.e., corresponding author/ supervisor, co-author or one of the students. Of the total contribution for the relevant category of publication by the candidate, the corresponding author/supervisor and co-authoring faculty should share equally 50% of the total points and the remaining 50% would be shared equally by the all the student coauthors.
13. Candidates who have already worked on the government approved schemes such as INSPIRE, Fast Track, or having at least 8 years of industry, research or academic experience *after* Ph.D. will be considered as equivalent to Assistant Professors and the same rules will be applied for consideration for appointment to a higher stage as per the Government norms.
14. All candidates will be required to submit the following documents in addition to essential documents along with their application.

(a) Research statement and strength of research and its relevance to existing areas or emerging areas related to the activities of the UNIVERSITY.
(b) Teaching statement with regard to the course/subjects that the candidate would like to teach with respect to the following
    (i) Undergraduate Courses
    (ii) Postgraduate Courses
    (iii) New Courses related to personal expertise to be taught at Ph.D. level.
    (iv) Interdisciplinary courses
(c) Brief abstract of one or two research proposals to be submitted to funding agencies.
(d) Type of in-house activities the candidate would like to undertake and also extra mural activities.
(e) Teaching methodology to be adopted.
(f) Types of industries where the candidate's research will have connectivity including names of some of them for industry - University collaborations.
(g) If the candidate has earned any of his degrees from the University, whether he/ she would like to develop a new area of research based on his/ her exposure as Post-doctoral fellow or industrial experience or the like.

15. Candidates who do not have formal Master's degree but have earned their Ph.D. (integrated) directly after Bachelor's degree should have enough course credits during their doctoral work.
16. For Associate Professor's position, the candidate from academia must have been actively involved in research and guided at least two Ph.D. / five Master's candidates with high quality publications.
17. For the Professor's position, the candidate should have guided minimum five Ph.D. or done equivalent work in industry with equal number of patents granted.
18. The selection of faculty on endowment positions will be governed by the rules as specified in the MoU between the donor and the University.
19. The short-listed candidates will be required to make three types of presentations before the Departmental Committee:
    i. Classroom teaching,
    ii. Past research and future research interests and
    iii. Plans for out-reach activities.

    The performance in these presentations will be one of the major criteria for selection of the candidate as faculty.

4. Minimum Qualifications, Experience and other Requirements Applicable to Academic staff

Minimum qualifications, experience and other requirements for the non vacational academic positions in library will be as per the UGC/ AICTE norms as applicable

5. Advertisement

Every academic post, to be filled in by selection, shall be duly advertised, by the Registrar, according to the draft approved by the Vice- Chancellor.

a) Each advertisement should give the following details:
    1. Titles and numbers of the vacant posts.
    2. Subject/ specialization essential as per the requirement of the Department concerned.

3. Essential and desirable qualifications.
4. Scale of Pay.
5. Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
6. Number of posts reserved for SC/ ST/ DT-NT/ OBC/ SBC, PH, etc.
7. Mode of receiving and submission of the application forms.
8. Suitable instructions.
9. The maximum age limits for application to various Government approved academic positions will be as prescribed by the Government of Maharashtra from time to time.

b) Suitable instructions to the candidates should be given in the detailed advertisement on the website.

c) While advertising the posts, necessary provisions shall be made for the reservation of posts in favor of the Backward Classes and Weaker Sections of the Society, in accordance with the Government norms.

d) A detailed advertisement document containing a set of prescribed number of application forms and detailed instructions shall be made available to the candidates at the prescribed application fee. The document may also be kept on the website in a downloadable form and the downloaded form will be received with the appropriate fee either in cash or a Demand draft in favor of the 'The Registrar' of the University

e) Each candidate shall also submit a Self Assessment Report in the format prescribed by UGC (Annexure-I)

6. Processing of Applications

6.1 Summary of the applications

a. The Registrar shall prepare the summary of the bio-data of each candidate and place the same along with attached documents before the Scrutiny Committee.
b. The Vice- Chancellor may also, for sufficient reasons, consider any application received before the scrutiny of the respective applications and include it in the scrutiny.

6.2 Scrutiny Committee

(a) There shall be a Scrutiny Committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed.

(b) The scrutiny committee shall be constituted by the Vice-Chancellor, and shall have the following composition:

Sr. No	Members	*Position*
1	Dean/Director- Academics	Chairman
2	Director/ Dean R&D	Member
3	One outside expert (nominated by the Executive Council)	Member
4	Head of Department concerned	Member
5	The Registrar –	Secretary

(c) If the number of candidates for a post is large, the Scrutiny Committee may decide a criteria for short-listing the candidates to be called for interview.

(d) List of short-listed candidates will be displayed on the University's website/ notice Executive Council.

(e) The Scrutiny Committee will also decide the equivalence of the disciplines with the approval of the Vice-Chancellor.

(f) If the number of applicants exceeds 25 for a position of Assistant Professor, the scrutiny committee may conduct a written test for short listing the candidates. A minimum 50% score is essential for the candidate to be eligible for the interview stage

7. Interviews

7.1 Selection committee

(a) In the case of all the Academic Staff, the Selection Committee shall consist of:

Sr. No.	Committee Constitution	Designation
1	Vice Chancellor	Chairperson
2	One person nominated by the Chancellor	Member
3	Two representatives: one of AICTE and one of DTE	Member
4	Three subject Experts, from a panel of six, recommended by Academic council	Members
5	A expert from Reserved Category – Chancellor's Nominee	Member
6	Head of the Department concerned	Member
7	Registrar	Secretary

(b) The selection committees shall be constituted by the Vice-Chancellor.

(c) For each post there shall be a separate selection committee.

(d) The Head, referred to at Sr. No. 6 in the above table shall be at the level of Professor in the Department concerned. If such a person is not available, the Vice-Chancellor shall appoint any other senior Professor in his/her place.

(e) For the non vacational academic positions in library, the member at Sr. No. 6 in the above table shall be the Chairman of the Library Committee.

(f) The panel of minimum of eight experts per position shall be prepared by a committee comprising of the respective HOD and Dean (Academic) and approved by the Vice-Chancellor.

(g) The Vice-Chancellor shall invite three experts from this list for each meeting. Such a panel shall remain valid for a period of three years; provided that any change required in the panel of experts should be approved by the vice-chancellor.

(h) The quorum of the meeting shall be five including the Vice Chancellor, Chancellor's nominee, a representative of reserved category, and at least two experts at Sr. No. 4 in the above table.

(i) A Selection Committee once constituted shall be eligible to exercise its functions in relation to that post for a period of three years from the date of approval by the Chairman.

7.2 The selection procedure shall be conducted in two steps on two consecutive days:

Step 1:

Presentations at the Department concerned will be done on earlier day. The respective HoD will be the Chairman and other faculty members will be members. The

Confidential Report of the performance of the candidates will be forwarded by the Head to the Vice-Chancellor in sealed envelope.

Step 2:

Personal interview/ presentation to be conducted by the Selection Committee on next day.

7.3 Fixing the date of the selection committee meeting

The dates of the meetings of the Committees to conduct Step 1 and Step 2 shall be fixed so as to allow a notice of at least of 15 days of such meeting being given to each candidate; and the summary of the credentials of each candidate shall be sent to each member of the Selection Committee so as to reach him at least 10 days before the date of the Selection Committee Meeting.

7.4 Evaluation of the performance of the candidates during the interview

(a) Normally, the Selection Committee shall interview the candidates and adjudge the merit of the candidate by asking him/her questions based on his subject, specialization, Research work, Research Projects, future plans, and general knowledge. The Selection Committee shall also take into account the potential, personality, and the communication skills of the candidate.

(b) After the interviews are over, the Selection Committee will take into account the performance of the candidates in the Departmental presentations and interviews prepare a merit list, and make suitable recommendations.

8 Appointment

(a) The recommendations of the Selection Committee shall be forwarded to the Executive Council by the Vice-Chancellor for approval.

(b) The Registrar shall issue the appointment orders, by providing the appointee the service conditions, and taking the necessary undertaking/agreement from the appointee.

(c) A person selected on a permanent position should convey his/ her acceptance within 15 days from the date of receipt of the offer letter, stating the possible date of joining at the University. The offer to join will be valid for a period of 3 months from the date of the offer letter.

(d) For a person to be appointed on a temporary post, 15 days should be given from the date of the offer letter to send the acceptance of the offer and the offer to join will remain valid for a period of 1 months from the date of the offer letter. The Executive Council shall have the powers to extend the validity period of the offer letter only on explicit request from the appointee.

(e) The appointee at the time of joining should submit all original certificates needed for verification with two self-attested copies of each. He/she should also submit the following documents;

1. Discharge/ No objection certificate from the previous employer, if applicable.
2. Medical fitness certificate.
3. Two passport size recent photographs.
4. Contract form on a Rs. 20/- stamp paper.
5. Joining letter

(f) Incentive for Ph.D./M.Phil./M.E./M.Tech.

a. At the time of recruitment as an Assistant Professor.
   (i) Five advance increments to those who hold Ph.D.
   (ii) Two advanced increments to those who hold M.Phil. (Science and Humanities)
b. All appointments shall be reported to the Executive Council(EC) at its next meeting.
c. The Merit list approved by the EC shall remain valid for a period of six months from the date of approval by the EC, and if any of the selected persons does not join the post offered in given time, the Vice-Chancellor may offer the post to the next candidate in the merit list.
d. Directly recruited Professor will be fixed at a stage not below Rs. 43,000/- in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000/-.

9 Probation and Confirmation

(a) All the appointments shall ordinarily be made on probation for a period of one year, after which the appointee, if confirmed, shall continue to hold his/her office subject to provisions of the Statutes and Ordinances till the date of retirement; provided that the Executive Council may relax the period of probation in the case of appointees who were employees of the University prior to the new appointment/promotion.

(b) An appointee on probation shall submit self appraisal reports; one at the end of the year. Prior to confirmation the Vice-Chancellor shall constitute a committee with the following composition to evaluate the performance of the candidate.

1	Director, Academic	Chairman
2	Dean, Staff, Students Welfare and Alumni Relation	Member
3	One Senior Professor from a Department other than the one to which the candidate belongs	Member
4	one outside experts, nominated by the Vice-Chancellor	Members
5	Head of Department concerned	Member
6	Registrar	Secretary

(c) The committee shall interview the candidate and take into consideration the performance of the candidate during the probation and recommend him/her for the confirmation in the service or extension of the probation period or termination of the service to the Vice-Chancellor and the Vice-Chancellor shall take appropriate decision and inform the same to the Executive Council.

(d) The Vice-Chancellor shall have the power to extend the period of probation for such a period as may be found necessary based on the recommendations of the committee.

(e) Even after the extended period of probation if the performance of the appointed faculty is not found satisfactory, the Vice-Chancellor has the powers to terminate his/ her services with a month's notice or on payment of a month's salary in lieu thereof.

10 Appointment of ad-hoc Academic Staff (Faculty members or Teachers) purely on a Temporary Basis

a) Appointment of vacational academic staff may be made on a temporary basis for a period not exceeding one calendar year subject to the following conditions:
   1. The post is vacant and is going to remain vacant at least for next three months.
   2. The post cannot be filled on a regular basis immediately.

3. The Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill the vacancy immediately.

b) The applications of the interested candidates should be invited by giving a suitable advertisement.

c) The selection committee for appointment of these positions will be as follows:

1	Vice Chancellor	Chairperson
2	Head of the School/Department concerned	Member
3	Two subject Experts, nominated by vice-chancellor	Members
4	Registrar	Secretary

d) The appointment shall be effective from the date of joining the post.

e) The candidate appointed on such a temporary post shall not claim any position in the University nor shall he/ she claim for any continuity.

f) The appointment shall automatically terminate when an appointment on the same post is made by following the provisions of the Statutes and Ordinance, on a regular basis.

11. VACATION

(a) The teacher shall be entitled to vacation as prescribed by the rules of the Government of Maharashtra during the period of 12 months commencing from the beginning of the academic year or as prescribed by the University from time to time.

(b) The teacher shall be expected to undertake such work in the University during the vacation relevant to his duties as a teacher or examiner or special remedial training or self improvement programs, as may be assigned to him by the Competent Authority.

(c) Provided however, that the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required, to undertake this work he shall earn leave at the rate of one-third of the days spent.

(d) The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor

12. LEAVE

Leave cannot be claimed as a matter of right. Discretion to refuse the leave is reserved with the Director Administration/ Vice-Chancellor.

(1) Special Leave

a. The teacher attending the meeting/conference/seminar/any other non-Remunerative official business of the University provided prior sanction is obtained thereof, shall be treated on duty.

b. The teacher attending such business of other University/Central or State Government Bodies/other Statutory Bodies in India, shall be entitled to special leave not exceeding 15 days in a year.

c. The teacher attending the examination work and any work in the capacity of University Authority or member of the University shall be treated on duty leave.

d. The teacher who is deputed / sponsored by the University for any special training / teaching / academic visit to other places of country/countries shall be treated on special leave for the period of his absence from duty.

(2) Casual Leave

a. The teacher shall be entitled to 08 days casual leave in one calendar year or as prescribed by the State Government from time to time.
b. The application for casual leave shall ordinarily be sent 3 days before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained by the University Establishment

(3) Medical Leave

a. The teacher shall be entitled to a leave on medical ground for 20 days on half pay or 10 days on full pay on commutation basis for each year of completed service or as prescribed by the State Government / University from time to time.
b. This leave shall be sanctioned on the production of medical certificate from any R.M.P if the period is less than 21 days.
c. For more than 21 days period, the certificate from the Civil Surgeon/Medical Board appointed by the University should be produced.
d. The teacher shall also produce medical fitness certificate at the time of joining on duty, after medical leave.
e. Teacher suffering from diseases like Tuberculosis / Cancer/ Paralysis/ Leprosy etc. shall be entitled to special medical leave to the extent of one year in his entire career on full pay, in case he has exhausted all his earned leave and medical leave admissible.
f. The teacher shall produce a medical certificate from the Medical Board appointed by the University or from any specialized medical institute / hospital / clinic/sanatorium/civil surgeon for the purpose of availing special medical leave, and before resumption of duty from such leave that he is medically fit. Special leave for T. B. etc. may be granted two times on ordinary course, and for third time after the teacher is examined by the Medical Board.

(4) Maternity Leave

a. A female employee shall be eligible for maternity leave after completing probation period.
b. Maternity leave shall be granted up to two living children. Entitlement shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, female employee with one living child from the first delivery is eligible for the maternity leave, even if, she gives birth to twins in the second delivery.
c. **(iii)**The maximum period of entitlement for maternity leave shall be 180 days, or as prescribed by the State Government from time to time and as adopted by the competent authority with full pay and allowances subject to production of medical certificate

d. In case of a miscarriage or a medical termination of pregnancy, for her health or for the health of the offspring, a female employee, on production of specific proof, shall be entitled to 90 days leave, or as prescribed by the State Government from time to time and as adopted by the competent authority, with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. Maternity leave under 12(4)(c) shall not be admissible in such cases.
e. A female employee, suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy, shall be entitled to additional one-month leave with pay and allowance on production of medical certificate. Such medical certificate shall be subject to the scrutiny of Medical Board.
f. Paternity leave of 15 days shall be allowed to a male employee with less than two surviving children during the period of confinement of his wife, i.e. fifteen days before or up to six months from the date of a delivery of a child. However, if such employee have not availed the leave within this period, it shall be treated as lapsed.

(5) Special Disability Leave

The Teacher, disabled by injury or illness caused in consequence of the due performance of his official duty or in consequence of his official position shall be entitled to **Special Disability Leave** on full pay only when the injury or illness is sustained as a result of a risk, which is beyond the ordinary risk, attached to the post. Such leave not exceeding 4 months at a time shall be sanctioned by the Competent Authority on a production of a certificate covering the requirement from Medical Board constituted by the Competent Authority and shall not be debited to any other kind of leave.

(6) Extra-Ordinary Leave without Pay

Extra-Ordinary leave without pay may be granted under special circumstances up to a period of 15 days at a time and such leave will not be granted for more than once during the term of services.

(7) Study Leave

The study leave with pay, maximum for three years for pursuing PhD, can be availed only once by a regular full time teacher throughout his/her service. However, additional study leave without pay can be availed for a period maximum one year.

(8) Sabbatical Leave

Confirmed teacher working in the University shall be eligible for the full pay sabbatical leave in the following manner:

(i) The teacher shall get the sabbatical leave within India or abroad for increasing his academic and professional/administrative competence, which ultimately shall be useful to the University/ college/ Institutes. Provided that, such sabbatical

leave shall not be granted for Studies/ Research leading to the award of Degree and/or Diploma.

(ii) The sabbatical leave shall not be granted to a teacher who is not confirmed and who has less than five years of teaching experience.

(iii) The sabbatical leave may be granted twice in the entire service of the teacher.

(iv) The sabbatical leave shall be granted to one teacher in the Department at a time. Provided that, if the sabbatical leave is granted to the teacher and the teacher proceeds on sabbatical leave no substitute appointment shall be made against the said post. The work load of such teacher shall be equally shared by other teachers in the Department.

(v) The sabbatical leave upto one year at a time shall be granted to the teacher to visit library and/or laboratories in India or abroad, in connection with his Project.

(vi) The University teacher, before he proceeds on the sabbatical leave, shall submit to the Vice-Chancellor a detailed programme of his research/study which he intends to undertake during the period of one year in connection with his project.

(vii) The Teacher shall apply for sabbatical leave to the Vice-Chancellor along with the details of the scheme of his research project, probable duration, permission letter etc.

(viii) The Vice-Chancellor with his recommendations shall place the application of the teacher before the Executive Council for its consideration and approval.

(ix) The teacher, on return from sabbatical leave shall submit a report to the Executive Council through the Vice-Chancellor within three months, on the nature of study, research or writing work undertaken during the period.

(x) The teacher, during the period of sabbatical leave, shall not accept any appointment in any other organization in India or abroad.

(xi) If it is revealed that, during the period of sabbatical leave the teacher has accepted a job, he shall, refund the salary to the University/ college and this act of the teacher shall be treated as misconduct.

(xii) The teacher who has availed himself of Sabbatical leave to the full extent shall not be entitled to the Study leave.

(9) Lien

(i) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post for a period of maximum two years if the new positions is below the rank of Registrar, Principal, Director, Controller of Examination, and Vice-Chancellor.

(ii) The Period of lien can be maximum of 5 years only for the new position as Registrar, Principal, Director, Controller of Examination, and Vice-Chancellor

(iii) The lien of the teacher on any post shall not be terminated under any circumstances within time period as prescribed by the rules of Government of Maharashtra. The lien shall cease to be operative when he ceases to be in the service, absorption in Foreign Service or elsewhere, retirement, resignation, discharge or dismissal.

(iv) The teacher given a provisional substantive appointment shall be given fully substantive appointment, if the lien of the teacher on lien ceases to be operative.

(10) Other Leave

The teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teacher but only after he completed one year's continuous and active service.

(11) Leave Sanctioning authority

The sanctioning for different kinds of leave to the Dean or Directors of HoD, Teacher of affiliated College / Recognized Institute shall be as under:-

1	Duty leave and Causal leave to the Dean , Director, HoDs	Vice-Chancellor
2	Study leave, deputation leave, special medical leave, extra-ordinary leave, leave without pay, leave prior to retirement to Dean, Director, HoDs	Vice-Chancellor
3	All types of leave, other than specified at above for teachers	HoDs

(12) Annual Assessment Review for Academic Performance Index

1. The teacher shall prepare the Self Assessment Report form (PABS form) for the academic year ending on 30th May, and submit it to Assessing Authority.
2. The Self Assessment Report shall be reviewed by the Reviewing Authority as prescribed below. Such Authority shall carefully examine the remarks, adverse or outstandingly good in character, verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about work and conduct of the teacher.

3. The following shall be the Assessing and Reviewing Authorities :

Sr. No.	Category	Assessing Authority	Reviewing Authority
a)	Professor/Head of the Department/ Principal of conducted Institute	**Vice-Chancellor**	Vice-Chancellor
b)	Teachers in Department	Head of the Department	Vice-Chancellor
c)	Head of the Department/ Lecturer in conducted Institute	Principal,	Vice-Chancellor

4. The remarks in the Self-Assessment Report, either adverse or outstandingly good shall be brought to the notice of the teacher, in writing, within three months. The adverse remarks not duly communicated to the teacher shall be disregarded.

5. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his decision shall be final and shall be recorded in writing.

6. The Self Assessment Report of the teacher shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years. Adverse remarks not duly

communicated in writing to the teacher within one month shall be disregarded for the purpose.

(13) Service Book

1. The Service Book, as prescribed by the University, shall be maintained by the Competent Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.

2. The Service Book shall contain the record of service of each teacher covering all essential events in his official career such as (a) date of birth (b) caste (c) marks of identification (d) permanent address (e) first appointment, (f) subsequent appointment (s) or transfer (s) to higher, equivalent or lower grade, (g) substantive or officiating nature of appointment, (h) the scale of pay applicable (i) basic pay, (j) increment (s)sanctioned, (k) stoppage of increment; for any reason (s), (l) punishment with relevant offense or misconduct, (m) leave, except casual leave, granted from time to time, (n) Conferences and Seminars attended and (o) such other relevant entries.

3. a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the University and shall be verified with reference to the documentary evidence such as S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation, village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
   b) In case of inaccurate entry of date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for the correction to be made in the Service Book and attest the correction there of. However, such correction shall be made only within two years from the date of his first joining the service and no correction shall be made thereafter under any circumstances.
4. Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
5. The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.
6. The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
7. A duplicate copy of the Service Book may be supplied to the teacher on specific request.
8. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.
9. The Service Book shall be retained in the office after the teacher ceases to be in service permanently

(14) Service Record

1. The Competent Authority may retain the Self-Assessment Report and other reports of the teacher in a separate Confidential File. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment (s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

2. A Personal File shall be maintained for every teacher immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

(15) Incapacity

The teacher shall be considered to be incapacitated to discharge his duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority.

1. The teacher may be considered to be physically incapacitated –
   a) due to accident, resulting in loss of limb or being seriously injured, etc. so that he is unable to perform his duties.
   b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS etc. making him unable to perform his duties.
2. The teacher may be considered mentally incapacitated to render his services, if
   a) he has turned insane.
   b) he is not capable of meeting with the requirement of the post to which he is appointed, despite his mental equilibrium having been properly set.
3. Wherever teacher is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted by the Competent Authority as per Government Rules, from time to time. Constitution of such committee shall be :
   a) Vice-Chancellor – Chairman;
   b) Five Registered Medical Practitioners to be nominated by the Competent Authority;
   c) Principal/Head of the Department, as the case may be

Provided that the five Medical Practitioners nominated by the Executive Council shall be with Post-graduate Degrees and Specialists in different fields.
The Committee shall scrutinize the case of the teacher and shall submit its report to the Competent Authority.

4. After receipt of the report, the Competent Authority shall forward the report to Medical Board Constituted by Government, for their opinion.
5. After receipt of the report from the Medical Board, the Competent Authority shall take the final decision.

6. The teacher declared incapacitated either physically or mentally shall be retired from the service of the University by the Competent Authority with effect from the date of medical report. The teacher concerned shall be eligible for the post-retirement benefits, provided he fulfills the minimum requirements as laid down by the Government, from time to time.

7. If the teacher working in the University, expires during the active service or retires on medical grounds, one of the relatives of such teacher, shall be appointed, on compassionate ground in the services of the University, in the lowest post in the Class III or IV as per the Government Rules, from time to time, provided he fulfills the required qualifications.

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment.

Provided further that, for the purpose of appointment on compassionate ground the term 'relative of employee' means the relative as specified in the Government orders for this purpose, from time to time

Dr. Babasaheb Ambedkar Technological University
Self- Assessment Report of the candidate

Part A: GENERAL INFORMATION

1. Name (in Block Letters) :

2. Father's Name/Mother's Name :

3. Department:

4. Current Designation and Grade Pay:

5. Date of last promotion:

6. Address for correspondence (with Pin-code)

7. Permanent address (with Pin-code)

   Telephone No:
   Email ID:
   Mobile Number

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/	Place	Duration	Sponsoring Agency
Summer School			

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours
(give semester- wise details, where necessary)

S.No	Course/ Paper	Level	Mode of teaching*	No.of classes per week allotted	No. of Classes conducted	% of classes/ Practical's taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

API Score

(a) Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)

(b) Teaching Load in excess of UGC norm (max. score: 10)

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided

API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score:20)	API Score	

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description				API Score
	Total Score (Max. Score:20)				

(iv)Examination Duties Assigned and Performed					
S.No.	Types of Examination	Duties Assigned		Extent to which	API Score
	Duties			carried out (%)	
	Total Score (Max:25)				

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following):

S.No	Type of Activity		Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based			
	Activities			
	Total (Max:20)			
	(ii) Contribution to Corporate Life and		Yearly/ Semester wise	API Score
	Management of the Institution		Responsibilities	
	Total (max:15)			
	(iii) Professional Development Activities			
	Total (max: 15)			
	Total Score (i + ii + iii) (Max:25)			

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S.No	Title with page nos.	Journal	ISSN/ISBN No	Whether Peer Reviewed.(IF, if any)	No. of Co-authors	Whether you are the main author	API Score

B(i)) Articles/ Chapters published in Books

S.No	Title with page nos.	Book Title editor & publisher	ISSN/ISBN No	Whether Peer Reviewed.	No. of Co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S. No	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of Co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

B(i)) Articles/ Chapters published in Books

S. No	Title with page nos.	Type of Book Title &publishe	Publisher ISSN/ISBN No	Whether Peer Reviewed.	No. of Co-authors	Whether you are the main author	API Score

C). Ongoing and Completed Research Projects and consultancies (i & ii) Ongoing Projects / Consultancies

S. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs	API Score
				Lakh)	

(iii & iv) Completed Projects / Consultancies

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document/ patent as outcome	API Score

(D) Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Tech.				
Ph.D. or				

(E) (i) Training Courses, Teaching- Learning- Evaluation technology Programmes, Faculty Development Programmes
(not less than one week duration)

S.No.		Programme		Duration		Organized by	API Score

(ii) Papers presented in Conferences, Seminars, Workshops, Symposia					
S.No.	Title of the paper presented	Title of the Conference Seminar /	Organized by	Whether international/ national/ state/regional/ college or university level	API Score

(iii) Invited Lectures and Chairmanships at national or international conferences/ seminar etc

S.No.	Lecture/ Academic Session	Title of Conference /	Organized by	Whether international/	API Score

		Seminar etc		national	

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score	Annual Average
			For Assessment	API Score for Assessment
			Period	Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular Extension. Profess development etc			
	Total I + II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc.

wherever necessary)

1. 6.
2. 7.
3. 8.
4. 9.
5. 10.

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS Performa

Signature of the faculty member with

Designation, Place & Date

Signature of HOD/School

Signature of Chairperson/ Principal

Instructions for Filling up Part B of the PBAS Performa

Part B of the Performa is based on Appendix III, Table I of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Performa is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100 % achievement.	Max Score : 50

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score: 10

(ii)

Imparting of knowledge / instruction *vis a vis* with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 20

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 - single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material:10 points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students	10

(a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	
Maximum Aggregate Limit	20

(iv)Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, 1QAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference /Training: International (10 points); national/regional (5 points)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Membership in profession related committees at state and national level a. At national level: 3 points each; b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)	10

Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity 5 points)	10
Membership in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1

IV. Similar PBAS Performa could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables - IV to IX of the UGC-Regulations, 2010.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

		Engineering	
	Research Papers* Published in Journals)	Refereed Journals	15/publication
		Non-refereed recognized and reputable	10/publication
		journals and periodicals, having ISBN/ ISSN numbers	10/publication
		Conference proceedings as full papers	10/publication
III(B)	Research Publications other than refereed journal articles)	Book Published by International Published(books, chapters in books,	50/ sole author
		Chapter in a book Published by International Published	10/chapter
		Published by national Publisher with an established peer system	25/book for sole author
		By other	15/book as

			sole author
		Chapter in book	3/ chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters contributed to edited knowledge based volumes published by national Publishers having ISBN/ ISSN numbers	5/chapter

III C	**Research Projects**		
III C (i)	**Sponsored Projects carried out/ ongoing**	(a) Major Projects amount mobilized with grants above30.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10/each Project
III C (ii)	**Consultancy Projects carried out/ ongoing**	Amount mobilized with minimum of Rs.10.00 lakh	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs ,respectively
III C (iii)	**Completed project: Quality Evaluation s**	Completed project Report (Acceptance from funding agency)	20 /each major project 10 / each minor project
III C (iv)	**Projects Outcome / Outputs**	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level
III D	**Research Guidance**		
III D ii)	**M. Tech.**	Degree awarded only	3 Points for each candidate
III D (ii)	**Ph. D**	Degree awarded only	10 Points for each candidate
		Thesis submitted	7 Points for each candidate
III E (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes Soft Skills development	(a) Not less than two weeks duration	20 points each
		(b) One week duration	10 points each

	Programmes, Faculty Development Programmes(Max: 30 points)			
III E (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in a) International Conference b) National c) Regional/State level d) Local –University/College level	Participation and Presentation of research papers(oral/poster) in a) International Conference b) National c) Regional/State level d) Local –University/College level	10 Points each 7.5 Points 5 Points 3 Points
III E (iii)	Invited lectures or presentations for conferences/ symposia	(a) International (b) National level	(a) International(b) National level	10 Points 5 Points each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

NOTE

The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

R7. RECRUITMENT OF THE NONACADEMIC STAFF

1. Introduction

The Executive Council has the power to frame the recruitment rules and procedure for selection of candidates for appointment to different academic, other academic and non-academic posts.

2. Short Title

a) The Rules may be called the Recruitment Rules of Nonacademic posts in the University. These Rules shall come into force with effect from the date of approval of the statutes of the University by the Government of Maharashtra.

3. Appointing Authority

All the appointments of non-academic staff of the University shall be made by the Registrar in accordance with the procedure laid down by the respective Ordinances, Regulations and Rules.

4. Selection Procedure

The procedure for selection of candidates and appointment to the posts may be as prescribed by the University

5. Age limit

(1) Unless already specified in the Rules for specific post, the age of the candidates shall be reckoned with reference to the last date of receipt of the application forms for the posts to be filled by selection and should not be less than 18 years and not more than 33 years.

(2) The upper age limit is relaxable by 5 years to all the backward classes, by 10 years for physically handicapped blind, deaf and dumb, and by 3 years in addition to the actual period of service rendered in defense services for ex-servicemen.

(3) The age limit is not applicable to the candidates who are already permanently employed in the University.

6. Recruitment: Essential and Desirable qualification & experience of Different Posts

The essential qualifications, experience of different posts are as indicated in Appendix 1 to these rules

7. Rules of Selection Procedure, Terms and Conditions of Service of Persons Appointed on a Non-academic Posts in the University

7.1. Selection Procedure

(a) When the number of applications received is large, a screening/ skill/ proficiency test may be conducted to short list the candidates to be called for the interviews.

(b) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.

(c) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Board.

(d) The number of posts advertised may change at the time of actually selecting the candidates.

(e) The University reserves the right to fill or not to fill any of the vacancies advertised and it will depend upon the situation prevailing at the time of appointment.

(f) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.

(g) For clerical and equivalent posts, knowledge of computers and using office software is essential. The candidates having knowledge of Marathi shall be preferred.

(h) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.

(i) The application fee shall not be refunded once an application has been received by the University.

(j) Incomplete applications are liable to be rejected.

(k) Applications received after the due date shall not be considered and any enquiry in this regard shall not be entertained.
(l) The University takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.
(m) The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.
(n) The Vice-Chancellor reserves the right to cancel the recruitment for any or all the posts.
(o) Any kind of canvassing shall be treated as disqualification.
(p) The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/ or suppressed/ concealed facts which are relevant to the selection/recruitment.
(q) Only the selected candidates will be intimated accordingly.
(r) The stipulated period for applying, and the designation and address of the officer receiving the applications will be mentioned in the advertisement.
(s) **Disqualifications for appointment:** A candidate shall be disqualified for an appointment in the University if the candidate -

(i) is not a citizen of India.
(ii) is compulsorily retired, removed or dismissed through disciplinary action or by conviction by the court of law from the service in a Government/ Statutory/ Local authority.
(iii) is convicted by the court of law for an offence involving moral turpitude
(iv) is permanently debarred by a Government authority like MPSC/UPSC from appearing for any examination or selection conducted by the authority.
(v) has become an insolvent and stands so declared by a competent court.
(vi) is a member of, or be otherwise associated with any political or other organization which has been banned for activities in the country/state by the central/state Government.
(vii) if man has more than one wife living; and if woman, has married a man already having other wife.
(viii) has more than two surviving children.

7.2. Nonacademic Posts in the University

The nonacademic positions are distributed into Technical posts and Administrative posts as per the Government of Maharashtra norms. The designations have also been revised as per the norms. The descriptive qualifications required for each type of designation are made separately and form a part of 'Rules' at University.

7.3. Advertisement

(a) The post/s to be filled in by Selection shall be duly and widely advertised, by the Registrar, according to the draft of advertisement approved by the Vice-Chancellor. Each advertisement should give the following details:

1. Advertisement No. and Date.
2. Name of the post and the number of vacancies.
3. Essential and Desirable qualifications & experience.
4. Scale of Pay.
5. Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
6. The reserved posts for SC/ST/DT-NT/OBC/SBC will be indicated as per the roster, with suitable instructions regarding the filling of post in case the specified category candidates are not available.
7. Mode of receiving and submission of the application forms.
8. Suitable instructions should be given to the candidates.

(b) While advertising the vacant posts, necessary provisions for the reservation of posts in favour of the Backward classes and Weaker Sections of the Society, in accordance with the Government norms and as per the Roster, shall be made.

(c) A detailed advertisement document containing a set of application forms and a detailed advertisement with all the relevant conditions shall be sold to the candidates at the prescribed application fee.

(d) Not less than 15 days from the date of the advertisement, shall be given for the candidates to apply.

7.4. Processing of Applications

1. All the applications received within the date specified in the advertisement shall be considered.
2. **Summary of the applications**: After the last date is over, the Member Secretary of the Scrutiny Committee shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. and shall place the same before the Scrutiny Committee.
3. **Scrutiny Committee:** There shall be a scrutiny committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed. The committee shall have the following composition:

    a) Director-Administration or Registrar in his absence – Chairperson
    b) One expert, nominated by the Vice-Chancellor
    c) Assistant Registrar (Establishment), Member Secretary

7.5. Selection Procedure

(1) If the number of applications received is large, the Scrutiny Committee may decide and arrange to conduct an appropriate Screening Test of the eligible candidates, and the short listed candidates only will be called for further selection procedure.

(2) The Selection Procedure will consist of Interview with or without a skill/proficiency test.

(3) For each cadre of posts there shall be a separate selection committee and the committees shall be constituted by the Registrar with approval from the Vice-Chancellor.

(4) Selection Committees:

a) In the case of all the non-academic Class-I position, the Selection Committee shall consist of:

i.	Vice Chancellor	Chairperson
ii.	Two Experts as nominees of the EC	Members
iii.	One nominee of the Director, Higher and Technical Education	Member
iv.	One person belonging to the reserved category, nominated by the Government	Member
v.	Head of the Department/ Section concerned (Whenever applicable)	Member
vi.	Registrar	Member Secretary

The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

b) For all the other posts the selection committees shall be as follows:

i	Director-Administration or Registrar	Chairperson
ii	Two Experts as nominees of the Executive councilC	Members
iii	One nominee of the Director, Higher and Technical Education	Member
iv	One person belonging to the reserved category, nominated by the Executive councilC	Member
v	Head of the Department/ Section concerned (Whenever applicable)	Member
vi	Registrar	Member Secretary

The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

(5) Fixing the date of the selection committee meeting

(6) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least of 15 days of such meeting, being given to each candidate. The invitation to each member of the

Selection Committee should reach at least fifteen days before the date of the Selection Committee Meeting.

(7) Interview

(c) The Selection Committee shall interview the candidates and adjudge the merit of the candidates by asking questions based on general knowledge, qualifications, and the nature of the job for which the candidates have applied.

(d) The Selection Committee may take into account the personality and the communication skills of the candidate.

Note: In the case where a screening/proficiency/skill tests have been conducted, the weightage of the interview shall be decided by the selection committee.

(e) After the interviews are over, the Selection Committee will take into accounts the performance of the candidates in the interviews and the performance at the skill/proficiency test and also the evaluation of the biodata and prepare a Select list and a Waiting list on the basis of merit, and make suitable recommendations. The waiting list will be valid for one year from the date of preparation of the waiting list.

7.6. Appointment

(1) The Select list and the Waiting list shall be forwarded to the Vice-Chancellor for the approval.

(2) The Registrar shall appoint the person, after obtaining approval of the Vice-Chancellor.

(3) Fifteen days from the date of the appointment letter should be given to a person to be appointed on a permanent post for the acceptance of the offer and the offer should be valid for a period of three months from the date of the appointment letter. The person to be appointed on a temporary post shall join within one month from the date of the appointment letter.

(4) The appointee at the time of joining should submit all original certificates, in support of his/her qualification, experience, and age, caste certificates/creamy layer (wherever applicable), for verification; with two copies of each. He/she should also submit the following documents

1. Discharge/No objection certificate from the previous employer, if applicable.
2. Medical fitness certificate.
3. Two passport size recent photographs.
4. Joining letter

8. Terms and conditions of service of employees of the University

(a) Every person appointed in the University, shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the University.

(b) Subject to the provisions of the Statutes, all appointments to the posts in the University shall ordinarily be made on probation for a period of two years in the case of Superintendent and above, and one year for other Class III posts, after which the appointee, if confirmed, shall continue to hold his/her office, subject to provisions of the Statutes and Ordinances, till the date of retirement; provided that the EC may relax the period of probation in the case of appointees who were employees of the University prior to the new appointment/promotion. The appointments on Class IV posts shall be initially for a period of one year and shall be confirmed only on satisfactory performance.

(c) The appointing authority shall have the power to extend the period of probation of any employee of the University for such periods as may be found necessary provided that if before the expiry of the period of probation, the appointing authority does not inform the person, in writing, whether he/she

is not confirmed in the service or whether his/her period of probation is extended, then the person shall be deemed to have completed his/her probation satisfactorily.

(d) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation.

(e) An employee of the University shall be an employee for stipulated full time of the University and devote his full time to the service of the University, and shall be bound by the Rules and Regulations of the University.

(f) The appointing authority may remove any employee from the service from the University or may require him to retire, as per the Ordinances, on the ground of misconduct, medical unfitness, insolvency, or inefficiency.

(g) A permanent employee of the University may terminate his/her employment by giving the appointing authority three month's notice, provided the appointing authority may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue.

(h) It shall be the authority of the Executive council to decide as to which cadre a post belongs.

(i) The other conditions of service of such employees shall be such as may be prescribed by the Ordinances from time to time and specified by the appointing authority in the letter of appointment

9. Appointment of Non-Academic Staff on a Temporary Basis

(a) Appointment of a non-academic staff, below the level of Assistant Registrar, Superintendent, Deputy accountant, P.A. to VC/Directors, may be made on a temporary basis for a period not exceeding one calendar year under the following conditions:

(1) The post is vacant and is going to remain vacant at least for next three months.

(2) The post cannot be filled on a regular basis immediately.

(3) The Registrar is satisfied that in the interest of the University, it is necessary to fill the vacancy immediately.

(b) The applications of the interested candidates will be invited by the Registrar by displaying the notice on the University's website as well as on the Notice Board, with short notice.

(c) Local selection committee with the following constitution shall be constituted by the Director-Administration/ Registrar with approval from the Vice-Chancellor.

i	The Director- Administration	Chairperson
	The Registrar	Member
ii	Head of the Department/ Section concerned	Member
iii	Assistant Registrar (Finance or Academics)	Member
iv	Assistant Registrar (Establishment)	Member Secretary

(d) The appointment shall be effective from the date of joining the post.

(e) The service of a temporary employee shall be liable to be terminated at any time by a notice in writing either by the employee to the appointing authority or by the appointing authority to the employee.

(f) The candidate appointed on such a temporary post shall not claim for any position in the University, nor shall he claim for any continuity.

(g) The appointment shall automatically terminate when an appointment on the same post is made on a regular basis, by following the provisions of the Statutes and Ordinance.

INSTRUCTIONS TO THE CANDIDATES

(a) The candidates should enclose all the relevant documents, such as certified copies of Mark-lists, proof of age, experience certificate, salary certificate, testimonials, etc, along with their applications. Applications without any of these documents will not be considered eligible for the selection process.

(b) The candidates who are employed should enclose a certificate from the employer, stating the pay and allowances drawn at present.

(c) The candidates who are employed should send their applications through proper channel, with No Objection Certificate (NOC) from the employer, if that is the mandatory condition in the present employment. In any case the candidates employed must submit the NOC at the time of joining the University, if selected.

(d) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.

(e) The qualifications prescribed are minimum and mere possession of the same does not entitle a candidate to be called for interview. Depending upon the number of vacancies, only a certain number of candidates who rank high in the merit list of the candidates, who are eligible, will be called for the selection procedure.

(f) For clerical and equivalent posts, knowledge of computers is essential. The candidates having knowledge of Marathi shall be preferred.

(g) The reservation for the backward communities shall be applicable to the candidates with domicile of State of Maharashtra and belonging to the appropriate categories only.

Provided while actually filling the posts, it will be ensured that the total number of posts for the reserved categories in any cadre in any Department shall not exceed 50% of the total sanctioned posts.

Provided further that the candidates from the reserved category, desirous of applying against the reserved post should produce the caste certificate and caste validity certificate; and the non-creamy layer certificate, if applicable, from the competent authority.

(h) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.

(i) Any candidate already appointed on a temporary post shall have to apply afresh.

(j) The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/or suppressed/concealed facts which are relevant to the selection/recruitment.

(k) Separate application forms should be filled for separate posts.

(l) The application fee shall not be refunded once an application has been received by the University.

(m) No TA/DA shall be admissible to the candidates attending the selection procedure.

(n) The applications which are not on the prescribed form, incompletely filled, without the proper enclosures, not signed, or submitted without the prescribed fee shall be rejected.

(o) The University reserves a right to fill or not to fill any of the vacancy advertised, depending upon the situation prevailing at the time of the appointment.

(p) The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.
(q) The Vice-Chancellor reserves the right to cancel the recruitment for any or all the posts.
(r) Any kind of canvassing shall be treated as disqualification.
(s) Applications received after the due date may not be considered and any enquiry in this regard will not be entertained.
(t) The University takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.
(u) The candidates who have been selected for appointment in the University only will be intimated accordingly.
(v) The filled application forms should be addressed to the Registrar of the University
(w) The applicant should confirm the submission of his/her applications by obtaining a receipt and preserve it till the selection procedure is over.
(x) Canvassing by any means may lead to disqualification of the candidate.

R8. ADJUNCT FACULTY IN TECHNICAL INSTITUTES

1. The Department of Higher Education, Ministry of Human Resource Development, GoI, has issued a notification No. 21-81/2014-TS-11 Dated 16th February 2015 guidelines for hiring Adjunct Faculty.
2. One of the key objectives of hiring adjunct faculty is to have a strong and robust collaboration between the educational Institutions and industry and to encourage quality involvement of academicians, scholars, practitioners, policymakers in teaching, research, and related services on a regular basis. Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute.
3. The involvement of external experts helps in bringing external perspective to regular teaching to make classes more interesting and to further enrich existing knowledge of faculty members.
4. The University has adopted the guidelines of the MHRD as the rules for hiring quality adjunct faculty in the University departments and affiliated colleges to maintain uniformity and transparency in the process of hiring Adjunct faculty in the University departments, affiliated colleges and recognized technical institutions.
5. It is essential to identify the right type of candidates for such posts and appoint them on mutually agreed terms and conditions. The University by these rules ensures that the hiring of adjunct faculty is done with the same degree of seriousness and follow the same unified process with which the full-lime faculty are appointed for the purpose of Teaching, Research and other related services.
6. The Adjunct Faculty may be engaged to perform the following tasks, in addition to the tasks decided at the department level:-
    i. Teach Core/Elective courses in which the person's practical experience and knowledge can add significant value to theory.
    ii. Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.
    iii. Be a Joint-investigator in sponsored and Consultancy projects, bringing in significant expertise to match industry needs and expectations.
    iv. Assist the department/institute to break new ground with industry in cutting edge research with a view to developing IP and overcoming technological barriers faced by industry in becoming globally competitive and to be a prime mover in taking the institute's research-based industrial consultancy to new levels in quality and quantity.
    v. Support institute development activities with an industry interface - e.g., sponsored & top-up programs, Chair Professorships, awards and scholarships, CSR funding, projects etc.
    vi. The topics and scheduling of these lectures will be decided jointly by the Adjunct Professor and his counterpart faculty members. The counterpart faculty will also teach the subject and deliver the remaining lectures.
    vii. The Adjunct Professor will also be associated with the setting of examination papers and the general work of evaluating students performance in the subject the teaching of which he/she is associated with.
7. Adjunct Faculty shall be appointed by the Director/Principal based on the recommendation of a Committee.
8. Duration of appointment shall vary between one semester to six semesters (3 years) as may be decided by the University/ College.

9. It is expected that any requirement/application for adjunct faculty is first discussed at the department level. Department must clearly specify the usefulness of experience of such candidates in their department/institute level academic activities.
10. If the University department recommends a case for adjunct faculty, then the same may be examined by a Committee comprising as following:
    (1). Director- Academic (in the University)
    (2). Head of Concerned Department
    (3). Dean (Staff and Student Welfare)
    (4). Dean (Research & Consultancy)
    (5). Dean (Academic Affairs)
    (6). Representative of Academic Council

    If the Committee recommends the case, the same would be forwarded to Academic Council and Executive Council for consideration and necessary approval.
11. If the department of an Affiliated college recommends a case for adjunct faculty, then the same may be examined by a Committee comprising as following:
    (1). Principal of the affiliated colleges
    (2). Head of Concerned Department
    (3). One Senior Professor of the College
    (4). Dean (Research & Consultancy) or Dean (Academic Affairs) of the University
    (5). One External Expert nominated by Vice-Chancellor
12. If the Committee recommends the case, the same would be forwarded to Chairman of Management of the College for consideration and necessary approval. The details of the Adjunct Professor and the Minutes of the meeting must be sent to the Director- Academics of the University
13. (a) Any candidate for adjunct faculty should satisfy the following norms:-
    (1) Must be an accomplished professional in her/his chosen field of discipline, comparable to at least the top one third of the regular faculty in professional expertise and reputation in their own fields and organizations, supported with documentary evidence.
    (2) Must have been recognized by various bodies in his field by awards or membership of the professional bodies
    (3) Her/his association must add value to the academic programme/students.
    (4) In case of candidates from an industry, his/her domain knowledge should be of significant value and possession of M.Tech*I* Ph.D. may not be considered as an essential condition in such cases.

    (b) She/he must spend at least three weeks in the Institute in an academic year.

    (c) Adjunct faculty will supervise student projects at all levels - carry out sponsored research and consultancy, and teach courses (could be full semester long course or only a part thereof in collaboration with a regular faculty). They will bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty.

    (d) Adjunct faculty would be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.

    (e.) Adjunct faculty shall not normally be eligible to receive financial support to attend conferences in India or abroad for presenting their work done in the institute, However, funds from her/his own R&D projects in the Institute could be utilized for the purpose.

(g) The candidate's contributions to teaching, research and services must be articulated at the time of appointment and the appointee's actual contributions in all three areas must be evaluated at the time of reappointment.

14. Research

(1) As Adjunct faculty may lack a traditional academic background, they are not expected to contribute to the Institute's research and creative mission by participating in traditional scholarly activities (i.e., they are not expected to conduct independent research and/or publish in peer-reviewed journals).

(2) Instead, they may advise faculty on their research projects, serving as a liaison between the institute and the industry or government entities to identify research and/or funding opportunities, or by working with faculty to identify research projects that would benefit private industry and/or government entities.

(3) However, subject to due procedure spell out, scientists from scientific laboratory of Government of India may be appointed as Adjunct Professors to lead research, associated with the research with the technical Institute without payment of wages/ honorarium. In such event, travel allowance etc. may be paid.

15. Teaching

(1) Generally Adjunct faculty do not teach established core courses, rather they are expected to teach only courses directly related to his/her specific expertise and unique professional experience. These are generally courses that cannot be offered except through appointment of a Adjunct faculty.

(2) S/he may also contribute to the institute’s instructional programs by advising students and helping to develop innovative new courses. Again, these activities would necessarily revolve around their extraordinary domain skills and practical experience. While Adjunct faculty need not teach a formal course, meaningful contributions to the institute’s instructional program are always required and must be documented. However, whenever there is dearth of permanent faculty to teach core courses and other adjunct faculty has the Credentials to teach core courses, then he may also teach core courses.

16. Service

(1) Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on department committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and providing internship and job opportunities.

(2) Adjunct faculty would be provided travel assistance from her/his Institute to his/her place of stay and back, maximum 6 times per academic year, No accommodation would be permissible, However she/he shall be provided free lodging and boarding in the Institute Guest House. She/he shall be given honorarium payable per day/per class/per session as decided by the FC/BoG of respective institutes subject to a maximum ceiling of Rs. **1,20,000/-** per month.

(3) The post of Adjunct faculty may not exceed **25** % of the sanctioned strength and the total number should not exceed the sanction strength including the Adjunct faculty, if appointed for a period of one semester or more..

(4) The above mentioned clauses are applicable to external Adjunct Faculty only.

R9. PROCEDURE AND CONDUCT OF THE STUDENTS' COUNCIL MEETINGS

1. Every meeting of the Students' Council/ Association shall be presided over by the Vice Chancellor or Dean-Students' Welfare in his absence and shall be attended by the Registrar, and such other officers of the University whose presence may be required for a particular meeting on the orders of the Vice-Chancellor.

2. One-third of members of the Students' Council, shall constitute the quorum of a meeting of the Council. In the absence of the quorum the meeting will be adjourned for a period of half an hour from the scheduled time of the meeting and then continued further. All questions shall be decided by the majority of votes of the members present either by showing hands or by standing.

3. The meeting of the Students' Council shall be held at least once in three months or at such other times as may be decided by the Vice-Chancellor. The meetings of the Students' Council shall be convened with a notice of ten clear days.

4. The meeting of the Students' Council shall be presided over by the Vice-Chancellor and in his absence by the Registrar. In their absence, it will be presided over by the Director- Administration.

5. The Dean of Students' Welfare shall issue notices of the meetings of the Students' Council.

6. The Dean of Students' Welfare in consultation with the Vice-Chancellor shall prepare the agenda of the meeting and send the same to the members.

7. Immediately after the meeting is over, the Dean of Students' Welfare, shall draw the minutes and get the approval of the Chairman.

8. The Dean of Students' Welfare in consultation with the Vice-Chancellor shall prepare the Annual Budget of the Students' Council and forward the same to the Finance Officer.

9. The Director of Students' Welfare shall maintain the record and shall keep the accounts of the Students' Council.

R10. QUALIFICATIONS OF UNIVERSITY OFFICERS AND TEACHING POSTS

1. ELIGIBILITY CRITERIA FOR VICE-CHANCELLOR

(Regulations of Government of Maharashtra on equivalent position, if any, shall prevail)

A person for being recommended by the Committee for appointment as a Vice-Chancellor shall,

a. be a distinguished Engineer/ Technologist as evidenced by his contribution to his profession in terms of research and technology development with a minimum 10 years of experience as a Professor of University system or 10 years of experience in an equivalent position in a reputed research and /or academic administrative organization.
b. be an eminent academician with a minimum specified *h* index of 15 for original research publications in reputed journals or an administrator of high caliber as evidenced by experience at State or National level programs or recognition by State or National Academy by fellowship;
c. be able to provide leadership by his own example;
d. be able to provide vision and have ability to translate the same into reality in the interest of students and society; and
e. possesses such educational qualifications and experience as may be specified by the Government, by an order published in the *Official Gazette*, in consultation with the Chancellor.

2.ELIGIBILITY CRITERIA FOR DIRECTOR

(Regulations of Government of Maharashtra on equivalent position, if any, shall prevail)

Essential

a. Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/ PG engineering Degree(s) with high merit as evidenced by the First class at the graduation or postgraduate level examinations or its equivalent grade of 'A' in the UGC 7 – point scale from a UGC/AICTE recognized University / Institute
b. Good publications record in refereed scientific/ professional journals evidenced by citation record of the publications with impact factor, *h*-index and number of granted patents;
c. Service as teacher at a reputed technical institution for a minimum of 08 years of which at least three years should be in the Professor's role/ administrative role
d. Interaction with other technical institutions and professional bodies in terms of joint research projects, funding generated, projects at State/national levels and demonstration of leadership qualities.
e. Quality of academic and/or professional contribution and recognition of national or international level professional bodies or academies.
f. (Age < 60 years on the last date of receiving application.

3. ELIGIBILITY CRITERIA FOR Jt. DIRECTOR

Essential:

(a) Master's. Degree, or equivalent in any engineering discipline from a reputed institution, preceded by UG engineering Degree (s) with high merit as evidenced by the First class at the graduation or postgraduate level examinations.

(b) Service as Teacher at a reputed technical institution for a minimum of 8 years of which at least three years should be at Associate Professor's or equivalent position in the administrative role

(c) Interaction with other technical institutions and professional bodies in terms of joint research projects, funding generated, projects at State/national levels and demonstration of leadership qualities.

(d) Quality of academic and/or professional contribution and recognition of national or international level professional bodies or academies.

(e) Age < 55 years on the last date of receiving application.

Desirable:

(i) PhD Degree in Engineering

(ii) Experience in academic/research administration

(iii) Intimate knowledge of technical education system in India and abroad and its development.

(iv) experience in related areas of the cells of the Regional and sub-regional centers.

a. Examination cell (IT, Computer database, Telecommunication)
b. Research and Development and Industry Co-ordination cell (Patent Management, Technology management, HRD, PhD or relevant experience in Technology development and Engineering)
c. Administration and Finance cell (MBA-Finance, Administration, HRD)
d. Information and Communications Technology cell (ICT, Computer science, E&TC)
e. Students Grievances Center.(MBA in HRD, Administration)

4. ELIGIBILITY CRITERIA FOR Dy. DIRECTOR

Essential:

a. Minimum Masters degree, or equivalent in any engineering discipline from a reputed institution, preceded by UG engineering Degree(s) with high merit as evidenced by the First class at the postgraduate level examinations
b. Service as Teacher at a reputed technical institution for a minimum of 5 years or equivalent position in the administrative role
c. Interaction with other technical institutions and professional bodies in terms of joint research projects, funding generated, projects at State/national levels and demonstration of leadership qualities.
d. Quality of academic and/or professional contribution and recognition of national or international level professional bodies or academies.
e. Age < 50 years on the last date of receiving application.

Desirable:

I. PhD Degree in Engineering

II. Experience in academic/research administration
III. Intimate knowledge of technical education system in India and abroad and its development.
IV. The following cells shall need corresponding experience
   a. Examination cell (ICT, Computer database, Telecommunication)
   b. Research and Development and Industry Co-ordination cell (Patent Management, Technology management, HRD)
   c. Administration and Finance cell (MBA-Finance, Administration, HRD)
   d. Information and Communications Technology cell (ICT, Computer science, E&TC)
   e. Students Grievances Center.(MBA in HRD, Applied Psychology)

4.1 PROCEDURE

1. Executive Committee of the University shall constitute a *Selection Committee* for the position of Director(s)
2. University shall release an advertisement at State and National levels and in technical/ professional journals/magazines and a detailed announcement on Web Site of the University.
3. Wide circulation of information will be given among all technical institutions by letters to the Heads of leading institutes /R&D labs. /Industries.
4. The selection committee shall short list promising candidates & invite them for discussion /Interview and then prepare the selection list in order of merit.
5. The Selection Committee shall recommend to Executive Council approval of the merit list. The EC shall make offers to the candidates in the order of merit. If offer is not accepted, the next candidate in the merit list to be offered. If the Merit list is exhausted, fresh nominations/ applications are to be sought
6. The candidate finally appointed to be on contract for a 5–year term or until reaching the age of 65, whichever is earlier.

5. ELIGIBILITY CRITERIA FOR DEAN

Essential

I. Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/ PG engineering Degree(s) with high merit as evidenced by the First class at the graduation or postgraduate level examinations
II. Good publications record in refereed scientific/ professional journals evidenced by citation record of the publications with impact factor, *h*-index and number of granted patents;
III. Service as Professor at a reputed technical institution for a minimum of 10 years of which at least five years should be in the Professor's/administrative role
IV. Interaction with other technical institutions and professional bodies in terms of joint research projects, funding generated, projects at State/national levels and demonstration of leadership qualities.
V. Quality of academic and/or professional contribution and recognition of national or international level professional bodies or academies.
VI. Age < 60 years as on the last date of receiving application.

Desirable:

i. Experience in academic/research administration as Deputy Director, or Head of Department at a reputed technical institution;
ii. Guidance of students at UG/PG project work and at Ph.D. level;
iii. Intimate knowledge of technical education system in India and abroad and its development.

5.1 PROCEDURE

(1) Executive Committee of the University shall constitute a Selection Committee for the position of Dean(s)
(2) University shall release an advertisement at State and National levels and in technical/ professionals journals/magazines and a detailed announcement on Web Site of the University.
(3) Wide circulation of information will be given among all technical institutions by letters to the Heads of leading institutes /R&D labs. /Industries.
(4) The Selection Committee shall short list promising candidates & invite them for discussion /Interview and then prepare the selection list in order of merit.
(5) The Selection Committee shall recommend to Executive Council approval of the merit list. The EC shall make offers to the candidates in the order of merit. If offer is not accepted, the next candidate in the merit list to be offered. If the Merit list is exhausted, fresh nominations/ applications are to be sought
(6) The candidate finally appointed to be on contract for a 5–year term or until reaching the age of 65, whichever is earlier.

6. ELIGIBILITY CRITERIA FOR REGISTRAR

(as per statutes 7.5(16))

Essential:

(i) Ph D Degree with at least First Class (or equivalent) in any discipline of engineering/ technology/ management from a reputed Institution or in Science/Arts, preceded by a consistently good academic record as indicated by First class at the Bachelor or Master's level;
(ii) Teaching or administrative experience at an institution of higher education or research for a minimum experience of 8 years with at least 3 years as professor or 10 years of administrative experience of which at least 5 years at Dy. Registrar's level.
(iii) Age < 55 years on the last date of receiving application.

Desirable:

(i) Familiarity with administrative practices, financial matters, human resource management, statutory functions and academic activities at autonomous engineering educational institutes

6.1 Procedure:

1. University shall release an advertisement at State and National levels and in technical/ professionals journals/magazines and a detailed announcement on Web Site of the University.
2. Wide circulation of information will be given among all technical institutions by letters to the Heads of leading institutes /R&D labs. /Industries.

3. Vice-chancellor to form Screening Committee of following members to short-list candidates for interviews

(i) Director(Administration), *Chairperson;*

(ii) Executive Council Member nominated by Vice-Chancellor, *Member;*

(ii) One Head of the Department nominated by Vice-Chancellor, *Member Secretary*

4. The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval;
5. Candidates short listed by the Screening Committee are to be invited for interviews;
6. Executive Council shall constitute a Selection Committee as prescribed above
7. Interviews will be conducted by the Selection Committee to prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	**Maximum Marks**
a) Qualifications	**10**
b) Experience	**20**
c) Special Achievements/Awards	**10**
d) Personal Interview	**60**
TOTAL:	***100***

(Breakdown of marks under each criterion to be decided by the Selection Committee)

8. The Chairman to submit the merit list with recommendation to EC, for approval;
9. Merit list approved to be valid for *six* months from the date of EC meeting;

(10) The Director-Administration to issue appointment letters to the best candidate, only if the score >70% (>65%, in case of reserved category). The candidate appointed shall take up the posts within a maximum period of *forty five*days from the dates of receipt of the appointment letter. In the case of failure to join in the stipulated time, the offer of appointment to be offered to the next candidate in the merit list;.

7. ELIGIBILITY CRITERIA FOR CHIEF FINANCE AND ACCOUNTS OFFICER

Essential:

Minimum Master degree in Commerce or Economics with First class or its equivalent grade of 'A' in the UGC 7 – point scale from a recognized University/Institute either at Bachelor's or Master's degree and

(i) at least 10 years of experience in Educational Administration/ Finance or comparable experience in research establishment and / or other institutions of higher education along with experience in educational administration.

OR

(ii) 15 years of administrative experience of which 8 years as Deputy Finance Officer or an equivalent post along with an experience in educational finance or administration.

OR

(iii) Officers working in Organized Accounts Services of GOVERNMENT OF INDIA / MAHARAHSTRA Preferably from Indian Audit & Accounts Service with similar status.

Desirable:

(i) Qualification in Chartered Accountancy;

(ii) Experience in working with computers and other advancements in financial management;

(iii) Knowledge of Government rules, regulations and practices in financial matters

(iv) Well versed in the financial/accounting systems with CA, ICWA etc.

7.1 Procedure:

(1) Vice-chancellor to form following Screening Committee to select candidates for interviews;
   1. Director/(Administration), as *Chairperson;*
   2. EC Member nominated by Vice-chancellor, as *Member;*
   3. Registrar, as *Member Secretary*

(2) The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval;

(3) Candidates short listed by the Screening Committee are to be invited for interviews;

(4) Executive Committee shall constitute a Selection Committee for the post;

(5) Interviews will be conducted by the Selection Committee and prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	Maximum Marks
a) Qualifications	**10**
b) Experience	**20**
c) Special Achievements/Awards	**10**
d) Personal Interview	**60**
TOTAL:	***100***

(Breakdown of marks under each criterion to be decided by the Selection Committee)

(6) The Chairman to submit the merit list with recommendation to EC, for approval;

(7) Merit list approved to be valid for *six* months from the date of EC meeting;

(8) The Director-Administration to issue appointment letters to the best candidate, only if the score >70% (>65%, in case of reserved category);

(9) The candidate appointed shall take up the posts within a maximum period of forty five days from the dates of receipt of the appointment letter;

In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered;.

8. ELIGIBILITY CRITERIA FOR FINANCE OFFICER

Essential:

(i) M.Com. having specialization in Accounting, Auditing and/or Costing with First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record;

(ii) A minimum of 7 year experience in accounting/auditing/costing in an academic/research institution or industry, of which a minimum of 5 years are spent at a University/College or any other higher level institution at least at Dy. Finance officer level.

(iii) Age < 55 years on the last date of receiving application.

Desirable:

i. Qualification in Chartered Accountancy;
ii. Experience in working with computers and other advancements in financial management;
iii. Knowledge of Government rules, regulations and practices in financial matters

8.1 Procedure:

(1) Vice-chancellor to form following Screening Committee to select candidates for interviews;
   1. Director/ (Administration), as Chairperson;
   2. EC Member nominated by Vice-chancellor, as Member;
   3. Registrar, as Member Secretary

(2) The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval;

(3) Candidates short listed by the Screening Committee are to be invited for interviews;

(4) Executive Committee shall constitute a Selection Committee for the post as follows
   1. The Vice Chancellor, Chairman
   2. The Director, Accounts & Treasuries, Government of Maharashtra
   3. Nominee of Chancellor on the EC
   4. Two persons Nominated by Executive Council from amongst its members
   5. The Registrar(secretary)

(5) Interviews will be conducted by the Selection Committee and prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	**Maximum Marks**
a) Qualifications	**10**
b) Experience	**20**
c) Special Achievements/Awards	**10**
d) Personal Interview	**60**
TOTAL:	***100***

(Breakdown of marks under each criterion to be decided by the Selection Committee)

(6) The Chairman to submit the merit list with recommendation to EC, for approval;

(7) Merit list approved to be valid for six months from the date of EC meeting;

(8) The Director-Administration to issue appointment letters to the best candidate, only if the score >70% (>65%, in case of reserved category);

(9) The candidate appointed shall take up the posts within a maximum period of forty five days from the dates of receipt of the appointment letter;

In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered;.

9. ELIGIBILITY CRITERIA FOR LIBRARIAN

Essential Qualification:

(i) Master's degree in library science / information science / documentation with first class or its equivalent grade of 'A' in the UGC 7 – point scale and consistently good academic record.

(ii) At least thirteen years as a Deputy Librarian in the University library or eighteen years experience as a P.G. College Librarian.

(iii) Evidence of innovative library service and organization and / or published work.

Desirable

M. Phil/Ph.D. degree in library science/ information science/ documentation/ archives and manuscript keeping.

10. ELIGIBILITY CRITERIA FOR Deputy Librarian

Essential Qualification:

(i) Master's degree in library science / information science / documentation with first class or its equivalent grade of 'A' in the UGC seven point scale and consistently good academic record.
(ii) Five years experience as an Assistant Librarian.
(iii) Evidence of innovative library services, published work, professional commitment and computerization of library.

Desirable:

M. Phil / Ph. D degree in library science /information science /documentation /archives and manuscript keeping, computerization of library.

11. ELIGIBILITY CRITERIA FOR Assistant Librarian / Documentation Officer

Essential Qualification:

Master's degree in library science/information technology/documentation degree with first class or its equivalent grade of 'A' in the UGC seven point scale.

Desirable:

M. Phil./Ph. D degree in library science /information science /documentation /archives and manuscript keeping, computerization of library.

11.1 Procedure:

(1) Vice-chancellor to form following Screening Committee to select candidates for interviews;
   (i) Director (Academic), as *Chairperson;*
   (ii) Academic Council Member nominated by AC, as *Member;*
   (iii) Registrar, as *Member*
   (iv) Chairperson of Library Committee, as *Member-Secretary*
(2) The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval;
(3) Candidates short listed by the Screening Committee are to be invited for interviews;
(4) Executive Committee shall constitute a Selection Committee for the post;
(5) Interviews will be conducted by the Selection Committee and prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	Maximum Marks
a) Qualifications	**10**
b) Experience	**20**
c) Special Achievements/Awards	**10**
d) Personal Interview	**60**
TOTAL:	***100***

(Breakdown of marks under each criterion to be decided by the Selection Committee)

(6) The Chairman to submit the merit list with recommendation to EC, for approval;
(7) Merit list approved to be valid for *six* months from the date of EC meeting;
(8) The Director-Administration to issue appointment letters to the best candidate, only if the score >70% (>65%, in case of reserved category);
(9) The candidate appointed shall take up the posts within a maximum period of *forty five*days from the dates of receipt of the appointment letter;

In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered

12. ELIGIBILITY CRITERIA FOR PROFESSOR EMERITUS

Essential: (i) Professor retired from the same Institution or from an Institution of similar / higher standing or Industry with research and development centers

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Outstanding contributions to research work, continuing education and / or industrial consultancy as indicated by number of publications or patents in the immediate past five years;

(ii) Keen interest in developing new and emerging areas at the Institution.

13. ELIGIBILITY CRITERIA FOR EMERITUS FELLOW

Essential: (i) Professor / Associate Professor retired from the same Institution or from an Institution of similar / higher standing or Industry with research and development centers

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Outstanding contributions to research work, continuing education and / or industrial consultancy as indicated by number of publications or patents in the immediate past five years;

(ii) Keen interest in developing new and emerging areas at the Institution

(iii) Keen interest in launching new courses and / or preparing learning materials in new and emerging areas.

14. ELIGIBILITY CRITERIA FOR ADJUNCT PROFESSOR

Essential: (i) Senior Executive /Manager /Scientist from industry or R & D Laboratories with a minimum industrial / research experience of 5 years

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Experience in human resource development, project guidance and/or developmental activities

(ii) Keen interest in teaching, research and academic functions.

15. ELIGIBILITY CRITERIA FOR ESTATE OFFICER(as per Section 86 of the Act)

Essential:

(i) B.E./B.Tech. preferably in Civil Engineering or in Electrical Engineering with a First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record;

(ii) A minimum of 10 years experience of which a minimum of 8 years should be field experience.

(iii) Age < 45 years on the last date of receiving application.

Desirable:

(i) M.E./M.Tech in Civil Engineering or Electrical Engineering;

(ii) Experience in working with computers;

(iii) knowledge of Government rules, regulations and practices related to construction and civic matters.

15.1 Procedure:

(1) Vice-chancellor to form the following Screening Committee to select candidates for interviews;

(i) Director (Administration), as *Chairperson;*
(ii) Executive Council Member nominated by Vice-Chancellor , as *Member;*
(iii) Registrar, as *Member secretary*

(2) The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval;
(3) Candidates short listed by the Screening Committee are to be invited for interviews;
(4) Executive Committee shall constitute a Selection Committee for the post;
(5) Interviews will be conducted by the Selection Committee and prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	**Maximum Marks**
a) Qualifications	**10**
b) Experience	**20**
c) Special Achievements/Awards	**10**
d) Personal Interview	**60**
TOTAL:	***100***

(Breakdown of marks under each criterion to be decided by the Selection Committee)

(6) The Chairman to submit the merit list with recommendation to EC, for approval;
(7) Merit list approved to be valid for *six* months from the date of EC meeting;
(8) The Director-Administration to issue appointment letters to the best candidate, only if the score >70% (>65%, in case of reserved category);
(9) The candidate appointed shall take up the posts within a maximum period of forty five days from the dates of receipt of the appointment letter;
(10) In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered.

16. ELIGIBILITY CRITERIA FOR CONTROLLER OF EXAMINATION

The essential qualifications and other requirements for the post are as under:-
Master's Degree with at least 55% marks in any discipline or its equivalent grade of "B" in UGC Seven Point Scale from a recognized University with:

a) Five years experience as an Associate Professor in a College or a University with experience in Educational Administration.
OR
b) Comparable experience in Research Establishment and/or other Institute of Higher Education.
"OR"
c) Five years administrative experience as Deputy Registrar or an equivalent post.

17. ELIGIBILITY CRITERIA FOR DEPUTY REGISTRAR

The essential qualifications and other requirements for the posts are as under:-
Master's Degree with at least 55% marks in any discipline or its equivalent grade of "B" in UGC Seven Point Scale from a recognized University with:

(a) Five years experience as an Assistant Professor in a College or a University with experience in Educational Administration.
OR
(b) Comparable experience in Research Establishment and/or other Institute of Higher Education.
"OR"
(c) Five years administrative experience as Assistant Registrar or an equivalent post.

Desirable: MBA- Administration, LLB/LLM, Company Secretary

18. ELIGIBILITY CRITERIA FOR DEPUTY CONTROLLER OF EXAMINATION

The essential qualifications and other requirements for the posts are as under:-

Master's Degree with at least 55% marks in any discipline or its equivalent grade of "B" in UGC Seven Point Scale from a recognized University with:

(a) Five years experience as an Assistant Professor in a College or a University with experience in Educational Administration.
OR
(b) Comparable experience in Research Establishment and/or other Institute of Higher Education.
"OR"
(c) Five years administrative experience as Assistant Registrar or an equivalent post.

19.ELIGIBILITY CRITERIA FOR DEPUTY FINANCE OFFICER

The essential qualifications and other requirements for the post are as under:-

Master's Degree in commerce with at least 55% marks in any discipline or its equivalent grade of "B" in UGC Seven Point Scale from a recognized University with

(a) Five years of experience as Assistant Finance Officer with experience in educational administration,
OR
(b) Comparable experience in research establishment and / or other institutions of higher education,
OR
(c) 5 years of administrative experience as Assistant Finance Officer or in an equivalent post,

Desirable: Chartered Accountant or MBA-Financial Management

20. ELIGIBILITY CRITERIA FOR PRINCIPAL OF AFFILIATED COLLEGE

(Regulations of Government of Maharashtra on equivalent position, if any, shall prevail)

Essential

(i) Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/ PG engineering Degree(s) with high merit as evidenced by the First class at the graduation or postgraduate level examinations or or its equivalent grade of 'A' in the UGC 7 – point scale from a UGC/AICTE recognized University / Institute

(ii) Good publications record in refereed scientific/ professional journals evidenced by citation record of the publications with impact factor, *h*-index and number of granted patents;

(iii) Service as teacher at a reputed technical institution for a minimum of 08 years of which at least three years should be in the Professor's role/ administrative role

(iv) Interaction with other technical institutions and professional bodies in terms of joint research projects, funding generated, projects at State/national levels and demonstration of leadership qualities.

(v) Quality academic and/or professional contribution and recognition of national or international level professional bodies or academies.

(iv) Age < 60 years on the last date of receiving application.

20.1 PROCEDURE

(1) The College shall release an advertisement at State and National levels and in technical/ professional journals/magazines and a detailed announcement on Web Site of the College.

(2) Wide circulation of information will be given among all technical institutions by letters to the Heads of leading institutes /R&D labs. /Industries.

(3) The Management to form the following Screening Committee on approval of Executive Council to select candidates for interviews;

1. Management Chairman or His Nominee, as *Chairperson;*
2. EC Member nominated by Vice Chancellor, *Member;*
3. Management Secretary

(4) The Chairman, Screening committee to formulate screening norms and seek Executive Council's approval for interviews

(5) Candidates short listed by the Screening Committee are to be invited for interviews;

(6) The selection committee shall short list promising candidates & invite them for discussion /Interview and then prepare the selection list in order of merit.

(7) The management of the College, on approval of the Executive Committee of the University, shall constitute a *Selection Committee* for the position of Principal as per Section 75 of the Act.

Sr. No	Composition	Position
1	The Vice-Chancellor,	Chairman
2	Three experts having special knowledge of the subject in which instructions are being provided in the college who are not connected with the university Two members will be nominated by the Executive Council One member will be nominated by Academic Council	Members
3	The Registrar	Secretary

(8) The Selection Committee shall recommend a merit list for approval to the University. On approval from the Executive Council the Managing Council shall given offer letter

(9) The candidate finally appointed to be on contract for a 5–year term or until reaching the age of 65, whichever is earlier.

R11. CONSULTATION AND CONTINUATION EDUCATION PROGRAM (as per Ordinance O.12)

1. In the light of changing economic scenario, government policies and University priorities, the University considers consultancy projects as an important means for extending benefit of scientific research work at the University to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's industrial and economic growth.

As a matter of policy, the University encourages its faculty members to undertake consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate consultancy projects, in addition, for providing much needed service to the industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators

2. General Outline

2.1 Each Industrial consultancy project will have a Principal Investigator (PI) who will be a faculty member in the service of the University/Institute.

(1) The client (sponsoring organization which gives the consultancy) usually approaches the University for Consultancy work through a faculty member or a functionary of the University / institute [i.e. Head of the Department/Director (R&D)/ Principal].

(2) When a faculty member is approached for the work, / a client approaches to the faculty, he/she will be the Principal Investigator.

(3) If he/she does not wish to be the PI, the HOD/Director (R&D), will identify a suitable person as the PI. If the project is routed through functionary, the PI would be identified by the concerned HoD / Director (R&D) / Director of Institute.

(4) The PI will be responsible for

i. Formulating the project proposal which may include
   a. Planning of the work to be done.
   b. Estimating costs according to the guidelines provided
   c. If necessary, identifying other Investigators, who shall also be faculty member/s in the service of the institute.
   d. In case of joint work, the other investigators may be from other departments / organizations
ii. Co- ordination and execution of work,
iii. Handling all communications with the clients.
iv. Writing of intermediate and final reports according to the project proposal.
v. Making recommendations to the Director (R &D) regarding expenditure from the Project and remuneration to be paid to faculty, staff and students.
vi. Payment of appropriate expenses and remuneration.
vii. Maintenance and auditing of accounts.
viii. Payment of appropriate taxes and record of receipts.
ix. Preparation of the memorandum of Understanding (MoU) or Agreement and getting it signed by appropriate signatories. (1) PIs and HODs will sign the report of Departmental Consultancy Projects and the Principal Investigator will sign the report of the individual Consultancy project(CP).

(5) All departments will refer the identification code for each consultancy assignment in the form:

1. Name of the Department
2. CP/Type (**I** / II)
3. Initials of PI/I/HOD
4. Year
5. Incremental Sr. No allotted by Director (R &D)
6. Title of the project

(6) This identification code shall be provided by Director(R&D)'s office of the University or Institute. The above project number must be quoted in all subsequent correspondence within the institute &to the client.

(7) The P.I. who is due to retire from Institute service will identify a new PI for the Consultancy Project at least three months before his/her retirement. The new PI should agree to become PI and give an undertaking to complete the project in the remaining funds and time period to the Director (R&D)/ Principal through the HOD. In case a new Principal Investigator is not appointed by the retiring Principal Investigator, as per guidelines in force, the Institute may take action as it may deem fit, which may include appointment of a new Principal Investigator and /or termination of the project and/or any other action which it may deem fit.

(8) Normally, the agreed charges of the projects are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client have to be clearly spelt out in advance and approved by Director (R&D)/ Principal.

(9) If collaboration with outside organizations/ institutions or subcontracting a part of the project is envisaged, the nature, scope and financial budget of the proposed arrangements will have to be clearly specified in the project proposal at the time of submitting the proposal for approval. Subcontracting of work will be done as per the convenience of PI after approval by concerned HoD and Director(R & D) / Principal

3. BUDGETARY NORMS FOR PROJECTS

3.1

(1) The total agreed charges for a consultancy project will consist of the Institute Overheads, Actual expenses, testing/analytical charges and the remuneration to be distributed to the faculty/staff etc. The service charge should be over and above the cost of the project.

(2) The actual expenses should cover the following costs related to the project:

(i) Permanent equipment to be procured/ fabrication of equipment or models.

(ii) Consumable materials.

(iii) Travel expenses in connection with the project work

(iv) Computational, analytical, testing and other charges the Principal Investigator have to pay to the University / Institute or any other outside agency in the course of the execution of the work.

(v) Charges, if any, to be paid for the use of specific equipment available in other departments or central facilities outside the institute.

(vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationary, reproduction, literature (books, journals, membership fees for professional societies),postage, courier, FAX and telephone (including

mobile/calls on residence phone), advertisement, entertainment expenses, cost of insurance of personnel/ equipment being used for the project, etc.

(vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.

(viii) Any other costs considered appropriate.

(3) Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in mind the market rates for equipment, material and services to be procured from the market and the time required for the project. It is normally expected that the time spent by the faculty member on consultancy project will not exceed one day per working week. The norms laid down by the University/Institute from time to time for salaries of staff and purchase procedures should be kept in mind while preparing the budget estimate for the client and the consultancy fee to be charged accordingly.

(4) While preparing proposal, provision of service tax, as applicable, shall be made over and above the total contract amount. Service Tax will be charged on exclusive testing work. If any project involves consultancy and testing both, Service tax will be charged on full amount of the contract. It is the responsibility of PI to see that service tax is paid. If needed, the completion report/project report can be withheld.

(5) There are no rigid norms for calculating the Consultation Fee. It depends upon several factors such as time spent, importance of the advice and the experience of faculty, etc. While estimating the Consultancy Fee chargeable to the client, the Principal Investigator should keep in mind that only part of the total fee is available for distribution amongst the faculty, staff and students after meeting the expenses and Institute overhead charges. Remuneration will be paid to the faculty/ staff asper norms and on the recommendation of the Principal Investigator. At departmental level, consultancy charges in the form of fixed amount / certain percentage of work may be worked out for definite type of work

(6) All fees/charges in connection with consultancy projects should be received in the name of the Registrar or Principal to be deposited in the IRG account of the University/Institute.

(7) The Director(R and D) office shall ensure the disbursal of consultancy fund into Research and Development Fund, Staff Development Fund, Departmental Development Fund and IRG fund, appropriately as per guidelines.

(8) Vice-Chancellor/ Principal's approval shall be obtained wherever necessary, in case of deviations.

(9) It is expected that University / Institute will accept only those Consultancy projects, which provide challenge befitting professional and academic competence of the faculty members.

3.2 (1) For Projects involving only site visits for consultation work and/ or personal discussion, fees may be charged to external parties on per day basis at mutually acceptable rate subject to a minimum of Rs. 10000/- per man day for academic staff including the days spent on travel plus all incidental expenses.

(2) One third of this amount shall be paid into funds as described earlier.

3.3 For technical/ other non-academic staff, making only site visits outside the scope of an on-going consultancy project, fees may be charged to the external party on per day basis at a minimum of Re 600/- per man day. The non-academic staff may be allowed to retain the amount in full. Amount in excess of Rs. 1000/- per day if charged to the party will be, however, shared in 70:30 ratio with the University / college.

3.4 The Principal Investigator may avail the services of persons not in the University/Institute service as consultants provided that the services are of a nature for which the expertise is not available in department/institute. The charges for such consultation should be already included in the project cost and separate amount from DDF/RDF may not be permitted. However, if at a later date, such services are found essential, necessary permission of Director (R&D) of the University or Principal of the college would be required.

3.5 Consultancy project for an amount less than Rs. 10000/- should normally be avoided. This will, however, not apply for cases where the Department/ Institute have fixed rates as incase of testing. The limit shall be reviewed every three years or earlier if the need arises.

3.6 For Departmental Consultancy Projects, the Principal Investigator will be judiciously decided by the Head of the Department in consultation with R&D coordinator of the Department. As expertise and experience are both necessary for a consultant faculty to play an effective role in the assignment, it is desirable to set a lower limit of the level and the number of years of experience for the consultant. A senior faculty member with about 5 years experience should preferably be considered as the PI. In exceptional cases, the above mentioned members should take the decision in consultation with Director (R&D) / Principal of the institute.

3.7 In case of multi-disciplinary/ inter departmental Projects a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments. It shall be responsibility of the concerned HoDs to decide the distribution of work.

3.8 For Individual Consultancy/Department Consultancy work, faculty and staff members proceeding out of station for consultancy work with the permission of HoD, will be treated on duty. However, consultancy must not hamper the academic schedule/services to be given to the students.

3.9 The PI may be granted project leave up to 15 days during an academic year for work related to sponsored research projects, in addition to the leave available as per institute norms. HoD shall be empowered to approve project leave/adjust academic schedule. Academics and economics of the returns should always be the points of concern.

3.10 The laboratory staff proceeding on field work for Consultancy Project work may avail project leave up to15 days during a calendar year. HoDs of Departments shall be empowered to approve this leave.

3.11 There will be no limit on the total remuneration to be received from Consultancy Projects during any financial year by a faculty and other academic and non-academic staff. However, institutional academic assignments and income tax rules of the Government shall be followed. It shall be responsibility of the individual faculty member to pay appropriate taxes.

4 Expenditure Norms for Projects

4.1 Job Work

(1) The Principal investigator may get specific job work done on payment (labor cost) from outside. However, such payment may not exceed 25% of the total amount contracted for the project and should be paid from the concerned project cost.

(2) While making such expenditure all the rules and regulations as applicable to Consultancy Projects should be followed.

(3) For higher expenditure prior permission of the Director R&D will be necessary.

4.2 Student Assistants

(1) The Principal Investigator may engage institute students as Assistants for consultancy and testing work on payment of Rupees 100/- per hour subject to a maximum of 80 h per month. However, students receiving fellowship from any agency, such as UGC, AICTE, are not entitled to such payments.

(2) The total expenditure on this account should not exceed 20% of the gross fees contracted for project in normal case and be paid from the concerned project cost.

4.3 Hospitality

Expenses incurred on reasonable hospitality not exceeding Rs 400/- per head per meal and Re 50/- per head in connection with the meetings for consultation work, can be charged as expenses out of the project contingency funds received subject to the condition that the total expenditure on this account should not exceed 3% of gross fees contracted for the project.

4.4 Travel

(1) The most expeditious and convenient mode of travel should be used to minimize period of absence from the University/Institute.

(2) There will be no restriction placed by the University on the modes of travel but in all cases, travel shall be as per entitlement. Assistant Professor should take prior approval for air travel if necessary.

(3) Actual boarding and lodging expenses will be paid as per University norms through the concerned consultancy project's contingency fund if specific provision has been made.

(4) In principle, the concerned industry should pay for the travel or should make arrangements for the travel.

(5) No such payment shall be made from General Fund of the University/ Institute if the respective project has no provision made for the travel, lodging and boarding expenses in the project.

4.5 Out of pocket expenses for Field Work

The payment of "Out of Pocket Expenses" to the faculty and other staff proceeding on fieldwork connected with the consultancy projects will be admissible on the following conditions:

(a) Out of pocket expenses will be admissible for the "field work", only if provided for in the project cost, which will comprise of collection of field data from natural environment, mapping of the area, installation and maintenance of instruments in the field, performance of test in the field etc. for the purpose of sponsored research or industrial consultancy.

(b) Out of pocket expense will be payable for the actual period of work at the work-place and will not be admissible for the journey period and only when the expenses are not borne by any industry / organization.

(c) Out of pocket expenses will be permitted in addition to D. A.

(d) The rate of payment of out of pocket expenses will be subject to production of actual expenses vouchers with the limits as given below:

Category of staff	**Rate**
Faculty	Rs. 400/- per day
Staff	Rs. 200/- per day

4.6 Consultants

(1) Normally, provision for involving experts from outside the institute as a consultant is not expected. However, if found necessary, the decision should be made at time of acceptance/approval of the project and the expenses must be built-in the project cost.

(2) An amount of Rs. 25000/- or 10% of the consultancy project fee whichever is lower can be paid to Consultant(s) after obtaining approval from the Director (R&D)/ Principal

(3) For payment over Rs. 25000/-and up to Rs. 50000/- or 25% of the total fees, whichever is lower, approval of a Committee set up for this purpose by the Vice-Chancellor/ Principal under the Chairmanship of Director (R&D) would be required .

(4) For payments over Rs.50,000/- or over 25% of the consultancy fee, Director(R&D) may approve payments on the recommendation of the Committee mentioned above.

(5) Payment exceeding 25% of the total consultancy fee shall not normally be allowed to consultants.

(6) As stated earlier, such charges should be included in the project cost/shall be paid from the concerned project.

(7) Without such provision, no permission shall be granted to hire a consultant.

5 Distributions of Funds

5.1 Individual Consultancy projects/ departmental consultancy projects

[I] Consultancy Type- I Project:

After consent and acceptance of the project, the project amount should be received in the name of Registrar / Principal. It shall be deposited in the IRG account. The distribution of this amount should be done by Director (R& D) office as given below:

- Total fee received from client = I
- Amount of Institute Overhead Charges = 0.30 x I
- After meeting all the expenses in connection with the consultancy project, balance amount shall be disbursed to the PIs/consultants

[II] Consultancy Type – II Project

- Total consultation fee received from client = I
- Amount of Institute Overhead Charges = 0.15 x I
- Expenses including concerned staff involved = 0.20x I (approx)
- Concerned faculty/PI/PIs/HoD= 0.65x I

Service tax (at prevailing rates) shall be charged extra.

The R and D office will deduct overhead charge and service tax in advance and then the balance amount would be available to PI/ HoD for project expenditure and remuneration to concerned staff and faculty.

The PI has to submit the audited project expenditure within three months after the project is completed and report is submitted to the party.

In special cases, wherever necessary, Director (R&D)/Principal's approval shall be obtained for variation in norms.

5.2 The software products developed by a faculty member, and research worker, the fees will be shared between the University/Institute and the individual as per the norms of **TYPE- I** Consultancy project. If

a student is involved in developing a software, he/she will be paid due share as agreed in advance by the faculty member.

5.3 Review

Wherever a certain limit has been stipulated in terms of an absolute sum (and not in terms /by way of percentages), this will be reviewed by the Director (R&D) every year and the recommendations made for the approval of the Director.

6 COMPELETION / CLOSURE OF PROJECT

6.1 The distribution of Project Consultancy fee should be completed within 3 months from th5 closure of the project.

6.2 For ongoing projects, a part distribution of consultancy fee may be permitted subject to the condition that the total distribution does not exceed 50% of the estimated distribution amount and that the amount of distribution is commensurate with the work completed.

6.3 A project is normally expected to be closed soon after the date of completion as stipulated in the original Project proposal, unless extension has been sought and granted by appropriate authorities. For all the projects, which are not closed by the PI as expected, the HoD with approval from Director (R & D) office will take action for project closure at the end of the financial year in which the stipulated date of completion falls. The unspent balance in such cases will be transferred to the DDF after due notice to the PI and approval of Director (R&D) / Principal.

6.4 In case the PI leaves the project unfinished/incomplete, an appropriate action should be initiated by HOD in consultation with Director (R&D) or Principal.

6.5 All stock registers pertaining to projects will be deposited in the departmental office when the concerned projects are completed and closed.

7 TESTING ASSIGNMENTS

a) A project involving merely testing could be taken up by a Department, only if such requests are not repetitive in nature, draining the faculty/staff resources and such testing facilities are not available in the city but are available in the University / college and have free time available.

b) Certain testing assignments specially demanded by some Government /Public Sector undertakings/organizations shall be taken up through the department / college. Such testing assignments shall be approved by concerned HoD. The distribution of testing amount shall be as per guidelines mentioned below:

c) Testing:

i. Total fee received from client = I
ii. Amount of Institute Overhead Charges = 0.15 x I
iii. Remaining Amount (B) = 0.75 x I
iv. Total expenditure on the testing = E (E should not exceed 0.5 I)
v. Saving (**S**) = (B – E)
vi. Faculty involved = 0.50 x S (one or more faculty involved)
vii. Department = 0.30 x S
viii. Supporting staff involved = 0.20 x S

d) The test reports shall be signed by the concerned HoD and faculty involved.

e) Service tax (at prevailing rates) shall be charged extra and paid separately per testing work.
f) In special cases, wherever necessary, Director(R&D)'s/Principal's approval shall be obtained for variation in norms.
g) It shall be responsibility of the concerned Head of the Department that the units used for testing are calibrated regularly and the Laboratory is accredited by competent authority to issue the testing certificates.
h) The Laboratory units also shall not be used for external testing purpose if imported with an undertaking that the unit had been imported strictly for research.

8. LIABILITY

(1) In case any legal dispute arises between the Investigators (s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit, which will be calculated as follows:

Maximum Liability = (total amount charged for the project) – (expenditure / liabilities on the project).

(2) It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The Expenditure / liabilities as determined by the University / Institute will be calculated as the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for ongoing project, or at the end of the projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the institute. The University / Institute may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRG Head of account. The amount charged by the University / institute is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

9. DISAGREEMENTS/DISPUTES

9.1 Any disagreement within the University / Institute and concerned party arising at any stage of a Consultancy project will be resolved in consultation with Director (R& D) / Principal to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

9.2 In case of any dispute arising at any stage of consultancy project between Investigator (s) and the sponsor(s), the investigator(s) will be responsible for settlement of the dispute.

9.3 All legal action will be subject to jurisdiction at Civil courts at Pune / High Court at Mumbai.

10. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content and liabilities of the parties or other matters specified there in or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored to be resolved by mutual negotiations, between investigator(s) and said party. If, however, such negotiations are in-fructuous, the disputes should be finally settled through Arbitration and Conciliation Act 1996 by three arbitrators appointed in accordance with the said Act the arbitrators shall give reasoned and speaking award.

11 PUBLICATIONS OF RESULTS

PI will have the right to publish the work carried out by him unless the sponsors have an agreement under which their prior permission is required. Such agreement may be done a priori by both the parties concerned.

12 IPR Protections

The work which can result into potential IPR and proceedings thereafter shall be the joint right of University / institute and concerned party. The work can be registered on the individual's name; however, rights would be reserved with the University / institute. Any patent filed for IPR should be deposited with the office of Director / Dean (R & D) / Principal.

13 LARGE CONSULTANCY PROJECTS

For Projects with an outlay of more than Rupees 25 lakhs, the PI will ensure that the project proposal to be submitted to the sponsoring agency is vetted by the Head of the Department and Director (R & D) / Principal. The projects of value more than Rs. 50 lakhs would be monitored by a Central Monitoring Committee of the University / Institute.

14 SELECTION PROCEDURES FOR RECRUITMENT OF RESEARCH STAFF

Normally, the selection procedure outlined in Annexure 'B' will be followed for recruiting research staff (JRSF/ISRF/RA etc) under project consultancy project.

15. CONTINUING EDUCATION PROGRAMS/ REFRESHER COURSES/ WORKSHOPS

(1) The faculty members are encouraged for conducting and/or organizing continuation education programs for industries and teachers of other colleges. Individual faculty members or their teams from Departments may take up Continuing Education program or Short Term Training Program (CEP / STTP) activities after intimation and approval by the Director (Academics).

(2) The involvement of faculty members in such a programs based on their expertise and their other resource persons is an important part of academic programs.

(3) Typically such programs should be minimum 3 days, and preferably of five days. Longer duaration programs also can be organized depending on the need of an organization seeking such training,.

(4) The faculty coordinator of such program should get the proposal approved from Director(Academics) or Director (R&D and Industry relations) as per the audience targeted for the program.

(5) The proposal should state clearly

(i) The objective of the program,

(ii) Duration of the program

(iii) Expected audience in numbers and qualifications

(iv) Names of resource persons and their qualifications

(iv) Brief course structure, if possible with course lecture notes . Once the course is approved, the coordinator shall ensure receipt of detail lecture notes from all resource persons for distribution before starting the course

(v) Budget estimate including TA/DA and honorarium to resource persons, Institute charges for utilization of facilities, guest house charges for residential courses, publication and other charges, boarding and lodging expenses. Each resource person should be paid Rs. 3000/- per

session of two hour payable to an expert as per the UGC guidelines for experts attending a meeting.

(vi) The course fee should be structured in a such a way that there must be surplus generated in the program, after paying remuneration to all resource persons involved in the program and expenses of the program.

(vii) All fees in connection with CEP / STTP shall be received in the name of the Registrar / Principal**.** The coordinator of the CEP/STTP shall disburse/utilize the amount as per proposed guidelines. CEP Coordinator / HoD will also be responsible for timely payment of service tax, if any

(viii) The surplus of CEPs will be shared as the following

(a) 20%: University's IRG

(b) 20% Departmental development fund

(c) 50% Faculty development fund- to be made available to the faculty members involved in the program. It can be used for attending conference within India/abroad, travel expenses, buying books, subscription of books or journals, purchase of PCs/laptops/tablets, training courses, support of students, etc.

(d) 10% Staff development fund- to be made available for welfare of staff members of the Department involved in the program. A Committee of the faculty members involved in the conduct of the program, shall oversee the utilization of these funds. It should be mainly used for qualification improvements, medical support to the staff member and dependents, training courses, books, educational loans for dependents, etc.

(6) **The permitted Course Expenditure includes**

1) Course Material / registration kit
2) Technical Books, Xerox copies, Bag
3) Consumables / Raw materials
4) Announcement of the course through News Papers / Correspondence / brochure printing,
5) Towards Tea / meals / Snacks / Misc Expenses / Incidental Expenses etc.
6) Remuneration to the resource persons, Experts and their TA / DA expenses.
7) Honorarium to the Course Coordinator/s
8) Remuneration to supporting staff involved
9) Audit Fee for C.A

(7) The coordinator has to submit the audited expenditure details to the office of the Director (R & D) within four weeks from the last day of CEP activity, failing which appropriate action may be initiated by Director (R & D).

Annexure

Format for Approval to Consultancy Work

CW No.		Date:	
No. Given by Director- R & D			
Name of Consultancy and type (Please write clients / party name)			
Name of the Department/s			
Brief Description of Work			
Names of the Faculty members being engaged in the work (with sign)			
Justification why this consultancy work should be allotted to faculty/ Justify use of consultancy work to academics			
How many consultancy works are presently being carried out by the Faculty			
Total consultancy fee charged	**Rs.**	Rs. in words-	
Amount Deposited in IRG A/c (minimum 33%)	**Yes / No(Please Tick / Strike out)**		
Remaining Amount (in INR.)	**Rs.**	Rs. in words-	
% of distribution in case of group consultancy:			
In case of partial completion of work how much amount is being spent till date and advance required if any:			
Teaching load of faculty			
Total man hours required to complete the work			
Time required/ week for consultancy			
Additional man power is required	**Yes / No(Please Tick / Strike out)**		
Date of start of the work			
Proposed date of completion			
Consultancy Approval by HOD : **Yes / No (Please Tick / Strike out)** Any Remark: Name and Signature of HOD with date			
Consultancy Approval by Director-R and D: Any Remark: Signature of Director- R and D			

Undertaking

I, _____am aware that I will be available during working time in the college for academic work. I will not spend more than 52 days in year for consultancy work.

Attached: Letter from Industry

Signature of Concerned Faculty

Format for Approval to Continuing Education Program (Course)

CEP Course No		Date
No. Given by Director(Academics)		
Name of CEP course		
Whether the course is sponsored by any agency?		
Name of the Department		
Brief Description of syllabus of course (syllabus time table and budget of the course should be attached)		
Names of the Faculty members (with sign)		
Justify relevance of CEP course to Academics % of faculty involved in CEP compared to total faculty required for CEP Distribution		
How many hours of CEP course are presently being carried out by the Faculty		
Total Amount collected through fee, sponsorship, etc. (in INR.)		In words
Amount Deposited in IRG A/C (min. 30%)		
Remaining Amount (in INR.)		In words
Maximum honorarium per hour per faculty: Rs		
Regular Academic Teaching Load of Faculty		
Time required per week per CEP course		
Date of Completion of course		
CEP Approval by HOD: (Please Tick / Strike out) Any Remark:	**Yes / No**	Name and Signature of HOD with date
CEP Approval by Dean Any Remark:		Signature of Dean R and D

Undertaking

I, _____ am aware that in addition to conduction CEP, I will be available during working time in the college for academic work.

Signature of Faculty coordinator

Annexure – A

A: **GUIDELINES FOR MoU / AGREEMENT**

If an Agreement / MoU is required to be signed with the sponsor of a Project Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary.

A.1 General

The reference to the proposed Consultancy and identify the parties concerned pertaining tothe MoU.

A. 2. Scope

This section should spell out briefly the nature of work, its limitations and the expected end results.

A. 3. Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

A.4 Consultancy Charges

The document must clearly indicate the charges to be paid for the proposed Consultancy project along with amounts of bank draft(s) to be drawn in favor of The Registrar / Principal There should also be a mention of the service tax liability in this regard. Further, the schedule of payment should also be indicated in this clause.

A. 5 Responsibilities

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

A.6 Patents/Publications

The MoU should clearly spell out the arrangements proposed to be made with regard to any patent or publications arising out of the proposed Consultancy project.

A.7 Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to “Guidelines for Consultancy”.

A.8 Liability

This clause should indicate the maximum liability, which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with “Guidelines for Consultancy.”

A. 9 Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

A. 10 Signatories

The o/c of MOU should be signed by PI, HoD, Director (R&D) / Principal. Final copy (two nos) of MOU may be signed by Director (R&D) / Principal and sponsor, with two witnesses from institute and one from sponsor side. The o/c and original MOU copy shall be with Director (R&D) / Principal office

Annexure – B

B : SELECTION PROCEDURE FOR RECRUITMENT OF RESEARCH STAFF UNDER SPONSORED RESEARCH AND CONSULTANCY PROJECTS.

B.1 Preparation of draft advertisement

Principal Investigator will send the draft advertisement to Director (R & D) / Principal for approval.

B.2. Advertisement of the positions

The Principal Investigator will advertise the positions on approval from Director (R & D) and receive the applications.

B.3 Screening of Applications

The P.I. will fix the meeting of Screening Committee and send the report of the Screening Committee to Director (R &D) for approval and issue of the letters to the candidates.

B.4 Screening Committee Constitution

(i) Any one member of the Standing Committee of 4-6 faculty members by the Director / Principal for one year ----Chairman.

(i) Concerned Principal Investigator - Member.

(ii) One faculty member from the Department as available to the PI – Member.

B.5. Interview

The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Director (R& D) for approval.

B.6. Selection Committee Constitution

(i) One Professor from amongst Institute Selection Committee approved by the Director/ Principal for one year – Chairman

(ii) Head of the concerned Department – Member

(iii) Concerned Principal Investigator / Co-Principal / Investigator Member – Secretary

(iv) One faculty member at the level of Professor from outside the Department as available to PI – Member

(v) One external expert from outside the Institute who is in the relevantfield and is not below the rank of Asst. Professor - Member.

Note: The external expert will be introduced only if required by the sponsoring agency and will be nominated by Director (R&D) on the recommendation of PI.

B.7 Final Selection / Appointment

Selection Committee report will be approved by Director (R&D) and appointment letter will be issued by office of Director (R&D) / Principal, of the Institute.

R. 12 AFFILIATION OF COLLEGES TO THE UNIVERSITY

1. The Dr. Babasaheb Ambedkar Technological University, established as the State Affiliating University by the Government of Maharashtra, as per the Dr. Babasaheb Ambedkar Technological University Act 2014, has adopted the UGC Regulations for affiliation of the colleges offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels. (F. No. 14-9/2013 (CPP-II) date 28th February, 2014).

2. **Definitions:**

(1) "Affiliation" means association with, and admission of a college to the privileges of the University;

(2) "AICTE" means All India Council for Technical Education, established by the All India Council for Technical Education Act, 1987

(3) "Architect" means an architect registered with the Council of Architecture established under the Architects' Act, 1972;

(4) "Autonomous College", means a college which is declared as an autonomous college by the University

(5) "College" means any institution, which provides for a programme of study for obtaining any degree from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;

(6) "Compliance Report" means the report submitted by a college complying with the requirements as set by the University from time to time;

(7) "Commission" means the University Grants Commission established under the UGC Act, 1956;

(8) "Foreign Student" means a student who possesses a foreign passport and fulfils eligibility requirements for admission;

(9) "Minority Institution" means an institution established or maintained by a person or a group of persons belonging to a minority community, recognized as such by the Central Govt./State Government;

(10) "NAAC" means National Assessment and Accreditation Council, an autonomous body under Section 12(ccc) of UGC Act, 1956;

(11) "NBA" means National Board of Accreditation, an autonomous body under Section 10(u) of AICTE Act, 1987;

(12) "Programme of Study" means a higher technical education programme pursued for a degree specified by the Commission under Section 22 of the UGC Act;

(13) "State Government' means Government of Maharashtra

(14) "Technical College" means a college offering programmes in technical education at degree level and above;

(15) "Technical Education" means programmes of education, research and training in the areas namely engineering & technology, architecture, pharmacy, hotel management and catering technology, and such other programmes or areas as the State Government may declare;

(16) "University" means the "Dr. Babasaheb Ambedkar Technological University

3. **Affiliation can be sought from the University for**

(a) Setting up a new college offering one or more technical education at Degree and Post Graduate Degree Level;

(b) Adding new technical education at Degree and Post-Graduate Degree Level in existing technical colleges
(c) Conversion of women's technical college into co-ed college.

4. Norms & requirements for affiliation / renewal of affiliation of technical colleges

(a) The proposal from the Technical College for the affiliation or renewal of affiliation must be submitted in a standard format prescribed by the University and must meet the norms prescribed by UGC.
(b) The applications for establishing new colleges and extension of affiliation for existing colleges shall be considered by the University as per the policy of the State Government.
(c) The norms and requirements decided by the University Grants Commission shall prevail in case of any dispute.

5. Mandatory accreditation of technical colleges seeking affiliation / renewal of affiliation from the University

(a) The affiliated technical college offering degree and above courses shall get itself accredited by NAAC.
(b) The affiliated technical college shall get its undergraduate and postgraduate degree programmes accredited by NBA OR equivalent authority for their courses.
(c) A technical college which is more than six years old shall have to apply mandatorily for accreditation to NAAC or NBA.
(d) A technical college which is accredited by NAAC or whose programmes are accredited by NBA shall be considered for permanent affiliation subject to fulfillment of other conditions as laid down in these rules.

6. Affiliation by University for a new college offering technical education

(a) A new college proposing to offer technical education can be created by introducing one or more programmes housed either in one or separate buildings
(b) A new technical college shall be granted affiliation subject to the condition that they furnish an undertaking to apply for assessment to NBA within six months from the date of issue of Letter of Intent (LoI) or as soon as become eligible for NBA accreditation
(c) All necessary approvals including 'No Objection' certificate from regulatory bodies are obtained by the promoter of the college.
(d) A new college proposing to offer technical education should seek affiliation **First** from the university before starting the academic activities.
(e) No new college offering technical education shall be established and / or started *without prior affiliation* from the university.
(f) New technical programme(s) shall not be started in existing colleges without prior affiliation from the university.
(g) The college shall not admit students to a technical programme which is not affiliated by the University.
(h) The applicant must file application for affiliation on or before the due last date as announced by the University on its website and portal for online application for affiliation

7. Eligibility criteria for setting a new college for one or more technical education at degree or post-graduate degree level

The college can be set up by a Society registered under the Societies Registration Act, 1860 through its Chairman or Secretary or a Trust registered under the Charitable Trusts Act, 1950 or any other relevant act(s) or a company established under Section 25 of Companies Act 1956 under Public Private Partnership (PPP) or under Build-Operate Transfer (BOT) mode through a competent authority or by State Government.

7.1 Land Requirement

(a) The Land requirement for technical college shall be as mentioned in Appendix 4.1 of UGC regulation
(b) The college should be built on one *contiguous* plot of land without any no obstacles
(c) While establishing a new technical college, the total land requirement shall be the sum total of individual land requirements of respective technical programmes of study.
(d) The minimum land requirement shall be determined by the programme which requires maximum land among all programmes offered in the technical college
(e) The College shall have land in its lawful possession with clear title in the name of the promoter society /trust /company on the date of submission of application.
(f) Land use certificate shall be obtained from the Competent Authority as designated by the State Government.
(g) Land conversion certification shall be obtained from the Competent Authority as designated by the State Government.
(h) The promoter society / trust / company can mortgage the land only after the receipt of letter of affiliation and ONLY for raising resources for the purpose of development of the technical college situated on that land
(i) FSI / FAR certificate shall be obtained by the College from the Competent Authority that approves building plans, or the State Government.

7.2 Building and other amenities

(a) The building for the purpose of college is complete as per the infrastructure requirements *without any deficiency* at the time of submission of the application form to the University
(b) Building plan of the Technical college shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority
(c) Instructional area, Administrative and Amenities area requirements shall be applicable for each programme which will be run in the Technical college as stated in Appendix 4.
(d) There may be Central facilities such as, Central Library with Reading Rooms, Central Computing Centre, etc.
(e) Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas
(f) Minimum area of Central Library with Reading Room would be 400 sq m when number of Programme in the technical college is more than one.
(g) Minimum area of Central Library with Reading Room would be 600 sq m when single shift intake in all programme-courses is more than 420.
(h) The minimum area requirement Computer Centre would be 150 sq m, when number of programme in the technical college is more than 1.
(i) The minimum area requirement Computer Centre would be 200 sq m, when single shift intake considering all programme-courses is more than 420.

7.3 Faculty and other facilities

(a) Each programme shall have separate teaching faculty as per existing qualifications and norms defined for respective programme.

(b) The requirement of Computers, Software, Internet and Printers for each programme shall be as given in Appendix 5.

(c) Requirement of laboratory equipments and experiments for each programme shall be as given in Appendix 5.

(d) Requirement of books and library facilities for each programme shall be as given in Appendix 5.

(e) Acquisition of desirable E- Journals is given in Appendix 5.

(f) Requirement of essential and desired service requirements shall be as given in Appendix 6.

8. Funds for running Technical College

(a) The **fund position((Rs. in lakhs)** of the applicant college in the form of FDRs* and bank accounts in Nationalized bank or scheduled commercial banks recognized by Reserve Bank of India shall be as under *on the date of scrutiny by Local Inspection Committee*. The amount may vary depending on the rules as prescribed time to time by the Government of Maharashtra.

Provided further that in case of an application for multiple programme, the minimum fund shall be calculated by adding the amounts specified for each programme

Programme proposed (Degree and Post Graduate Degree)	**Total minimum funds required per programme, as proof of operational expenses (As per AICTE & UGC rules)**	**Total FDRs in the name of Institution per programme as a proof of financial security**
Architecture	50	15
Engineering & Technology	100	30
Pharmacy	50	15
Hotel Management & Catering Technology	50	15

(b) The total amount in case of establishment of a technical college shall be calculated by adding the amounts specified for each programme applied for.

(c) The amount deposited by the technical college shall remain with the university for at least 10 years which may be extended as per the regulations.

(d) The interest accrued on this deposited amount shall be credited to the university.

(e) The principal amount shall be returned to the Society / Trust / Company on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions, and requirements and / or non-performance by the technical college and / or complaints against the technical college.

9. Submission of Application and Processing Fees

(a) A unique Identification Number shall be allotted by the University to each new applicant for setting up a new college as per prescribed rules.

(b) Processing Fee ((Rs. in lakhs) for Setting up new technical college offering one or more technical programmes at Degree / Post Graduate Degree Level and for adding new technical programme/s at Degree / Post Graduate Degree Level in existing technical colleges shall be as follows

Sr. No	Type of technical college applied for	Processing Fees
1	Minority Technical College	2.0
2	Technical college set up exclusively for women	2.0
3	All other Technical colleges	3.0
4	Government / Govt. aided / Central University / State University	Nil

(c) Processing Fees(Rs. In lakhs) for Change in Site / Location, Closure of Institute and conversion of Women College to Co-Ed college.

Sr. No	Type of technical College	Change in Site / Location	Closure Of Institute	Conversion of Women college to co-Ed college
1	Minority Technical College	1.0	1.0	1.0
2	Technical colleges	1.0	1.0	1.0
3	Technical college set up exclusively for women	1.0	1.0	1.0
4	All other technical colleges except Government / Govt. aided	1.5	1.5	1.5
5	Government and Government aided colleges	Nil	Nil	Nil

10. Change of Site / Location of College

(1) Conditions for Permission :

A technical college shall be considered for change of site if it is already an affiliated college.

(2) Procedure

(a) The existing technical college seeking change of site / location shall apply for extension of affiliation in prescribed format.

(b) The application shall be processed as per procedure of affiliation for new technical college. It shall be necessary to provide built up area as per norms required to conduct all existing courses at new location.

(c) In the event of permission by the University for change of site / location, the equipments, library and other movable property in the existing college may be shifted to new site/location and the permission for activities on existing location shall cease.

(d) The change of site / location shall be effected only on receipt of permissions in respect of new location.

(e) Request for permission for partial shifting shall not be considered.

(f) On permission of new location, all activities of college shall be necessarily carried out at new location.

(g) Any violation in this respect may lead to withdrawal of affiliation and the technical college shall not be allowed to continue its activities in either locations.

(h) Applicant shall need to submit all documents as required for affiliation of new technical college.

(3) Following additional documents shall be submitted while seeking permission for change of site of the existing college;

(i) No Objection Certificate (NOC) from State Government

(ii) Resolution of the Society/Trust/Company seeking permission for change of site / location of the existing college

(iii) The Self-assessment report of the College citing the adequacy of the facilities at the new location as per the norm for new college.

11. Closure of Technical college

(1) **Conditions for permission**

(i) The technical college shall be closed completely in one instance.

(ii) No partial or progressive closure shall be allowed at the first year level. However, the subsequent years of working shall lapse at the end of each academic year respectively.

(iii) There shall be no charge-sheet filed or pending court case/s against the technical college.

(2) **Procedure**

(a) The affiliated technical college seeking closure shall apply for the closure as per the Regulations.

(b)An Expert Committee shall visit the location of the technical college to verify

(i) Status of students already studying in the technical college

(ii) Status of faculty and staff in the technical college

(iii) Any other liabilities of the technical college

(iv) Pending court cases and serious charges, violation of norms, pending ragging cases against the college.

(c) The applicant shall be required to make arrangements for video recording of visit of the Expert Committee and make available internet facility, computer, printer and scanner.

(d) The closure of the technical college shall be effected only on receipt of permission of the university.

(e) Applicant shall need to submit all documents as required for permission of closure of technical college.

(f) Following additional documents shall be submitted while seeking permission for closure of the college;

(i) No Objection certificate (NOC) from State Government

(ii) Resolution of the Society/Trust/Company seeking closure of the existing college.

12. Conversion of Women's Technical College to Co-ed Technical college

(a) Eligibility

The technical college shall be a university affiliated existing technical college.

(b) Conditions / Documents for Permission

(i) A certificate stating that admissions for three consecutive years are less than 40% of sanctioned intake, issued by Competent Admission Authority.

(ii) A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the University.
(iii) Resolution of the Trust / Society / Company for conversion from Women's Technical college to Co-ed technical college.
(iv) NOC of the State Government.
(v) Additional money deposit as per norms for Co-ed technical college.
(vi) Land related documents to be submitted as per the Regulations.

(c) Procedure

(i) A technical college seeking conversion from women's college to co-ed college shall also apply for extension of affiliation as per regulations
(ii) The application shall be processed as per procedure of affiliation for new technical college.
(iii) It shall be necessary to provide built up area as per norms required to conduct all existing courses.
(iv) The conversion from Women's College to Co-ed College shall be effected only after accord of affiliation in respect of conversion.

13. Evaluation of application by Scrutiny Committee

(a) The applications shall be evaluated by a Scrutiny Committee constituted by the Executive Council of the University.
(b) An Officer of the university will assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for conduct of the meetings. However, he will not be part of the Committee.
(c) The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants may adhere to given scrutiny schedule and not to remain absent for scrutiny. If the applicant remains absent for a scrutiny, then, in no circumstances, whatsoever, their applications / proposals shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny.
(d) Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / Company through web portal.
(e) Applicants who are communicated deficiencies at the scrutiny level shall apply for appeal within a period of 15 days from the date of receipt of rejection.
(f) Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.
(g) The attested copies of original documents shall be retained by the committee.
(h) All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

14. Evaluation of Application by Expert Committee

(a) An Expert Committee constituted by the University shall visit the proposed premises of the technical college to verify
  (i) readiness with respect to Appendix 4 i.e. instructional, administrative and amenities area requirements for technical college.
  (ii) readiness with respect to Appendix 5 i.e. computers, printers, software, internet, laboratory equipments and books, journals, library facilities for technical college.

(iii) readiness with respect to Appendix 6 i.e. essential and desired requirements for technical college.

(iv) progress related to appointment of Principal and faculty with respect to the norms, standards and conditions prescribed by the university.

(b) The Expert Committee will verify the physical and infrastructural facilities of the applicant college.

(c) An officer of the university will assist the committee and make necessary arrangements for conduct of the Expert Committee visit. However, he will not be part of the committee.

(d) Expert Committee shall have access to the report of the Scrutiny Committee.

(e) Expert Committee shall verify actual availability of equipments, computers, printers, software, internet, book titles, book volumes, subscription of national & international e-journals.

(f) Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered.

(g) Expert committee shall also verify documents in original as in Appendix 13 and Video as in Appendix 14 with respect to actual infrastructure visited.

(h) The applicant college will arrange for video recording with date and time of the entire proceedings of the Expert Committee visit, which will from part of the Expert Committee report.

(i) The Expert Committee shall submit to the university;

(i) Its report in the prescribed format of the visit.

(ii) Attested copies of all documents.

(iii) Video recording of Expert Committee visit.

(iv) Attendance sheet duly signed / digitally authenticated by the Expert Committee members, and representatives of applicant Society/Trust present during the visit.

(j) The expenses on account of TA/DA, honorarium and hospitality of experts shall be borne by the University out of the funds collected as processing fees

15. Grant of affiliation

(1) The recommendations of the Expert Committee for further process of issuance of temporary affiliation or otherwise shall be placed before the Executive Council of the University.

(2) Executive Council after considering the recommendations of the Expert Committee, shall take a final decision at its meeting on grant of temporary affiliation or otherwise.

(3) Further, based on the decision of the Executive Council, letter of temporary affiliation or letter of rejection shall be issued by an officer authorized by the University.

(4) Validity of the letter of temporary affiliation, if issued, shall be for two academic years from date of issue of letter.

(5) The permanent affiliation can be considered only after the accreditation of NAAC/ NBA has been obtained by the College.

16. Appointment of Principal and Teaching staff in newly affiliated technical college

(1) New technical colleges granted letter of affiliation and the existing technical colleges granted affiliation for introduction of new programme(s), shall comply with appointment of teaching staff and Principal as the case may be, as per relevant UGC Regulations regarding minimum qualifications and pay scale etc, and other technical supporting staff & administrative staff as per the schedule prescribed by the university.

(2) Technical colleges shall appoint supporting technical and administrative staff strictly in accordance with the methods and procedures of the University and State Government.
(3) The information about the appointments of staff in the prescribed format shall be uploaded on the web portal of University.
(4) In no circumstances, unless the appointment of all teaching and other staff is in place, the Technical colleges shall start the courses.

17. Appeal Procedure

(1) Procedure for submission of appeal and evaluation by the Standing Appeal Committee, constituted by the Executive Council of the university, for applications rejected at the scrutiny stage
(2) The technical college, if aggrieved by the decision of university on its application seeking affiliation at the scrutiny stage, may submit an appeal stating facts and grounds of appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the university.
Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by university and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by university.
(3) The appeal of the technical college will be considered by the Standing Appeal Committee ordinarily within a period of 15 days from the date of receipt of the appeal. The Standing Appeal Committee may devise its own procedure for the purpose of consideration of the appeal.
(4) The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee and such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the university in its next meeting for information.
(i) The appeal schedule shall be notified by the University.
(ii)Applicants may be advised to adhere to given Standing Appeal Committee schedule and not to remain absent for appeal. If the applicant remains absent for appeal, then in no circumstances whatsoever, their application / proposal shall be taken up by the Standing Appeal Committee and such technical colleges, if they so desire, may apply afresh for the next academic session. Such technical colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.
(5) An officer of the university shall place the records before the Standing Appeal Committee.
(6) A representative of the technical college shall be invited to place the point of view of the technical college before the Standing Appeal Committee for consideration.
(7) The Standing Appeal Committee at its discretion may recommend a re-scrutiny for verification of the claims made by the applicant Society / Trust / Company.
(8) The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
(9) Applications which are found to be in order in all respects by the re-scrutiny Committee will be processed as per procedure.
(10) The report of the re-scrutiny Committee, if not found in order, shall be placed along with the views of the Competent Authority before the Standing Appeal Committee for review and then place before the university for consideration.
(11) The letter of rejection shall be issued by the Registrar of the university or an officer authorized by the university.

(12) In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as prescribed by the university.

18 Procedure for submission of appeal and evaluation by the Standing Appeal Committee

(1) The technical college, if aggrieved by the decision of university on its application seeking affiliation of technical college, may submit an Appeal stating facts and ground of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the university on their application.

(2) Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by university and in case of communication of decision through e-mail, or short messaging service(SMS) or fax, the date of communication shall be the date of dispatch of the communication by university.

(3) The Appeal of the technical college will be considered by the Standing Appeal Committee of university, ordinarily, within a period of 15 days from the date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure.

(4) The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee. Such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the university in its next meeting for information.

(5) The appeal schedule shall be notified by the university.

(6) Applicants may be advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal. If the applicant remains absent for Appeal, then, in no circumstances whatsoever, their applications / proposals shall be taken up by the Standing Appeal Committee in view of constraint of time for the given academic year and such technical colleges, if it so desires, may apply afresh for the next academic session. Such technical colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.

(7) An officer of the university shall place the records before the Standing Appeal Committee. A representative of the technical college shall be invited to place the point of view of the technical college before the Standing Appeal Committee for consideration.

(8) The Standing Appeal Committee at its discretion may recommend an Expert Committee visit for verification of the claims made by the applicant Society / Trust / Company after the Visit stage or reject the appeal, as the case may be.

(9) The Expert Committee, if recommended by the Standing Appeal Committee, shall verify all the requirements of setting up a new technical college / programme as per the existing norms. This report shall prevail over all the earlier expert committee reports that may have been submitted earlier.

(10) The report of the Expert Committee shall be placed before the Standing Appeal Committee for review and then placed before the university for consideration.

(11) However, if differences exist in the Expert Committee reports, they shall be deliberated by the university and the decision of the university shall be final and binding on the technical college.

(12) Based on the deliberations, the university may recommend issue of letter of affiliation or letter of rejection to be issued by an officer authorized by the university.

(13) In case of rejection of the proposal, it shall be open for the applicant to make a fresh application.

19. Time Schedule for processing of applications

The university shall notify through a Public Notice published in the leading newspapers and through uploading on the university web-portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time.

The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of application and of paying slip not later than the last date as mentioned in the time schedule for this purpose.

20 . Norms and procedures for affiliation through prescribed Application Form for the following:

(i) Extension of affiliation to existing college
(ii) Increase /reduction in intake in existing course(s)
(iii) Adding course(s) in existing programme(s)
(iv) Closure of programme(s) / course(s)
(v) Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)
(vi) Introducing / continuing / discontinuing supernumerary seats for Persons of Indian Origin (PIO)
(vii) Introducing / continuing / discontinuing seats for sons/daughters of Non- Resident Indians (NRIs)
(viii) Change of name of the college
(ix) Second shift programmes
(x) Part time programmes

20.1 For the above purposes, the university shall follow the norms and procedures as per the UGC Act outlined below.

20.1.1 Introduction

(1) Technical college offering technical education shall not continue technical courses or programmes beyond the specified period of affiliation given by the University.
(2) Each technical college offering technical programme at Degree / Post Graduate Degree level shall submit an application to the university, every year, for extension of affiliation of course(s) offered by the technical college,

Provided that, in case(s) of accredited course(s), the period of affiliation for such course(s) shall be for the complete period of accreditation unless the period of affiliation is determined early or curtailed by the university after issuing appropriate show cause notice in this regard.
Provided further that affiliation is granted for the complete period of accreditation, the technical college shall submit application annually for extension of affiliation to the university. The university shall monitor for fulfillment of all norms by the technical college and in the event of non– fulfillment, the university shall initiate penal action as per these regulations.

20.1.2 Submission of application

(1) The existing technical college shall submit the request in a form prescribed by the university.
(2) The college may submit an application to the university for
(i) extension of affiliation to existing technical college
(ii)increase / reduction in intake in existing course(s)
(iii) adding course(s) in existing programme(s)
(iv) closure of programme(s) / course(s)

(v) mandatory provision of supernumerary seats for TFW
(vi) introducing / continuing / discontinuing supernumerary seats for PIO
(vii) introducing / continuing / discontinuing seats for sons/daughters of NRIs
(viii) change of name of the technical college

(3) The processing fee shall be paid to the university as prescribed by these Regulations.

20.1.3 Technical colleges fulfilling norms and standards as mentioned below will be entitled to allotment of programme(s) as follows:

(1) All technical colleges shall be eligible for a maximum of two divisions within the definition of division / programme / level.

(2) One course per programme per level in First Shift alone can be added in addition to 3.1(a) on account of accreditation.

(3) No increase shall be given in programme(s) running as division(s) in an existing technical college.

(4) Any technical college / Society / Trust / Company or a member belonging to these if charge-sheeted, shall not be considered for extension of affiliation unless they are acquitted.

(5) No increase shall be given to technical colleges where a FIR / CBI / CVC / any other investigation agency / anti-ragging / punitive action initiated by university for any violation in the norms and standards where enquiries are pending. Application of such technical colleges shall be processed through an authorized committee of the university and the report shall be placed before the Executive Council for further process of issuance of letter of affiliation or rejection. In case of rejection, the applicants shall file an appeal which shall be placed before the Standing Appeal Committee for further action.

(6) Grant of affiliation is based on self disclosure of required facilities and infrastructure availability as submitted in the application. An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the technical college has required facilities and infrastructure as per the provisions of this regulations and in the absence of which the university is liable to invoke the provisions, both civil and / or criminal as per the regulations in place, is to be submitted.

(7) Processing fees for various applications of Degree, Post Graduate Degree proposed to be offered by a technical college shall be as under or as per the fees prescribed by the ~~Government of Maharashtra~~. UGC

Type of Institution	Extension of affiliation		Increase in intake/ additional course in 1st and, or 2nd shift	Introduction of 2nd shift, Part time programmes	Introduction or continuation of PIO seats	Introduction or continuation of NRI seats	intake/ Closure of course/ programme	Change of name of institute
	Extension of affiliation	Amount of Late Fee						
Minority Institution	0.75	2	0.75	2	2	2	0.75	0.75
Institution set up exclusively for women	0.75	2	0.75	2	2	2	0.75	0.75
All other Institutions	1	2	1	3	3	3	1	1

Government/ Govt.aidded/		2.0						

(8) Above fees are applicable irrespective of number of division(s) / course(s) applied for Increase / Closure.

(9) Submission of an application for Extension of Affiliation on or before the last date as mentioned in the schedule is mandatory.

20.1.4 The affiliated technical college may expand its activities by adding additional course(s) / division(s), in the 1st and / or 2nd shift in the existing programme for -

(1) increasing demand of technically skilled personnel
(2) increase utilization of infrastructure available at the technical colleges
(3) facilitate cost effective education to masses through increased utilization of infrastructure available at the technical colleges
(4) enabling faculty to pursue PG Education
(5) enabling students to enroll full time for technical education with staggered timings.

20.1.5 Application for introduction of course(s) / division(s) shall be considered in accordance with these Regulations and on fulfillment of the requirement of zero deficiency.

20.1.6 Separate division in 2nd year of Engineering / Technology courses for admitting Diploma and B.Sc. Degree holders shall be allowed with following conditions:

(1) This division considered as a part of sub clause 3.1 (a) shall be allowed in the courses already available in the technical colleges.
(2) Provision for foreign nationals / Persons of Indian Origin (PIO) / children of Indian workers in Gulf Countries shall not apply to this division.
(3) Lateral entry supernumerary seats shall not apply to this division.
(4) Admission procedure for these seats shall be decided by State Government authorities.
(5) The technical college shall have zero deficiency.

20.1.7 Document verification in case of Change of Name, Reduction in Intake /Closure of Course

Applicants shall submit the following along with the application form.

(i) NoC of state Government
(ii) Governing Body resolution

Procedure

1. Scrutiny Committee shall verify the correctness of the documents.
2. If the documents are accepted, then university shall consider the application further.
3. No new programme(s) / course(s) or increase in intake shall be allotted in lieu of closed programme(s) / course(s)

20.1.8 Procedure for permission and allotment of intake in 2nd Shift

(1) Permission for additional Divisions in second shift shall be considered with the views of State Government and on fulfillment of following conditions

(i) The technical college shall have zero deficiency.

(ii) The total intake of UG & PG in the 2nd shift shall be governed by the following conditions.
   a) One division or variation in any of the existing course(s) at the Under Graduate level; and/or
   b) two divisions or variations in any of the existing course(s) at the Post Graduate level; and/or

(iii) Notwithstanding the above, in the second shift, no technical college shall be eligible for more than 50% of total intake in first / general shift.

(iv) No supernumerary seats shall be allotted to 2nd Shift Programmes.

(2) 2nd shift shall necessarily require exclusive teaching staff as per norms specified by the university.

(3) It shall also have separate technical, administrative and supporting staff at required positions.

(4) Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.

(5) Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift shall be mandatory.

(6) The course of a programme in the second shift shall be affiliated subject to the same being run in the first / general shift.

20.1.9 Procedure for permission of part-time programmes

(1) Part time means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever first / general shift working exits. Part-time programmes are only for working professionals or professionals with at least two years of work experience.

(2) **Objective**

To facilitate technical colleges to respond to the felt need of providing technical education to working personnel who may have, for some reason, missed out on a formal technical education, earlier in their career and wish to make up for the same.

To provide an opportunity to working personnel to enhance their qualifications, competence by enhanced skill formation.

(3) **Need**

1. Increasing demand of technical skilled personnel.
2. Increase utilization of infrastructure available at the existing technical college.
3. Facilitate cost effective education to masses through increased utilization of infrastructure available at the technical college.
4. Enabling faculty to pursue technical education.
5. Enabling students to enroll part-time for technical education with staggered timings.

(4) **Duration of the part-time programme**

As per the relevant rules and curriculum of the university.

(5) **Academic Structure**

(i) The syllabus (course work) shall be the same as used for a full time programme and as prescribed by the university.

(ii) Additionally, there shall be an industry based live orientation at an appropriate level of at least 45 days, for industry-skill enhancement.

(iii) There shall also be a major project leading to mini dissertation with a span of requirement of at least seventy man-hours of work.

(6) **Procedure for permission and allotment of intake in part-time programmes**

1. Permission for part-time programme(s) shall be considered with the views of the State Government / UT and on fulfillment of following conditions.
2. The technical college shall have zero deficiency as per the report generated.
3. The total intake of UG & PG in the part- time technical programmes shall be governed as below.
   (i) One division or variation in any of the existing course(s) at the Under Graduate level; and / or
   (ii) Two divisions or variations in any of the existing course(s) at the Post Graduate level; and / or

   Notwithstanding the above, in the part-time programme(s), no technical college shall be eligible for more than 50% of total intake in first / general shift.
4. No supernumerary seats shall be allotted to part-time programme(s)

(7) **Eligibility of the candidate to be admitted**

(i) For all other programme(s), a candidate with a diploma in relevant programme only is eligible.

(ii) However, in addition, the candidate shall have a minimum of two years full time work experience in a registered firm / company / industry / educational and/or research technical college / any Government Department / Government Autonomous Organizations in the relevant field in which admission is sought.

(iii) A letter shall be furnished by the employer stating that the candidate is being sponsored to seek admission to the respective course. The employer should also indicate that the candidate will not be withdrawn midway till the completion of the course.

(8) **Rules for allotment**

(i) Part-time working shall necessarily require exclusive teaching staff as per norms specified in Appendices 7 and 8 of these Regulations. It shall also have separate technical, administrative and supporting staff at required positions.

(ii) Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.

(iii) Availability of Dean at the level of Professor in the part-time programme(s) to supervise overall functioning of part-time programme shall be mandatory.

(iv) The part-time programme(s) shall be approved subject to the same being run in the first / general shift.

(v) No part-time course(s) will be sanctioned for those already running in 2nd shift.

(9) **Faculty requirements**

(i) 50% faculty from general shift may be engaged for the evening shift.

(ii) 20% core staff to be appointed for each part time course i.e. minimum one Associate Professor and two Assistant Professors.

(iii) 30% faculty may be engaged as guest faculty from neighboring industries / R&D organizations / Government Technical Colleges.

20.1.10 The University shall allow programmes / courses / divisions in technical colleges in the 2nd shift subject to fulfillment of conditions as prescribed above**.**

20.1.11 Tuition Fee Waiver scheme (TFW)

(1) **Introduction**

(i) The Scheme shall be applicable to all affiliated technical college(s) offering Bachelor Programmes of Four years duration

(ii) Seats up to maximum of 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

(iii) The competent authority for admissions shall be CAP Cell of the directorate of technical education.

(iv) The scheme shall be mandatory for all technical colleges affiliated by the University.

(2) **Eligibility**

(i) Students, whose parents annual income is less than Rs. 6.00 lakhs from all sources, shall only be eligible for seats under this scheme.

(i) The waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing technical colleges and by the Government for the Government and Government aided technical colleges. All other fee except tuition fees will have to be paid by the beneficiary

(ii) Common Admission Cell of Directorate of Technical Education shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.

20.1.12 Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries/NRI shall be determined in accordance with the policy of the Govt. of India/UGC from time to time**.**

21. Un-approved Colleges

(1) No college shall offer programme(s) and course(s) in technical education without the affiliation of the university.

(2) Any college offering technical education without following prescribed procedure of the university shall be treated as an un-approved college.

(3) The university shall maintain a list of un-approved colleges offering programme(s) / course(s) in technical education based on the information received and verified by the university and shall also inform the UGC and general public about the same from time to time.

(4) All un-approved colleges, as categorized (2) above, shall submit an application before admitting any subsequent batch of students and no ex-post-facto permission shall be considered by the University.

(5) Students who are admitted prior to affiliation by the university, will not have any right for re-admission and will have to fulfill all the requirements for admission as prescribed by the competent admission authority of the university.

(6) The colleges conducting course(s) / programme(s) in technical education, in temporary location or at location not approved by the university, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies / Trusts / Companies / associated Individuals as the case may be.

(7) No degree level course(s) / programme(s) other than those permitted by the university shall be run in the same premises sharing the same facilities.

(8) The university shall initiate appropriate penal, civil and / or criminal action against such defaulting colleges / Societies / Trusts / Companies / Associated Individuals as the case may be.

22. Action in case of violation of Regulations

(1) Any college running any programme / course in technical education in violation of these Regulations, shall be liable to initiation of appropriate action including Penal Civil action such as, for example, withdrawal of affiliation, if any, and / or criminal action by the university against defaulting Societies / Trusts / Companies / Associated Individuals and / or the college, as the case may be.

(2) If any college contravenes any of the provisions of these Regulations, the university after making such inquiry as it may consider appropriate and after giving the college concerned, an opportunity of being heard, under appropriate regulations, may withdraw affiliation from the concerned college / programme / course.

(3) In case of such a withdrawal, the operations of the said college / programme / course shall not be started again before completion of two academic years from the date of such a withdrawal.

(4) Whenever the affiliation of a college has been withdrawn, the restoration shall be as per the procedure for setting up a new college as defined in Regulation 3 these Regulations.

(5) The colleges shall submit the applications for affiliation or extension of affiliation in the prescribed format along with the enclosures to the university each year for extension of affiliation by the university sufficiently in advance before the expiry of affiliation. However, the college shall submit a compliance report on yearly basis.

(6) In case of non-submission / submission of incomplete application for affiliation or extension of affiliation or non-submission of compliance report, the college shall be liable to one or more of the following action(s) by the university:

(i) suspension of permission for supernumerary seats for one academic year
(ii) no admission status in one / more courses for one academic year
(iii) withdrawal of affiliation for programme(s) / course(s)
(iv) withdrawal of affiliation of the college

(7) Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the university, the college shall be liable to one or more of the following actions by the university:

(i) excess admission fee amounting to five times of the total fees collected per student shall be levied against each excess admission.
(ii) suspension of permission for supernumerary seats for one academic year
(iii) no admission status in one / more courses for one academic year
(iv) withdrawal of affiliation of programme(s) / course(s).
(v) withdrawal of affiliation of the college.

Amount in respect of excess admission fee shall be remitted to the university as per instructions issued by the university.

(8) College not having qualified Principal for a period of more than 18 months is liable to be placed under “No Admission” status for one academic year by the university.

(9) College not maintaining prescribed Faculty: Student ratio, not adhering to pay scales, or qualifications prescribed for teaching staff for more than 12 months, shall be liable to one or more of the following action(s) by the university :-

(i) suspension of permission for supernumerary seats, if any for one academic year
(ii) No admission status in respective course(s) for one academic year
(iii) withdrawal of affiliation in the respective course(s)
(iv) withdrawal of affiliation of the college

(10) College not maintaining prescribed computers, printers, software, internet, laboratory, equipment and books, journals, library facilities shall be liable to one or more of the following actions by the university.

(i) suspension of permission for supernumerary seats, if any for one academic year
(ii) No admission status in one / more courses for one academic year
(iii) withdrawal of affiliation for programme(s) / course(s)
(iv) withdrawal of affiliation of the college

(11) College not maintaining other prescribed essential requirements shall be liable to one or more of the following action(s) by the university.

(i) suspension of permission for supernumerary seats, if any, for one academic year
(ii) No admission status in one / more courses for one academic year

(12) College not fulfilling prescribed built up area requirements shall be liable to one or more of the following action(s) by the university:

(i) suspension of permission for supernumerary seats, if any, for one academic year
(ii) No admission status in one / more courses for one academic year
(iii) withdrawal of affiliation for programme(s) /course(s)
(iv) withdrawal of affiliation of the college

(13) College not following guidelines issued by the university regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to one or more of the following action(s) by the university:

(i) fine for non-compliance of refund of fees levied against each case shall be twice the total fees collected per student.
(ii) No admission status in one / more courses for one academic year
(iii) Withdrawal of affiliation for programme(s) / course(s)
(iv) suspension of permission for supernumerary seats, if any, for one academic year

(14) Procedure for restoration against punitive actions

(i) A college may apply for restoration to the university along with the application for extension of affiliation of the next academic year.
(ii) The Expert Committee shall verify all the requirements as per the requirements of the university.
(iii) Permission for restoration or maintenance of status-quo may be granted by the Executive Council based on the recommendation of the Expert Committee.
(iv) The university may prescribe procedure for appeal in case of a decision not acceptable to the College.

23. Norms & Requirements

(1) The duration and entry level qualifications for various technical programmes such as Under Graduate Degree Programme, Post Graduate Degree Programme, Dual Degree Programmes and Integrated Programmes shall be as provided in Appendix 1.

(2) The list of approved titles of courses at Under Graduate Degree Programme, Post Graduate Degree Programme in Engineering & Technology / Pharmacy / Architecture / and Hotel Management & Catering Technology and such other programmes is provided in the Appendix 2.

Provided that if any Institution wishes to propose any new course/ programme, prior permission by the university shall be necessary.

(3) The colleges shall follow Norms for Intake and Number of Courses at Under Graduate Degree Programme and Post Graduate Degree Programme level as provided in the Appendix 3.

(4) The colleges shall follow Norms for Land and Building Space requirements as provided in the Appendix 4.

(5) The colleges shall follow norms for books, journals, library facilities, computer, printers, software, internet, and laboratory equipment is provided in the Appendix 5.

(6) The colleges shall follow norms for other essential and desired requirements as provided in the Appendix 6.

(7) Cadre ratio as given in Appendix 7 shall be ordinarily maintained.

(8) The colleges shall follow norms for faculty requirements at under graduate, post graduate level as provided in the Appendix 7 and Appendix 8.

(9) Diploma holders and B.Sc. degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 20% of sanctioned intake (30% for institutions of states belonging to special category as defined by the Central Government), which will be over and above, as supernumerary to the approved intake.

Provided that students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a maximum of 20% of sanctioned intake (30% for institutions of states belonging to special category as defined by the Central Government), which will be over and above, as supernumerary to the approved intake.

Provided further that students who have completed Diploma course in Pharmacy shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 20% of sanctioned intake, which will be over and above (30% for institutions of states belonging to special category as defined by the Central Government), supernumerary to the approved intake.

In addition to above vacant seats (S) in a course, $S = SI – (SI – C – F + B)$, and if $S>0$, may also be available to Diploma holders and B Sc Degree holders for lateral entry where,

SI = Sanctioned Intake

C = No. of cancellations at the first year level (see * below)

F = No. of students not eligible for admission to second year as per rules/rules by the University)

B = No. of students who belong to earlier batches who have become eligible for admission to second year as per rules / rules by University

*Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

The State Admission Authority shall decide modalities for these admissions.

(10) Students who have completed Diploma and Post Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to the first year Architecture degree course. The concerned State Admission Authority shall decide modalities for these admissions.

(11) Provided further that Students who have completed Diploma and Post Diploma course in Pharmacy shall be eligible for admission to the first year Pharmacy degree course.

The State Admission Authority shall decide modalities for these admissions.

(12) Subscription of E-Journals (desirable) is at Appendix 9.

(13) Format for Detailed Project Report for establishment of a new college is at Appendix 10.

(14) Composition of Committees is at Appendix 11.

(15) Documents to be submitted for setting up new college are at Appendix 12.

(16) Documents to be submitted for various approvals are at Appendix 13.

(17) Composition of Board of Governors / Management is at Appendix 14.

24. Grievance Redressal

In case of any dispute with the University, the college would be free to approach the UGC, which may arbitrate in the matter for resolving the issue. The decision of the UGC, in this regard, shall be binding on the parties.

25. Applicability of all UGC Regulations / Guidelines

For issues not covered in the present Regulations, the relevant UGC Regulations / Guidelines, namely, UGC Regulations on Prevention of Ragging, 2009, etc. shall be applicable to all colleges offering technical education.

26. **Action in case of violations of UGC Regulations**

(1) The university shall submit a compliance report concerning the provisions of the UGC Regulations, in respect of ALL the affiliated technical colleges, to UGC annually. This report shall also be placed on the University's website.

(2) The University shall initiate action against defaulting colleges providing technical education as outlined at *Section (5)* of the ANNEXURE to the UGC Regulations.

Appendix 1
Duration and Entry Level Qualifications for the Technical programmes

A1-(1) Under Graduate Degree Programmes
(Rules of State Government/ AICTE shall prevail in case of differences)

Sl.	Program	Duration	Eligibility
1	Engineering & Technology	4 Years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Biotechnology / Biology Obtained at least 50% marks (45% in case of candidate belonging to reserved category) in the above subjects taken together
2	Engineering & Technology	Lateral entry to second year	**A)** Passed diploma examination from a board / university approved institution; with at least 50% marks (45% in case of candidates belonging to reserved category) in appropriate branch of Engineering / Technology. **B)** Passed B.Sc. degree from a recognized university as defined by UGC, with at least 50% marks (45% in case of candidates belonging to reserved category) and passed XII standard with mathematics as a subject. **C)** Provided that in case of students belonging to B. Sc. stream, shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects. **D)** Provided further that, the students belonging to B. Sc. stream shall be considered only after filling the supernumerary seats in this category with students belonging to the diploma stream. **E)** Provided further that students, who have passed diploma in Engineering & Technology from an university approved institution or B. Sc degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However, the admissions shall be based strictly on the eligibility criteria as mentioned in A, B, D, and E above.

3	(a) Engineering & Technology (Dual Degree programme with Bachelor and Masters Degrees)	5 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Biotechnology / Biology Obtained at least 50% marks (45% in case of candidate belonging to reserved category) in the above subjects taken together
4	Pharmacy	4 Years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the subjects- Mathematics / Chemistry / Biotechnology / Biology. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) in the above subjects taken together
5	Architecture	5 Years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Engineering Drawing / Computer Science / Biology. Obtained at least 50% (45% in case of candidate belonging to reserved category) marks in the above subjects taken together
6	Hotel Management and Catering Technology	4 Years	Should have passed 10+2 examination. Obtained at least 45% (40% in case of candidate belonging to reserved category at the qualifying examination

The candidates will, however, be required to qualify at the Entrance Test conducted by the competent authority

A1-(2) Post Graduate Degree Programmes

Sl.	**Program**	**Duration**	**Eligibility**
1	M.E. / M. Tech	2 Years	Bachelors degree or equivalent in the relevant field Obtained at least 60% (55% in case of candidate belonging to reserved category) at the qualifying examination
2	M. Pharma	2 Years	Bachelor in Pharmacy or equivalent degree Obtained at least 60% (55% in case of candidate belonging to reserved category) at the qualifying examination
3	M. Arch.	2 Years	Bachelor of Architecture or equivalent degree Obtained at least 60% (55% in case of candidate

			belonging to reserved category) at the qualifying examination
4	Master of Hotel Management	2 Years	Bachelor of Hotel Management/ Bachelor of Hotel Management & Catering Technology
5	Master of Hotel Management and Catering Technology	2 Years	Obtained at least 60% (55% in case of candidate belonging to reserved category) at the qualifying examination

A1.2 The candidates will, however, be required to qualify at the Entrance Test conducted by the competent authority.

Appendix 2: Approved Titles of Courses by UGC/ AICTE for which Affiliation can be sought at the University

2.1 Programme: Engineering and Technology
Level: Under Graduate
Name of The Course

1. Advanced Manufacturing and Mechanical Systems Design
2. Aero Space Engineering
3. Aeronautical Engineering
4. Agricultural Engineering
5. Agriculture Engineering
6. Airline Management
7. Apparel and Production Management
8. Applied Electronics and Instrumentation Engineering
9. Applied Electronics and Telecommunications Engineering
10. Architectural Assistantship
11. Architecture Assistantship
12. Automation and Robotics
13. Automobile Engineering
14. Automotive Technology
15. Biochemical Engineering
16. Biomedical Engineering
17. Biomedical Instrumentation
18. Biotechnology
19. Biotechnology and Biochemical Engineering
20. Building and Construction Technology
21. Cement and Ceramic Technology
22. Ceramic Engineering and Technology
23. Ceramic Technology
24. Ceramics Engineering
25. Chemical Engineering
26. Chemical Engineering (Plastic and Polymer)
27. Chemical Engineering [SW]
28. Chemical Technology
29. Civil Engineering
30. Civil Engineering and Planning
31. Civil Engineering (Construction Technology)
32. Civil Engineering (Public Health Engineering)
33. Civil Engineering Environment and Pollution Control
34. Civil Engineering (Construction Technology)
35. Civil Environmental Engineering
36. Civil Technology
37. Communications Engineering
38. Computer Aided Design of Structures
39. Computer and Communication Engineering
40. Computer Engineering
41. Computer Engineering and Application
42. Computer Engineering. (Ind./Int.)
43. Computer Networking
44. Computer Science
45. Computer Science and Engineering
46. Computer Science and Technology
47. Computer Science and Information Technology
48. Computer Science and Systems Engineering
49. Computer Technology
50. Computing in Computing
51. Computing in Multimedia
52. Computing in Software
53. Construction and Project Management
54. Construction Engineering
55. Construction Engineering and Management
56. Construction Technology
57. Construction Technology and Management
58. Control System Engineering
59. Diary Technology
60. Dyestuff Technology
61. Electrical and Electronics (Power System)
62. Electrical and Electronics Engineering
63. Electrical and Instrumentation Engineering
64. Electrical and Power Engineering
65. Electrical Engineering
66. Electrical Engineering (Electronics and Power)
67. Electrical Engineering Industrial Control

68. Electrical Instrumentation and Control Engineering
69. Electrical Power Engineering
70. Electronic Engineering
71. Electronic Instrumentation and Control Engineering
72. Electronic Science and Engineering
73. Electronics
74. Electronics and Avionics
75. Electronics and Communication Engineering
76. Electronics and Communication Engineering(Industry Integrated)
77. Electronics and Communication Engineering (Industry Integrated)
78. Electronics and Instrumentation Engineering
79. Electronics and Telecommunication Engineering
80. Electronics and Telecommunication Engineering (Technologician Electronic Radio)
81. Electronics and Communication Engineering (Microwaves)
82. Electronics and Communication Engineering (Sandwich)
83. Electronics and Communications Engineering
84. Electronics and Computer Engineering
85. Electronics and Control Systems
86. Electronics and Electrical Engineering
87. Electronics and Information Systems
88. Electronics and Power Engineering
89. Electronics and Telecommunications Engineering
90. Electronics and Telematics Engineering
91. Electronics Communication and Instrumentation Engineering
92. Electronics Design Technology
93. Electronics Engineering
94. Electronics Instrument and Control
95. Electronics Instrumentation and Control Engineering
96. Electronics Tele Communication
97. Energy Engineering
98. Engineering Education
99. Environment Engineering
100. Environmental Engineering
101. Environmental Science and Engineering
102. Environmental Science and Technology
103. Fashion and Clothing Technology
104. Fashion and Apparel Engineering
105. Fashion Technology
106. Fibres and Textiles Processing Technology
107. Fire Technology and Safety
108. Food Engineering and Technology
109. Food Processing and Preservation
110. Food Processing Technology
111. Food Technology
112. Footwear Technology
113. Geo Informatics
114. Health Science and Water Engineering
115. Hotel Management and Catering Technology
116. Industrial and Production Engineering
117. Industrial Biotechnology
118. Industrial Electronics
119. Industrial Engineering
120. Industrial Engineering and Management
121. Industrial Production Engineering
122. Information and Communication Technology
123. Information Engineering
124. Information Science and Engineering
125. Information Science and Technology
126. Information Technology
127. Information Technology and Engineering
128. Instrument Technology
129. Instrumentation
130. Instrumentation and Control
131. Instrumentation and Control Engineering
132. Instrumentation Engineering
133. Instrumentation Technology
134. Irrigation Engineering
135. Leather Technology
136. Machine Engineering
137. Man-Made Textile Technology
138. Manufacturing Engineering
139. Manufacturing Engineering and Technology
140. Manufacturing Process
141. Manufacturing Science and Engineering
142. Manufacturing Technology
143. Marine Engineering
144. Marine Technology
145. Masters in Engineering and Management

146. Material Science and Technology
147. Mechanical and Automation Engineering
148. Mechanical Engineering(Industry Integrated)
149. Mechanical Engineering(Sandwich Pattern)
150. Mechanical Engineering
151. Mechanical Engineering (Auto)
152. Mechanical Engineering (Prod)
153. Mechanical Engineering (Sandwich)
154. Mechanical Engineering Automobile
155. Mechatronics
156. Medical Electronics Engineering
157. Medical Electronics
158. Medical Lab Technology
159. Metallurgical and Materials Engineering
160. Metallurgical Engineering
161. Metallurgy
162. Metallurgy and Material Technology
163. Mine Engineering
164. Mining Engineering
165. Nano Technology
166. Nano Technology and Robotics
167. Oil and Paint Technology
168. Oil Technology
169. Oils, Oleochemicals and Surfactants Technology
170. Packaging Technology
171. Paint Technology
172. Petrochem Engineering
173. Petrochemical Engineering
174. Petrochemical Technology
175. Petroleum Engineering
176. Petroleum Technology
177. Plastic and Polymer Engineering
178. Plastics Engineering
179. Plastics Technology
180. Polymer Engineering
181. Polymer Engineering and Technology
182. Polymer Science and Technology
183. Polymer Technology
184. Power Control and Drives
185. Power Electronics
186. Power Electronics Engineering
187. Power Engineering
188. Precision Manufacturing
189. Printing and Packing Technology
190. Printing Technology
191. Printing Graphics and Packaging
192. Production and Industrial Engineering
193. Production Engineering
194. Production Engineering (Sandwich)
195. Pulp Technology
196. Robotics and Automation
197. Rubber Technology
198. Safety and Fire Engineering
199. Shipbuilding Engineering
200. Silk Technology
201. Surface Coating Technology
202. Telecommunication Engineering
203. Textile Chemistry
204. Textile Engineering
205. Textile Plant Engineering
206. Textile Processing
207. Textile Technology
208. Tool Engineering
209. Town and Country Planning
210. VLSI System Design

2.2 Program: Engineering and Technology
Level: Post Graduate

1. Advanced Computer Aided Design
2. Advanced Electronics
3. Advanced Electronics and Communication Engineering
4. Advanced Manufacturing and Mechanical Systems Design
5. Advanced Manufacturing Systems
6. Advanced Materials Technology
7. Advanced Production Systems
8. Aero Dynamic Engineering
9. Aero Space Engineering
10. Aeronautical Engineering
11. Agricultural Engineering
12. Apparel Technology
13. Applied Electronics
14. Applied Electronics and Communications
15. Applied Electronics and Instrumentation Engineering

16. Applied Instrumentation
17. Artificial Intelligence
18. Atmospheric Science
19. Automated Manufacturing Systems
20. Automation
21. Automation and Control Power Systems
22. Automation and Robotics
23. Automobile Engineering
24. Automotive Technology
25. Biochemical Engineering
26. Biochemical Engineering and Biotechnology
27. Bioinformatics
28. Biomedical Electronics
29. Biomedical Engineering
30. Biomedical Instrumentation
31. Biomedical Signal Processing and Instrumentation
32. Bioprocess Technology
33. Biotechnology
34. Biotechnology and Biochemical Engineering
35. CAD/CAM
36. CAD/CAM Engineering
37. Ceramic Engineering and Technology
38. Ceramics Engineering
39. Chemical Engineering
40. Chemical Processing in Textiles
41. Chemical Reaction Engineering
42. Chemical Technology
43. Chemical Technology (Rubber / Plastic)
44. Civil (Public Health and Environment) Engineering
45. Civil Engineering
46. Civil Engineering (Public Health Engineering)
47. Civil Engineering (Construction Technology)
48. Communication and Information Systems
49. Communication Engineering
50. Communication Engineering and Signal Processing
51. Communication Systems
52. Communication Technology and Management
53. Communications Engineering
54. Computational Analysis in Mechanical Science
55. Computational Mechanics
56. Computer Aided Analysis and Design
57. Computer Aided Design
58. Computer Aided Design and Computer Aided Manufacture
59. Computer Aided Design and Manufacture
60. Computer Aided Design Manufacture and Automation
61. Computer Aided Design Manufacture and Engineering
62. Computer Aided Design of Structures
63. Computer Aided Process Design
64. Computer Aided Structural Analysis and Design
65. Computer Aided Structural Engineering
66. Computer and Communication
67. Computer and Communication Engineering
68. Computer and Information Science
69. Computer Applications
70. Computer Applications in Industrial Drives
71. Computer Cognition and Technology
72. Computer Engineering
73. Computer Engineering and Application
74. Computer Hardware Maintenance and Networking
75. Computer Integrated Manufacturing
76. Computer Networking
77. Computer Networking and Engineering
78. Computer Networks
79. Computer Networks and Information Security
80. Computer Networks and Internet Security
81. Computer Science and Engineering
82. Computer Science
83. Computer Science and Technology
84. Computer Science and Information Security
85. Computer Science and Information Technology
86. Computer Science and Systems Engineering
87. Computer Systems and Technology
88. Computer Technology
89. Computer Technology and Applications
90. Computer Vision and Robotics
91. Construction Engineering
92. Construction Engineering and Management
93. Construction Management
94. Construction Project Management
95. Construction Technology

96. Construction Technology and Management
97. Control and Instrumentation
98. Control Engineering
99. Control System Engineering
100. Control Systems
101. Cryogenic Engineering
102. Design and Production
103. Design and Thermal Engineering
104. Design Engineering
105. Design for Manufacturing
106. Design of Mechanical Equipment
107. Design of Mechanical Systems
108. Digital Communication
109. Digital Communications
110. Digital Communications and Networking
111. Digital Electronics
112. Digital Electronics and Microprocessor
113. Digital Electronics and Communication Engineering
114. Digital Electronics and Communication Systems
115. Digital Electronics and Engineering
116. Digital Image Processing
117. Digital Instrumentation
118. Digital Signal Processing
119. Digital Systems
120. Digital Systems and Communications Engineering
121. Digital Systems and Computer Electronics
122. Distributed Systems
123. Dyestuff Technology
124. Earthquake Engineering
125. Electric Power System
126. Electrical and Electronics Engineering
127. Electrical and Mechanical Engineering
128. Electrical and Power Engineering
129. Electrical Devices and Power Systems
130. Electrical Drives and Control
131. Electrical Energy Systems
132. Electrical Engineering
133. Electrical Engineering (Electronics and Power)
134. Electrical Machines
135. Electrical Machines and Drives
136. Electrical Power Engineering
137. Electrical Power System
138. Electrical Power Systems
139. Electronic Circuits and System Design
140. Electronic Instrumentation and Control Engineering
141. Electronics
142. Electronics and Communication Engineering
143. Electronics and Communication Engineering(Industry Integrated)
144. Electronics and Communication Engineering(Industry Integrated)
145. Electronics and Instrumentation Engineering
146. Electronics and Tele- Communication Engineering
147. Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
148. Electronics and Communications Engineering
149. Electronics and Computer Engineering
150. Electronics and Control Systems
151. Electronics and Electrical Engineering
152. Electronics and Telecommunications Engineering
153. Electronics Communication and Instrumentation Engineering
154. Electronics Design and Technology
155. Electronics Design Technology
156. Electronics Engineering
157. Electronics Engineering (Self- Financed)
158. Electronics Product Design and Technology
159. Electronics Systems and Communication
160. Electronics Technology
161. Embedded and Real Time Systems
162. Embedded System and Computing
163. Embedded System and VLSI
164. Embedded Systems
165. Embedded Systems and Instrumentation
166. Embedded Systems Technologies
167. Energy and Environmental Management
168. Energy Engineering
169. Energy Management
170. Energy Systems
171. Energy Systems and Management
172. Energy Systems Engineering

173. Energy Technology
174. Energy Technology and Management
175. Engineering Design
176. Engineering Education
177. Engineering Statistics
178. Environment and Water Resource Engineering
179. Environment Engineering
180. Environmental Engineering
181. Environmental Engineering and Management
182. Environmental Management
183. Environmental Science and Engineering
184. Environmental Science and Technology
185. E-Security
186. Farm Machinery
188. Fibre Optics and Light Wave Technology
189. Food Biotech Engineering
190. Food Biotechnology
191. Food Engineering and Technology
192. Food Processing Technology
193. Food Technology
194. Form Machinery and Power Engineering
195. Foundation Engineering
196. Fracture Mechanics
197. Fuel and Combustion
198. Gas Turbine Technology
199. Geo Informatics
200. Geo-informatics and Surveying Technology
201. Geomachines and Structures
202. Geotechnical and Geoenvironmental Energy
203. Geotechnical Earthquake Engineering
204. Geotechnical Engineering
205. Geotechnology
206. Green Technology
207. Guidance and Navigation Control
208. Health Care Technology
209. Health Safety and Environment Management
210. Health Science and Water Engineering
211. Heat Power and Thermal Engineering
212. Heat Power Engineering
213. High Voltage and Power Systems Engineering
214. High Voltage Engineering
215. Highway Engineering
216. Highway Technology
217. Hill Area Development Engineering
218. Hydraulics Engineering
219. Image Processing
220. Industrial and Production Engineering
221. Industrial Automation and RF Engineering
222. Industrial Automation and Robotics
223. Industrial Biotechnology
224. Industrial Catalysis
225. Industrial Design
226. Industrial Drives and Control
227. Industrial Electronics
228. Industrial Engineering
229. Industrial Engineering and Management
230. Industrial Instrumentation and Control
231. Industrial Maintenance and Reliability
232. Industrial Mathematics
233. Industrial Pollution Control
234. Industrial Power Control and Drives
235. Industrial Refrigeration and Cryogenics
236. Industrial Safety
237. Industrial Safety and Engineering
238. Industrial Structures
239. Industrial Systems Engineering
240. Information and Communication Technology
241. Information Engineering
242. Information Science and Technology
243. Information Security
244. Information Security Management
245. Information Technology
246. Information Technology and Engineering
247. Infrastructure Engineering
248. Infrastructure Engineering and Management
249. Infrastructure Management
250. Instrumentation
251. Instrumentation and Control
252. Instrumentation and Control Engineering
253. Instrumentation Engineering
254. Integrated Power Systems
255. Intelligent Systems
256. Internal Combustion and Automobiles
257. Internal Combustion Engines and Turbo Machinery
258. Irrigation and Drainage Engineering
259. Irrigation Engineering

260. Leather Technology
261. Machine Design
262. Machine Design and Robotics
263. Maintenance Engineering
264. Man-Made Textile Technology
265. Manufacturing and Automation
266. Manufacturing Engineering
267. Manufacturing Engineering and Automation
268. Manufacturing Engineering and Management
269. Manufacturing Engineering and Technology
270. Manufacturing Process
271. Manufacturing Science and Engineering
272. Manufacturing Systems and Management
273. Manufacturing Systems Engineering
274. Manufacturing Technology
275. Marine Engineering
276. Marine Technology
277. Master of Science in Software Engineering
278. Masters in Engineering and Management
279. Material Science and Technology
280. Mechanical and Automation Engineering
281. Mechanical Engineering
282. Mechanical Engineering (Industry Integrated)
283. Mechanical Engineering (Prod)
284. Mechanical Engineering Design
285. Mechanical Engineering Specialization in Cad
286. Mechanical System Design
287. Mechanical Welding and Sheet Metal Engineering
288. Mechatronics
289. Medical Electronics
290. Metallurgical and Materials Engineering
291. Metallurgical Engineering
292. Metallurgy
293. Metallurgy and Material Technology
294. Micro and Nano Electronics
295. Micro Electronics
296. Micro Electronics and Control Systems
297. Micro Electronics Engineering
298. Microwave and Communication Engineering
299. Microwave and Millimetre Engineering
300. Microwave and Radar Engineering
301. Microwave and TV Engineering
302. Microwave Engineering
303. Mining Engineering
304. Mobile Communication and Network Technology
305. Mobile Technology
306. Modern Communication Engineering
307. Multimedia and Software Engineering
308. Nano Science and Technology
309. Nano Technology
310. Network Engineering
311. Network Infrastructure Management
312. Network Security and Management
313. Networking
314. Networking and Internet Engineering
315. Neural Networks
316. New Material Process and Technology
317. Oil Technology
318. Oils, Oleochemicals and Surfactants Technology
319. Optical Engineering
320. Optoelectronics and Communication
321. Opto-Electronics Engineering
322. Paint Technology
323. Parallel Distributed Systems
324. Perfumery and Flavour Technology
325. Petrochemical Engineering
326. Petrochemical Technology
327. Petroleum Engineering
328. Pharmaceuticals Chemistry and Technology
329. Physical Metallurgy
330. Plant Design
331. Plastic Engineering
332. Plastic Technology
333. Plastics Engineering
334. Plastics Technology
335. Polymer Engineering
336. Polymer Nanotechnology
337. Polymer Science and Technology
338. Polymer Technology
339. Power and Energy Engineering
340. Power and Industrial Drives
341. Power Control and Drives
342. Power Electronics
343. Power Electronics and Drives

344. Power Electronics and Electrical Drives
345. Power Electronics and Power Systems
346. Power Electronics and Systems
347. Power Electronics Engineering
348. Power Engineering
349. Power Engineering and Energy Systems
350. Power Plant Engineering and Energy Management
351. Power System and Control
352. Power System and Control Automation
353. Power Systems
354. Power Systems and Automation
355. Power Systems and Power Electronics
356. Power Systems Control and Automation Engineering
357. Power Systems Engineering
358. Pre Stressed Concrete
359. Printing Technology
360. Process and Food Engineering
361. Process Control
362. Process Control Instrumentation
363. Process Dynamics and Control
364. Process Instrumentation
365. Process Metallurgy
366. Product Design
367. Product Design and Commerce
368. Product Design and Development
369. Product Design and Manufacturing
370. Production and Industrial Engineering
371. Production Design and Manufacturing
372. Production Engineering
373. Production Engineering and Engineering Design
374. Production Engineering System Technology
375. Production Management
376. Production Technology
377. Production Technology and Management
378. Project Management
379. Propulsion Engineering
380. Quality Engineering and Management
381. Radio Frequency and Microwave Engineering
382. Real Time Systems
383. Refrigeration and Air Conditioning
384. Remote Sensing
385. Robotics and Automation
386. Robotics and Mechatronics
387. Rocket Propulsion
388. Rubber Technology
389. Scientific Computing
390. Seismic Design and Earthquake Engineering
391. Signal Processing
392. Signal Processing and Communications
393. Software Engineering
394. Software Systems
395. Soil and Water Conservation Engineering
396. Soil Mechanics
397. Soil Mechanics and Foundation Engineering
398. Sports Technology
399. Structural and Foundation Engineering
400. Structural Design
401. Structural Dynamics and Earthquake Engineering
402. Structural Engineering
403. Structural Engineering and Construction
404. Surface Coating Technology
405. System Software
406. Systems and Signal Processing
407. Technical Chemistry
408. Telecommunication Engineering
409. Telematics
410. Textile Chemistry
411. Textile Engineering
412. Textile Processing
413. Textile Processing Technology
414. Textile Technology
415. Thermal and Fluid Engineering
416. Thermal Engineering
417. Thermal Power Engineering
418. Thermal Science
419. Thermal Science Engineering
420. Thermal Systems and Design
421. Tool Design
422. Tool Engineering
423. Town and Country Planning
424. Town Planning and Architecture
425. Traffic and Transporting Engineering
426. Transportation Engineering
427. Transportation Engineering and Management
428. Transportation System Engineering

429. Turbo Machinery
430. VLSI
431. VLSI and Electronics and Digital Communication
432. VLSI and Embedded Systems 433. VLSI and Embedded Systems Design
434. VLSI and Microelectronics
435. VLSI Design
436. VLSI Design and Embedded Systems
437. VLSI Design and Testing
438. VLSI System Design
439. VLSI Systems
440. Water Resource Engineering
441. Water Resource Management
442. Web Technologies
443. Wired and Wireless Communication
444. Wireless and Mobile Communications
445. Wireless Communication and Computing
446. Wireless Communication Technology
447. Wireless Communications
448. Wireless Technology

2.5 Programme: Architecture
Level : Under Graduate

1 Architectural Engineering
2 Architecture
3 Architecture (Interior Design)
4 Architecture (Town Planning)
5 Architecture Interior Design.
6. Building Engineering and Construction Management
7 Planning
8 Urban and Regional Planning

2.6 Programme: Architecture and Town Planning
Level : Post Graduate

1 Architectural Engineering
2 Architecture
3 Architecture (housing)
4 Architecture (Landscape)
5 Architecture (Town Planning)
6 Environmental Planning
7 Housing
8 Industrial Area Planning and Management
9 Infrastructure Planning
10 Planning
11 Settlement Conservation
12 Theory & Design
13 Town Planning
14 Urban and Regional Planning
15 Urban design
16 Urban planning
17 Urban Transport Planning and Management

2.7 Program : Hotel Management and Catering Technology
Level : Under Graduate

1 Hospitality and Tourism Administration
2 Hotel Management
3 Hotel Management &Catering Technology
4 Hotel Management and Catering Technology

2.8 Program : Hotel Management and Catering Technology
Level : Post Graduate

1 Food and Beverage Management
2 Hospitality and Tourism Administration
3 Hotel Management and Catering Technology

4 Master in Hotel Management and Catering Technology(MHMCT)

2.11 Program: Pharmacy
Level: Under Graduate

1. Pharmacy

2.12 Program: Pharmacy
Level: Post Graduate

1. Bio Pharmaceutics
2. Bulk Drug Technology
3. Clinical and Hospital Pharmacy
4. Clinical Pharmacy
5. Drug Regulatory Affairs
6. Hospital and Clinical Pharmacy
7. Industrial Pharmacy
8. Medical Chemistry
9. Medical Pharmaceutical Chemistry
10. Pharma Technology
11. Pharmaceutical Administration
12. Pharmaceutical Analysis
13. Pharmaceutical Analysis and Quality Assurance
14. Pharmaceutical Analysis and Quality Control
15. Pharmaceutical Assurance
16. Pharmaceutical Biotechnology
17. Pharmaceutical Chemistry
18. Pharmaceutical Management and Regulatory Affairs
19. Pharmaceutical Marketing
20. Pharmaceutical Marketing Regulation
21. Pharmaceutical Quality Assurance
22. Pharmaceutical Science
23. Pharmaceutical Technology
24. Pharmaceutics
25. Pharmaceutics (Drug Regulatory Affairs)
26. Pharmaceutics Chemistry
27. Pharmacognosy
28. Pharmacognosy and Phytochemistry
29. Pharmacognosy Herbal Drugs
30. Pharmacology
31. Pharmacology and Toxicology
32. Pharmacy
33. Pharmacy (Clinical Research)
34. Pharmacy (Quality Assurance Techniques)
35. Pharmacy (Quality Assurance)
36. Pharmacy Management
37. Pharmacy Practice
38. Pharmacy Practice and Clinical Pharmacy
39. Phyto-Chemistry
40. Phyto-Medicine
41. Quality Assurance
42. Quality Assurance and Pharmaceutics Management
43. Quality Assurance Techniques

Appendix 3
Norms for Intake & Number of Courses / Divisions in the Colleges offering Technical education

A3.1 New Technical Institution in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted is given in following table.

Total number of courses opted by new Technical College	**Number of courses to be selected from Group C**	**Courses listed in group C**
5	3 or more	Applied Electronic & Instrumentation Chemical Engineering/Technology Civil Engineering/Technology, Construction Engineering Computer Science, Computer Science and Engineering, Computer Science & Information Technology, Computer Technology Electrical Engineering or Electrical & Electronics Engineering Electronics and Communication Engineering Information Technology Instrumentation and Control Engineering Mechanical Engineering Production Engineering
4	3 or more	
3	2 or more	
2	1 or more	
1	1	

A3.2 Under Graduate level

3.2a	**Intake per Division**	**Maximum number of UG courses & / or divisions allowed in the new Institution (Single shift working)**	
		Divisions	**Intake**
Engineering & Technology	**60**	**5**	**300**
Pharmacy	**60**	**3**	**180**
Architecture	**60**	**3**	**180**
HMCT	**60**	**3**	**180**

A3.2 b New Technical Institution in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted is given in following table.

Total number of courses opted by new Technical College	Number of courses to be selected from Group C	Courses listed in group C
5	3 or more	Applied Electronics & Instrumentation Chemical Engineering / Technology Civil Engineering / Technology, Construction Engineering Computer Science, Computer Science and Engineering, Computer Science & Information Technology, Computer Technology Electrical Engineering or Electrical & Electronics Engineering Electronics and Communication Engineering Information Technology Instrumentation and Control Engineering Mechanical Engineering Production Engineering
4	3 or more	
3	2 or more	
2	1 or more	
1	1	

A

3.3 Post Graduate Degree level

	Intake per division without foreign collaboration	PG divisions without foreign collaboration	Total without foreign collaboration	Intake per Division with Foreign collaboration / Twinning	PG divisions allowed with foreign collaboration / Twinning
Engineering & Technology	30	6	180	30	4
Pharmacy	30	6	180	30	4
Architecture	30	6	180	30	4
HMCT	30	6	180	30	4

***Maximum of 30, Minimum of 18 in steps 6**

*Out of the two divisions allotted in Post Graduate level, one shall be of "Cyber Security" or Cyber Security related courses in Computer / IT branches of Engineering / Technology.
*Minimum of 18 seats in steps of 6 up to Maximum 24
*Additional 6 seats above 24 seats if the course is accredited.
* New Course with Intake less than 18 shall not be approved. However, existing Courses where approved intake is less than 18 may continue with existing Intake.

A3.4 Private Limited or Public Limited Company/Industry Establishing UG/PG Institutes

Discipline	**Intake per Division**	**Maximum number of UG courses & / or divisions allowed in the new Institution (Single shift working)**	
		Divisions	**Intake**
Engineering & Technology	**60**	**10**	**600**
Pharmacy	**60**	**6**	**360**
Architecture	**60**	**6**	**360**
HMCT	**60**	**6**	**360**

(i) New Technical Institution in Engineering & Technology, Pharmacy, Architecture & Hotel Management and Catering Technology established by a Private Limited or Public Limited Company/Industry having turnover of at least Rs 100 Cr per year for previous 3 years shall be eligible for application and grant of permission for intake as above following due procedure.
(ii) The Institute setup by such a Private Limited or Public Limited Company/Industry shall be governed by the prescribed rules.
(iii) Private Limited or Public Limited Company/Industry Establishing Diploma or Under Graduate or Post Graduate Institute may choose any course from the approved list of any size as intake not exceeding maximum as above and in any combination in the same program.

Appendix 4

Norms for Land requirement and Building Space for Colleges offering Technical Education

Land Requirements for Technical Institutions

	Land Area requirement in Acres					
	Other than Rural places (Competent Authority to certify that The place is not located in a rural area)			Rural Places as defined by Competent Authority		
	UG Programs	Diploma	Stand alone PG Programs	UG Programs	Diploma	Stand alone PG Programs
Engineering & Technology	**2.5**	**1.5**	**2.5**	**10**	**5**	**10**
Pharmacy	**0.75**	**0.75**	**0.75**	**2**	**2**	**2**
Architecture	**1**	**1**	**1**	**2.5**	**2.5**	**2.5**
HMCT	**1**	**1**	**1**	**2.5**	**2.5**	**2.5**

A4.1.1. (a) Land area shall cover hostel facilities, if any

(b) Land shall be in one continuous piece.

(c) Considering hilly nature of land in North Eastern States, land may be made available in 3 pieces which are not away from each other by more than 1 Km

A4.1.2

Sr. No	**Programme**	**Number of students generally allowed per acre land available when FSI = 1**
1	Engineering & Technology	300
2	Pharmacy	250
3	Architecture	250
4	HMCT	300

A4.2 Built-up Area Requirements

(a) The Institution area is divided in, Instructional area (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq. m), Amenities area (AMA, carpet area in sq. m.).

(b) Circulation area (CIA) is equal to 0.25 X (INA+ADA+AMA).

(c) Total built up area in sq. m. is equal to (INA+ADA+AMA) + (CIA).

A4.2.1 Instructional Area (Carpet Area) in sqm
Engineering/Technology (Degree Institute)

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory (including additional WS/Labs forcategory "X"courses)	Research Laboratory	Work Shop (for all courses)	Additional WS/Labs for Category "X" courses	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			**66**	**33**	**66**	**66**	**200**	**200**	**150**	**132**	**400**	**132**
Number of rooms required for new Institution	**A**	**4**	**C=A**	**D=C/4**	2/course		**1**		**1**	**1**	**1**	1
Total Number of rooms (UG)	**A**	**4**	**C=Ax4**	**D=C/4**	10/course		**1**	2/course	**1**	**1**	**1**	1/Course
Total Number of rooms (PG)	**F**	**2**		**H=F/2**	1/specialty	**1/specialty**	**1**	2/Course	**1**	**1**	**1**	1/Course

1 Category X of course: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.

2 Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated.

3 Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.

4 UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum 60

5 #Progressive requirement, 2nd year onwards shall be calculated as 3+3+2 labs/course

6 #Additional 5 Labs/Course when number of divisions are more than 2/course.

7 Round off fraction in calculation to the next integer.

Pharmacy (Degree Institute)

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory	Research Laboratory	Animal House	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm/ room			**66**	**33**	**75**	**75**	**75**	**75**	**150**	**132**
Number of rooms required for new Institution	**A**	**4**	**C=A**	**D=C/4**	**12**		**1**	**1**	**1**	**1**
Total Number of rooms (UG)	**A**	**4**	**C=Ax4**	**D=C/4**	**12**		**1**	**1**	**1**	**1**
Total Number of rooms (PG)	**F**	**2**		**H=F/2**	**1/speciality**	**1/speciality**	**1**	**1**	**1**	**1**

1 Laboratories include Machine room & Instrumentation room

2 Classrooms, tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively (3+3+2) to achieve total number as stated.

3 UG Laboratories if shared for PG course shall be upgraded to meet requirements of PG curriculum.

4 Round off fraction in calculation to the next integer

Architecture (Degree Institute)

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory (including computer laboratory	Research Laboratory	Model making & Carpentry Workshop	Studio/ Material Museum	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			**66**	**33**	**66**	**66**	**200**	**132**	**75**	**150**	**132**
Number of rooms required for new Institution	**A**	**4**	**C=A**	**D=C/4**	**1**		**1**	**1**	**1**	**1**	**1**
Total Number of rooms (UG)	**A**	**4**	**C=Ax4**	**D=C/4**	**5**		**1**	**5**	**1**	**1**	**1**
Total Number of rooms (PG)	**F**	**2**		**H=F/2**	**1/speciality**	**1/speciality**	**1**	**5**	**1**	**1**	**1**

1 Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd4th and 5th year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

Hotel Management & Catering Technology

	Number of Divisions UG (Class of 60) PG class iof 18	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory / Guest Room	Kitchen	Restaurant	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			**66**	**33**	**66**	**132**	**66**	**75**	**150**	**132**
Number of rooms required for new Institution	**A**	**4**	**C=A**	**D=C/4**	**3**	**1**	**1**	**1**	**1**	**1**
Total Number of rooms (UG)	**A**	**4**	**C=Ax4**	**D=C/4**	**10**	**2**	**1**	**1**	**1**	**1**
Total Number of rooms (PG)	**F**	**G**		**H=FxG**	**1/speciality**	**1/speciality**	**2**	**1**	**1**	**1**

1 Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd4th and 5th year may be added progressively (3+2+2) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

2 Round off fraction in calculation to the next integer.

A4.2.2 Administrative Area (Carpet Area) in sq m

	Principal Office	Board Room	Cl Office all inclusive	Department Offices	Cabins for Head of Departments	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement office
Carpet Area in sqm per room	**30**	**20**	**150 300**	**20**	**10**	**5**	**30**	**10**	**10**	**10**	**10**	**30**	**30**
Number of rooms for new college	**1**	**1**	**1**	**-**	**FY intake/15**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**-**
Total Number of rooms	**1**	**1**	**1**	**1/dept**	**1/Dept**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**

A4.2.3 Amenities Area (Carpet Area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club /Gymnasium	H Auditorium /AmphiTheater	Boys Hostel	EGirls Hostel
Carpet Area in sqm per room Technical College having more than one Program	**350**	**100**	**100**	**150**	**10**	**10**	**150**	**30**	**200**	**400**	**adequate**	**adequate**
Carpet Area sqm per room for Technical College having one Program	**150**	**75**	**75**	**150**	**10**	**10**	**150**	**30**	**100**	**250**		
Number of Rooms required for New Technical College	**adequate**	**1**	**1**	**1**	**1**	**1**						
Total Number of rooms	**adequate**	**1**	**1**	**1**	**1**	**1**	**desired**	**Desired**	**desired**	**desired**	**desired**	**desired**

1 * Estimated total area for Technical College having more than one Program

2 $Estimated total area for Technical College having one Program

A4.2.4 Circulation Area in sqm

4.2.4 a Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby

Appendix 5

Norms for Books, Journals, Library facilities, Computers, Printers, Software, Internet and Laboratory Equipments for Technical Institution

A5.1 Computers, Printers Software and Internet

		Number of PCs to students ratio (Min 20 PCs)	Legal system software	Legal application software	LAN & Internet	Mail Server & Client	Internet Mbps/intake of 240 students with Bandwidth Contention	Printers including color printer (% of total no.
Engineering / Technology								
	UG	**1:4**	**3**	**20**	**all**	**desired**	**2**	**10%**
	PG	**1:2**	**3**	**20**	**all**	**desired**	**2**	**10%**
Pharmacy								
	UG	**1:6**	**1**	**10**	**all**	**Desired**	**1**	**5%**
	PG	**1:6**	**1**	**10**	**all**	**Desired**	**1**	**5%**
Architecture	**UG**	**1:6**	**1**	**10**	**all**	**desired**	**1**	**5%**
	PG	**1:6**	**1**	**10**	**all**	**desired**	**1**	**5%**
HMCT	**UG**	**1:6**	**1**	**10**	**all**	**desired**	**1**	**5%**
	PG	**1:6**	**1**	**10**	**all**	**desired**	**1**	**5%**

(i) Utilization of Open Source Software may be encouraged

(ii) Secured Wi Fi facility is highly recommended

(iii) Purchase of most recent hardware is desired.

(iv) Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.

(v) @Adequate number of software licenses is required

(vi) #Central Xeroxing facility for students is preferred

A5.2 **Laboratory Equipments and Experiments**

5.2 (a) The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

A5.3 **Books, Journals and Library facilities**

Program	Total number of divisions	Titles	volumes	National Journals	International Journals	E Journals	Reading Room Seating	Multimedia PCs for Digital Library/internet surfing in
		Number					**% of students**	**% of total students**
Engineering / Technology UG	**B**	**100**	**500xB**	**6xB**	**desirable**	**As per Appendix**	**15%**	**1%**
(per course)		**50**	**250**					
Pharmacy-UG	**B**	**100**	**500xB**	**6xB**				
		50	**400xB**	**6xB**				
Architecture-UG		**100**	**500xB**	**6xB**			**1**	**5%**
HMCT-UG	**B**	**100**	**500xB**	**6xB**	**all**		**1**	**5%**
		50	**500xB**	**12xB**			1	5%
Engineering/ Technology/ Pharmacy/ Architecture/ HMCT-PG	**B**	**50**	**200**	**5xB**			1	5%

B=Number of divisions at 1st year (shift 1+2) + number of 2nd year direct divisions (shift 1+2)

1 Book titles and volumes required at the time of starting new Institution.
2 Requirements of Book titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950.
3 Yearly increment.
4 Component for additional division / course.
5 Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix 10 is essential.
6 Journals and Books may also include subjects of Science & Humanities
7 Digital Library facility with multimedia facility is essential.
8 Reprographic facility in the library is essential
9 Document scanning facility in the library is essential.
10 Document printing facility in the library is essential
11 Library books/non books classification as per standard classification methods is essential
12 Availability of NPTEL facility at the library is essential
13 Computerized indexing with bar coded / RF tagged book handling is desired

Appendix 6

Norms for Essential and Desired requirements for Technical College (marked as essential are needed to be made available at the time of the Expert Committee visit)

1	Language Laboratory This Lab shall have 25 Computers for every 1000 students	Essential
2	Potable Water supply and outlets for drinking water at strategic locations	Essential
3	Electric Supply	Essential
4	Backup Electric Supply	Desirable
5	Sewage Disposal	Essential
6	Telephone and FAX	Essential
7	Vehicle Parking	Essential
8	Institution web site	Essential
9	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
10	Safety provisions including fire and other calamities Essential General Insurance provided for assets against fire, burglary and other calamities	Essential
11	All weather approach road	Essential
12	General Notice Board and Departmental Notice Boards	Essential
13	First aid, Medical and Counseling Facilities	Essential
14	Public announcement system at strategic locations for general announcements/paging and announcements in emergency	Desirable
15	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Essential
16	Transport	Desirable
17	Post, Banking Facility / ATM	Desirable
18	CCTV Security System	Desirable
19	LCD (or similar) projectors in classrooms	Desirable
20	Group Insurance to be provided for the employees	Desirable
21	Insurance for students	Desirable
22	Staff Quarters	Desirable

Appendix 7
Norms for Faculty requirements and Cadre Ratio for Colleges offering technical education

A7.1 Faculty Requirements and Cadre Ratio (UG)

	Faculty : Student ratio	**Principal**	**Professor**	**Associate Professor**	**Assistant professor**	**Total**
		A	**B**	**C**	**D**	**A+B+C+D**
Engineering / Technology	1:15* (1:20)**	**1**	$\left(\frac{S}{15}\right)X\left(\frac{1}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{2}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{6}{R}\right)$	S/15
Pharmacy	1:15* (1:20)**	**1**	$\left(\frac{S}{15}\right)X\left(\frac{1}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{2}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{6}{R}\right)$	S/15
Architecture	1:1* (1:15)**	**1**	$\left(\frac{S}{15}\right)X\left(\frac{1}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{2}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{6}{R}\right)$	S/10
HMCT	1:10* (1:15)**	**1**	$\left(\frac{S}{15}\right)X\left(\frac{1}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{2}{R}\right)$	$\left(\frac{S}{15}\right)X\left(\frac{6}{R}\right)$	S/10

7.1 a S = Sum of number of students as per Approved Student Strength at all years

R = (1+2+6)

*The Faculty Student Ratio must be reached at the earliest but not later than three academic years

**Minimum Faculty student ratio to be maintained

The stipulated cadre ratio of 1:2:6 must be reached at the earliest but not later than three academic sessions.

A7.2 Faculty Requirements and Cadre Ratio (PG)

	Faculty : Student ratio	**Principal**	**Professor**	**Associate Professor**	**Assistant professor**	**Total**
		A	**B**	**C**	**D**	**A+B+C+D**
Engineering / Technology	1:12		S/12xR	**S/12xR**	**S/12xR**	S/12
Pharmacy	1:12		S/12xR	**S/12xR**	**S/12xR**	S/12
Architecture	1:10		S/10xR	**S/10xR**	**S/10xR**	S/10
HMCT	1:10		S/10xR	**S/10xR**	**S/10xR**	S/10

S = Sum of number of students as per Approved Student Strength at all years

*R = (1+2), #R=(1+2+6)

Appendix 8: Faculty Cadre and Qualifications

The essential and desirable qualifications of academic staff at different levels in various areas of technical education shall be as per the UGC Regulations

Appendix 9

Subscription of desirable e-journal packages for all engineering institutions conducting UG/PG courses:

S.No	Publisher	Subjects	E-content
	IEEE	Computer Engineering + Computer Science + Electrical & Electronics engineering + Telecommunications & related disciplines	IEEE – All Society Periodicals E Package (ASPP) (145 e-Journals) (2011) (Back file Access – since 2000)
	ASME	Mechanical Engineering	ASME e journals Package (25 e-journals) (2011) (Back file Access – since 2000)
	ASCE	Civil Engineering	ASCE e journals Package (33 e-journals) (2011) (Back file Access – since 1983)
	Mc Graw Hill	General Engineering & Reference	Access Engineering Library
	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software	Science direct 275 Journals (Back File Access from 2000 onwards)
	ASTM Digital Library Online version	Online dictionary of Engineering Science and Technology Electrical & Electronics Engineering, Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation	ASTM DL(Digital Library)Over 1700 E-Book &Over 13,000 Journals and Articles

NOTE

1. Institutions having only 1st and 2nd year UG students and institutions being established may subscribe to Elsevier & ASTM digital library packages only (at S.No.5, 6)
2. All institutions other than Note point no. 1 above shall subscribe to all the packages from S. No. 1 to 6 given above.
3. Institutions not offering Civil Engineering courses need not subscribe to ASCE Package

4. Institutions not offering Mechanical Engineering courses need not subscribe to ASME Package
5. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.

Desirable subscription of e-journals for all pharmacy institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
	BENTHAM	Pharmacy	Pharmacy Collection (23 e-journals)(2011) (Back file Access – since 2000)	US $ 1000
	ELSEVIER	Pharmacy	SCIENCEDIRECT 70 Journals (Back File Access from 2000 onwards)	US $ 5400

Desirable subscription of e-journals for all architecture institutions conducting undergraduate /post graduate programme:

S. No	Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
	EBSCO	Architecture	Art & Architecture Complete (1081 e-journals, Magazines & Trade Publications) (2011)	US $ 3800

Desirable subscription of e-journals for all hotel management institutions conducting undergraduate / post graduate programme:

S.No	Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
	EBSCO	Hotel Management	Hospitality & Tourism Complete (761 e-journals, Magazines & Trade Publications) (2011)	US $ 3500

Desirable subscription of e-journals for all institutions conducting the following specialized postgraduate courses

S. No	Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
	ELSEVIER	Bio Technology	70 (Back File Access from 2000 onwards	US $ 4000
		Chemical	30 (Back File Access	US $ 3000

		Engineering	from 2000 onwards	
		Environmental Engineering	60 (Back File Access from 2000 onwards	US $ 4500
		Nano Technology	10 (Back File Access from 2000 onwards	US $ 2000
		Geo Technology	10 (Back File Access from 2000 onwards	US $ 1500
	ISO	ISO JTC 1 Information Technology & Electronics & Telecommunication	(2630) standards	CHF 2300 CHF – Swiss France

All subscribing institutions need to enter into a subscription agreement with the respective publisher or their representative for the key licensing terms

Appendix 10
Format for Detailed Project Report (DPR) for establishment of new college

A10.1 **PREAMBLE**

This Chapter covers the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR

10.1.1 Introduction

10.1.2 Background of the Consultants

10.1.3 Technical Education & Industry Scenario

A10.2 **THE PROMOTING BODY**

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

(i) Introduction to its Genesis including its Registration Status
(ii) Details of its Promoters including their Background
(iii) Activities of the Promoting Body including a listing of major educational
(iv) Promotion activities undertaken by it in the past
(v) Mission of the Promoting Body
(vi) Vision of the Promoting Body

A10.3 **OBJECTIVES AND SCOPE OF THE PROPOSED COLLEGE**

This Chapter is expected to cover the goal of the proposed college, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available

(i) Objectives of the college
(ii) General and Technical Education Scenario of the State
(iii) Status at Entry Level
(iv) Status of Technical Level manpower
(v) Industrial Scenario of the State
(vi) Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

A10.4 **ACADEMIC PROGRAMS**

This Chapter is expected to cover the basic Academic Philosophy of the college and to list the identified Programs, targets, and various facilities

(i) Basic Academic Philosophy of the college
(ii) Types of Programs
(iii) Identified Programs
(iv) Phase-wise Introduction of Programs & Intake
(v) Target Date for Start of Academic Programs
(vi) Central Computing facility
(vii) Central library
(viii) Central Workshop
(ix) Central Instrumentation Facility
(x) Affiliating Body
(xi) Scholarships

A10.5 **SALIENT FEATURES OF ACADEMIC DIVISIONS**

This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the proposed college desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

(a) Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
(b) Details of each Academic Department / Centre, like:
  (i) Academic Objectives
  (ii) Areas of Focus
  (iii) Academic Program
  (iv) Faculty Requirement & Phase-wise Recruitment
  (v) Requirement of Laboratories, Space and Equipment (cost)
  (vi) Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

A10.6 **QUALITY AND HUMAN RESOURCE DEVELOPMENT**

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

(i) Academic Values
(ii) Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
(iii) Policies for Teaching and Non-teaching Staff Development
(iv) Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
(v) Total Quality Management
(vi) Overall Teaching and Non-teaching Staff Requirements

A10.7 **LINKAGES IN TECHNICAL EDUCATION**

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the colleges to Society at large

(i) Introduction
(ii) Linkages with industry
(iii) Linkages with the community
(iv) Linkages with other colleges in the region
(v) Linkages with Institutions of excellence such as the IITs and IISc.,Bangalore,
(vi) Linkages abroad
(vii) Linkages with R&D laboratories

A10.8 **GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT**

This Chapter is expected to cover the basic philosophy of governance and administrative management including the structure of its Board of Governors (BoG), the organizational chart for operational management along with responsibilities vested at various levels of administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success

(i) Philosophy of Governance
(ii) Board of Governors
(iii) Organizational Structure & Chart for day-to-day Operations & Management
(iv) Role and Responsibilities of Key Senior Positions
(v) Methods / Style of Administration / Management

A10.9 **CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT**

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

(i) The Site
(ii) Proposed Land Use Pattern
(iii) Design Concept
(iv) Buildings and Facilities in the Campus
(v) External Services
(vi) Construction Systems and Materials
(vii) Landscape Proposal

A10.10 **REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIRCOST**

This Chapter is expected to make a consolidated estimate of phasewise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required

(i) Introduction
(ii) Faculty Requirements
(iii) Non-teaching Staff Requirements
(iv) Building Requirements: Area and Costs
(v) Estimated Cost of Equipment
(vi) Phase-wise Financial Requirements
(vii) Strategies for Financial Mobilization

A10.11 **ACTION PLAN FOR IMPLEMENTATION**

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation strategy including financial out lay

(i) Activity Chart
(ii) Constraints
(iii) Financial Outlay
(iv) Strategy for Implementation

A10.12 **EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT**

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

(i) Details about the Promoting Body
(ii) Name and Address of the Promoting Body
(iii) Date of Registration / Establishment of the Promoting Body
(iv) Nature of the Promoting Body:
(v) e Activities of the Promoting Body since inception
(vi) f Constitution of the Promoting Body

A10.13 **Faculty Data**

Name	Academic qualifications	Nature of Association with the promoting body	Experience in academic institutions (in years)		
	Technical	Non Technical	Promotional	Management	Organisational

A10.14 **Proposed Institution**

(i) Details about the proposed college
(ii) Development Plan for the proposed college
(iii) Vision of the Promoting Body
(iv) Mission of the Promoting Body

A10.**15 Development Plan**

(i) Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
(ii) Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
(iii) Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.

(iv) Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

A10.16 Total Project cost (at the time of establishment and next five years)

A10.17 Details for mobilization / source of funds (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)

A10.18 Recruitment of faculty (at the time of establishment and next five years)

Year	Professor	Associate. Professor	Assistant Professor	Total

A10.19 Recruitment of non-teaching staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrator	

A10.20 Proposed structure of governing body

Sr.	Trust / Society Representative	Academic background		Industry Rep	Others
		Technical	Nontechnical		

. **A10.21 Industry Linkages** (at the time of establishment, and next five years)

DECLARATION

I / We, on behalf of ".....” hereby confirm that this Detailed Project Report has been prepared for its proposed college under the name and style of ” …….”.

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the applicant)

Place: Name

Date: Designation

Seal

Appendix 11: Structure of Scrutiny and Expert Committees

A11.1 Scrutiny Committee of University

Composition	Quorum
a) One Professor of other Educational Institute b) Two Professors of the university c) An advocate registered with Bar Council d) An Officer not below the rank of deputy director of the revenue department to be nominated by the State Government **or** an Architect registered with Council of Architecture e) An Engineer/ Pharmacist/ Architect registered with Pharmacy Council/ Council of Architecture as applicable	a) One Professor as Chairman b) An advocate registered with Bar Council c) An Officer not below the rank of deputy director of the revenue department to be nominated by the State Government or an Architect registered with Council of Architecture

A11.2 Expert Committee of University

Composition	Quorum
a) An academician not below the level of Professor in a field of technical education as Chairman to be appointed by the Executive Council of the University b) Two Expert members, not below the level of Associate Professor to be selected by Executive Council c) An Officer not below the rank of deputy director of the revenue department of the State Government to be nominated by the State Government **or** an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee **or** an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee. d) An expert member not below the level of Associate Professor to be nominated by the State Government.	a) Professor as Chairman b) One Expert member c) An Officer not below the rank of deputy director of the revenue department of the State Government to be nominated by the Government or an Architect registered with Council of Architecture, d) Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.

Ap**pendix 12**

Documents to be submitted for

(i) Setting up new Technical College offering one or more Technical Programs at Degree, Post graduate Degree Level Adding new Technical Program/s at Degree Level in existing Colleges

(ii) Change of Site / Location

(iii) Closure of institute

(iv) Conversion of Women's Institution into Co-Ed Institution

A12.1 New Institute

Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Scrutiny Committee. Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

Documents to be submitted at the time of scrutiny Committee

1 Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by State Government

2 An affidavit, in a format as prescribed by the University, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

3 Resolution by the applicant organization in a format as prescribed by the University

4 Certificate issued by an advocate in a format as prescribed by the university

5 Certificate issued by an architect regarding approved building plans

6 Certificate issued by bank manager regarding financial status of applicant

7 A print of the complete application as prescribed by the university.

8 A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.

9 Detailed Project Report (DPR) attached as a .pdf file.

10 Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the Authority concerned.

11 Board of Governors of the college shall be constituted as per Appendix 14

12 Provided that in the case of a company established under Section 25 of Companies Act 1956, the MOA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.

13 Provided further that in case of an application made with a proposal of PPP / BOT applicant shall submit a certified copy / duly attested by a gazette officer of the agreement / contract regarding PPP / BOT. The applicant shall also submit a certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to PPP / BOT in the said area with the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.

14 Resolution by the applicant organization, pertaining to starting the Technical College or adding new program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.

15 Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable lease (for a minimum of 99 years) by the Private Limited or Public Limited company or industry having turnover of at least Rs 100 Cr per year for previous 3 years / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.

16 Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.

17 Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution

18 Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.

19 Wherever applicable, FSI / FAR certificate shall have been obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government

20 Proof of working capital (funds) as stated in clause 2.5, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalized Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank.

21 Audited statement of accounts of the applicant organization for last three years, as may be applicable.

22 Site Plan, Building Plan of proposed Technical College prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the State administration

23 Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.

24 Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.

26 Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.

27 Certificate of the competent authority indicating whether the land for the proposed new Institution / Technical College falls in the rural area or otherwise.

A12.2 Documents to be submitted at the time of Expert Committee

Applicant shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee

1 Copy of the advertisement in at least one National Daily, for recruitment of Principal and faculty members
2 Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
3 Proof of provision of Internet bandwidth in Mbps and contention ratio
4 List giving titles of books and volumes of each purchased for Library
5 Copy of Invoice / Cash Memo for equipments and Library Books
6 Copy of Invoice / Cash Memo for equipments and Library Books
7 Details of subscription of E-Journals as per Appendix 9
8 List and details of hard Copy of National Journals subscribed
9 List and details of hard Copy of International Journals subscribed
10 Sanction of electrical load by electric supply provider company
11 Details of provision of backup power supply
12 A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
13 Details and proof of telephone connections available at the proposed Technical College
14 Details and proof about medical facility and counseling arrangements
15 Details of reprographic facility available for students
16 Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
17 Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.

A12.3 Documents to be submitted after the issuance of LoI

1 New Institutions granted Letter of Intent or Temporary Affiliation and the existing Institutions granted permission for introduction of new course/s division/s program/s, second shift and change in intake capacity, shall comply with appointment of teaching staff and Principal as the case may be, as per policy regarding minimum qualifications, pay scale etc, norms prescribed by the university and other technical supporting staff & administrative staff as per the schedule prescribed by the University.

2 Institutions other than minority Institutions shall appoint teaching staff / Principal and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned University particularly in case of selection procedures and selection committees.
3 The information about these appointments of staff in the prescribed format shall be submitted to the university.
4 In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
5 Faculty and non teaching staff data shall be entered as per the prescribed format.

A12.4 Additional documents to be submitted for closure of Institution

1 Resolution by the applicant Institution, pertaining to application for closure of Institution in the format as prescribed by the university.
2 No objection certificate from Concerned State Government in the given format.
3. A certificate from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the university.
4 Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

A12.5 Additional documents required for seeking permission for change of Change of Site / Location

1 Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.
2 No objection certificate from State Government concerned.

A12.6 Additional documents required while seeking permission for the Conversion of Women's Institute into Co-Ed Institute.

1 A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.
2 A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the University 3 Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.
4 NOC of the State Government
5 Money to be deposited as per the Regulations in lieu of return of the existing FDR, if any, as prescribed by the university.
6 Land related documents to be submitted as per the Regulations.

A12.7

1 Non-encumbrance Certificate of the land issued by the Competent Authority.

Appendix 13

Documents to be submitted for

(i) Extension of affiliation to existing College
(ii) Increase / reduction in intake in existing courses
(iii) Adding course/s in existing program
(iv) Closure of program / course
(v) Mandatory provision of supernumerary seats for TFW
(vi) Introducing / continuing / discontinuing supernumerary seats for PIO
(vii) Introducing / continuing / discontinuing seats for sons/daughters of NRIs
(viii) Change of name of the Institute
(ix) Second Shift programs
(x) Part Time Programs

A13.1 Documents to be submitted for issuance of EoA of Existing Institutions

The applicant Institution applying for Extension of Affiliation (EoA) shall submit to the university the list of enclosures as given below duly attested by a gazette officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

(i) A print of the complete application and the Deficiency / Status report, shall be submitted to University and State Government concerned, along with all enclosures as below, duly attested by a gazette officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule.
(ii) Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
(iii) Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
(iv) Copy of pay receipt in respect of Extension of Affiliation.
(v) Show Cause Notice issued by University, if any, during the last two years, since the establishment of the college.
(vi) Details of court cases filed against University and order of the Court, if any.
(vii) An affidavit, in a format as prescribed by the university, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
(viii) Copy of all the accreditation letters, if obtained in the last one year
(ix) Certificate by the Head of the college to the effect that all Faculty and all non teaching staff data and all student data of all years and all courses, has been entered as per the prescribed format on the Web Portal

A13.2 Documents to be submitted

The applicant college applying for Extension of Affiliation (EoA) shall submit to the university the List of enclosures as given below duly attested by a gazette officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the Head of the college

(1) A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
(2) Memorandum of Association and Rules.
(3) Details of Board of Governors of the Institute constituted as per Appendix 14.
(4) The registration document establishing that the land on which the concerned College is located is in legal possession of sponsoring trust / society as the case may be;
(5) Land use certificate establishing that Competent Authority has allowed the use of the land on which the concerned Institution is located is for educational purpose and for the purpose of establishment of the Institution concerned.
(6) Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
(7) Final building and floor plan duly approved by the competent authority.
(8) Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
(9) The Letter of Affiliation, initially given by the University, at the time of establishment of the Institution approved by the university;
(10) All subsequent Letter of Extension of Affiliation and/or letters indicating variation in intake.
(11) Appointment letter, joining report, UG, PG and other certificates, passport size photograph, biometric image of right or left thumb in the absence of right thumb of Principal and all faculty members.
(12) Details of administrative and support staff appointed with biometric image of right or left thumb in the absence of right thumb and photographs as done for teaching faculty.
(13) Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
(14) Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.
(15) Certified income-expenditure statement for the last financial year.
(16) Details regarding current approved fee structure and the approving body.
(17) Details of operational funds as on date.
(18) List giving numbers and details for major Equipment, computers, software, and printers.
(19) Last three pages of Accession Register for Library Books.
(20) Proof of subscription of E-Journals as per Appendix 9 and Hard Copy of National Journals. However, Hard Copy of International Journals is desirable.
(21) Information regarding availability of potable water supply with a test report issued by Government authority / Government recognized laboratory mentioning suitability of water for drinking purpose.
(22) Sanction of electrical load by electric supply provider company
(23) Details of provision of backup power supply
(24) A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
(25) Details and proof of telephone connections available at the college
(26) Details and proof about medical facility and counseling arrangements

(27) Details of reprographic facility available for students

(28) Details of transport facility available for students and staff

(29) a) Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the college.

(30) In case the FDR has been enchased on completion of the eight year term, the copy of the FDR release letter issued by university to the college.

(31) A Video (Compatible with "Windows Media Player") of maximum five minutes duration with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:

a) Front & Back side of the entire building

b) Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in program-wise Instructional area requirements in Appendix 4.

c) Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.

d) Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.

e) Circulation area details highlighting entrance lobby, passages, escalators, staircase and other common area.

A13.3 Additional documents to be submitted for permission of Increase in intake in Existing Programs

Additional documents shall be necessary while seeking permission for increase in intake in existing program

i Resolution by the applicant organisation, pertaining to starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format as prescribed by the university.

ii Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.

iii Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.

A13.4 Additional documents to be submitted for closure of Programs / Courses in Existing Institutions

i Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format as prescribed by the university.

ii No objection certificate from State Government concerned in the given format.

iii A certificate is required from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the university.

iv Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

A13.5 Additional documents to be submitted for permission to introduce supernumerary seats for PIO in Existing Institutions

i Resolution by the applicant college, pertaining to application for Introducing supernumerary seats for PIO in the format as prescribed on the web portal.

ii Details regarding hostel rector and hostel administration.

A13.6 Additional documents required for seeking permission for seats for sons/daughters of NRIs

i. Resolution by the applicant Institution, pertaining to application for Introducing seats for sons / daughters of NRIs in the format as prescribed by the university.

A13.7 Additional documents required for seeking permission for change of Name of the college

i Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society / Trust.

ii No objection certificate from State Government concerned.

A13.8 Documents to be submitted to the Expert committee members during visit for permission of Change of Site / location, closure of college, Foreign Collaborations, Twinning Programs and Conversion of Women's college to Co–Ed college.

(1) A copy of the application submitted to the university.

(2) List giving numbers and details for major Equipment, computers, printers and software.

(3) Last three pages of Accession Register for Library Books.

(4) Proof of Subscription of E-Journals and hard Copy of National & International journals

(5) Examination Results and Statistics of previous two batches.

(6) Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff and Teaching Staff: Student ratio.

(7) Information regarding availability of potable water supply with a test report issued by Government. Authority / Government. recognized laboratory mentioning suitability of water for drinking purpose.

(8) Sanction of electrical load by electric supply provider company

(9) Details of provision of backup power supply

(10) Details and proof about medical facility and counseling arrangements

(11) Its report on the same day of the visit.

(12) Video recording of Expert Committee visit as a part of the expert committee visit report.

(13) Attendance sheet in the format as prescribed, duly signed / digitally authenticated by, the Expert Committee members representatives of applicant Society / Trust present during the visit and Principal of the college who is present during the visit.

Appendix 14

Composition of Board of Governors on University affiliated Institutions

A14.1

(i) The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary.

(ii) The Registered Society / Trust shall nominate six members including the Chairman and the Member- Secretary, and the remaining five members shall be nominated as indicated below

(iii) Chairman to be nominated by the Registered Society / Trust. The Chairman of the Governing Body shall preferably be a technical person either entrepreneur of an industrialist or an educationist of repute who is interested in development of technical education and has demonstrated an interest in promotion of quality education.

(iv) Two to five Members to be nominated by the Registered Society / Trust

(v) Nominee of the University.

(vi) Two members from amongst industrialists / technologists / educationists of the region to be nominated by the Vice Chancellor.

(vii) Two nominees of the State Government.

(viii) Principal of the College concerned (as nominee of the Society / Trust) –Member Secretary.

(ix) Two Faculty members to be nominated from amongst the regular staff, one at the level of Professor and one at the level of Assistant Professor.

(x) The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the College. The total number of members of a Governing Body shall, however, not exceeding 21.

R13 APPOINTMENT OF PRINCIPALS / DEANS / DIRECTORS & TEACHERS OF AFFILIATED PRIVATE AIDED AND UNAIDED COLLEGES / RECOGNISED INSTITUTES & CRITERIA GOVERNING TERMS AND CONDITIONS OF THEIR SERVICE.

1) This Regulation shall be called "Procedure for appointment of Principals / Deans / Directors & Teachers of affiliated private aided and unaided Colleges / Recognized Institutes & criteria governing terms and conditions of their service."

2) PAY SCALES:

Pay scales of Principals / Deans / Directors of affiliated Colleges / Recognized Institutes and different categories of teachers in the University, affiliated private aided and unaided Colleges / Recognized Institutes shall be as prescribed by the Government from time to time and adopted by the University.

3) QUALIFICATIONS AND EXPERIENCE:

The qualifications and experience for Principals/Deans/Directors of affiliated private aided and unaided Colleges / Recognized Institutes and different categories of teaching post of Professors, Associate Professors / Readers /Asstt. Professors / Lecturers / Tutors / Demonstrators etc. shall be as prescribed by the University from time to time as per the guidelines given by the Government of Maharashtra and All Indian Council for Technical Education.

4) APPOINTMENTS OF PRINCIPALS / DEANS / DIRECTORS OF AFFILIATED COLLEGES/ RECOGNISED INSTITUTES:

(1) Principals / Deans / Directors of affiliated Colleges/Recognized Institutes shall be appointed only by direct recruitment through a selection procedure.

(2) The post of the Principal / Dean /Director of affiliated College / Recognized Institute shall be a non-vacational post.

(3) The appointment of Principal / Dean / Director of affiliated College / Recognized Institute shall be made by an Appointing Authority on the recommendations of the Selection committee.

(4) The Selection committee for the post of Principal / Dean / Director of affiliated Colleges shall be consisting of the following**: (as per section 75 of the Act)**

Sr. No	Composition	Position
1	The Vice-Chancellor,	Chairman
2	Dean of the faculty	Member
3	three persons having special knowledge of the subject (two shall be nominated by the Executive Council and One by the Academic Council, being persons not in the service of the University; of these two must be present at the time of selection	Members

5) Procedure of Appointment and approval of principal / dean / director:-

(1) The advertisement for the post of Principal / Dean / Director of affiliated College/Recognized Institute shall be prepared by the college keeping in view the reservation policy and shall get

approved from the University along with the Roster, as per the rules of reservation prescribed by the Government/Competent Authority from time to time.

(2) The post of the Principal / Dean / Director of affiliated College/Recognized Institute shall be widely advertised in a short manner (one in local level and one in State level Newspaper) with particulars of the minimum and other qualifications, approved experience, emolument etc. Reasonable time **(minimum two weeks)** shall be allowed to aspirants to submit their applications. The concerned affiliated College / Recognized Institute shall submit the detailed advertisement to the University in a prescribed format, along with demand draft of fees prescribed by the University for publishing the said advertisement on the official website of the University. The College may also publish the said advertisement approved by the University on its own website.

(3) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of minimum Ten days to each member and to the candidates. The particulars of each candidate called for interview, in consultation with the management of the College/ Recognized Institute may be supplied to each member at least five days before the date of meeting.

(4) **(4)**The quorum to constitute a meeting of the Selection Committee for private unaided Colleges / Recognized Institutes shall be three members and for private aided Colleges / Recognized Institutes shall be as prescribed by the State Government.

(5) **(5)**The Selection Committee shall interview by adopting **marking system** to adjudicate the merit of each candidate in accordance with the qualification(s), approved experience and performance of the candidate in the interview and report to the Appointing Authority, the names arranged in order of merit giving reasons for the order of preference.

(6) The committee may recommend only one name, if others are not found suitable or recommend no name, if no one is found suitable.

(7) The report of the Selection Committee shall be sent to the University within 72 hours (three consecutive working days) with relevant documents by appropriate electronic communication media or by College's / Recognized Institute's representative or by speed post.

(8) The Appointing Authority shall appoint a person(s) in order of merit from amongst the person(s) so recommended by the selection Committee and shall submit the proposal(s) for approval to the University of appointed person(s) in a prescribed format, along with all necessary documents prescribed by the respective Central Council and / or by the University.

(9) The Vice-Chancellor shall grant approval to the appointment(s) of such person(s) after verifying his/their qualification(s) and required approved experience, as prescribed by the respective Central Council and / or by the University. If the appointed person(s) does not possess adequate required qualification and / or approved experience and / or if, there is a reason to believe that the act of selection committee or selection procedure was not transparent / fair or not as per instant rules, then under such circumstances approval to the appointment shall not be granted. In such case(s) If, the Vice-Chancellor does not grant approval to the appointed person(s), then he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration / or may appoint a committee of experts to investigation. After reconsideration by the Selection Committee or investigation by the experts committee, the selection Committee / Experts committee shall submit its report to the Vice-Chancellor for his decision. The Vice-Chancellor shall reconsider the proposal in view of the report of reconsideration of the Selection Committee

or report of experts committee and shall decide the matter on merit of the case(s). The decision of the Vice-Chancellor thereon shall be final and binding.

(10) The permanently appointed / approved Principal / Dean /Director of affiliated College / Recognized Institute, who desires to relinquish his post, for personal or other reasons, shall give three months' notice or in lieu thereof three months' basic salary to the Appointing Authority. The Appointing Authority, the Governing Body/ Management, at its discretion may waive the above notice period in part or in full.

(11) The Principal / Dean /Director of affiliated College/Recognized Institute, who is selected by direct recruitment and has joined by keeping lien to his earlier post and desires to relinquish the post as Principal/Dean/ Director shall do so by giving one month's notice (or of such period as prescribed by concerned Central Council) or in lieu thereof basic salary for the notice period to the Appointing Authority and shall have an option to go back to his / her original post in the Department, which he/ she represents. In case of the Principal/Dean/Director who is appointed from amongst the teachers of the same college, on going back to his/her original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the same post. In case of the Principal/ Dean/ Director who was not a teacher of the same college at the time of his appointment as Principal/ Dean/ Director, his/her pay as teacher shall be fixed in his previous scale as teacher, as if, he had continued in the same post.

6) Temporary appointment of officiating Principal/Dean/Director of affiliated College / Recognized Institute:

In the event of the vacancy of the post of Principal / Dean / Director, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal / Dean / Director, shall be assigned by the Management of the College / Recognized Institute to the teacher of the College on seniority cum merit basis (and who is otherwise eligible for the post of Principal / Dean / Director) in addition to his own duties as an alternate arrangement in respect of temporary vacancy for the period of six months or till the incumbent is being appointed by following prescribed procedure and resumes his duties.

Provided that, under exceptional circumstances considering the guanine efforts made by the College / Recognized Institute for filling up the said post on regular basis, the Vice-Chancellor may approve the period of appointment of such person as officiating Principal / Dean / Director for further six months or for such period as the Vice-Chancellor deems fit, on case to case basis.

7) The Rules regarding procedure for constitution of Selection Committee and appointment of Principal / Dean / Director in the affiliated Colleges / Recognized Institutes, who has been granted Minority Status by the State Government and by the University shall be separately prescribed by the University. However, the other rules in this Direction, except the rule regarding 'Reservation of Posts', (Roster) shall be applicable *mutatis mutandis* to such Colleges / Recognized Institutes.

8) Responsibilities of the principals / deans /directors of affiliated colleges/recognized institutes

Subject to the supervision and general control of the University and Governing Body/ Management, the Principal / Dean /Director of affiliated College / Recognized Institute as Administrative and Academic head of the affiliated College / Recognized Institute shall be responsible for:

(1) Academic growth of the College / Recognized Institute and work hard for improvement of quality of Education.

(2) Participation in the teaching work, research, and training programmes of the College / Recognized Institute.

(3) Assisting in planning and implementation of Academic Programmes such as orientation courses, seminars, in-service and other training programmes organized by the University / College / Recognized Institute for academic competence of the faculty member.

(4) Admission of students and maintenance of discipline of the College / Recognized Institute as per prevailing Rules.

(5) Managing of the College/Recognized Institute, Libraries, Laboratories, Hospitals, Gymkhana and Hostels.

(6) Receipts, expenditure and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.

(7) Observance of provisions of Accounts Code.

(8) Correspondence relating to the administration of the College / Recognized Institute.

(9) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the College / Recognized Institute and maintenance of records.

(10) Observance of the Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued there under by the University from time to time.

(11) Supervision of College / Recognized Institute and University examinations, setting of question papers, for the College / Recognized Institute and University examinations, moderation and assessment of answer papers and such other work pertaining to the examinations as assigned.

(12) Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff.

(13) Any other work relating to the College / Recognized Institute as may be assigned to him by the Appointing Authority from time to time.

(14) Observation and implementation of directives issued by Government of India, Government of Maharashtra and Government Authorities, the University and other concerned authorities.

(15) Safe-guard the interests of teachers/non-teaching staff members and the Management.

(16) Timely submission of information/returns to different authorities i.e. Government /University /University Grants Commission/ Management etc. especially regarding Accounts matters.

(17) The Principal / Dean / Director of the concerned affiliated College / Recognized Institute shall be held responsible for submission of any false / forged information to the University or shall be held responsible for any act done by him, which is contrary to the provision(s) of the Act, Statutes, Ordinances, Rules, Regulations, Directions, Instructions, Resolutions, Notifications, decisions of University authorities, Committees and the Vice-Chancellor, as the case may be.

9. Appointment of teachers in the private aided and unaided affiliated colleges/recognized institutes:

(1) There shall be a Selection Committee for making recommendations to the Management for appointment of teacher(s).

a) The Selection committee for Private Unaided Colleges/Recognized Institutes shall be consisting of the following:

(i) Chairman, Governing Body/ Management or his / her nominee.

(ii) One member to be nominated by the Vice-Chancellor.

(iii) One member belonging to SC / ST / VJNT/ OBC / SBC, nominated by the Vice-Chancellor. Attendance of the said member is mandatory to constitute the quorum of the Selection Committee for selection for the post earmarked for the reservation category.

(iv) One subject expert in each subject to be nominated by the Governing Body / Management of the concerned College / Recognized Institute from the prescribed panel of approved teachers of affiliated Colleges / Recognized Institutes published by the University on its official website. Provided that, the designation of the subject expert so nominated shall be always equal or higher than the designation of post(s) for which the selection committee is being constituted. Attendance of this Subject expert is mandatory to constitute the quorum as Selection Committee.

(v) Principal /Dean/Director of the College / Recognized Institute.

(vi) The Head of the concerned Department of the College/Recognized Institute.

(vii) One representative belonging to SC / ST / VJNT/ OBC / SBC, from the concerned College/Institute selection for the post earmarked for the reservation category.

b) The Selection Committee for the aided post(s) of teacher(s) in the private aided affiliated Colleges / Recognized Institutes shall be such, as prescribed by the State Government from time to time. However, the subject expert shall be nominated by the Vice Chancellor on the Selection Committee on the request of College.

c) The Selection Committee for the Adjunct faculty in the private aided affiliated Colleges / Recognized Institutes shall be such, as prescribed by the **guidelines of the Department of Higher education MHRD,** No. 21-81/2014-TS-11 Dated 16th February 2015**.**

Sr. No	Composition	Position
1	Principal of the affiliated colleges	Chairman
2	Head of the concerned Department.	Member
3	Dean (Research & Consultancy) or Dean (Academic) of the University	Member
4	One Senior Professor of the College	Member
5	One External Expert nominated by Vice-Chancellor	Member

d) The Selection Committee & procedure for selection of candidates on the non-aided post(s) of teacher(s) in the private aided affiliated Colleges / Recognized Institutes shall be as prescribed by the University for private affiliated College / Recognized Institute.

10) Procedure of appointment and approval of teachers:

(1) The advertisement for all posts shall be prepared by the College keeping in view the reservation policy and shall get approved from the University along with Roster as per rules of Reservation prescribed by the Government/ Competent Authority from time to time.

(2) The post of the teacher(s) of affiliated College / Recognised Institutes shall be widely advertised in a short manner (one in local level and one in State level Newspaper) with particulars of the minimum and other qualifications, approved experience (if any), and emoluments etc. Reasonable time (minimum two weeks) shall be allowed to aspirants to submit their applications. The concerned affiliated College / Recognised Institute shall submit the detailed advertisement to the University in a prescribed format along with demand draft of fees prescribed by the University, for publishing the said advertisement on the official website of the University. The College may also publish the said advertisement approved by University on its own website.

(3) The date of the meeting of the Selection Committee shall be fixed by the management so as to allow the notice of minimum ten days to each member and to the candidates. The particulars of each candidate called for interview, in consultation with the Principal / Dean /Director of affiliated College / Recognised Institute, may be supplied to each member at least five days before the date of meeting.

(4) The quorum to constitute a meeting of the Selection Committee for private unaided colleges / Recognised Institutes shall be four members and for private aided colleges / Recognized Institutes shall be as prescribed by the State Government from time to time or shall be the same .

Provided that, presence of subject expert and reservation category nominee (in case of post of reservation category) in the selection committee shall be mandatory to constitute the quorum for the meeting of the selection committee.

(5) The Selection Committee shall interview by adopting **marking system** to adjudicate the merit of each candidate in accordance with the qualification(s), approved experience (If any) and performance of the candidate in the interview and report to the Appointing Authority, the names arranged in order of merit giving reasons for the order of preference. The committee may recommend only one name, if others are not found suitable or recommend no name, if no one is found suitable.

(6) The report of the Selection Committee shall be sent to the University within 72 hours (three consecutive working days) with relevant documents by appropriate electronic communication media or by College's / Recognized Institute's representative or by speed post.

(7) The Appointing Authority, shall appoint a person(s) in order of merit from amongst the persons so recommended by the Selection Committee and shall submit the proposal(s) for approval to the University of appointed person(s) in a prescribed format along with all necessary documents prescribed by the University.

(8) The Vice-Chancellor shall grant approval to the appointment(s) of such person(s) after verifying his/their qualification(s) and required approved experience (if any), as prescribed by the University. If the appointed person(s) does not possess adequate required qualification and / or experience (if any), and if, there is a reason to believe that the act of selection committee or selection procedure was not transparent / fair or not as per rules, then in such circumstances approval to the appointment shall not be granted. If, the Vice-Chancellor does not grant approval to the appointed person(s), then he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, the selection Committee shall submit its report to the Vice Chancellor for his decision. The Vice-Chancellor shall reconsider the proposal and shall decide the matter on merit of the case(s). The decision of the Vice-Chancellor thereon shall be final and binding.

(9) The regular approval granted by the Vice-Chancellor to the appointment of the Teacher(s) of Affiliated College(s) / Recognised Institute(s) shall be subject to successful completion of at least one "Teachers Training workshop" conducted by the University within a period of two years from the date of approval. If any Teacher(s) fails to comply with the said provision, the approval granted by the Vice-Chancellor shall automatically stands cancelled.

(10) The permanently appointed / approved teacher of affiliated College / Recognised Institute, who desires to relinquish his post, for personal or other reasons, shall give three months' notice (or of such period as prescribed by Government of Maharashtra or in lieu thereof basic salary for the notice period to the Appointing Authority. The Appointing Authority, / the Governing Body / Management, at its discretion may waive the above notice period in part or in full.

(11) The Rules regarding procedure for constitution of Selection Committee and appointment of Teachers in the affiliated Colleges / Recognised Institutes who has been granted Minority Status by the State Government and the University shall be separately prescribed by the University. However, the other rules, except the rule regarding 'Reservation of Posts (Roster)", shall be applicable *mutatis mutandis* to such Colleges / Recognised Institutes.

(12) Approved experience, Verification and regularization of experience:

i) The experience of a Principal / Dean / Director / teacher of any category appointed in the affiliated College or recognised Institute of this University or any other University established under any State or Central enactment, to which the approval has been granted by the concerned University shall be called as „approved experience".

ii) The experience certificate issued to the Principal / Dean / Director / teacher of any category by the College / Institute situated outside the State of Maharashtra, if counter signed by the Registrar of concerned University, to which said College / Institute is affiliated / recognised, then such experience shall be treated as approved experience .

iii) The unapproved experience of any Principal / Dean / Director / teacher of any category may be verified by the scrutiny of Form no. 16, appointment order, Joining report, Muster roll, etc. Such procedure of verification of unapproved experience can be done for considering the proposal of approval of any Principal / Dean / Director / Teacher of any category selected by the selection committee.

iv) The unapproved experience between the two different appointments of Principal / Dean / Director / teacher of any category may be verified and regularised the experience by the scrutiny of Form no. 16, appointment order, Joining report, Muster roll etc. of the concerned teacher and in case of the teacher served in the College / Institute which is not affiliated with this University , the experience certificate in the prescribed format which is counter signed by the Registrar of concerned University, to which said College / Institute is affiliated / recognised or the abovementioned documents.

11) Rules for prescribed panel of Teachers and Principals/Deans/Directors published by the University and their nomination on the Selection Committee:

(1) The University shall prepare Faculty-wise following panels and publish it on University website;

(i) Vice–Chancellor's nominees" Panel

(ii) Approved Principals/ Deans/Directors" Panel

(iii) Approved subject experts" Panel

(iv) Vice–Chancellor's Reservation nominees" Panel

(2) The above mentioned panels shall be prepared from the approved full time and permanent teachers and full time and approved Principals/Deans/ Directors of affiliated Colleges / Recognised Institutes. The name of the eligible teachers so empanelled shall be published by the University on its official website along with their designation, qualifications, experience, contact number and other details.

(3) Such lists shall be updated by the University from time to time.

(4) No affiliated College / Recognised Institute shall refuse to nominate member on its Selection Committee from the said panels on any ground.

(5) No affiliated College / Recognised Institute shall nominate such member on selection committee from the said list, who is from the same city and who is directly or indirectly connected with or in employment of the said college, Trust or society of the said College / Recognised Institute.

(6) The concerned College / Recognised Institute shall inform in writing to the University the whole constitution of the selection committee along with the nominee(s) so selected by the Governing body / Management from the prescribed panel(s) of the University except Vice-Chancellor nominee which is to be nominated by the Vice-Chancellor before seven days from the date of interview. Subsequent changes (if any), in the constitution of the selection committee shall also be informed in writing to the Vice-Chancellor University, prior to the date of interview.

(7) No affiliated College / Recognised Institute shall nominate same member, in any capacity, on its Selection Committee who was member of the previous Selection Committee of the said College / Recognised Institution.

(8) The Governing Body / Management of affiliated College / Recognised Institute shall pay the T.A.\D.A. to the members of the selection committee, called for conducting the interviews, as per the University rules prescribed from time to time. No extra remuneration shall be admissible to the members of selection committee, expect sitting allowance, if admissible.

12) Disqualification of approved teacher and approved Principal / Dean / Director from the panel prescribed & published by the University:

(1) No approved teacher or approved Principal/Dean/ Director of the affiliated College / Recognised Institute shall be nominated on the Selection Committee, if he has ceased to be approved teacher or approved Principal/Dean/ Director at the time of his nomination and such teacher shall not participate in the Selection Committee.

(2) A member by virtue of his approved teacher or approved Principal/Dean/Director nominated from the panel prescribed by the University on the Selection Committee, he has ceased to be such member of the Selection Committee as soon as such member ceases to be such approved teacher or approved Principal/Dean/ Director of affiliated College / Recognised Institution.

(3) No member from the prescribed panel shall be nominated on any selection committee if, he has been punished for indulging in or promoting, unfair practices in the conduct of University examination or if, he has been convicted of any offence involving moral turpitude. Further even a suspended person who is undergoing departmental inquiry shall not be nominated / participate in the Selection Committee.

13) FREEZING OR CESSATION OF APPROVAL / RECOGNITION GRANTED BY THE UNIVERSITY:

(1) Approval / recognition granted by the University to the appointment of teacher or Principal / Dean / Director of the affiliated College / Recognised Institute shall be automatically ceased, for the following reasons;

i) if he is ceased to be Teacher or Principal / Dean / Director of the concerned affiliated College / Recognised Institute for any reason such as retirement, termination, dismissal, resignation, etc.

ii) if such approved Teacher or approved Principal / Dean / Director has been convicted of any offence involving moral turpitude.

iii) if at any stage of his appointment or at later stage, it is found that the information / documents submitted by him / her, at the time of his / her selection or at the time of obtaining approval / recognition from the University is / are forged / false / Fabricated.

(2) Approval / recognition granted by the University to the appointment of Teacher or Principal / Dean / Director of the affiliated College / Recognised Institute shall not be treated as freeze / ceased, if he is suspended from the concerned post from concerned affiliated College / Recognised Institute during the period of suspension. However, such teacher shall not be i) Appointed as a Member / Chairman of any Committee & (ii) Appointed as an examiner.

(3) If any Teacher or Principal / Dean / Director of the affiliated College / Recognised Institute creates obstacle in the smooth functioning of the University or any authority or committee of the University or if any Principal / Dean / Director of the affiliated College / Recognised Institute has not permitted any teacher to perform the duties allotted by the University, without any valid reason, in such circumstances the Vice-Chancellor may freeze / cease the approval granted to the appointment of the concerned teacher or Principal / Dean / Director of the affiliated College / Recognised Institute for such period as he deems fit, which may extends to five years.

14) Responsibilities of Teachers

(1) Teachers should:

(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community ;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) Seek to make professional growth continuous through study, training and research;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge ;

(v) Maintain active membership of professional organizations and strive to improve education and profession through them ;

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and University examination duties as assigned to him / her. He / she shall work conscientiously and with dedication for creating complete Health Professional which will serve selflessly to mankind.

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the Affiliated College / Recognised Institute and the University, such as: - assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct

of University and College examinations, including supervision, invigilation and evaluation, as per Direction of the University from time to time.

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

(2) Teachers and the Students Relationship:

Teachers should:

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

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs ;

(iv) Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace ;

(vi) Be affectionate to the students and not behave in a vindictive manner towards them for any reason ;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Make students to develop an understanding of our national heritage and national goals ;

(x) Refrain from inciting students against other students, colleagues or administration.

(3) Teachers and Colleagues' Relationship:

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves want to be treated ;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities ;

(iv) Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavor.

(4) Teachers and Authorities Relationship:

Teachers should:

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

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities ;

(iii) Co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand ;

(iv) Co-operate through their organizations in the formulation of policies of the other institutes and accept offices;

(v) Co-operate with the authorities for the betterment of the institutes keeping in view the interest in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(5) Teachers and Non-Teaching Staff Relationship:

Teachers should:

(i) Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institute ;

(ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(6) Teachers and Guardians Relationship:

Teachers should:

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

(7) Teachers and Society Relationship:

Teachers should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided ;

(ii) Work to improve QUALITY of education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way, the activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National Integration.

15) Filling in of Temporary Vacancy

(1) The vacancy occurred due to resignation \ death \ retirement \ termination \ lien \ long leave of the incumbent teacher / Principal / Dean / Director, shall be treated as temporary vacancy against such substantive post.

(2) Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the appointing authority on the recommendation of the Principal / Dean / Director of affiliated College / Recognised Institute shall fill in such temporary vacancy.

(3) If the vacancy exceeds a period of a term but does not exceed more than a year, the vacancy shall be filled in by Appointing Authority on the recommendations of the Local Selection Committee of affiliated College / Recognised Institute, constituted as follows:

(i) The Chairman of the Governing body / Management or his nominee.

(ii) The Principal / Dean / Director of the concerned affiliated College / Recognised Institute.

(iii) The head of the concerned Department of the College / Recognised Institute, in the subject concerned.

(iv) One expert in the subject concerned nominated by the Governing body / Management from the list of approved teachers of affiliated Colleges / Recognised Institutes published by the University on its official website.

Provided that, the designation of the subject expert so nominated shall be always equal or higher than the designation of post for which the selection committee is being constituted. Presence of this member on such selection committee is mandatory.

(v) The Principal / Dean / Director of affiliated College / Recognised Institute shall be the Secretary of the committee. Quorum for the meeting shall be of three members.

(vi) The temporary appointment shall be subject to the approval of the Vice- Chancellor.

(vii) A person so appointed on temporary vacancy shall be automatically terminated after the completion of the period of his appointment (i.e. six months or one year as the case may be) and the University should be informed accordingly.

(viii) The teacher appointed temporarily on any higher post for a specific period shall have to keep lean on his original / basic post. As and when regular appointed person resumes on duty such temporarily appointed teacher shall be automatically reverted on his original / basis post.

16) Rules regarding temporary appointment on the reserved post:

(i) If the qualified and eligible candidate is not available for the reserved post from the concerned category, in such situation, to save the academic loss of the students, the selection committee / local selection committee may select the available qualified and eligible candidate from other category, temporarily, for the period of one year or one academic year, as the case may be. The University may grant temporary approval for the specific period to such appointment.

ii) After such temporary appointment, the concerned College / Institute shall have to advertise such reserved post, frequently.

iii) Such temporary appointment automatically ceases, when the qualified and eligible candidate for the reserved post from the concerned category is properly selected, appointed and resume on duty.

iv) In-spite of frequent advertisement of the reserved post, if it is satisfied that the genuine efforts has been made by the concerned College / Institute to fill up the reserved post, however, the qualified and eligible candidate of the concerned reserved category was not available, in such situation to save the academic loss of the students, the selection committee / local selection committee may select the available qualified and eligible candidate from other category, temporarily, or may extend the tenure of the temporarily appointed / approved teacher for the period of further one year or one academic year, as the case may be. The University may grant another temporary approval for the specific period to such appointment.

v) The temporarily appointed teacher of another category shall not have any claim or right to claim continuity on the reserved post for the concerned category.

17) Abovementioned procedure for filling in a temporary vacancy of teacher shall be applied *mutatis mutandis* for filling in temporary vacancy of Principal / Dean / Director.
Provided that, the appointing authority for Principal / Dean / Director shall be the Governing Body / Management of the concerned affiliated College / Recognised Institute.

18) Undertaking of the Teacher/ Principal /Dean / Director

The teacher(s) and Principal / Dean / Director newly appointed shall submit the undertaking through Principal / Dean / Director and Chairman of the Governing Body / Management, respectively, to the University as per format appended to the instant direction, which contains voluntarily acceptance of terms and conditions of appointment along with other necessary information.

19) Reservation of Posts

All affiliated Colleges / Recognised Institutes shall observe the reservation regulations for backward classes as prescribed by the State Government and the competent authority from time to time.

20) Probation

(1) The period of probation of Principal / Dean / Director / Teacher shall ordinarily be not more than 24 months, if the concerned Principal / Dean / Director / Teacher is selected on the regular substantive vacancy by adopting due procedure. On satisfactory completion of probation he / she shall be deemed to be confirmed if there is no adverse communication from the Competent Authority. However, after assessment of his / her work by the assessing authority, if his / her performance is not found up to the mark, his / her probation may be extended by giving written notice to him / her or his / her services may be terminated by giving one month's notice or by paying one month's basic salary in lieu of notice.

(2) The Principal / Dean / Director of affiliated College / Recognised Institute shall maintain Assessment Report(s) of every six months for the teacher(s) appointed on probation, in the prescribed format, if any, prescribed for the purpose by the University. The Principal / Dean / Director of affiliated College / Recognised Institute under whom the teacher is working, shall send his assessment report with definite recommendations for confirmation in service or otherwise to the Chairman, Governing Body / Management at least two months before the date

of expiry of the period of probation. In case, the teacher appointed on probation for a period of less than 24 months shall not be deemed to be confirmed at the end of his / her probationary period or his / her probationary period is to be extended, such cases be referred to the Management / Governing Body for further instructions along with a copy of confidential report, if any, justifying such decision. The Management/ Governing Body shall be the deciding authority in these cases.

(3) The assessment report of the Principal / Dean /Director of affiliated College / Recognised institute on probation shall be maintained by the Chairman of the Governing body / Management and will be placed before the Governing body / Management at least two months before the date of expiry of the period of probation with definite recommendations of confirmation in service or extension of probationary period or otherwise.

(4) If the Governing Body / Management terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-employed by the same college or a college under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to his good assessment report.

21) Service Book

A service book shall be maintained by the Principal / Dean / Director of affiliated College/ Recognised Institute for the teacher(s) of the College / Recognised Institute and shall contain such information as, date of birth, date of appointment, qualifications, pay scale, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature is to be obtained. The duplicate copy shall be maintained and updated at the same time and handover back to the teacher.

22) Assessment Of Work Of Principal \ Dean \ Director And Teacher

(1) In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Principal / Dean / Director of affiliated College / Recognised Institute by the end of the year. The Head of Department shall also prepare his own report of the work done by him and submit it to the Principal / Dean / Director of affiliated college / Recognised Institute at the end of the academic year.

In addition, the assessment report of the teachers shall be maintained by the Principal / Dean /Director of affiliated College / Recognised Institute for the following purposes:

(i) for evaluation of yearly reports during the period of probation;

(ii) for confirmation in service;

(iii) for consideration at the time of interview for a higher post;

(iv) on other occasions when required for specific purposes;

(2) A copy of annual confidential report will be communicated to every teacher by the Principal / Dean / Director of affiliated College / Recognised Institute, and by the Chairman, Governing

Body / Management in case of Principals / Deans / Director with a view to making improvement in the work, by the person concerned.

The person aggrieved by any adverse remarks may represent to the Competent Authority, which shall deal with such representation suitably.

(3) The assessment report referred to above shall be made by the persons indicated here in below on the recommendations of the immediate Head under whom the staff member is working:

Assessing Authority	***Person to be assessed***
(i) Chairman, Governing Body/ Management. of affiliated College / Recognized Institute.	The Principal / Dean / Director
(ii) The Principal / Dean / Director of the affiliated College / Recognised Institute	Head of the Department in affiliated College /Recognised Institute.
(iii) Principal/Dean/Director of affiliated College / Recognised Institute on the basis of confidential report of the Head of the concerned department.	The teacher in the department of affiliated College/Recognised Institute.

23) Increment

(1) an increment shall be drawn as prescribed in the appointment order issued by a competent authority or as per policy of the Govt. of Maharashtra adopted by the University.

(2) Service as laid down in the following clauses and in such other manner, as the Competent Authority may determine from time to time, shall count for increments in a time scale :

(i) Service in a time-scale post shall count for increment in that time-scale, provided that service rendered in post carrying lower time-scale will not be counted for increment in the higher post.

(ii) Leave, other than extra-ordinary leave without pay, shall count for increment in the time-scale of the post in which the teacher has been confirmed.

(iii) The teacher while holding one post, if appointed to officiate in a higher post, his officiating on temporary service in the higher post shall if he is reappointed to the lower post, count for increment in the time-scale applicable to such lower post.

(iv) The service rendered in a time-scale post during the period of probation shall count for increment.

(v) The service rendered in a temporary time-scale post shall count for increment.

(vi) Where a person who is allowed to keep a lien reverts to his original post, that period of lien shall count for increment.

24) Seniority of Teachers

Seniority of the teachers in the affiliated Colleges / Recognised Institutes shall be determined as under:

(1) Seniority of teachers in affiliated College / Recognised Institute shall be determined on the basis of the date of appointment and length of continuous service in the same College / Recognised Institute run by the same management, provided, however, that if the teacher accepts appointment in some other University/College/Recognized Institute keeping his lien on the original post, that

period shall be counted for purpose of seniority as the period of his continuous service in the College / Recognized Institute in which he has kept lien.

(2) The life member/life worker of the trust / society (if any), shall be treated at par with other teachers while determining their seniority.

(**3)** The Principal / Dean / Director of affiliated College/ Recognized Institute shall be considered senior to other teachers only for the period during which he holds the said post.

(4) As between the permanent teacher and the temporary teacher, the permanent Teacher shall be considered senior irrespective of the length of service.

(5) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.

(6) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.

(7) In respect of teachers whose length of continuous service is same, the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior. However, the teachers selected by one selection committee in one selection process, and joining on duty in an officially permitted joining time, seniority shall be decided on the basis of the order of merit given in the selection committee's report.

(8) A Professor shall always be consider senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer or Assistant Professor, a Lecture or Assistant Professor senior to Assistant Lecturer / Demonstrator / Tutor.

(9) Senior most approved Professor will be considered as Head of the Department (HOD) of the concerned department. If there is no post of Professor or if the post of Professor is vacant, for any reason, then the senior most approved Associate Professor / Reader will be considered as Head of the Department (HOD) of the concerned department. If there is no post of Professor or Associate Professor / Reader or if the posts of Professor and Associate Professor / Reader are vacant for any reason, then senior most approved Assistant Professor will be considered as Head of the Department (HOD). The Head of the Department may be appointed by rotation amongst the Professors with a tenure of three years. If no second professor is in the Department, the rotation may be permitted among professor and associate professors as per seniority and performance.

25) VACATION

The teachers are entitled to avail the vacations as prescribed by University from time to time.

26) LEAVE

Leave cannot be claimed as a matter of right. Discretion to refuse the leave is reserved with the Chairman, Governing Body / Management or the Principal / Dean /Director of affiliated College / Recognised Institute.

(1) Special Leave:

(i) The teacher attending the meeting/conference/seminar/any other non- Remunerative official business of the University/College/Institute/other concerned bodies provided prior sanction is obtained thereof, shall be treated on duty.

(ii) The teacher attending such business of other University/Central or State Government Bodies/other Statutory Bodies in India / College / Institute, shall be entitled to special leave not exceeding 15 days in a year.

(iii) The teacher attending the examination work and any work in the capacity of University Authority member of the University shall be treated on duty leave.

(iv) The teacher who is deputed / sponsored by the University/ College/ Recognised Institute for any special training / teaching / academic visit to other places of country/countries shall be treated on special leave for the period of his absence from duty.

(2) Casual Leave

(i) The teacher shall be entitled to 08 days casual leave in one calendar year or as prescribed by the State Government from time to time.

(ii) The application for casual leave shall ordinarily be sent 3 days before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained by the College / Recognised Institute.

(3) Vacation for Teacher:

The teacher shall be entitled to vacation as prescribed by the rules of the Government of Maharashtra during the period of 12 months commencing from the beginning of the academic year or as prescribed by the University from time to time.

The teacher shall be expected to undertake such work in the University / College during the vacation relevant to his duties as a teacher or examiner or special remedial training or self improvement programs, as may be assigned to him by the Competent Authority.

Provided however, that the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required, to undertake this work he shall earn leave at the rate of one-third of the days spent.

Provided further that, such work does not yield extra remuneration to him.

The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor / Principal / Dean / Director of the College / Recognised Institute.

(4) Medical Leave*:*

(i) The teacher shall be entitled to a leave on medical ground for 20 days on half pay or 10 days on full pay on commutation basis for each year of completed service or as prescribed by the State Government / University from time to time.

(ii) This leave shall be sanctioned on the production of medical certificate from any R.M.P if the period is less than 21 days.

(iii) For more than 21 days period, the certificate from the Civil Surgeon/Medical Board appointed by the College / Recognised Institute should be produced.

(iv) The teacher shall also produce medical fitness certificate at the time of joining on duty, after medical leave.

(v) Teacher suffering from diseases like Tuberculosis / Cancer/ Paralysis/ Leprosy etc. shall be entitled to special medical leave to the extent of one year in his entire career on full pay, in case he has exhausted all his earned leave and medical leave admissible.

(vi) The teacher shall produce a medical certificate from the Medical Board appointed by the College/Recognised Institute or from any specialized medical institute / hospital / clinic/sanatorium/civil surgeon for the purpose of availing special medical leave, and before resumption of duty from such leave that he is medically fit. Special leave for T. B. etc. may be granted two times on ordinary course, and for third time after the teacher is examined by the Medical Board.

(5) Maternity Leave:

(i) A female employee shall be eligible for maternity leave after completing probation period.

(ii) Maternity leave shall be granted up to two living children. Entitlement shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, female employee with one living child from the first delivery is eligible for the maternity leave, even if, she gives birth to twins in the second delivery.

(iii) The maximum period of entitlement for maternity leave shall be 180 days, or as prescribed by the State Government from time to time and as adopted by the competent authority of the concerned affiliated College / Recognised Institute, with full pay and allowances subject to production of medical certificate

(iv) In case of a miscarriage or a medical termination of pregnancy, for her health or for the health of the offspring, a female employee, on production of specific proof, shall be entitled to 90 days leave, or as prescribed by the State Government from time to time and as adopted by the competent authority of the concerned affiliated College / Recognised Institute, with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. Maternity leave under 26(5)(iii) shall not be admissible in such cases.

(v) A female employee, suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy, shall be entitled to additional one-month leave with pay and allowance on production of medical certificate. Such medical certificate shall be subject to the scrutiny of Medical Board.

(vi) Paternity leave of 15 days shall be allowed to a male employee with less than two surviving children during the period of confinement of his wife, i.e. fifteen days before or up to six months from the date of a delivery of a child. However, if such employee have not availed the leave within this period, it shall be treated as lapsed.

(6) Special Disability Leave

The Principal / Dean /Director/Teacher of affiliated College / Recognised Institute, disabled by injury or illness caused in consequence of the due performance of his official duty or in consequence of his official position shall be entitled to **Special Disability Leave** on full pay only when the injury or illness is sustained as a result of a risk, which is beyond the ordinary risk, attached to the post. Such leave not exceeding 4 months at a time shall be sanctioned by

the Competent Authority on a production of a certificate covering the requirement from Medical Board constituted by the Competent Authority and shall not be debited to any other kind of leave.

(7) Extra-Ordinary Leave without Pay:

Extra-Ordinary leave without pay may be granted under special circumstances up to a period of 15 days at a time and such leave will not be granted for more than once during the term of services.

(8) **Study leave**

The study leave with pay, maximum for three years for pursuing PhD, can be availed only once by a regular full time teacher throughout his/her service. However, additional study leave without pay can be availed for a period maximum one year.

(h) Sabbatical Leave

(i) Confirmed teacher working in the University/ affiliated colleges/ recognized institutes shall be eligible for the full pay sabbatical leave in the following manner :

(ii) The teacher shall get the sabbatical leave within India or abroad for increasing his academic and professional/administrative competence, which ultimately shall be useful to the University/ college/ Institutes.

(iii) Provided that, such sabbatical leave shall not be granted for Studies/Research leading to the award of Degree and/or Diploma.

(iv) The sabbatical leave shall not be granted to a teacher who is not confirmed and who has less than five years of teaching experience.

(v) The sabbatical leave may be granted twice in the entire service of the teacher.

(vi) The sabbatical leave shall be granted to one teacher in the Department at a time.

(vii) Provided that, if the sabbatical leave is granted to the teacher and the teacher proceeds on sabbatical leave no substitute appointment shall be made against the said post. The work load of such teacher shall be equally shared by other teachers in the Department.

(viii) The sabbatical leave upto one year at a time shall be granted to the teacher to visit library and/or laboratories in India or abroad, in connection with his Project.

(ix) The College teacher, before he proceeds on the sabbatical leave, shall submit to the Principal a detailed programme of his research/study which he intends to undertake during the period of one year in connection with his project.

(x) The college Teacher shall apply for sabbatical leave to the Principal along with the details of the scheme of his research project, probable duration, permission letter etc.

(xi) The Principal with his recommendations shall place the application of the teacher before the Managing Committee of the college for its consideration and approval.

(xii) The college teacher, on return from sabbatical leave, shall submit a report to the Managing Committee through the Principal within three months, on the nature of study, research or writing work undertaken during the period.

(xiii) The teacher, during the period of sabbatical leave, shall not accept any appointment in any other organization in India or abroad.

(xiv) If it is revealed that, during the period of sabbatical leave the teacher has accepted a job, he shall, refund the salary to the University/ college and this act of the teacher shall be treated as misconduct.

(xv) The teacher who has availed himself of Sabbatical leave to the full extent shall not be entitled to the Study leave.

(10) Lien

(i) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post for a period of maximum two years if the new positions is below the rank of Registrar, Principal, Director, Controller of Examination, and Vice-Chancellor.

(ii) The Period of lien can be maximum of 5 years only for the new position as Registrar, Principal, Director, Controller of Examination, and Vice-Chancellor

(iii) The lien of the teacher on any post shall not be terminated under any circumstances within time period as prescribed by the rules of Government of Maharashtra. The lien shall cease to be operative when he ceases to be in the service, absorption in foreign service or elsewhere, retirement, resignation, discharge or dismissal.

(iv) The teacher given a provisional substantive appointment shall be given fully substantive appointment, if the lien of the teacher on lien ceases to be operative.

(11) Other Leave:

The teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teacher but only after he completed one year's continuous and active service.

(12) Leave Sanctioning authority:

The sanctioning for different kinds of leave to the Principal / Dean /Director / Teacher of affiliated College / Recognised Institute shall be as under

1	Duty leave and Causal leave to the Principal / Dean /Director of affiliated College / Recognised Institute.	The Chairman, Governing Body/ Management.
2	Study leave, deputation leave, special medical leave, extra-ordinary leave, leave without pay, leave prior to retirement to the Principal / Dean /Director/Teacher of affiliated College / Recognised Institute.	The Chairman, Governing Body/ Management.
3	All types of leave, other than specified at (2) above to teacher.	The Principal / Dean /Director of affiliated College / Recognised Institute.

R14. CONDUCT OF EXAMINATIONS IN UNIVERSITY AND AFFILIATED COLLEGES

1. Conduct of Theory Examinations

(1) The time table of the semester examination shall be prepared by the Committee constituted by the Director(Academic Programmes)and approved by the VC.
(2) The Controller of EXAMINATIONS shall fix the dates for accepting the examination forms of the students, with and without late fee, in consultation with the Jt-Director-Exam, and display the same appropriately at least one month in advance.
(3) The candidates shall be required to register for the examination by filling appropriate examination forms and required fees through the colleges.
(4) The colleges shall ensure that only eligible candidates, with minimum 75% attendance and those who have appeared for the continuous assessment and mid-term examination held at the college, are allowed to fill the form and pay the necessary fees.
(5) The time table of examination should be displayed appropriately at least one month before commencement of the respective examination. The time tables will be kept on the website.
(6) The registered candidates will be issued an examination number and Hall ticket by the University to appear for the examination through the college.
(7) The Examination Numbers of the candidates (arranged alphabetically) shall be displayed appropriately at the Main Centre, regional centres, and subregional centres and also will be made available on the web site, at least TWO weeks before the commencement of the respective examinations.
(8) The Controller of Examination(COE) or his/her nominee at the Main Center , Director of regional centres and Jt-Director at the subregional centres shall be the custodian of the stationary related to the examination, and he/she will release the same as per the requirement, to the Jt./Dy Director-Exam who will then be the custodian of the same and responsible for conduct the examination at different examination centres.
(9) The COE shall select the question paper for a given examination from the sets collected for the same.
(10) The examination shall be conducted simultaneously at pre-decided colleges designated as 'examination centres'
(11) The examination paper will be transmitted electronically to examination centres one hour before the commencement of the examination.
(12) The Examination Centre shall take printout of the examination paper and make requisite copies for distribution to the examinee.
(13) Each Centre shall be equipped with fast network facility, printer and reprographic machine to make required number of question papers in less than 30 minutes. The chief conductor of examination at the examination centre shall be responsible for receiving the question paper(s) with confidential user password, getting the copies made of the question paper(s), putting them in sealed envelopes and for the delivery to the examination halls to the supervisor.
(14) The question papers will be printed only one hour before the exam on the campus under confidentiality in the presence of controller of examination in the University
(15) The Chief Conductor of examination at an examination centre shall overview all the examinations conducted during a particular period.

(16) Supervisors shall be at least graduates and shall be appointed by the CoE, on recommendation of the Jt. Director at the University while at the examination centers, the chief conductor shall make necessary arrangements for supervision

(17) The other menial staff required shall be appointed by the Registrar/ Principal of the college where the examination is conducted.

(18) The allotment of rooms, arrangement of benches, writing of examination numbers on the benches and all allied activities shall be managed by the examination office staff under the supervision of the chief conductor and shall be completed on the evening of the day prior to the commencement of the examination.

(19) Each examination room shall be inspected again by the staff 30 min before the commencement of the examination.

(20) For a bench of about 5 feet length there should not be more than two candidates; and if there are two candidates, they will be those appearing at different examinations.

(21) There shall be one supervisor per 30 examinees in a hall.

(22) A supervisor should report to the examination section/office at least 30 min before the commencement of the respective examination and should reach the examination hall allotted to him/her at least 15 min before the commencement of the examination.

(23) The Chief conductor of examination shall ensure that the packets of question papers are intact and duly sealed and are opened 5 minutes prior to the commencement of the respective examinations in examination hall.

(24) The Chief conductor shall ensure that the question papers are in order and are printed in appropriate numbers. Any discrepancy should be recorded, reported to the COE/ Jt.Director(Examination) and appropriate decisions shall be taken in mutual consultation and recorded thereof.

(25) The conductor shall distribute the question papers and answer books to the supervisors. He/she shall also hand over the appropriately filled reports to the supervisors.

(26) The required number of question papers, in sealed envelopes, shall be delivered to a supervisor by the conductor at least 10 minutes before the commencement of the respective examination.

(27) Supervisor shall sign each and every answer book/supplement to be handed over to the candidates.

(28) A supervisor shall distribute the answer books to the students 10 minutes before the commencement of the examination.

(29) Supervisor shall check the identity cards/admit cards of the candidates and take attendance of the candidates present in the hall. No candidate can take examination without an identity proof.

(30) Supervisor must be present in the allotted hall throughout the duration of the examination and shall ensure the observance of code of conduct during the stipulated time and also ensure that no malpractices take place.

(31) The candidates may be allowed to enter the examination hall up to 30 min from the time of commencement of the examination at the discretion of the supervisor concerned, but after 30 min no student shall be allowed to enter the hall.

(32) No candidate shall be permitted to leave the examination hall within 30 minutes from the commencement of the examination.

(33) At the conclusion of the examination, supervisor shall collect all the answer books and arrange them serially. The number of answer books will be counted and a report will be prepared in the prescribed format.

(34) Supervisors will deliver the answer books to the conductor, who will verify the reports of the junior supervisors.

(35) The answer books shall be packed and sealed suitably on the same day by the conductor.

(36) The answer books shall be sent to the examination centres of main University, regional centre and subregional centre for scanning. The Scanning of answerbooks shall be completed within 24 hours of receipt of the answerbooks after masking and coding of the answerbooks to protect identity of the examinee.

(37) The electronic scanned answer books will be sent to the examiners on the address for communication intimated at the time of accepting the invitation.

(38) Until the setup of the scanner machines at the University and Regional/ Subregional centres, the answer books shall be evaluated at a Central Assessment Program Centres.

(39) The CAP Centres will be within the reach of the examiners

(40) The remuneration bills will be checked and approved for payment by the Jt. Director-Exam) and shall be forwarded to the Finance officer for payment.

(41) Any incidental expenses incurred on the examinations and which are admissible, shall be reimbursed with approval of the Registrar/ Director

(42) The remuneration to the supervisors shall be distributed by the Jt.-Director on the spot after they submit the assigned answer books and the report.

(43) The conductor of examination shall ensure that the students are not resorting to unfair means/practices. In case such an incident occurs, he/she shall report the same to the COE along with his/her report.

(44) The answer papers of examinations shall be preserved for a period of at least 12 months from the date of declaration of result of the examinations concerned.

2. Vigilance Squad

(1) Vigilance squad is appointed for the University to curb unfair means/ malpractices at the examinations and to verify that the entire process of examination has been followed scrupulously by the authorities involved.

(2) Vigilance squad shall be constituted by the VC for one academic year. The squad shall consist of One senior Professor, One associate Professor and Jt. Director-exam.

(3) Vigilance squad members shall not be given any other pressing work during the examination time.

(4) Vigilance squad will verify all the matters pertaining to the semester examinations, including the following:

- (i) Packets of question papers
- (ii) Certificates on packets of question papers
- (iii) Whether necessary staff has been appointed as per the rules for proper conduct of examinations.
- (iv) Proper seating arrangement.
- (v) Supervisors' reports
- (vi) Account of answer books.

(vii) Sealing of question papers and answer books.
(viii) Proper facilities for physically handicapped persons

(5) Before visiting the examinations halls, the members of the squad will assemble in the office of the examination centre and show the appointment letter to the conductor and inform the conductor that the squad proposes to carry out the function of vigilance/observation at the examination. The conductor will brief the squad.
(6) The squad will pay surprise visits to examination halls at any time from half an hour before the commencement of the examination to one hour after the conclusion of the examination.
(7) Vigilance squad is permitted to make multiple visits to any hall for any examination on the same day if it desires and feels necessary.
(8) No other person except the candidates and the supervisor shall be allowed to be in the examination hall when the squad is in.
(9) When the squad visits any hall, the Chairman of the squad should display his identity to the supervisor. In turn, the supervisor should show his/her appointment letter or identity card to the vigilance squad
(10) Vigilance squad will prepare a report of the visit and submit the same to the Director(Academic Programmes), who will sign it and take necessary action on it in consultation with the COE.
(11) Malpractices detected by the squad will be reported to the Director (Academic Programmes) in writing who will be responsible for taking appropriate action.
(12) The Chairman of the squad will also record suggestions, observations, complaints, serious lapses, and irregularities observed.

3. Conduct of Practical Examinations

(1) The practical/oral examination is to be conducted to evaluate the students with respect to the specific experimental skills developed by the students and the corresponding theoretical knowledge acquired by them.
(2) The practical examinations in different subjects shall be conducted by the respective Departments in University and affiliated colleges.
(3) For the first three years the practical examination shall be conducted by the respective colleges with two internal examiners while for the final year examinations, a panel of one internal examiner and an external examiner preferably from industry, will be appointed for the examining the candidates. The colleges will suggest three names of external examiners from panel of the examiners available on the website of the University to the CoE for issue of the corresponding appointment letter.
(4) All practical and oral examinations preferably take place after the conclusion of the respective theory examinations.
(5) These examinations shall not be kept on Sundays, non-working Saturdays or public holidays, except when necessary and that too with the special permission of the VC.
(6) The examiners appointed for a practical examination shall prepare the time table of the practical examination and display the same under the name of the senior examiner and the respective HOD at appropriate locations, such as Departmental notice boards, main institutional notice boards.
(7) Copies of the time table should be sent to HODs of other Departments, where practical examinations in other subjects are also held. The copies should also be sent to the examination section, workshop, security, and stores.

(8) No candidate who has not completed the respective class work satisfactorily and whose laboratory journal/file is not certified shall be allowed to appear at the examination. The required documents shall be checked by the examiners before allowing the candidates to commence their work.

(9) Any question papers required for the examination shall be prepared within the Department, under confidentiality, by the respective examiners. Copies of the question papers should be sent to the Examination section for reference.

(10) The chemicals, specimens, materials, etc. required for the examination shall be procured by the examiners well in advance and the quality of these shall be thoroughly checked.

(11) The answer books required for the examination shall be obtained from the office well in advance by the internal examiner.

(12) The examiners should supervise the arrangements of experiments in the laboratory at least one day prior to the examination.

(13) Appropriate instructions should be given to the candidates before the commencement of the examination.

(14) No person other than the appointed laboratory staff, examiners and candidates shall be present at the venue of the examination, without prior written permission from the CoE/ Jt. Director (Examination).

(15) During the examination the candidates shall refrain from conversation and exchange of materials among themselves or anybody outside by any means.

(16) The examiners cannot keep their mobile while in the laboratory

(17) An examiner is free to examine orally a candidate on any of the experiments with which he/she is expected to be familiar according to the syllabus, with such variations as may test the skill of the candidate rather than his/her memory, and do not involve knowledge of new principles or facts not learnt by the candidate. The experimental tasks should not be of repetitive nature with results well known.

(18) Two examiners shall be present at the same time of conducting oral examination of a candidate, and marks shall be given after mutual consultation and with the concurrence of the examiners.

(19) The experts are expected to help the examiners in arranging the experiments and provide the expert results, as required by the examiners.

(20) During any break, the candidates may be asked to leave the laboratory with all the equipment, instruments, chemicals, etc. on their tables as such and the laboratory will be kept locked during the interval. The examiners shall open the laboratory when the next session begins.

(21) Under no conditions should a candidate suffer due to malfunctioning of an instrument, bad quality of chemicals, etc., and when such a case is noticed a benefit of doubt should be given to the student concerned.

(22) The total number of marks should be internally distributed in such a way that the students will be evaluated with respect to different relevant skills as well as the theory behind the experiments. In no case more than 50% of the total marks be assigned to the final result expected.

(23) While evaluating the results, the examiners will take into account the results provided by the examinee, however, the examiners shall not rely entirely on these results, but should look into the results of all the candidates from a batch in totality, before arriving at a scheme of assessment.

(24) Any scheme of awarding marks for a given experimental task should be objective, systematic, logical, and should be developed after taking all the relevant factors into account.

(25) If different answer books are provided for different tasks of parts of one task, all the answer books, along with supplements, if any, should be tied together by the examiners.

(26) Marks shall be awarded to each part and subpart of a task and the total for a task should be written at the end of the task. The grand total of marks for all the tasks should be written on the front page of the main answer book with the signature of any of the examiners.

(27) The mark-list shall be jointly prepared by all the examiners. The examiners may moderate the marks and/or normalize the marks to eliminate batch to batch variations, mitigate any catastrophic effect, unusual deviations, etc.

(28) The Senior examiner shall apply for and receive the petty cash due for the examination and it will be his/her duty to settle the account. Examination petty cash should be utilized only for the miscellaneous expenses towards the examination concerned and the bills should be settled within *seven days* of the end of the examination. All the required purchases must be done before or during the examination. Purchase of any item having no relevance to the examination concerned shall not be allowed.

(29) Any purchase after the conclusion of practical examination shall not be reimbursed unless it is proven with records that the material has been purchased to replace the used material during the examination.

(30) The assessed answer books shall be returned to the office along with the mark list and a receipt should be obtained.

4. Tracing of Correct Answer Books when the Seats Numbers are Wrongly Written

(1) A supervisor who notices any anomaly in the seat numbers written on answer books should immediately bring this, in writing, to the notice of the conductor, who in turn will report the same to the Controller of Examinations (COE).

(2) An examiner who notices any anomaly in the seat numbers written on answer books should report the same, in writing, to the Controller of Examinations (COE).

(3) The COE shall instruct the A.R. (Academics) to take steps to withhold the result of the candidate.

(4) The COE will carry out an independent exercise to trace the proper answer book of the candidate who has written a wrong seat number on his/her answer book, and record the observations.

(5) A candidate who has written a wrong seat number on his/her answer book shall be fined of Rs. 500 per every such entry.

(6) The result of such a candidate shall be withheld till the fine is fully paid

5. Assessment of Answer Books

(1) The Senior Examiner shall distribute the work of assessment of answer books among the co-examiners appointed for a subject head. He/she should hand over to the Registrar, along with the copies of the question paper a statement showing the division of the work.

(2) As far as possible, the work of assessment should normally be distributed equally among all the examiners and the payment of remuneration should also be accordingly equal. When this is not possible, the distribution of assessment work shall be so arranged that the entire paper or section or questions of all the candidates are examined by the same examiners. The payment of remuneration

shall be distributed proportional to the actual work done by them. In the case of any dispute, the matter shall be referred to the Director-Academics and his/her decision shall be final.

(3) The examiners should keep in view the rules regarding the assessment of answer books of physically handicapped candidates.

(4) Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with candidates or any persons representing them on any matter connected with the examination.

(5) If case of physical copies of answerbooks, the examiners should inspect the parcels of answer books as soon as they receive them and verify whether they are properly sealed. They should report any anomaly to the CoE. Any unsealed or open parcel should be returned to the CoE immediately, within one day from its receipt.

(6) The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the Junior Supervisor's report enclosed. They should report to the CoE, whether the contents of the parcels are in accordance with the report of the Junior Supervisor tied to the bundles of the answer books.

(7) In case of electronic receipt of the scanned answerbooks by the examiner, s/he should confirm electronically that he has received correct copies of the answerbooks.

(8) For online correction of answerbooks the examiner shall not make any copies of the answerbooks

(9) The process of online correction of the answerbooks the examiners shall follow the instructions for online marking and submit the marks online.

(10) To expedite the work of assessment, if an examiner receives any answer books not intended for him/her, or answer books in which answers to questions belonging to wrong section are attempted, he/she should send such answer books to the CoE. If this is not possible, he/she should submit the same to the CoE immediately and take the receipt. Any wrong answer books or sections received should be returned to the CoE at once.

(11) Examiners shall observe the following instructions, while assessing the physical answer books:

  (a) The assessment work must be done in red ink only.

  (b) The marks assigned to any sub-question must be written in the margin in legible handwriting at the end of the respective answer. The marks assigned to any question must be written at the end of the complete answer of the respective question, in the margin and they must be circled.

  (c) As the candidates have a right of revaluation, in no case should marks be written over the written answers.

  (d) Marks once written on an answer book or in a mark-list shall not be erased or overwritten. If any entry is to be revised, a line is drawn through it and the revised figure is to be written over the cancelled entry. Each correction so made shall be initialed by the examiner concerned. In the case of a correction in the total, the examiner shall put his/her full signature.

  (e) Fractional marks should not be assigned to individual questions.

  (f) If a candidate has tried more sub-questions than he is required to answer, all the sub-questions shall be assessed and while assigning marks to the question concerned, only the sub-questions with higher marks shall be considered.

  (g) If a candidate has attempted more questions than he/she is required to answer, all the questions shall be assessed and the respective marks shall be entered first on the front page of the answer book and also on the mark list. While totaling, however, the marks only of the maximum number

of questions, including the compulsory question/s, if any, required to answer shall be taken into consideration, in such a way that the total shall be maximum. The marks assigned to additional question/s tried by the candidate, except the compulsory question/s, if any, shall be left out in totaling and shall be denoted on the front page of the answer book and on the mark list by drawing a circle around the entry of marks assigned to each of such additional questions.

(h) In the mark-list, the entries should be made in the proper columns.

(i) The candidates who are absent at the examination should be noted from the Junior Supervisor's report and be marked absent by writing 'A' first in the mark-sheet.

(j) When any question is attempted by a candidate, but the answer does not deserve any marks, the entry should be made as 'zero', i.e. in word.

(k) When a question is not attempted by a candidate, a dash (-) is entered in the relevant column on the front page of the answer book as well as in the mark-list.

(l) If the answer to a particular question is written at different places in the answer books, marks may be assigned at more than one place, but the total marks assigned to the question should be given at the end of that answer.

(m) In case an examiner finds the answer book of any candidate illegible, it should be forwarded to the CoE with a report for forwarding the same to the Chairman of the Examination Committee for taking appropriate action.

(n) In the case of candidates with visual disability, the CoE shall intimate to all the examiners concerned the respective Examination Numbers. The examiners should keep in view a possibility of misspellings and other mistakes committed by the writers due to mishearing, and give the benefit of doubt to such candidates by ignoring such mistakes.

(o) Examiners should report to the registrar the cases of candidates who appear to have resorted to any unfair means, or have made any attempt to reveal the identity of the candidate to the examiner.

(12) The senior examiner shall submit the consolidated mark-list of each subject head of a particular examination separately in one lot, along with the supporting mark lists submitted by the co-examiners.

(13) The mark-list along with the assessed answer books shall be submitted to the CoE on or before the last date stipulated and a receipt be obtained to that effect. No remuneration bill will be processed if either of them is not received in the office.

(14) Any problem encountered in the assessment work should be brought to the notice of the CoE/Chairman of the Examination committee.

5. Moderation and Gracing of Marks

(a) Benefit of grace marks shall not be a right of the examinees.

(b) The benefit of grace marks shall be given to a student to pass the examination or to avail the provision of ATKT only.

(c) The concession of Grace Marks should be given as a facility in difficulty for a small minority of students and not as a liberal provision for a majority. Hence, the examiners should use the provision of gracing very judiciously.

(d) The benefit of grace marks may be given in all the heads of passing, internal as well as external.

(e) The Examination Committee may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case,

the committee should record the case, with observations in detail and appropriate recommendations, and forward the report to the Director (Academics).

(f) A committee consisting of the Director (academics), Dean-faculty and the Controller of Examination shall discuss the report and the decision of the committee shall be implemented, provided the Committee may involve the concerned examiner(s).

(g) Any other unusual observation/overt anomalies noted in the result shall be dealt with in the manner described in (e) above.

(h) If a candidate, who has appeared at a semester examination either in all subjects or in compartments as allowed by the Regulations, and is individually passing in all the Heads of passing, but whose total number of marks in all the heads of passing falls short of 50% of the aggregate marks to pass the examination, up to 1% of the aggregate marks may be added to his/her total number of marks. The gracing granted shall be indicated on the mark list.

(i) If a candidate, who has appeared at a semester examination either in all subjects or in compartments as allowed by the Regulations, and is failing in one or more heads of passing the committee may decide suitable total number of marks to be awarded in one or more heads of passing, based on the overall result of the examination; provided not more than 1.5% of the aggregate marks or 10, whichever is less, are given as grace marks. The grace marks in any one course shall be not be more than 5% of the course marks.

(j) A candidate, who has appeared at a semester examination in first attempt in all the subject heads and whose total number of marks falls short of the requisite total for First Class with Distinction, First Class, or Second Class, shall be given the necessary marks up to a maximum of 1% of the aggregate or 10 marks, whichever is less, and declared to have passed the examination with the respective class; provided that the class is given on the basis of aggregate of marks. Such a gracing shall be indicated in the mark-list of the candidate.

(k) The candidates whose failures have been condoned under the provisions of (h) and (i) shall be eligible for class in the same way as other successful candidates.

(l) When a head of passing is included in another head of passing, the benefit shall be given at the point where the student falls more short of marks to the overall marks available for gracing. Having given this benefit at that point, it may be distributed among the different heads of passing if required and as required.

(m) For the purpose of granting any grace marks, a fraction of half or more than half shall be computed as one.

6. <u>Declaration of the Results</u>

(1) The Examination Section will compile the results of the examination in the form of a Master Mark-list, based on the individual mark-lists submitted by the Examiners concerned.

(2) The CoE shall convene a Meeting of moderators associated with a given examination, within 10 days from the receipt of the last mark-list of the respective examination, by sending the invitation letters at least four days in advance. The meeting may be held in electronic mode.

(3) The quorum of the meeting shall be 50% of the total strength. If the quorum is not met, even after waiting for 30 min, the meeting will be adjourned and a fresh meeting will be convened, even by giving a notice of less than four days. Such a postponed meeting will be conducted even if there is no quorum.

(4) Each meeting will be chaired by the Controller of Examination (CoE) or his/her nominee.

(5) A Meeting shall be convened with the following objectives:

(a) to overview the overall result;
(b) to take suitable action in case there are abnormalities;
(c) to decide and grant appropriate grace marks to the candidates as per the relevant Regulation;
(d) to finalize the result;
(e) to take action on any representation made by the students;
(f) to take appropriate action on the cases brought to the notice by the Examination Section.

(6) Finalization of the Result:

(a) The committee shall take suitable decisions and record them in the form of the minutes of the meeting.
(b) The minutes will be approved by the Director (Academic).
(c) The result of an examination will be approved by the Director (Academics).
(d) In case the Director differs from the decisions taken by the Committee, he/she should refer the matter back to the Committee with his/her views.
(e) A meeting of the committee shall be reconvened, with the Director (Academics) as the Chairperson. The remarks of the Director (Academics) will be discussed. The quorum of such a meeting shall be 75% of the total number of Examiners. The decisions taken by the Committee after these discussions will be final and shall be approved by the Director(Academics).
(f) Any changes made in the marks, as per the resolution, shall be entered on the consolidated Master Mark-list for the examination concerned, and shall be checked and certified by the CoE.
(g) The approved minutes of the meeting of examiners shall be pasted on the Mark-list for reference.
(h) The mark-list will be properly secured, as per the Rules, and no change in it shall be allowed after the declaration of the result, unless any correction is needed after verification of marks, etc; and such a change shall be done by the CoE and indicated accordingly.

(7) The result will be declared, as per the norms, after approval from the Director, preferably within two days. The Institute shall strive to declare the results of every examination conducted by it within 30 days from the last date of the examination for that particular course and shall in any case declare the results latest within 45 days thereof.

(8) No examination or the results of an examination shall be held invalid only on the reasons that the University could not follow the schedule as stipulated.

(9) Mark-sheets will be given to the students within seven days from the declaration of the results.

(10) The mark-list should show the date of actual issuance of the mark-list.

(11) The answer papers of examinations shall be preserved for a period of at least 12 months from the date of declaration of results of the examinations concerned.

7. <u>Verification of Marks and reevaluation</u>

(1) After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks

(2) The candidates must apply for Verification of Marks within seven days from the date of issuance of mark-list. No such application shall be entertained after the due date.

(3) **Verification of Marks:** The verification of marks shall be done as under:

(a) The applications for the verification of marks shall be submitted in the form prescribed (Annexure)

(b) Each form should be accompanied by a fee of Rs. 100.00 per head of passing.

(c) The Controller of Examination (COE) shall examine the answer scripts to check the following– (i) whether all the questions and sub-questions answered have been evaluated (ii) the allotted marks have been properly entered (iii) totaling inside the answer script and on the front page of the answer script is correct.

(d) If there are any changes, the COE shall invite the respective examiner to make the necessary changes and such change/s will be signed in full by the examiner. The COE will verify the change/s and endorse the same.

(e) The revised entries, if any, will be made in the Mark-lists and initialed by the person the COE, and the names of both will be entered on the answer books as well as the mark-lists.

(f) The result of verification will be intimated to the candidates within 7 days from the last date of submission of the forms for verification.

7.1 Re-evaluation

(a) The applications for the reevaluation shall be submitted in the prescribed form.

(b) Each form should be accompanied by a fee of Rs. 300.00 per head of passing.

(c) The Controller of Examination (COE) shall appoint an examiner to re-evaluate the answer books, who shall not be from the same centre

(d) If the reevaluation does not change the marks more than 5%, the original marks are maintained or otherwise the new marks are entered for the candidate.

(f) The result of reevaluation will be intimated to the candidates within 21 days from the last date of submission of the forms for reevaluation.

(g) If the marks after reevaluation change more than 30%, the Director (Academics) shall appoint a Committee to reevaluate all answer sheets evaluated by the concerned examiner. If the number of such a cases is unusually high or repetitive indicating a bias for one reason or other by the examiner, the Committee can ask explanation from the concerned examiner. Until suitable and acceptable explanation is obtained, the examiner shall not be considered for any examination of the University nor will be given any academic responsibility including allotment of students for seminars and projects.

(h) The Committee can also recommend a penalty for the examiner equivalent the total reevaluation fees charged to the candidates.

(i) The Committee shall also recommend refund of the reevaluation fees to the candidates.