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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 = $\frac{1}{2}$ 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, <i>viva-voce</i> discussions
Practical's	60%	-	40%	Attendance, completion of experiments <i>viva -voce</i> , journal submission, assignments, project, experiments, announced tests

3.2. In-Semester Evaluation

- (1) It is expected that the teacher would conduct at least two formal assessments of the students under the continuous assessment mode in a Semester.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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
- (6) 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 reregister 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

- (a) The candidates who obtain 40% and more marks of the total marks of a subject head shall be deemed to have passed the respective subject head.
- (b) The candidates who obtain marks less than 40% of 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 $60\% \leq AM < 70\%$, 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 $\geq 70\%$, 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:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where

‘n’ is the number of subjects for the semester,

‘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 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:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

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

- (1) For those candidates who fail in a subject head or are eligible for appearing at the repeat examination, Supplementary End-Semester Examination will be conducted during the regular End semester examination in the following semester.
- (2) The marks obtained by candidates in the in-semester examinations (continuous assessment and periodic tests) will be carried forward in such cases.
- (3) Grading the performance in the Supplementary Examination:
The grades will be assigned as per 3.5 and 3.6 above.
- (4) 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 photo copy of their answer book 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. 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 attends 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 = $(\text{CGPA} - 0.5) \times 10$.

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.

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 behaviors 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, fulfill 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 programs, 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; counseling 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, honor 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 endeavor 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 favorable 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 counselor.
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 endeavor.
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 monetary 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 unjustifiably 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 charge(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 be 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

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 from 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;
 - 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.

- (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 genuine 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 / RecognizedInstitute'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.

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 answer books, 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 answer books by the examiner, s/he should confirm electronically that he has received correct copies of the answer books.
- (8) For online correction of answer books the examiner shall not make any copies of the answer books
- (9) The process of online correction of the answer books 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. Declaration of the Results

- (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. Verification of Marks and reevaluation

- (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.

STUDENT CODE OF CONDUCT:-

1. Principles

This Code of Conduct has been formulated to provide a clear statement of the institutions expectations of students in respect of academic matters and personal behavior.

Study at the institute presents opportunities for interacting with other members of the institute community. The institute recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- (1) high academic standards, intellectual rigour and a high quality education;
- (2) intellectual freedom and social responsibility;
- (3) recognition of the importance of ideas and the pursuit of critical and open inquiry;
- (4) tolerance, honesty and respect as the hallmarks of relationships throughout the institute community; and
- (5) high standards of ethical behavior.

All students are required to be aware of and act consistently with these values.

(b) Coverage

This Code of Conduct applies to all students of the institute, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the institute or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the institute.

(c) Definitions

In this Code of Conduct:

Student means all students of the institute, including but not limited to regular students, students in gap and alumni student.

Employee means all staff of the institute of PES's College of Engineering, Phaltan, (including full-time, part-time or casual staff).

(d) Personal conduct

All students must:

1. treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
2. maintain a cooperative and collaborative approach to inter-personal relationships;
3. act honestly and ethically in their dealings with institutes employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;

4. respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students;
5. ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the institute, including in the institute Library, lecture theatres and laboratories;
6. ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students to access or use the resources of the institute, including the institute Library resources, lecture theatres and laboratories; and
7. ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

(d) Academic Conduct

All students must:

- (1) Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the institute. Students must not enroll in additional units of study outside the degree resolutions even if the student information system allows it when enrolling on-line. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- (2) read all official correspondence from the institute, including email;
- (3) act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- (4) avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- (5) conform to the institute's requirements for working with humans, animals and biohazards;
- (6) behave professionally, ethically and respectfully in all dealings with the institute's learning partners during extramural placements and practicums; and
- (7) use institute resources, including information and communication technology resources, in a lawful and ethical manner and for institute purposes only, unless express permission has been granted for private usage.