G D GOENKA
UNIVERSITY
FROM FOUNDATION TO FLIGHT

ADMIN MANUAL

2023-24 Onwards

EXCELLENCE IN EDUCATION
30 YEARS
GD GOENKA

GD Goenka Education City,
Sohna Road, Gurugram, Delhi NCR

G D GOENKA
UNIVERSITY
FROM FOUNDATION TO FLIGHT

Vision

To be an institution of global repute, facilitating learning and advancement of knowledge by enabling learners to focus on sustainability, research, innovation, entrepreneurship and preparing socially responsible leaders.

Mission

To prepare globally responsible professionals through

- Strong foundation in the fundamentals linking knowledge and skills through experiential learning

- Inter-disciplinary project-based learning with focus on innovation & research

- Research enabling academic environment with state-of-the-art technological interventions

- Focus on making education holistic and multidisciplinary in line with NEP 2020

- Efficient systems and processes that enable all the faculty, staff and students to optimally utilize their potential
- Collaboration with top-ranked institutions and leading corporates to facilitate exchange programmes, training and joint research

- Inculcation of values and professional ethics with an understanding of societal & environmental

- Responsibilities for sustainable growth

- Enabling individuals to be competent employees, researchers, innovators, entrepreneurs and socially responsible leaders

G D GOENKA UNIVERSITY
FROM FOUNDATION TO FLIGHT

Quality Policy

To impart learning of the highest standards, in the disciplines we have chosen through a blend of theory, practice and performance we endeavour to seek excellence in our academic activities and in all the service we provide to improve the quality of life of our students and the community we serve.

REGISTRAR

VICE CHANCELLOR

/gdgoenkauniversity

GD Goenka University | GD Goenka Education City, Gurugram Sohna Road, Haryana-122103 India.
Contact: 98716 00045 - 48 Email: registrar@gdgu.org

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Ph. 23236351, 23232701, 23237721, 23234116

www.ugc.ac.in

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

BY SPEED POST

F. No. 8-12/2013 (CPP-I/PU)

February, 2015

9 FEB 2015

The Registrar
G.D. Goenka University,
Sohna Road,
Gurgaon,
Haryana.

Subject: **Compliance submitted by the University in respect of the observations/ suggestions given by the UGC's inspection Committee.**

Sir,

    This has reference to the visit of the UGC's inspection Committee to the University on **02-03rd August, 2014** and subsequent compliance submitted by the University in respect of the observations/suggestions given by the UGC's inspection Committee. The report of the inspection Committee along with the compliance submitted by the University was placed before Committee of UGC members for consideration. The Committee recommended as under:-

    "The Committee noted the compliance submitted by the University in respect of the observations/suggestions given by the UGC's inspection Committee and AICTE Expert Committee."

    The above recommendations of the Committee along with the Report of the UGC inspection Committee were placed before the Commission in its 506th meeting {Item No. 1.02(a)(ii)} held on 03rd February, 2015. The Commission noted and approved the recommendations of the Committee.

Yours faithfully,

(Charan Dass)
Under Secretary

G.D. GOENKA UNIVERSITY
OFFICE OF REGISTRAR
Date....20|02|.2015

Ph. 23236351, 23232701, 23237721, 23234116

www.ugc.ac.in

ज्ञान–विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली–110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

Speed Post

No. F. 5-2/2017 (CPP-I/PU)

May, 2017

23 MAY 2017

The Registrar,
G.D. Goenka University,
G.D. Goenka Education City,
Gurgaon Sohna Road,
Gurgaon – 122 103
Haryana

Email- nitesh.bansal@gdgoenka.ac.in

Sub: -Status of the G.D. Goenka University, Gurgaon, Haryana – 122 103.

Sir,

With reference to your letter dated 23.05.2017 on the above subject, I am directed to inform you that G.D. Goenka University, G.D. Goenka Education City, Gurgaon Sohna Road, Gurgaon, Haryana – 122 103 has been established by an Act of State Legislature of Haryana as a Private University and is empowered to award degrees as specified under Section 22 of the UGC Act through its main campus in regular mode with the approval of Statutory Bodies/Councils, wherever its required.

G.D. Goenka University, G.D. Goenka Education City, Gurgaon sohna Road, Gurgaon, Haryana – 122 103 is not authorized to open study centre/ off campus centre beyond the territorial jurisdiction of the state as per the judgment of Hon'ble Supreme Court of India in case of Prof. Yashpal vs. State of Chhattisgarh. The University cannot open its centre(s) even within the state as per the provision of UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 without the approval of UGC.

The UGC has not granted any approval to the University to open off campus/study centre

Yours faithfully,

(Kundla Mahajan)
Under Secretary

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विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मंत्रालय, भारत सरकार
(Ministry of Education , Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली– 110 002
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23604407, 011-23604424

BY EMAIL

F.No. 8-12/2013 (CPP-I/PU)   **May, 2023**

2 5 MAY 2023

The Registrar,
G.D. Goenka University
G.D. Goenka Education City
Gurgaon sohna Road, Gurgaon
Haryana – 122 103.

Email Id: - registrar@gdgu.org

Subject:- Status of the **G.D. Goenka University, Haryana** - regarding.

Madam/Sir,

Kindly refer to your email dated 21.04.2023 on the subject cited above. I am directed to inform that **G.D. Goenka University, G.D. Goenka Education City, Gurgaon sohna Road, Gurgaon, Haryana – 122 103** has been **established/notified** on 03.05.2013 by an Act of the State Legislature of Haryana as a State (Private) University. Accordingly, the name of the university was included in the list of universities, as maintained by UGC under Section 2(f) of UGC Act. 1956 on 19.06.2013.The list is available at the UGC website www.ugc.ac.in.

The University is empowered to award degrees as specified under Section 22 of the UGC Act through its main campus in regular mode with the approval of Statutory Bodies of the University and Statutory Council(s), wherever required. However, universities can award only such degrees as specified by UGC after creation of required academic and physical infrastructure facilities, including library, laboratories and appointment of teaching and supporting staff as per the norms and standards laid down by the UGC and Statutory Council(s) concerned.

The University is required to follow the UGC Notification on Specification of Degrees 2014 and its amendments issued from time to time wherein consolidated list of UGC approved nomenclature of degrees has been specified under Section 22 of the UGC Act, 1956 wherein entry level of each degree and duration of programme have been provided. The approved nomenclature may be followed by the specific area of specialization to be reflected in the parentheses. This notification is available on the UGC website www.ugc.ac.in under the link https://www.ugc.ac.in/pdfnews/1061840_specification-of-degrees-july-2014.pdf.

Yours faithfully,

(R.I.S. Bhardwaj)
Under Secretary

Page 1 of 1

HARYANA GOVT. GAZ. (EXTRA.), MAY 3, 2013   51
(VYSK. 13, 1935 SAKA)

PART-I

HARYANA GOVERNMENT

LAW AND LEGISLATIVE DEPARTMENT

Notification

The 3rd May, 2013

No. Leg.10/2013.—The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 11th April, 2013 and is hereby published for general information:—

HARYANA ACT NO. 8 OF 2013

THE HARYANA PRIVATE UNIVERSITIES (AMENDMENT) ACT, 2013

AN

ACT

further to amend the Haryana Private Universities Act, 2006.

Be it enacted by the Legislature of the State of Haryana in the Sixty-fourth Year of the Republic of India as follows :—

1.   This Act may be called the Haryana Private Universities (Amendment) Act, 2013. *Short title.*

2.   In the Schedule to the Haryana Private Universities Act, 2006, after serial number 9 and entries thereagainst, the following serial numbers and entries thereagainst shall be added, namely:— *Amendment of Schedule to Haryana Act 32 of 2006.*

"10.	Shree Guru Gobind Singh Tricentenary University	District Gurgaon
11.	Jagan Nath University	Bahadurgarh (Haryana)
12.	G.D. Goenka University	Sohna Road, Gurgaon
13.	K.R. Mangalam University	Sohna Road, Gurgaon
14.	S.R.M. University	Sonepat (Haryana)".

3.   (1)   The Haryana Private Universities (Amendment) Ordinance, 2013 (Haryana Ordinance No. 1 of 2013), is hereby repealed. *Repeal and savings.*

(2)   Notwithstanding such repeal, anything done or any action taken under the said Ordinance, shall be deemed to have been done or taken under this Act.

RAJ RAHUL GARG,
Secretary to Government, Haryana,
Law and Legislative Department.

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली-110012

Krishi Anusandhan Bhawan-II, Pusa, New Delhi - 110 012

Website: www.icar.gov.in

F. No.1/12/2023-EQR/Edn./Accre.   Dated: 2cth July, 2023

Notification

As per the decision of the National Agricultural Education Accreditation Board in its 34th meeting held on July 13, 2023, B. Sc. (Hons.) Agriculture Programme of School of Agricultural Sciences, G. D. Goenka University, Gurugram was approved for accreditation for a period of five years i. e. from 13/07/2023 to 12/07/2028.

M. Sc. (Ag.) Agronomy was not approved for accreditation. The detailed observations of the Board is attached herewith for reference and further course of action.

Further, the university/college needs to abide by the following requirements during the entire period of accreditation.

1. Self-Study Reports of all accredited programmes should be uploaded on university website with intimation of necessary link immediately.

2. University/college should annually upload intake data of students in all accredited degree programme(s), college-wise faculty positions on its website for information of stakeholders.

3. Student intake capacity of the accredited UG/PG/PhD degree programme(s) must be maintained during the accreditation period. Any increase in the student intake capacity during accreditation period without permission of the NAEAB will be liable to cancel the accreditation.

4. Strength of faculty/technical /supporting staff as listed in latest year of Self-Study Reports must be maintained by the university/college/programme.

5. A mid-term review will be conducted on actionable points (Annexure-II). The university is required to address the observations on actionable points in a time bound manner and submit Action Taken Report accordingly.

Yours faithfully,

(Rajesh Kumar Jha)
Dy. Secy. (Agril Edn. & NAHEP)

Copy to:

1. The Registrar, G. D. Goenka University, Gurugram, Email: registrar@gdgu.org

2. PSO to Secretary, DARE & DG, ICAR, Krishi Bhawan, New Delhi-01 for kind information.

3. PPS to DDG, Agril Edn, KAB-II, Pusa Campus, New Delhi-12, for kind information.

4. Concerned file/Guard file

E-mail : bciinfo21@gmail.com
Website : www.barcouncilofindia.org

Tel. :(91) 011-4922 5000
Fax :(91) 011-4922 5011

भारतीय विधिज्ञ परिषद्
BAR COUNCIL OF INDIA
(Statutory Body Constituted under the Advocates Act, 1961)
21, Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi - 110002

BCI: D: 137   : 2025 (LE/App/afflin)   19.02.2025

1	The Registrar, School of Law, G.D. Goenka University, Gurgaon, Haryana
2	The Dean, School of Law, G.D. Goenka University, Gurgaon Sohna Road, Delhi – NCR, Gurgaon, Haryana – 122103

Sub: Extension of provisional approval of affiliation to School of Law, G.D. Goenka University, Gurgaon, Haryana for imparting three year LL.B (H) degree course with intake of two sections of 60 students in each section, five year BA LL.B (H) integrated degree course with intake of two sections of 60 students in each section, five year BBA LL.B (H) integrated degree course with intake of one section of 60 students and five year B.Com LL.B (H) integrated degree course with intake of one section of 60 students for a period of one year i.e. for the academic year 2024-2025 and regularization of admission made during the academic period/ year 2023-2024.

Sir/Ma'am,

This is with reference to above mentioned subject regarding extension of provisional approval of affiliation to **School of Law, G.D. Goenka University, Gurgaon, Haryana** which has already applied for extension of approval of affiliation for the academic year 2024-2025.

This is to bring to your kind knowledge that the following resolution was passed on 5th May, 2024 by the General Council of the Bar Council of India with respect to grant of provisional approval of affiliation, to existing Centers of Legal Education/Colleges, whose approval cum regular inspection fee has been deposited, application of extension of approval of affiliation is pending, but no inspection could be done or the inspection has been done, but inspection report could not be placed before the Legal Education Committee or the Standing Committee for the academic year 2024-2025.

"RESOLVED that with respect to existing Centers of Legal Education/Colleges, whose inspection fee has been deposited, application for extension of approval of affiliation is pending, no inspection could be done or the inspection has been done, but inspection report could not be placed before the Legal Education Committee or the Standing Committee for its consideration, such Centers of Legal Education/Colleges may continue to admit students only for the academic year 2024-2025. This will apply only in case where affiliation has been granted by the University. Such provisional approval shall be subject to any decision taken after the inspection of the CLE is done by the Bar Council of India subsequently.

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Fee and G.A Checked MJ
Compliance Checked

You are hereby allowed to admit students in imparting three year LL.B (H) degree course with intake of two sections of 60 students in each section, five year BA LL.B (H) integrated degree course with intake of two sections of 60 students in each section, five year BBA LL.B (H) integrated degree course with intake of one section of 60 students and five year B.Com LL.B (H) integrated degree course with intake of one section of 60 students for a period of one year i.e. for the academic year 2024-2025.

The earlier period from 2023-2024. is also regularized since the University had deposited the approval fee.

AN AFFIDAVIT THAT THE CENTRE OF LEGAL EDUCATION IS COMPLYING WITH THE BELOW STIPULATED NORMS, RULES, REGULATIONS AND MANDATORY GUIDELINES OF BAR COUNCIL OF INDIA AS WELL AS WITH ALL THE ENUMERATIONS STIPULATED IN THE ATTACHED CIRCULARS(WITH THIS LETTER) BEARING NOS. BCI: D: 465/2024 DATED 24.01.2024(ANNEXURE-B), BCI: D: 468/2024/CIR-006/2024(LE) DATED 20.05.2024(ANNEXURE-C), BCI: D: 469/2024(LE/CIR.007) DATED 21.05.2024 (ANNEXURE-D)AND BCI:D:525/2024 (LE CIRCULAR NO. 008/2024) DATED 30.05.2024(ANNEXURE-E) AND SHOW CAUSE NOTICES AND COMPLIANCE LETTER REFERREDTO IN ANNEXURE-A, ATTACHED TO THIS LETTER MUST BE SUBMITTED TO THE BAR COUNCIL OF INDIA WITHIN 15 DAYS OF THE RECEIPT OF THIS LETTER FAILING WHICH, THEIR APPLICATION FOR FURTHER EXTENSION OF APPROVAL OF AFFILIATION SHALL NOT BE CONSIDERED AND IF APPROVAL, IS GRANTED FOR THE ACADEMIC SESSION 2024-2025, THE SAME MAY BE WITHDRAWN TOO.

The provisional approval of affiliation shall be conditional and is subject to compliance as per circular dated 05.02.2020 bearing No.BCI:D:158 (LE:Circulation No.01/2020), issued to all Centers of Legal education, as per the extended time of such compliance, whereby every Centre of Legal Education/college is required to submit a certified authenticated bank statement bearing bank stamp, date and signature, mandatorily with respect to the salary/ies being disbursed to all the teachers/faculties every three months with effect from March, 2022 on a regular basis, unless specifically sought at other intervals, and also furnish list of teachers with qualifications as per BCI and UGC Rules, and further furnish proof/receipts of fulfillment of minimum library requirements, as enumerated under Schedule-III, Rule-15, Minimum Library requirements of Legal Education Rules-which is the sine qua non of a Centre of Legal Education. Certain show cause notices and compliance letters had also been issued specifically to certain Centers of Legal Education/Colleges, with conditions mentioned therein, which have to be complied too as per the time stipulations therein, and if they have not been complied with they must be complied with immediately.

The last date for compliance of the above referred circular has expired on 31st August, 2022. It was extended from time to time due to the pandemic. As a last opportunity, ensure to comply with the same, otherwise the provisional approval of affiliation being issued herewith may be withdrawn.

You may kindly bear in mind that the Bar Council of India is the sole and supreme sanctioning authority for seats and it does not allow any supernumerary quota of seats for law degree courses, over and above the sanctioned strength of seats and whatever reservation of seats is to done by the

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University under whichever quota as a rule has to be done within sanctioned strength of seats. The only supernumerary quota, as of now permitted by the Bar Council of India, is 10 percent seats in EWS quota over and above the sanctioned strength of seats allotted/approved by BCI and that too, is subject to adequate infrastructure and qualified faculty to accommodate the supernumerary seats. The same is required to be adhered to. If there is any default on such part and the same is discovered subsequently, action shall ensue which includes revocation of approval granted.

The CLE is advised to declare the same voluntarily for consideration of the same in a manner which will not be detrimental to interests of the students admitted, if any, over and above the sanctioned seats as a one time opportunity. The same shall not be construed to be applied prospectively.

➢ It is pertinent to point that no University in India can offer a 4 year LL.B or integrated LL.B, followed by a 1 year LL.M in tie up with a foreign University under the present BCI regulations. Such a Law degree, nor the post qualification after it, is recognised by Bar Council of India. The BCI only recognizes the pattern of a 12th class +3 (graduation in any stream+3 (year Law degree) and/or a 12 + 5 year integrated law degree.

➢ While exchange programs of teachers and students have been undertaken by Centers of Legal Education including, Law Universities in India, Dual Degrees or joint Degrees with Foreign Universities have not been permitted or recognized by BCI. It is essential to emphasize that any foreign collaboration involving legal education institutions, must strictly adhere to the regulatory framework established by the Bar Council of India. It cannot compromise on the quality of legal education mandated by the BCI It's worth noting that unless a degree is recognized by the BCI in India, it holds no validity within the country. Therefore, a degree obtained from an Indian University, being recognized solely in a foreign jurisdiction, without recognition in India, would be of no consequence to the university or its students.

➢ Recognition and approval of law degrees are exclusively within the purview of the Bar Council of India. Consequently, if, upon thorough evaluation it is determined Law degrees are being issued by Universities against the rules and norms of Bar Council of India, recognition of such degree/s shall be withdrawn and such degree holders shall not be entitled to be enrolled in any State Bar Council in India.

➢ BCI and it's Legal Education Committee have time and again reiterated, stated and clarified, that it does not recognise LL.B and/or LL.M or any Law degree course through online mode, correspondence, open and/or distance learning mode.

➢ It has further come to the attention of the Bar Council of India and its Legal Education Committee that certain institutions are offering Master of Arts (MA) programs with a Law subject, in open and distance learning mode, or online mode which attempts to mimic the structure and content of a Master of Laws (LL.M.) program. Upon careful examination, it has been observed that such an endeavor is beyond the scope and intent of a Master of Arts Degree and is deemed impermissible. It is hereby clarified that such MA degrees will not be recognized by the BCI as equivalent to a Master of Laws (LL.M.) degree and for the purpose of teaching of LL.B. Course.

➢ It is crucial to clarify that the designation "MA" signifies "Master of Arts," whereas "LL.M." represents "Legum Magister," a Latin term denoting a "Master of Laws" Degree. The distinction between these two titles is significant, as an LL.M. degree is specifically tailored for graduates of law programs, whereas an MA degree encompasses a broader range of academic disciplines and is separate and distinguished from Master of Laws Degree. It is a deliberate attempt to bypass LL.M. in such a manner.

➢ The BCI emphasizes that an MA degree with a Law subject does not confer the same benefits or privileges as an LL.M. degree. Individuals holding an MA degree in Law will not be entitled to the benefits typically associated with possessing an LL.M. degree, nor will they be eligible to teach in LL.B degree programs. Pursuit of legal education at the postgraduate level, in the form of an LL.M. degree, is restricted to individuals who have completed their undergraduate legal studies while it is clarified that any specialized branch of law offered at the master's level, without the LL.B./BA.LLB qualification as the requisite entry-level credential, shall not be recognised as equivalent to an LL.M. degree.

➢ It is imperative for all stakeholders in the legal education sector to understand that the distinction between an MA degree and an LL.M. degree is significant. An MA degree with a Law subject does not fulfill the requirements for recognition by the BCI as a qualification equivalent to an LL.M. degree.

➢ This serves to clarify the position of the BCI on the recognition of MA degrees with a Law subject and to prevent any misconceptions regarding their equivalence to LL.M. degrees.

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Compliance Checked

➤ The BCI and its Legal Education Committee has further also observed that running an MA (with Law subject) by any such mode is an attempt to mimic an LL.M, which is also not permitted by such mode.

➤ It has also been brought to the notice of Bar Council of India that some entities claiming to be Centre of Legal Education are offering courses through distance education/correspondence mode, under the nomenclature of the degree of LL.M. or LL.M. professional, where anyone even without LL.B. can get an LL.M. degree, and, the same persons are also getting registered for Ph.D., appearing for UGC NET etc. thereby diluting quality of legal education.

➤ This is an illegal practice and Bar Council of India shall not hesitate in taking stringent action against such centres.

The Kerala High Court in the case of Indira Gandhi Memorial Trust Vs. State of Kerala, W.P. (Civil) No. 34303/2023 vide its order dated 12th December, 2023 held that if a College intends to start a course during the academic year 2023-24, the application before the Bar Council has to be submitted before 31.12.2022In effect, if an affiliation is granted by the University for a particular academic year, beyond such timeline, the same cannot be produced before the Bar Council of India for starting the course in the very same academic year going by the time schedules that are kept by the Bar Council of India.

The Hon'ble court directed the University to extend the affiliation dated 20.07.2023 issued for the academic year 2023-24 to be valid for the academic year 2024-25 and comply with the time schedules that are kept by the Bar Council of India.

Therefore, in view of the above, universities are directed to adhere to the above timeline or to any timeline notified by the Bar Council of India before each academic year for providing affiliation to any Centre of Legal Education.

The Division Bench of the Hon'ble High Court of Mumbai at Nagpur, in the Writ Petition Number 1114/2018 vide Judgment dated 08.04.2020 in re RashtrasantTukdojiMaharaj Nagpur University and others vs. State of Maharashtra and others (AIR 2020 Bom 135), upheld the constitutional validity of Rule 2(xxiv)"Regular Approval" means approval for not more than five years and includes permanent approval earlier granted to any Centre of Legal Education before these Rules come into force.

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Fee and G.A Checked M.J
Compliance Checked

The Court observed that approval of educational institutions is procedural, and the approval granted is in the nature of an existing right rather than a vested right. Legal education, the Court noted, is a dynamic process that requires maintaining standards, which cannot be confined to any time frame or remain static.

As per the order of the Hon'ble Supreme Court of India dated 29.08.2019 passed in Writ Petition (Civil) No.1510 of 2018, titled as Vinit Garg Vs. University Grants Commission and as per the earlier order of Hon'ble Supreme Court of India dated 03.11.2017 passed in Civil Appeal Nos.17869-17870, arising out of SLP No. 19807-19808/2012 in the case of Odisha Lift Irrigation Corp Ltd. Vs Ravi Shankar Patro&Ors., the Hon'ble Supreme Court has held that an University has to obtain permission from the concerned regulatory body for initiating/starting, opening and conducting any distance learning course/s.

The Hon'ble Supreme Court in the case of Bar Council of India Vs. Rabi Sahu, Civil Appeal No. 8571/2013 vide its order dated 9th June, 2023 has held that in view of the Bar Council of India Rules, Part IV- Rules of Legal Education, 2008 prescribed by Bar Council of India, only graduates from recognized/approved Centres of Legal Education (Universities, University Departments, Constituent Units, Colleges etc.) by the Bar Council of India can be enrolled as advocates.

As per UGC Regulations 4(A)(iv), (Open and Distance Learning Programmes & Online Programmes) Regulations, 2020, the Higher Educational Institution must have the approval or recommendations of the statutory or regulatory authority, in this case, the Bar Council of India (BCI), for offering law programs in Open and Distance Learning mode or Online mode.

Explanation: Programmes as mentioned at clause (iv) shall be considered only when these are recommended by the respective statutory or regulatory authority or regulatory council to offer in Open and Distance Learning mode or Online mode, as applicable......."

Furthermore, the Distance Education Bureau under UGC explicitly prohibits courses in engineering, law, medicine, dental, pharmacy, nursing, architecture, physiotherapy, applied arts, and other such programs from being offered

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through online mode without approval from the respective statutory or regulatory bodies.

➤ *Some Universities, including some reputed Universities are running such programs in flagrant violation of clear directives and guidelines as stipulated above and without even having made a request or application to BCI in this regard. It is categorically made clear, such programs have no recognition and/or approval from BCI.*

➤ *CLE's must ensure to comply with these directives, failing which necessary action will ensue.*

An affidavit/undertaking to comply with the conditions mentioned above shall be required to be submitted by way of duly notarized affidavit within 15 days of receipt of this letter by way of hardcopy and also by way of scanned copy at complianceaffiliationle2@gmail.com with heading-COMPLIANCE TO PROVISIONAL APPROVAL-REQUIREMENTS.

It is made clear that if any Centre of Legal Education, does not comply to above then their application for further extension of approval shall not be considered and, if, approval is granted for the academic session 2024-2025, it may be withdrawn.

Please be aware that compliance with all conditions and the Rules of Legal Education is mandatory. Any discovered shortcomings or deficiencies, including those detected from portal registrations and forms, may lead to the withdrawal of approval granted to the CLE. Such deficiencies will also render the CLE ineligible to admit students in the next academic session.

Additionally, the CLE may receive further compliance directives and may be subject to both surprise and scheduled inspections. To maintain your approval and affiliation, ensure full adherence to all Rules and Regulations of Legal Education

➤ Universities who have not yet completed one time online registration on the basis of the link/s sent on their official email id's are required to fill the registration form, & upload registered documents and photographs within a period of 21 days, failing which appropriate action will ensue.

The compliances and pending fee/ any other fee which may be payable in future may be kindly ensured to be complied with as and when intimated in the future.

➤ Note – Kindly ensure to submit English translation of all documents being furnished by you in Hindi or in any other regional language to BCI.

➤ Note- In accordance with the Council resolution passed on February 20, 2022, the refundable guarantee amount per course, is set at Rs. 5 lakh. Additionally, (C.L.E.'s) who had previously deposited a guarantee fee of Rs. 2 lakhs are now required to pay the remaining Rs. 3 lakhs to meet the total guarantee fee of Rs. 5 lakhs for a single course. For each additional course, the guarantee fee stands at Rs. 5 lakhs per course.

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Fee and G.A Checked M.J
Compliance Checked

➢ Very important: - Please, henceforth ensure to send any compliance affidavit/reply and affiliation orders separately to complianceaffiliationle2@gmail.com, apart from copying it to dlebci@gmail.com. Please do not send any email/s to proledepartment@gmail.com.

For any other query/ies you may send e-mail/s to dlebci@gmail.com

NOTE

Public Meeting for Legal Education related Matters will be held from Monday to Thursday every week between 3.00 p.m. to 4.30 p.m. only at BCI office at 21 Rouse Avenue Institutional Area, New Delhi 110002 (2nd floor, Conference room) with Chancellor, Vice Chancellor, Pro-Vice-Chancellor, Registrar, Director, Dean, Principal, Academician/Permanent Faculty of Law, Head of Department, /Member of Society/or Trust which has established the CLE, administrative personnel, attached to(permanently working with Center of Legal Education) and/ Society Registration documents and/or with owners whose name should be documented in Trust Deed. All should carry CLE photo id cards as well as Aadhar/PAN/Passport for identity along with authority letter from authorised personnel like VC, Registrar, Dean, Principal or owner whose Identity should be clear from documents like Trust Deed, Society Registration papers, Photo Ids referred to above.

Authority letter has to bear original signature as on Govt. id like PAN Card/Passport, FULL NAME, DESIGNATION, MOBILE NUMBER AND EMAIL ID of person issuing authority letter as well as of person who is being issued authority letter.

No agents/touts or unauthorised personnel shall be entertained at any cost.

All visitors will have to fill the following form with attachments before the meeting.

Typed by M.J
Fee and G.A Checked M.J
Compliance Checked

On behalf of BCI, the meeting will be attended by Principal Secretary Mr. Srimanto Sen and/or Mr.Nalin Raj Chaturvedi, Additional Secretary and/or in absence of one/both of them by Mr. Awanish Kumar Pandey, Additional Secretary.

No other BCI employee is authorised to discuss Legal Education Related Matters.

To ensure the integrity and quality of legal education, it is essential to prevent unauthorized personnel, agents and touts from interfering in academic and administrative matters. Unauthorized interference often leads to misinformation and compromises the standards of legal education. Therefore, ONLY SENIOR AND AUTHORISED PERSONNEL AS MENTIONED ABOVE WILL BE ENTERTAINED.

Your cooperation is required to maintain transparency and uphold the highest standards in legal education. This measure is in the best interest of all stakeholders and aims to promote an environment conducive to the betterment of legal education.

This is for your information, necessary compliance and action.

Yours sincerely,

Nalin Raj Chaturvedi
Additional Secretary

Srimanto Sen
Principal Secretary

Typed by M.J
Fee and G.A Checked M.J
Compliance Checked

NATIONAL AND INTERNATIONAL RANKING ACCREDITAITON

- Titanium Band in India Academia Rankings, 2025

- Titanium Band in India in Employability & Startup Ecosystem Rankings (ESER), 2025

- Diamond Band in India for Research Excellence, 2025

- Recognised as Institution of Happiness, 2024-25, by QS I-GAUGE

- Platinum Band Ranking for Outcome-Based Education (OBE) 2024 - GD Goenka University.

- QS I-GAUGE Diamond & Gold Certified University 2020 for Teaching and Learning and E- learning Excellence - GD Goenka University.

- No. 1 Promising Law School in India 2024 by CSR Law Schools Survey by Competition Success Review - GD Goenka University, School of Law.

- Top 10 Law Schools in the North Zone and Top 20 Private Law Colleges in India 2024 by BW Legal World Law School Rankings - GD Goenka University, School of Law.

- 2nd among the Top Hotel Management Institutes in Delhi NCR 2024 by the Outlook I-CARE Survey - GD Goenka University, School of Hospitality and Tourism, Le Cordon Bleu - Gurugram.

- Ranked in the 101-125 band in the NIRF Rankings 2024 - GD Goenka University, School of Healthcare and Allied Sciences, Pharmacy programme.

- 14th in India's Top Pvt. B-School Rankings (North Zone) 2024 by Times BSchool - GD Goenka University, School of Management.

- Top 10 Most Promising Agriculture Colleges in India 2024 by Higher Education Review Magazine - GD Goenka University, School of Agricultural Sciences.

- Certificate of Achievement in DEI & SI Rankings 2024 - GD Goenka University.

- Diamond band in Green Ranking 2024 by R World Institutional Ranking - GD Goenka University.

- Top 50 Engineering Institutes in India 2023 by Times All India Engineering Institute Ranking Survey - GD Goenka University, School of Engineering and Sciences.

- Top 10 Best Institutes in Physiotherapy 2020 by The Knowledge Review - GD Goenka University, School of Healthcare and Allied Sciences.

- Green Institutional Mentor 2020 under the GEM Sustainability Certification Program by ASSOCHAM - GD Goenka University.

- Most Preferred Private University 2019 at the National Education Summit by ASSOCHAM India

    - GD Goenka University.

- Featured in the Great Indian Institutes 2019 by Forbes India Magazine - GD Goenka University.

- Diamond Band Ranking for Outcome-Based Education (OBE) 2023 - GD Goenka University.

- Diamond band in Green Ranking 2023 by R World Institutional Ranking - GD Goenka University.

- State Level Energy Conservation Award under the category of Institutions & Organizations (Connected Load more than 30 KW) 2018-2019 HAREDA – GD Goenka University

- Titanium band in R India Academia Ranking 2024 – GD Goenka University

- Diversity, Equity, & Inclusion (DEI) and Strong Institutions (SI) Rankings 2024 by Global University Ranking Letter 2024 - GD Goenka University.

- World's Top 1000-1200 Rank Band for Diversity, Equity, & Inclusion (DEI) and Strong Institutions (SI) Rankings 2024 by Global University Rankings - GD Goenka University.

- The Impact Ranking Score Sheet 2024 – GD Goenka University

Accreditations

Certified for E-Learning Excellence & Advanced E-LEAD certificate
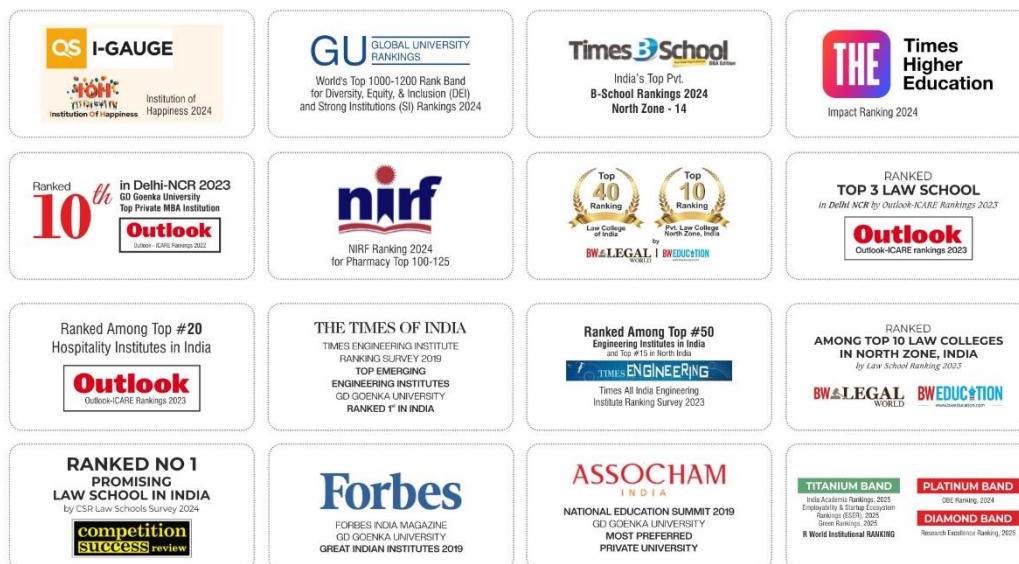
CHAPTER1
ORGANIZATIONAL STRUCTURE

Organizational Structure
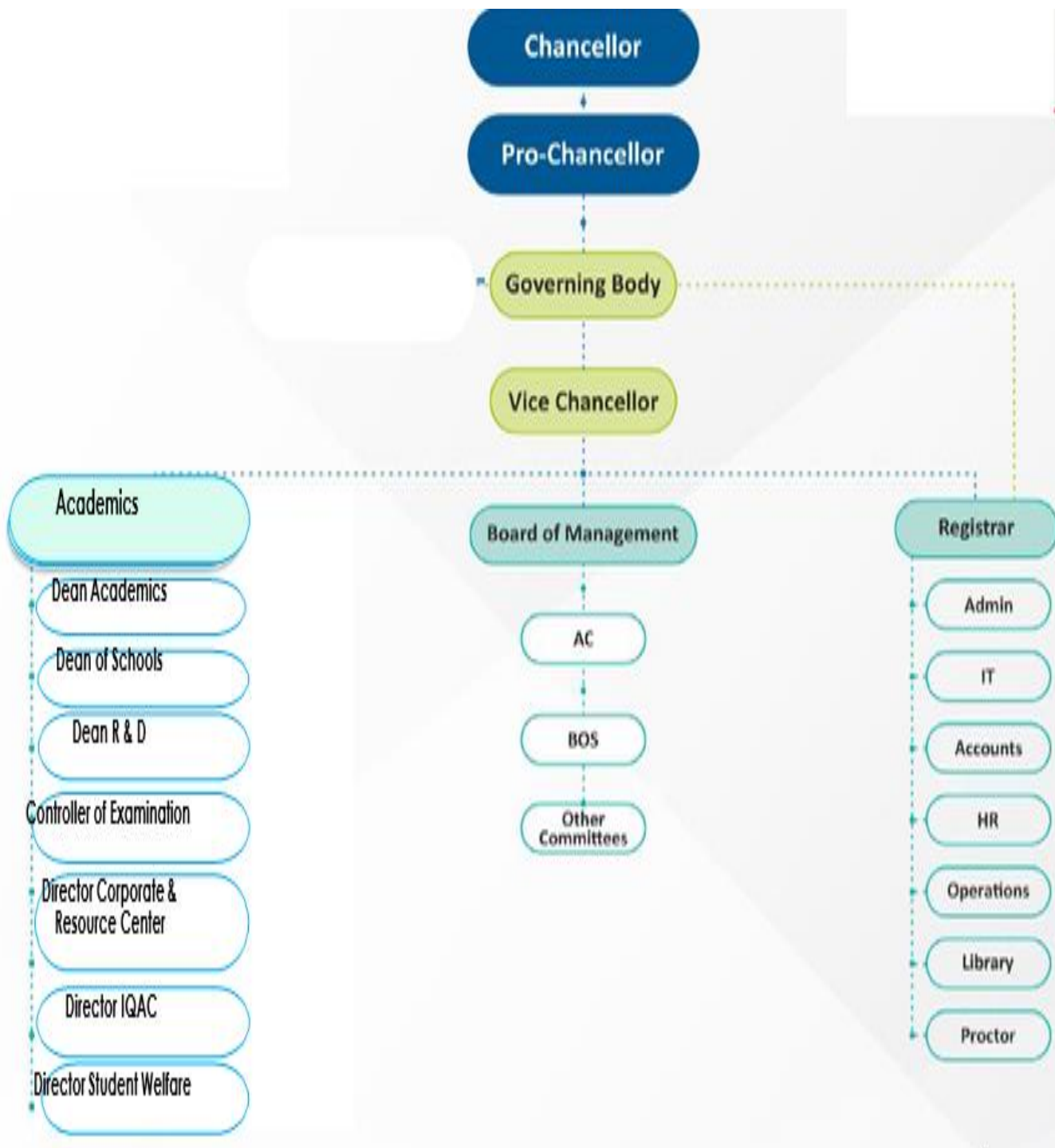
CHAPTER 2:
FIRST STATUTES
(As per Section 30 (1) of Haryana
Private Universities Act, 2006)

CHAPTER VII - CONVOCATION OF THE UNIVERSITY

CHAPTER VIII - ANNUAL REPORT

CHAPTER IX - OTHER PROVISIONS

668   HARYANA GOVT. GAZ., MAY 20, 2014 (VYSK. 30, 1936 SAKA)   [Part I

HIGHER EDUCATION DEPARTMENT

The 19th March, 2014

No. KW 20/21-2011 UNP (5).—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows G.D. Goenka University, Sohna Road, Gurgaon to frame its First Statutes.

S.S. PRASAD,
Additional Chief Secretary to Government Haryana,
Higher Education Department, Chandigarh.

CHAPTER I – GENERAL PROVISIONS

1.   Short Title, Extent and Commencement
(i)   The "Statutes" means The Statutes of GD. Goenka University, Sohna Road, Gurgaon, Haryana
(ii)   These Statutes shall come into force with effect from the date of their publication in the official Gazette by the State Government.

2.   Definitions
In these statutes, unless the context otherwise requires,
- **"Academic Council"** means the Academic Council of the University;
- **"Academic Staff"** means a teacher or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursing a course of study of the University;
- "Administrative Staff" means any person who is an employee of the University, other than a teacher, who is primarily responsible for dealing with the administrative matters of the University;"
- "Authorities" mean the authorities of the University within the meaning of Section 21 of the Haryana Private Universities Act, 2006;
- "Board of Management" means the Board of Management of the University;
- "Board of Studies" means the Board of Studies of each Department/School;
- "Central Government" means the Government of India;
- "Chancellor" and "Vice Chancellor" mean, the Chancellor and Vice Chancellor of the University, respectively;
- (ix)   "Controller of Examinations "means the Controller of Examinations of the University;
- "Department" means an Academic Department of a Faculty of the University;
- "Dean" means the Dean of a Faculty/School of the University;
- "Employee" includes any person employed by the University to work in the University, and includes a Teacher, Officer (other than the Visitor and a Visiting Teacher) and any other employee of the University;
- "Governing Body" means the Governing Body of the University;
- "Government" means the Government of Haryana;
- "Haryana Act" means the Haryana Private Universities Act, 2006, here-in- after also referred as Principal Act or as Act;
- "Non-Academic and Non-Administrative Staff" means an employee of the
  - University, other than academic and administrative staff;
- "Officer" means an Officer of the University;
- "Prescribed" means prescribed by the Haryana Act, and Ordinances, Statutes or Regulations of the University;
- "Registrar" means the Registrar of the University;
- "Regulation" means the Regulations made by any authority of the University for the time being in force;
- "School" means a School of Studies of the University, which may consist of one or

more academic departments/programs; (xxi) "Sponsoring body" in relation to the University means Genuine Promoters (a company registered u/s 25 of the Companies Act, 1956);

- "State" means the State of Haryana;
- "Student" means a person seeking to be admitted or duly admitted as a full- time or part-time student in any Faculty or Institution of the University in accordance with the Regulations to undergo a course of study or research leading to a degree or diploma or certificate of the University;
- "Teacher" means a Professor, Associate Professor, Assistant Professor duly approved by the University;
- "University" means the G.D Goenka University Sohna Road Gurgaon;
- "Visiting Teacher" means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or Faculty maintained by the University;
- "Visitor" means the Visitor of the University;

Any reference to "any Officer, Authority, Body, Committee or Board" in this Statute, where the context allows, may include the following:

- Any Officer of the University within the meaning of Chapter II of this statute.
- Any Authority of the University within the meaning of Chapter III of this Statute;
- Any Committee or Board of the University within the meaning of Chapter III of this Statutes;
- Any School of the University;
- The Library of the University;
- Bodies managing Students Residences etc.;
- The Internal Audit Unit;
- Academic Records Office; or
- Any Officer, Authority, Body, Committee or Board to be appointed or established.
- Definitions specified in the Section 2 of the Haryana Act No. 32 of 2006 shall also apply unless otherwise required.

3.   The Objects, Powers and Functions of the University.

In addition to Objects and Powers of the University as described in Section 3 of the Principal Act, the University shall also have the following powers and functions:

- to establish the Campus of the University in Gurgaon, Sohna Road, Haryana to run academic programmes for conferring degrees, diplomas, certificates and other recognitions;
- to develop and maintain relationships with leading academic and other Institutions in India and abroad for education, training and research; (iii) to enter in to Memorandum of Understanding with leading educational Institutions in other countries for collaborative education programmes;
- to develop linkage with the industry, institutions and other Organizations for fulfillment of the objects of the University;
- to conduct innovative programmes and experiments in new methods and education

technology in the field of higher education in order to achieve international standards of education, training and research;

- to admit students laterally into a course if they fulfill the academic requirements as described in the Regulations, on the recommendations of the

- Academic Council and on the approval of the University Authorities if allowed by the regulating bodies;

- to integrate/take over Institutions/Schools/College/Centres of the Sponsoring Board situated in the campus as Constituent Units of the University for the purpose of its academic programmes and award of Degrees, Diplomas and Certificates to students on fulfilment of the academic requirements of the University;

- To accept migration of students from other universities/institutions as per the procedure laid down in the Ordinance/Regulations of the University.

CHAPTER II – OFFICERS OF THE UNIVERSITY

4.   Officers of the University

The following shall be the Officers of the University:

- The Visitor;
- The Chancellor;
- The Vice Chancellor;
- The Registrar;
- The Controller of Examinations;
- The Chief Finance and Accounts Officer;
- Deans of Schools;
- Other officers of the University who are included as such from time to time by the Haryana Act, or any Statutes, Ordinance, Regulations or Rules of the University.

5.   The Visitor

- The Governor of Haryana shall be the Visitor of the University.
- The Visitor shall have the powers as follows:
  - When present, he shall preside over the convocation of the University for conferring degrees and diplomas;
  - To call for any paper or information relating to the affairs of the University; and,
  - On the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act, Statutes, Ordinance, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

6.   Chancellor

- The Chancellor shall be appointed by the sponsoring body for a period of three years with the approval of the Visitor by following such procedure and on such term and conditions as may be prescribed in the Rules/regulations made by the Government under Clause (d) to Sub section (2) of Section 47 of the Haryana Act.
- The chancellor shall be entitled to receive an honorarium, expenses and allowance as may be decided as may be decided by the sponsoring body from time to time.
- The Chancellor shall be eligible for reappointment with the approval of Visitor following the procedure as laid down under clause (i) above.
- If the office of the Chancellor becomes vacant due to death, resignation of otherwise, or if the Chancellor is unable to perform his/her duties due to illness or any other reason, the Sponsoring Body shall appoint a new/Interim Chancellor as per the Rules mentioned in Sub Section (i) above;
- The Chancellor shall be the head of the University. The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.

- The Chancellor shall have the following powers as prescribed under section 16 (4) of the Haryana Act.
    - To call for any information or record;
    - To appoint the Vice Chancellor;
    - To remove the Vice Chancellor in accordance with the Provisions of subsection (7) of section 17 of the Haryana Act;
- Subject to the above provisions of the Haryana Act, the Chancellor shall have the following additional powers:
    - If in any case the Chancellor finds that any decision or order of any officer, authority committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, The Chancellor may pass orders accordingly;
    - The Chancellor may delegate any of his/her powers to the Vice Chancellor or any other officer of the University/member of the Governing Body in consultation with the Governing Body;
    - In case of any dispute and/or difference of opinion between officers of the University, in interpretation of provision made in the Statutes, Ordinances and Regulations, the decision of the Chancellor shall be final and binding on all concerned.
- Such other powers as may be specified by the Statutes, Ordinances, Regulations & Rules.

7. **Vice Chancellor**
- The Vice Chancellor shall be appointed by the Chancellors per the qualifications prescribed by the University Grants Commission (UGC). He shall hold office for a term of three years.
- Provided that after expiry of the term of three years, the Vice Chancellor shall be eligible for a re-appointment for another term of three years.
- Provided further, that a Vice Chancellor shall continue to hold the office even after the expiry of his term till new Vice Chancellor joins. However, in any case, such period shall not exceed one year.
- The Vice Chancellor shall be a full-time salaried officer of the University.
- The Vice Chancellor shall receive pay and allowances as per UGC norms or higher as decided by the Chancellor/Sponsoring Body from time to time.
- If the office of the Vice Chancellor falls vacant due to death, resignation or otherwise, or if the Vice Chancellor is unable to perform his or her duties due to illness or any other cause, the Chancellor may appoint an acting Vice Chancellor out of the Senior Professor of the University or any suitable person to act as Vice Chancellor for not more than one year until the existing Vice Chancellor resumes his or her duties or until a new Vice Chancellor assumes office, whichever is earlier.
- If, at any time, upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance for the Vice Chancellor is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Vice Chancellor to relinquish office from a

date specified in the order; provided further that before taking any action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.

8.   Powers and Functions of the Vice Chancellor

- The Vice Chancellor shall be the principal academic and executive officer/head of the University. He/she shall oversee and monitor the administration of the academic programs and general administration of the University to ensure efficiency and good order of the University.

- As the principal academic and executive officer/head of the University, he shall have the sole responsibility of compliance of all the statutes, rules and regulations as applicable to the University for the present and in future and accordingly he shall have sole responsibility of filing reports with the competent authorities, as required, in fulfilment of the provisions of applicable laws, in general, and the license granted to the University, in particular. (iii) As executive officer/head, he shall have the responsibility to institute the requisite systems and controls, rules and regulations, processes and procedures for requisite compliance, on the one hand, as well as to deal with violations, if any, at all stages and levels, which shall include not only of students, faculty and research staff, technical staff but also of support staff engaged in the pursuance of the academic process. As executive officer/head, he shall also institute requisite authorities for dealing with the defects, distress and defaults at all levels.

- As executive officer/head, he shall also take responsibility to listen to the voice and grievances of the University employees and take requisite steps to protect the whistle-blowers from any untoward consequences.

- As executive officer/head, he shall name the custodian or occupier of the establishment who shall be reporting to him and work under his sole guidance and who shall be responsible for taking overall responsibility of maintaining the health and upkeep of all the electrical, civil, mechanical, biochemical, laboratories, installations etc. for the twin purpose of conservation of the assets of the University and also to avoid any mishap, accident or failure in any manner, to avoid loss of life and property.

- As executive officer/head, he shall make periodical reviews of the University's preparedness to deal with any kind of violation or failure at any level, not only with respect to the compliance of all Statutes and laws but also towards conservation of the University's assets and systems.

- The Vice Chancellor shall have the powers as follows:
    o   The Vice Chancellor shall be the principal executive and academic officer and executive head of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities to the University.
    o   The Vice Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.
    o   It shall be the duty of the Vice Chancellor to ensure that the directives of the State Government, if any and the provisions of the Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances or

Regulations are properly implemented. If in the opinion of Vice Chancellor such decisions and resolutions are not consistent with the provisions of the Act, Statutes, Ordinances or Regulations or that such decision or resolution is not in the interest of the University, he/she should immediately bring it to the notice of Chancellor and take action as directed by the Chancellor and inform the authority, body or committee concerned accordingly.

- o If there are reasonable grounds for the Vice Chancellor to believe that there is an emergency which requires immediate action to be taken, he shall take such action, as he thinks necessary, and shall at the earliest opportunity,

- Report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such officer or body as would in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice Chancellor and the authority or body whether there was in fact an emergency, or on the action taken (where such action does not affect any person in the services of the University), or on both, the matter shall be referred to the Chancellor whose decision shall be final.

- Provided that, where any such action taken by the Vice- Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Board of Management.

  - o Where any matter is required to be regulated by the Statutes, Ordinances and Regulations, but no Statutes, Ordinances or Regulations are made in that respect the Vice Chancellor may, for the time being regulate matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Board of Management or other authority or body concerned for approval. He may, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinance and Regulations, as the case may be, required to be made in that behalf.

  - o As the Chairman of any authority/committee of the University, the Vice Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceeding or for indulging in behavior unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

  - o The Vice Chancellor shall place before the Board of Management a report of the work of the University periodically as provided under the Ordinances.

  - o The Vice Chancellor shall exercise such other powers and shall have responsibilities to take requisite actions and perform his duties as may be conferred upon him by or under the Act. (i) The Vice Chancellor shall have the responsibilities and rights to cause an inspection to be made by such person or persons or body of persons as he may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipment's and of any institution, constituent unit, hall or hostel maintained or recognized by the University, and of the examinations, teachings and other work conducted by or on behalf of the University, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the University.

- o In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the convocation of the University.
- The Vice Chancellor shall discharge the responsibility and functions as per the Act/Statutes and as assigned by the Chancellor/Governing Body from time to time in addition to the following duties:
- To advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.
- To apply for membership of other institutions like Association of Indian Universities, Association of Common wealth Universities, Associations of International Universities, India International Centre etc.
- To coordinate with Deans/Heads concerned for collaboration with any University/Research Institute/canters of the country and abroad from time to time with prior approval of the Governing Body.
- To co-ordinate with the Deans concerned with regard to teaching and research in the
- University Teaching Departments/School of Studies/Maintained Institutes/etc. and introduction of new courses.
- To provide academic leadership and motivation for excellence.
- To ensure compliance with the provision of the Haryana Act, Statutes, and Ordinances, Regulations and Rules of the University.
- To exercise all powers relating to the proper maintenance of discipline of the University.
- To appoint visiting fellows, emeritus/visiting professors for teaching/research department of the University.
- Exercise all other powers as may be delegated by the Chancellor.
- To decide about delegating some of his powers to any of his or her subordinate officers as prescribed by the statutes.
- To convene or cause to be convened meetings of the various authorities, bodies, committees and boards of the University for which he or she is the Chair.
- To fix emoluments and other terms and conditions of service of all academic and administrative staff in accordance with the budget approved by Governing Body.
- To write the confidential reports of the Deans and other administrative heads of the University.
- To process disciplinary action, whenever needed, against the faculty, Technical/Administrative Staff of the University or its maintained institutions as per rules and as per Statutes.
- To get all necessary approvals and to ensure statutory compliance with the academic norms and standards of the Government/UGC or any other body pertaining to the course of the study offered or to be offered by the University.
- To ensure high standards in education imparted at the University.
- The Vice Chancellor may, by writing under his hand addressed to the Chancellor, resign his office.
- Transitory provisions
- Not with standing anything contained in the Act or the Statutes, the Vice Chancellor

with the consent of the Chancellor, may discharge all or any of the functions of the University for the purpose of carrying out the provisions of the Act and Statutes and for that purpose, may exercise any powers or perform any duties which, by the Act or the Statutes, are to be exercised or performed by any Officer or Authority of the University not being in existence at the time when such powers are exercised or such duties are performed.

9.   **Registrar**
- The appointment of the Registrar shall be made by the Chairperson/Director of the Sponsoring Body. He/she shall be a fulltime salaried officer of the University.
- The qualifications of the Registrar shall be as per UGC norms and as approved by the Governing Body/Board of Management/Vice Chancellor.
- The Registrar shall discharge his duties under the overall superintendence and control of the Vice Chancellor.
- The Registrar shall receive pay and other allowances as per UGC norms or higher as approved by the Sponsoring Body from time to time.
- The Registrar shall be the Member Secretary of the Governing Body, Board of Management and the Academic Council, but shall not have any voting rights in the Governing Body, Board of Management and the Academic Council.
- The Registrar shall be the custodian of the records, the common seal, the funds of the University and such other property of the University as the Board of Management may commit to Registrar's charge.
- In addition to the power and duties mentioned under Section 18 of the Haryana Act, the duties of the Registrar, interalia, shall be as follows:
  - To conduct the official correspondence on behalf of the authorities of the University; and
  - To issue notices to convene meetings of the authorities of the University and all committees and sub committees appointed by any of these authorities.

10.   **Controller of Examinations (COE)**
- The Controller of Examinations shall be a full-time salaried officer of the University. The appointment may be made as per UGC norms and on the basis of the recommendation of **Selection Committee constituted by Chancellor or on the recommendation of the Vice Chancellor**.
- The Controller of Examinations shall report to the Vice Chancellor and shall be responsible for the examination, tests or other forms of evaluation for courses taught in the University for granting Degrees, Diplomas, Certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such courses, and declaring the results of such examinations, assessments, tests or other forms of evaluation.
- The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor.
- The Controller of Examinations will formulate a policy and process documents for

conduct of examinations at the University and get it approved from the Academic Council.

- The Controller of Examinations shall control the conduct of examination and make all other necessary arrangements and execute all processes connected with examinations and declaration of results after approval from the competent authority.

- The powers and duties of the Controller of Examinations shall be as specified in the ordinances of the University or as assigned by the Vice Chancellor.

11. **Chief Finance and Accounts Officer**

- The appointment of the Chief Finance and Accounts Officer shall be made by the **Chancellor on the recommendations of a duly constituted Selection Committee.** The qualifications and experience required for the post of Chief Finance and Accounts Officer and the composition of the Selection Committee shall be as per the Regulations.

- The Chief Finance and Accounts Officer shall be a full-time salaried officer of the University.

- The Chief Finance and Accounts Officer shall be paid a salary and allowance as per the UGC norms or higher as may be decided by the Chancellor.

- The Chief Finance and Accounts Officer shall work under the Supervision of the Vice Chancellor. He/she shall be the ex-officio nonvoting Member Secretary of the Finance Committee.

- The Chief Finance and Accounts Officer shall manage the assets and investments of the University. The Chief Finance and Accounts Officer shall be responsible for the **preparation of annual reports, balance sheets, estimates and statements of accounts for submission to the Finance Committee and the Governing Body.**

- The duties of the Chief Finance and Accounts Officer shall include the following:
  - to exercise general supervision over the funds of the University and to advise the Vice Chancellor on issues related to finance and accounts;
  - to hold and manage the property and investments including trust and endowed property for furthering the objectives of the University;
  - to receive all moneys for the use and benefit of the University within the mandate and objectives of the University;
  - to watch the progress of collection of revenue and advise on the methods of collection employed;
  - to make payments, duly sanctioned by competent authority, under each head of budget;
  - to prepare all types of financial reports for the Vice Chancellor and Finance Committee;
  - to prepare, in consultation with the Vice Chancellor, and subject to amendments and approval of the Finance Committee, an annual budget of income and expenditure of the University, for submission to the Board of Management;
  - to ensure that adequate controls commensurate with the size of financial operations are in place;
  - to ensure all statutory and timely compliances of Government/Taxation Departments etc;
  - to liaise with financial institutions/Bank etc;

- o to invest University funds in consultation with the Finance Committee and with the approval of the Governing Body; (l) to disburse the salaries and other payments, including travel and medical allowances etc. and to handle/manage Provident funds/ESI and taxes etc. of employees of the University; (m) to see that registers of buildings, land, furniture and equipment are maintained up to date and that the stock-checking of equipment and other consumable materials is conducted in all offices, centers, laboratories, libraries, and institutions maintained by the University;
  - o to call for explanation from the concerned officers, authorities, committees or boards for unauthorized expenditure and for other financial irregularities that comes or are brought to his notice and to suggest disciplinary action against the person(s) at fault; (o) to represent the University in all legal matters pertaining to finance, taxation etc;
  - o to provide for at least one annual audit of all the accounts of the University;
  - o to review the reports and findings of the Internal Audit Unit;
  - o to make recommendations to the Governing Body on the appointment of auditors and oversee the financial audit of the University accounts;
  - o to perform such other duties as may be required by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor.
  - o to call for any information from any office or faculty or institution under the University, that he may consider necessary to discharge his financial responsibility.

- When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is absent by reason of illness or any other reason, the duties functions of the Chief Finance and Accounts Officer shall be performed by such other person as the Vice Chancellor may appoint for this purpose.

- If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Chief Finance & Account Officer is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Chief Finance & Accounts Officer to relinquish his office from such date as may be specified in the order; provided that before taking an action under this subsection, he shall be given an opportunity of being heard.

12. Deans of Schools

- The University shall have such Schools as may be specified in this Statute or subsequent Statutes.
- Deans of Schools shall be appointed by the Vice Chancellor from the Professors of the School, or in their absence among Associate Professors, for a period of three years and he or she shall be eligible for re-appointment.
- Dean shall be the Head of the School and shall be responsible to the Vice Chancellor for the conduct and maintenance of the standards of teaching and research in the School.
- When the office of a Dean of a School is vacant or when a Dean of a School is absent by reason of illness or any other reason, the duties and functions of such Dean shall be

performed by such person as the Vice Chancellor may appoint for this purpose.
- The powers and duties of the Deans of Schools shall be as specified in the Regulations of the University or as assigned by the Vice Chancellor.

13.   Other Officer(s)

In addition, any other Officer(s) shall be appointed by the Vice Chancellor as may be required for smooth and efficient functioning of the University and report to the Board of Management.
- Such other Officer(s) shall be appointed on the recommendation of duly constituted Selection Committee subject to the approval of the Board of Management or in any other manner as provided in the Regulations.
- Such other Officer(s) shall exercise powers and duties as provided in the Ordinances/Regulations.

CHAPTER III: AUTHORITIES OF THE UNIVERSITY

14.   Authorities of the University

The following shall be the Authorities of the University

- The Governing Body;
- The Board of Management;
- The Academic Council;
- The Board of Studies of Schools;
- Other Authorities subsequently created as such from time to time by the Haryana Act, or Statutes, Ordinances, Regulations or Rules of the University.

15.   Governing Body

- The Governing Body shall consist of the following members:
  - The Chancellor as its Chairman;
  - The Vice Chancellor as its member;
  - The Secretary to the Government of Haryana, Department of Higher Education or in his/her absence, the Director General Higher Education of the Government of Haryana;
- (Provided that the Secretary to the Government of Haryana, Department of Higher Education or in his absence, Director General Higher Education shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken)
  - Five persons to be nominated by the sponsoring body out of whom two shall be eminent educationists;
  - One expert of management or technology from outside the University, nominated by the Chancellor;
  - One expert of finance, nominated by the Chancellor; (g) Registrar will be the Member-Secretary of the Governing Body and shall not have voting right;
- The nominated members shall hold office for a term of three years and shall be eligible for re-nomination;
- (iii)   The Governing Body shall meet at least three times in each calendar year. The quorum of the meetings of the Governing Body shall be, four, provided that Secretary to the Government of Haryana, Department of Higher Education or in his/her absence, the Director General Higher Education of the Government of Haryana shall be present in each Meeting in which decisions on issues involving Government policies / instructions are to be taken.

16.   Powers of the Governing Body

- In addition to the powers vested in the Governing Body by virtue of the Haryana Act, the Governing Body shall, interalia also have the following powers and functions:
- to review, from time to time, the policies and programmes of the University and to suggest measures for improvement and development of the University.
- to advise the Chancellor in respect of any matter that the Chancellor refers to it for advice;

- to maintain and fulfill the basic aims and objectives of the University as set out in Section 3 of the Haryana Act, and to determine and regulate the educational, research, financial and other policies of the University;
- to consider and adopt resolutions on the annual report and annual accounts of the University, annual audits and the financial estimates;
- to monitor overall administration of the University and to appoint, discipline or dismiss the Officers of the University in accordance with the procedure laid down under the Haryana Act, Statutes, Ordinances, Regulations or Rules;
- to manage the revenues, resources and budgets of the University;
- to provide for raising, receiving, spending and borrowing of funds, placing investments and money of the University, for keeping of a true and correct account and for annual audit of the same;
- to provide for the custody and expenditure of special funds and investments, including provident funds;
- to hold, buy, sell hypothecate or otherwise acquire or dispose of property, movable, immovable or intellectual;
- to receive grants, donations, contributions, gifts, prizes, scholarships, and other moneys, to disburse grants and donations and to award prizes and scholarships;
- to appoint representatives of the University to other institutions or organizations as may be desirable;
- to appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- to establish residences for the students of the University;
- to purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property;
- to transfer or accept transfer of any movable, immovable and intellectual property as needed to fulfill the aims and objectives of the University;
- to make or authorize the making of Ordinances, Regulations and Rules;
- to appoint committee and to delegate any of the above-mentioned powers and duties to any officer, authority and/or committee of the University;
- to enter into appropriate arrangements with university or institutes of repute of India and other countries for running a joint program, twinning credit transfer and other related matters, subject to the approval in that behalf from the state government;
- to perform such other functions as may be prescribed from time to time.

17.   Board of Management

- The Board of Management shall consist of the following members:
  - The Vice Chancellor shall be the Chairperson of the Board of Management;
  - Secretary to the Government of Haryana, Department of Higher Education or in his/her absence, the Director General Higher Education of the Government of Haryana
  - Two members of the Governing Body, nominated by the sponsoring body;

- o Three eminent educationists who are not the members of the Governing Body, nominated by the sponsoring body;
- o Three persons from amongst the teachers of the University nominated by the Chancellor;
- o Two teachers of the University, nominated by the Vice Chancellor.
- The Registrar will be the Member Secretary of the Board of Management and shall not have voting right;
- The term of office for nominated members of the Board of Management shall be three years.
- The Board of Management shall meet at least once in every two months;
- The quorum of the meetings of the Board of Management shall be five, provided that the Secretary to the Government of Haryana, Department of Higher Education or in his/her absence, the Director General Higher Education of the Government of Haryana, shall be present in each meeting where decisions on issues involving Government policies or instructions are to be made;
- Minimum fourteen days' notice shall be given for all meetings to the members.

18.   Powers and Functions of the Board of Management

- Subject to the Haryana Act, the Board of Management, inter alia, shall have the following powers and functions:
- to approve creation of teaching and academic posts, the numbers, qualifications, and cadres thereof and the emoluments to be paid to the holders of such posts in consultation with the Finance Committee;
- to lay down in consultation with Academic Council, the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
- to define, on the advice of the Academic Council and Faculties/Schools of the University, functions of the Departments and to allocate areas of study, teaching and research to them;
- to provide for research and for the advancement and dissemination of knowledge;
- to add, modify, curtail, cancel or withdraw any of the formal and non- formal educational Programmes;
- to create administrative, ministerial and other necessary posts in terms of the cadres and to make appointment therein in consultation with the Finance Committee;
- to regulate and enforce discipline among the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University other than the Officers of the University whenever necessary;
- to entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
- to appoint committees for such purpose with such powers as it may deem fit and to appoint such persons on these committees as it deems fit;
- to review and approve, reject or alter recommendations made by any or all committees connected with the University;
- to approve provision of buildings, premises, furniture, fittings, equipment, appliances

and other facilities required for carrying on the work of the University;

- to examine and accord final approval of building plans and award building contracts or authorize construction;
- to administer the revenues and properties of the University and to conduct all administrative affairs of the University;
- to issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys;
- to authorize the Chief Finance and Accounts Officer to receive payment of fees and other charges;
- to arrange for the deposit of all money credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee with the approval of Governing Body;
- to examine and approve the maintenance of proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-Sheet for every previous financial year, in such form as may be prescribed;
- to examine and approve the Annual Budget;
- to refer all matters of policy and important financial decisions to the Governing
- Body and ensure that all the minutes are regularly presented in the meetings of the Governing Body for perusal and approval; (xx) to manage and regulate the finances, accounts, investments, movable, immovable and intellectual properties, business and all other administrative affairs of the University;
- to execute documents, with the approval of the Governing Body, to effect conveyances, transfers, Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable, immovable or intellectual belonging to the University or to be acquired for the purposes of the University;
- to raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay-out of the funds of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed;
- to fix emolument and travelling and other allowances of internal and external examiners, moderators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee;
- to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- to approve conferment of degrees, awards and fellowships;
- to delegate all or any of its powers to any committee or subcommittee constituted by it or the Vice Chancellor of the University;
- to authorize the Registrar or any other officer, authority, body, committee or board
- to institute, conduct, defend, compound or abandon legal proceedings by or against the organization or its officers;
- to do all such things and acts as may be directed by the Governing Body or Chancellor in fulfilment of the objectives of the University;

      o The Chairperson of the Board of Management may, if situation so demands, take such action on behalf of the Board of Management as he deems appropriate and report it in the next meeting of the Board of Management.

- **Meetings**
  - o Every meeting of the Board of Management shall be held on such date and at such time and place as may be fixed by the Vice Chancellor.
  - o Notice of an ordinary meeting of the Board of Management shall be dispatched to all members of the Board at least fourteen days before the meeting. The Agenda of the meeting shall be dispatched at least seven days in advance of the meeting. (c) In case of an emergency, a special meeting of the Board of Management may be called by the Vice Chancellor at a short notice.
  - o In the absence of the Vice Chancellor in a meeting of the Board of Management, the Board shall request one of its members to act as the Chairperson.
  - o In arriving at a decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson. In case of tie, the Chairperson shall have a casting vote.

19. **Academic Council**
    - The Academic Council shall be the principal academic body of the University. The Academic Council shall, subject to the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules have control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University, co-ordinate and exercise general supervision over the academic policy of the University, exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Statutes.
    - The Academic Council shall consist of the following members:
      - o The Vice Chancellor shall be the Chairperson of the Academic Council;
      - o All Deans of Faculties/Schools of study of the University;
      - o Five Professors/Associate Professors of the University on the basis of the seniority nominated by the Vice Chancellor;
      - o Three educationists of repute from outside the University, nominated by the Chancellor;
      - o Three persons of repute, nominated by the Academic Council for their specialized knowledge; and
      - o Controller of Examinations;
    - The Registrar will be the Member Secretary of the Academic Council and shall not have voting right;
    - The term of office of nominated members shall be two years;
20. **Powers and Functions of the Academic Council:**
    - The Academic Council shall be the principal academic body of the University and have the following additional powers and duties:
    - to exercise general supervision over the academic work of the University and, to give

directions regarding methods of instruction, evaluation, research or improvements in academic standards;

- to prescribe courses of study leading to degrees and diplomas of the University

- to consider & approve the recommendations of the Boards of Studies on curricula for various courses and courses of studies;

- to promote research within the University and acquire reports on such research from time to time;

- to consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action thereon;

- to arrange for the conduct of examinations in conformity with the Statutes and Regulations;

- to maintain proper admissions and examinations standards;

- to recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;

- to suggest measure for departmental co-ordination;

- to make recommendations to the Board of Management on:
  - Measures for improvement of standards of teaching, training and research;
  - institution of Fellowships, Scholarships, Medals and Prizes;
  - establishment or abolition of departments;
  - to provide for any matter relating to the academic functions of the

- University, discipline, residence, admissions and examinations;
  - award of fellowship, scholarship, studentships, and fee concessions; and
  - requirements for attendance;

- to appoint sub-committees to advise on such specific matters as referred to it by the Board of Management;

- to appoint Standing Committee to deal with day to day matters if necessary;

- to consider the recommendations of the sub-committees and to take such action, including the making of recommendations of the Board of Management, as the circumstances of each case may require;

- to review periodically the activities of the Departments, and to take appropriate action, including making recommendations to the Board of Management with a view to maintaining and improving the standards of instruction;

- to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes; to consider academic proposals submitted by the Faculties/ Schools/ Departments of the University;

- to approve the syllabi of different courses/subjects submitted by the Board of Studies of the Faculties/Schools and to arrange for the conduct of the examinations according to the ordinances and regulations made for the purpose;

- to approve the publication of syllabi of various courses of study along with the list of prescribed or recommended text books for subjects;

- to appoint committee(s) for admission of students in different Faculties/Schools/Departments of the University as per Admission

- Policy;

- to recommend to the Board of Management, the rates of remuneration and allowances

related to the Examination work;

- to approve the Academic Calendar; and
- to delegate such of its powers to the standing committee of Academic Council/ Deans/ Chairpersons, as it may deem fit.

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21. **Meeting of the Academic Council**
- The Academic Council shall meet as often as may be necessary but at least twice in a calendar year;
- Two fifth of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council;
- Any business which may be necessary for the Academic Council to perform, except such business as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council;
- In arriving at a decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson. In case of tie, the Chairperson shall have a casting vote.
- The Registrar would be non-voting member.

22. **Board of Studies of Schools**
- There shall be a Board of Studies for each School.
- The Board of Studies of each school shall consist of the following Members:
    o The Dean of the School as Chair;
    o All Professors and Associate Professors of the School;
    o Two Assistant Professors of the School nominated by the Vice Chancellor;
    o Two External Experts nominated by the Vice Chancellor.
- The period of office of nominated members shall be of two years.

23. **Powers & Functions of Board of Studies of Schools**
- To establish and maintain appropriate academic standards of programmes including prescription of scheme(s) of examinations and syllabi within the school;
- To make recommendations to the Academic Council for introduction of new programmes and for the abolition of existing programmes within the School;
- To review and recommend to the Academic Council on Academic Regulations, Rules and Procedures governing all programmes;
- To advise the Examination Boards and Examination Panels for programmes on the implementation of regulations and approve recommendations relating to examinations;
- To appoint sub-committees and working groups for the purpose of effectively discharging its duties;
- To advise the Academic Council, Governing Body or the Board of Management on any matter which may be referred to it by them respectively;
- To deal with any matter pertaining to degrees or certificates in accordance with and subject to the regulations concerning such degrees, which are in, force from time to time.

24.   **Other Authorities**

The composition, constitution, powers and functions of other authorities shall be such as may be specified from time to time by the Haryana Act, or any Statutes, Ordinances, Regulations or Rules of the University.

25.   **Committees:**

- The authorities or officers of the University may constitute such Committees with such terms of reference as may be necessary for specific task to be performed by such committees.
- The constitution of such committees and their duties shall be such as may be specified from time to time by the Haryana Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER IV: SCHOOLS OF STUDIES

26.   Schools of Studies

The University shall include following Schools consisting of various programme of study and as established from time to time.

- SCHOOL OF MANAGEMENT
- SCHOOL OF LAW
- SCHOOL OF ENGINEERING & SCIENCES
- UID (SCHOOL OF FASHION & DESIGN)
- SCHOOL OF HOSPITALITY & TOURSIM
- SCHOOL OF LIBERAL ARTS
- SCHOOL OF HEALTHCARE & ALLIED SCIENCES
- SCHOOL OF AGRICULTURE & SCIENCES
- ANY OTHER SCHOOL ESTABLISHED FROM TIME TO TIME.

CHAPTER V: APPOINTMENT OF ACADEMIC AND NON-ACADEMIC STAFF

27.   Appointment of Teaching/Academic Staff of the University

- The appointment of teachers and academic staff shall be normally made through open selection, on the recommendations of the duly constituted Selection Committees as per the norms as provided in the Regulations;
- The appointment of administrative staff shall be normally made through open selection, on the recommendations of the duly constituted Selection Committee as provided in the Regulations;
- The recommendations of the Selection Committees shall be approved by the Authority/Officers as provided in the Regulations;
- The emoluments of teachers, academic and administrative staff shall be as per UGC norms or higher as provided in the Regulations;
- In special cases, appointment may also be made on contract, transfer, and deputation or in any other manner considered necessary and expedient.

28.   Qualifications for Appointment of Academic Staff

- Requisite Qualifications for the appointment of faculty, eligibility conditions, desired experience and categorization of posts, shall be incorporated in the regulations of the University which will be made as per section 34 of the Principal Act of 2006.
- The qualifications of academic staff will be as prescribed by the UGC and/or other regulatory bodies.

29.   Appointment of Non-Academic Staff

- The University Selection Committee for Administrative Staff shall decide upon how many external references should be sought for appointment to a University Administrative position in various Schools/Departments of University.
- All external assessment will be reviewed by the Selection Committee. Where there are conflicting views of assessors on a candidate, the Chair of the Committee may seek further assessment. The Chair with the approval of the Vice Chancellor, if any, or the Registrar, may waive the requirement or external assessments on a candidate.

30.   Terms and Conditions of the Employment

- The Board of Management shall formulate policies, terms and conditions of appointment (and service) of faculty members and of other employees from time to time and with the approval of the Chancellor;
- A Standing Committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor, Registrar, or as considered appropriate to formulate and review these policies and terms& conditions from time to time;
- The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at the University and submit its recommendations to the Governing Body for approval;
- The terms and conditions of service of each category of employees shall be governed by the provisions made in the Regulations.

31.   Provident, Pension Funds and Insurance Schemes

The University may constitute for the benefit of its employees such provident or pension funds or provide such insurance schemes as it may deem fit in consonance with the prevailing statutory norms.

CHAPTER VI: ADMISSION AND FEE STRUCTURE OF STUDENTS

32.   Admission and Fee Structure of Students

- Admission of the students will be made in accordance with the provision of the Section 35 of the Haryana Private Universities Act, 32 of 2006 as follows:

- Admission in the University shall be made strictly on the basis of merit;

- Merit for admission in the University may be determined either on the basis of marks or grades obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grades obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses, or by any agency of the State;

- Provided that admission in professional and technical courses shall be made only through an entrance test. Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination, taking into account the provisions of Section 35;

- Provisions for admission and enrolment of students shall be made as per Ordinances, Regulations and Rules.

- A minimum of 25% seats for admissions in the University shall be reserved for Students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana;

- The number of seats in different courses/subjects shall be as approved by Academic Council of the University;

- The University may, from time to time, prepare fee structure for various courses and shall send it for information to the State Government, at least 30 days before the commencement of the academic session. It will comprise of:

    o Tuition Fee: The tuition fee for students of the University shall be prescribed by the Ordinance;

    o Other Fees: The University shall prescribe other fees from time to time. The fee may include admission fees, examination fees, hostel fees and charges for providing other value-added services to the student;

    o As per the section 36 (2) of the principal act the fee structure for twenty-five per cent of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows:

- one-fifth of the twenty five percent shall be granted full fee concession;

- two-fifth of the twenty-five percent shall be granted fifty per cent fee concession;

- the balance two-fifth of the twenty-five per cent shall be granted twenty-five percent fee concession.

- Provided that in case of having collaboration with reputed foreign or international

universities or other institution of similar nature, the Government may approve different percentage of students eligible for 100%, 50% or 25% fee concession.

33.   Scholarships and Fellowships

Students admitted to the University shall be awarded scholarships and fellowships based on merit and their needs. Scholarships and fellowships shall be awarded to students from the interests accrued from the scholarship and endowment funds.

34.   Honorary Degrees and Distinctions

- Proposal of conferring an honorary degree or Academic distinction on a distinguished personality shall be made in writing, along with his/her Bio-Data to the Academic Council

- On receipt of the proposal, a special meeting of the Academic Council or its Standing Committee will be called to consider the proposal;

- The decision of the Academic Council will be referred to the Governing Body for approval.

CHAPTER VII: CONVOCATION OF THE UNIVERSITY

35.   Convocation of the University

The Convocation of the University shall be held in every academic year in the manner as may be specified by these Statutes for conferring of Degrees, Diplomas, Certificates and other Academic Distinctions or for any other purpose.

36.   Manner of the Convocation of the University

- The Vice Chancellor shall provide for the conferring of award of Degrees, Diplomas, Certificates and other Academic Distinctions at the Convocation. The Vice Chancellor shall establish a Standing Committee on Convocation, the purpose of which shall be to advise the Registrar on the discharge of the latter's duties in connection with matters pertaining to the Convocation and ceremonies related thereto;
- The University shall normally hold the convocation at least once in a year. However, it may hold special Convocations for the award of Honorary Degrees, whenever considered necessary by the Vice Chancellor;
- Students participating in the Convocation ceremony shall be required to wear academic robes;
- Academic staff and other University officials shall be invited to attend Convocation. These individuals shall be provided with the academic robes as per their qualifications;
- The Governing Body will provide to the Vice Chancellor the particulars of each Honorary Degree recipient so that proper Honorary Degree apparel and citation will be available on the day they are to receive the degree;
- All graduates who indicate that they will attend the Convocation shall be provided with a predetermined number of reserved guest tickets, subject to availability.
- Extra tickets may be available only on the day of the ceremony if practicable;
- Students who are unable to attend the Convocation ceremony may provide a written request to the Registrar requesting their degrees to be awarded in absentia;
- At the Convocation ceremony, prizes and medals designated for outstanding academic and non-academic achievements may also be awarded;
- The Registrar shall produce the official program for convocation ceremony.

CHAPTER VIII – ANNUAL REPORT

37.   Annual Report
- The University shall be self-funded through the resources generated by fees, grants, endowments, gifts and interest on investments.
- (ii) The Annual Report of the University shall be prepared under the direction of the Board of Management and shall include, among other matters, the steps taken by the University to fulfill its objectives and shall be submitted to the statutory Auditor appointed by the Board of Management on or before such date as may be prescribed by the Statutes, Ordinances or Regulations.

38.   Accounting Policy and Financial Procedure

The Chief Finance and Accounts Officer shall be responsible for properly maintaining the University Accounts. The Accounts shall be audited by an Auditor appointed with the approval of Board of Management. The Annual Accounts, the Balance Sheet and the Auditor's Report shall be submitted to the Board of Management for consideration and approval. These will be included in the Annual Report of the University and submitted to the Sponsoring Body and the State Government.

39.   Settlement of Disputes

Any dispute between the University and its officers, faculty members, other employees and student shall be resolved in accordance with the provisions made in the Regulations taking into account the Arbitration and Conciliation Act, 1996.

CHAPTER IX – OTHER PROVISIONS

40.   Subsequent Statutes

Any additions or modifications of the Statutes shall be made by the Board of Management with the approval of the Governing Body and shall be sent to the State Government for the approval. The State Government shall consider the proposal.

41.   Creation of New Authorities of the University

Such other Authorities as may be decided by the Board of Management shall be established for the purpose of attainment of the objectives of the University with the approval of Governing Body. The composition, powers and functions of such authorities shall be specified in the subsequent Statutes, Ordinance, Regulations or Rules of the University.

42.   Creation and Abolition of Posts

The academic posts shall be established or abolished by the Board of Management with the approval of Governing Body on the recommendation of the Academic Council. Administrative, supervisory and other non-academic posts shall be established or abolished by the Board of Management on the proposals of the officers of the University and recommendation of the Vice Chancellor.

43.   Creation of New Departments and Abolition or Restructuring of Existing Departments

On the recommendation of the Academic Council, establishment, integration and abolition of Departments, Centres and other constituent Institution/Colleges, etc., shall be done with the approval of the Board of Management and on obtaining the consent of the Sponsoring Body.

44.   Institution of Medals and Prizes

Regulations for institution of medals and prizes for scholastic achievements shall be prepared by the Academic Council for the consideration and approval of the Board of Management.

45.   Withdrawal of Degrees, Diplomas etc.

A degree, diploma, certificate or other academic distinction may be withdrawn by the University in the following circumstances:-

- If the candidature of the person concerned has been cancelled or result quashed in accordance with the procedure laid down in the Ordinance; OR
- If the candidate has misbehaved at the Convocation of the University, provided that question whether a person has misbehaved, shall be finally decided by the
- Vice Chancellor; OR
- When sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. was conferred by the University has been convicted of a serious offence directly or indirectly related with that degree or diploma the Academic Council may recommend to the Board of Management that such a degree or diploma be cancelled/withdrawn.

46.   Residual Provision

In case of any dispute/difference of interpretation of provisions made in the Ordinances and Regulations, the decision of the Chancellor shall be final.

CHAPTER 3:
FIRST ORDINANCE
(As per section 32 (1) of Haryana Private Universities Act, 2006)

From

  Director General Higher Education, Haryana,
  Panchkula.

To

  Vice-Chancellor,   (Regd)
  G.D. Goenka University,
  Sohna Road, Gurgaon.

  Memo No: KW 20/21-2011 UNP (5)
  Dated, Panchkula the — 7-11-2014

Subject: -   **First Ordinance of G.D. Goenka University.**

  Kindly refer to the subject cited above.

  A copy of First Ordinance examined by the committee is returned to you for giving your consent on the final draft Ordinance as per section 32 (4) of the Haryana Private Universities Act, 2006. You are requested to return the same with soft copy.

D.A.-As stated above.

           Deputy Director-VII
        for Director General Higher Education,
          Haryana, Panchkula.

CHAPTER I
GENERAL PROVISIONS

1.   **Short Title, Extent and Commencement**
   - The "First Ordinance" shall mean The First Ordinance of G.D.Goenka University, Sohna Road, Gurgaon.
   - This Ordinance shall come into force with effect from the date of their publication in the official Gazette by the State Government.
   - Nothing in this Ordinance shall debar the G.D. Goenka University from amending in part or: whole of this or the subsequent Ordinances.
   - The amended Ordinance (s), if any, shall come into effect as per Section 32 & 32(4) of the Haryana Private Universities Act, 2006.

2.   **Definitions**
In this Ordinance, unless the context otherwise requires,
   - "Academic Council" means the Academic Council of the University;
   - "Academic Staff' means a teacher or ar1.y other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
   - "Academic Year" means a period of nearly twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned programme(s) and apportioned into semesters or trimester or annual term as applicable stipulated in the Ordinances. .
   - "Administrative Staff' means any person who is an employee of the University, other than a teacher, who. is primarily responsible for dealing with the administrative matters of the, University;"
   - "Authorities" mean the authorities of the University within the meaning of Section 21 of the Haryana Private Universities Act, 2006;
   - "Board of Management" means the Board of Management of the University;
   - "Board of Studies" means the Board of Studies of each Department/School;
   - "Central Government" :means the Government of lndia;
   - "Chancellor" and "Vice Chancellor" mean, the Chancellor and Vice Chancellor of the University, respectively;
   - "Controller of Examinations" means the Controller of Examinations of the University;
   - "Constituent Unit" means a Constituent Unit of the University which may consist of one or more Academic
   - Departments/Programs;
   - "Department" means an Academic Department of a Faculty/School of the University;
   - "Dean" means the Dean of a Faculty/School of the University;
   - "Employee" includes any Person employed by the University to work in the University, and includes a Teacher, Officer (other than the Visitor and a Visiting Teacher) and any other employee of the University;
   - "Governing Body" means the Governing Body of the University;
   - "Government" means the Government of Haryana;

- "Haryana Act" means the Haryana Private Universities Act, 2006, here- in-after referred to as the Principal Act or the Act;
- "Non-Academic and Non-Administrative Staff' means an employee of the University, other than academic and administrative staff;
- "Officer" means an Officer of the University;
- "Prescribed" means prescribed by the Act, and Ordinances, Statutes or Regulations of the University;
- "Registrar" means the Registrar of the University;
- "Regulation" means the Regulations made by any authority of the University for the time being in force;
- "School" means - School of Studies of the University, which may consist of one or more academic departments/programs;
- "Sponsoring   body" in relation to the University means Genuine
- Promoters (a company registered rules 25 (_)/the Companies Act, 1956);
- "State" means the State of Haryana;
- "Student" means a person. duly admitted as a full-time or part-time student in any Faculty/School or Institution of the University in accordance with the Regulations to undergo a course of study or research leading to a degree or diploma or certificate of the University;
- "Teacher" means a Professor, Associate Professor, Assistant Professor duly appointed by the University; "University" means the G.D. Goenka University Sohna Road Gurgaon;
- "Visiting Teacher" means a visiting Professor, Associate Professor, Assistant Professor or any other Person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or Faculty/School maintained by the University;
- "Visitor" means the Visitor of the University;
- Any reference to "any Officer, Authority, Body, Committee or Board" in this Statute, where the context allows, may include the following:
  o Any Officer of the University within the meaning of Chapter II of this statute•
  o Any Authority of the University within the meaning of Chapter of this Statute;
  o Any Committee or Board of the University within the meaning of Chapter III of this Statutes;
  o Any School of the University;
  o The Library of the University;
  o Bodies managing Students Residences etc.;
  o The Internal Audit Unit; (viii) Academic Records Office; or•.
  o Any Officer, Authority, Body, Committee or Board to be appointed or established.
- Definitions specified in the Section 2 of the Haryana Act No. 32 of 2006 shall also apply unless otherwise• required. _

CHAPTER II
ADMISSIONS AND ENROLMENT OF STUDENTS

3.   **Admissions and Enrolment of Students**
- Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination on the basis of gender, religion, region, caste, color or creed.
- The procedures for the offer of admissions, deposition of admission fee & other charges and enrolment shall be in accordance with the Regulations framed for the purpose.
- Admission of the students will be made as per provisions of the Section 35 of the Haryana Act, which is as follows:
  o Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and/or achievements in co-curricular and extra-curricular activities and/or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an Association of the Universities conducting similar courses, or by any agency of the State.
- Provided that admission in professional and technical courses shall be made only through an entrance test as provided in Clause (vi) hereunder.
  o A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.
- Provided, in case, G.D. Goenka University, has collaboration with reputed foreign or international Universities or other institutions of other similar nature, the Government may relax the percentage of this reservation and the same shall be applicable.
  o The number of seats in different 'Programmes shall be as approved by Academic Council of the Univers1ty and/or as approved by relevant statutory bodies, wherever applicable, from time to time.
  o To be eligible for admission to the first year of any of the Programmes of the University, a candidate must fulfil the minimum eligibility criteria for the particular Programme as per approval of the University on year-to-year basis.:
  o The minimum eligibility criteria for admission to any programme will be clearly specified and: •publicized through newspapers and the official website of the University for convenience of the students prior to the start of the ad mission process.
  o In addition to minimum eligibility criteria, candidates applying for Programmes in School of Fashion & Design will have to successfully complete Design Aptitude Test (DAT) and appear for a Personal Interview. All other Programmes applicants will have to successfully complete GATA (Goenkan Aptitude Test for Admission) and Personal Interview.
  o In case, a candidate has completed his/her equivalent examination from an overseas board,'he/ she shall necessarily have to obtain and submit along with his/her application, a certificate of equivalence from the AIU or an Equivalence Committee of the University and meet such conditions as may be prescribe oy it from time to time.
  o In case, the Admission Committee of the University is not satisfied with the

character or antecedents of an applicant(s), in the overall interest of maintaining the academic standards and discipline in the

- University, the University shall have the exclusive right not to admit him/her to the University.
    - o If information/particulars furnished by a candidate/student are found to be false, or i.e material information has been suppressed, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited, besides legal action at his/her cost.
    - o The candidates appearing for compartment examination(s) may also apply for admission provided they are not ineligible otherwise. Proof of clearing the compffi1I!1ent examination(s) is required to be submitted by the student(s) at least one day before the last date of admission or as per directions of the regulatory body, if any.
    - o Mere possession of the prescribed academic qualifications does not entitle a candidate for admission.
    - o A candidate who wishes to be 'admitted after a gap period of one year and/ or, more (after passing the qualifying examination) shall submit his application along with an affidavit duly Notarized, justifying the reasons of gap period and certifying that he/ she had not taken admission in any college and had not been rusticated or had not been convicted for a criminal offence. He/she will necessarily have to comply with the minimum eligibility criteria applicable in the year of admission.
    - o The unfilled seat(s) in any reserved category, will get converted to the General category with the approval of Vice Chancellor.
    - o An admission fee as decided and approved by the University from time to time must be paid at the time of admission and shall be non- refundable under any circumstance whatsoever.
    - o After confirmation of a seat, if the student wants to withdraw his/her admission the following charges will be forfeited and the rest will be refunded:

Admission is withdrawn on or before commencement/ registration date of the Academic Session:

- Application Fee
- Admission Fee
- 30% of I st Semester Fee

Admission withdrawn within one month of con1: increment /registration date of the Academic Session:

- Application Fee
- Admission Fee
- 50% of Ist Semester Fee

Admission is withdrawn after one month of commencement /registration date of the Academic Session:

- No refund will be granted except the Security Deposit.
- No objection certificate or Migration/ Transfer Certificate for amid- course withdrawal

shall only be given by the University to a student after he/she has deposited the balance fees and any other dues outstanding to the University as per affidavit submitted by him/her at the time of admission.

- Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self- esteem of a student(s), inside or outside the University and/or its hostel(s) I mess, cafeteria is strictly prohibited by law.

- Disorderly conduct whether bywords spoken or written or by an act, which has the effect of treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.

- Association, active or passive, with any unlawful organization Including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s)/mess strictly prohibited. Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s)/mess is strictly prohibited.

- Any student carrying fire arm or any dangerous weapon in and around the University premises and/or its hostels shall be suspended forthwith and enquiry will be held to award punishment including expulsion from the University.

- Besides police/legal action, a student found indulging in any such activity(s) shall be expelled from the University. In case of expulsion from the University, under such circumstances, the student's tuition, development and/or any other fee paid by him/her shall be forfeited.

- All admissions made by the Admission Committee are provisional and subject to confirmation by the Vice Chancellor of the University. If the admission of a candidate(s) is not confirmed for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid _by the candidate(s) and that there shall be no further liability on the University and I or any of its employee(s).

- The procedure for enrolment and admission shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER III PROGRAMME'OF STUDIES

4.   **PROGRAMME OF STUDIES**

- The University shall offer innovatively designed Programmes in areas of science, technology, medicine; commerce, engineering, law, information technology, agriculture & allied science, management (business, hotel, hospitality, tourism, etc.), biotechnology, media, journalism & mass communication humanities and other disciplines, which have strong relevance to development and growth o. if the country, leading to Bachelors & Masters Degrees and Diplomas. The¢ University may also run Certificate Courses of short durations.

- The University shall offer research degree Programmes such as Master of Philosophy (M.Phil), Doctor of Philosophy (Ph.D) and Post- Doctoral degree of Doctor of Letters/ Doctor of Science/ Doctor of Laws degrees in its chosen areas. Research Degree Programmes will be offered at the Schools/ Constituent Units of the University subject to the general guidance of the Academic Council, and will be over seen by the University Research Council.

- The University may confer• Honorary Degree or similar academic distinction on a distinguished personality who has contributed significantly in his/her area of expertise.

- The University may run regular full-time/part-time diploma and certificate courses in various disciplines of the University.

- The nomenclatures of various degrees shall be in accordance with the nomenclature as specified by UGC under Section 22 of the University Grants Commission Act, 1956.

- The structure of the academic programmes and their duration shall be in accordance with the norms of UGC/ any other relevant Statutory Body.

- The University shall make provisions in its Regulations to enable students to concurrently convert their courses of studies into integrated degree programmes of durations approved by the Academic Council.

- The University shall make provisi01_1s in its Regulations selectively for conducting Bridge Programme enabling entry of students from different examination authorities.

- The University shall make provisions in its Regulations selectively for giving credit for CSR activities or for• services rendered in Home Guard, Para Militarily Service, National Cadets •Copes, National Service Scheme, Scouts & Guides, or the like;

- The University shall make provisions in its Regulations selectively for encouraging and developing the students skill sets like critical thinking, communication, soft skills, team work, research and attending Summer/winter school organized by •institutions in India and abroad etc. and give credit for the same.

- The University shall make provisions in its Regulations selectively for admissions through lateral entry and migration.
  - The Board of management shall specify the administrative structure of the departments/units of the University and frame Regulations for smooth running and effective management of their academic programmes,

- Cooperation and coordination among them and their linkage with industries and other agencies.

- The Board of Management shall frame Regulations for periodic reviews of the working

and the performance of the School/Departments/Constituent Units.

- The academic programmes of the departments/ Units shall be approved by The Academic Council which shall ensure high standards of the programmes.
- The further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER IV - AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

5.   **AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS**

- Degrees, Diplomas, Certificates and other academic distinctions shall be awarded to students who have pursued the approved programme of studies 'at the University and have. Passed. The examination of the University Fulfilling the requirements laid down in the Regulations.

- The Degrees, Diplomas, Certificates and other Distinctions as decided by the Academic Council, shall be awarded in an Annual Convocation every year or in any special functions.

- The text and the format of the degree and diploma documents, certificates and citations shall be as approved by the Academic Council.

- The visitor, or in his absence, the Chancellor, or in his absence the Vice Chancellor shall preside over the Convocation.

- Further provisions shall be such as may be specified from time to time by the Act, or any• Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER V - FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES

6.   FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES

- Awards of Fellowships, Scholarships, Stipends, Medals and Prizes shall be instituted as decided by the Academic Council and approved by the Board of Management.
- The eligibility criteria for the fellowship, scholarship, stipend and awards, their values and, where required, their tenure, and the methodology and Procedure for selection for awardees, shall be approved by the Board of Management on the recommendations of the Academic Council.
- A Standing Award Committee shall be constituted by the Academic Council for selection of awardees under different categories, for which Regulations shall be made.
- The Academic Council shall' frame. Regulations for the Scholarships & Awards.
- Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER VI - EXAMINATIONS

7.   EXAMINATIONS

- The programme structures and examinations shall be based on semester system. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

- There shall be a rigorous and continues evaluation of the level of learning of students and their acquisition of knowledge of which the End Term Examination shall be a component.

- The other components (tutorials, class tests, laboratory assignments, seminars, project simulations exercises, experiential learning, home assignments, viva etc.) of evaluation• and their weightage for each course unit shall be decided by the Board of Studies of the School/Constituent Units and shall require approval of the A academic Council. Credit Units for each programme shall also be decided by the Board of Studies of each School/Constituent Units.

- The Board of Studies of the School/Constituent Units with the approval of Academic Council may • give weightage for Corporate Social Responsibilities (CSR) activities or for services rendered in Home Guard, Para Militarily Service, National Cadets Copes, National Service Scheme, Scouts & Guides, or the like.

- The University shall constitute an Examination Committee at the University level to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.

- The guidelines for an efficient, transparent and fair evaluation of students, including the conduct of the Examinations, shall be prepared by the Examination Committee to be approved by the Academic Council.

- The University will also constitute Examination Discipline Committee to consider and decide cases relating to the acts of misconduct, misbehavior, Indiscipline and/or use of unfair means by the students in the examinations.

- Regulations for examination shall be framed by the Academic Council for consideration and approval of the Board of Management.

- The medium for instructions and examination shall normally be English, except in language courses where it is necessary to use the corresponding mediums.

- The Academic Council shall frame Regulations for remunerations to be paid to the paper setters, moderators, examiners/evaluators, invigilators, ••tabulators and other staff engaged on examination duties.

- Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances_, Regulations or Rules of the University.

CHAPTER VII - UNIVERSITY FEES

8.   UNIVERSITY FEES

- The fee structure of the University shall be designed to be adequate to cover the cost of providing quality education comparable to the best by international standards including Odem infrastructure, well equipped laboratories and libraries, co putters and networking facilities, drawing and retaining the best, well .qualified 1/i, experienced faculty providing special professional courses to enhance employability of students and creating abundant other I).necessary facilities for all round professional development of students.

- While fixing the fee structure, the University will take due care to ensure that it retains its unaided self-financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee concessions awarded as per the Act.

- The University may prescribe a- different fee structure for each programme, for Resident Indian Students and for children/wards of Non-Resident Indians.

- The programme and examination fees chargeable from students for various programmes of studies and revisions thereof shall be proposed by a Fee Committee to be constituted by the Vice Chancellor. The composition of the Fee Committee shall be as follows:
  - One Dean nominated by the Vice Chancellor as Chairman.
  - Nominee of the Sponsoring Body
  - Chief Finance & Accounts Officer
  - Registrar as Member Secretary

- The proposal of the Fee Committee• shall be considered by the Board of Management for its recommendations to the Governing Body for consideration and approval A built in provision for a reasonable escalation of fees shall be made in the Regulations to offset the rise in cost This provision shall be mentioned in the admission bulletin/ prospectus of the University.

- The Fee Committee shall review the escalation and the levels of fee every year and recommend any change in the fee structure as appropriate.

- The State Government shall be informed about the change in fee structure.

- Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER VIII - RESIDENCE OF STUDENTS

9.   RESIDENCE OF STUDENTS

- The University may maintain such and as many Hostels as it may determine from time to time; for the residence of Under Graduate, Post Graduate and Research Students of the University.
- The internal administration and discipline of the Hostels shall be vested in Dean, Students Welfare/Proctor who will be assisted by warden(s).
- The University may, if considered necessary, constitute a Managing Committee with the approval of the Board of Management for management of the Hostel(s).
- The University shall provide boarding and lodging facilities to the students in Hostels to the extent possible: The allotment of Hostel rooms, welfare of student, discipline, and grievance redressal mechanism, re-allotment & withdrawal policy • and other related matters shall be governed by Regulations which may be framed iri ibis regard.
- Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self-esteem of a student(s), inside or outside .the University and/or its hostel(s)/ mess, cafeteria is strictly prohibited by law.
- Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological hand or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the not (to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of. ragging.
- The University or its employees shall not be held responsible in any manner whatsoever in case of any injury and/or loss of belongings of any hostel residents for any reason• whatsoever including fire or any natural calamity.
- Any breach of Hostel rules shall invite an enquiry and if the student is found guilty, then the Competent Authority shall take disciplinary action as deemed fit, depending on the case, including expulsion from the hostel.
- Further provisions shall be such as may be specified from time to time by the Act, or any Statutes. Ordinances, Regulations or Rules of the University.

CHAPTER IX - DISCIPLINARY ACTION

10.   DISCIPLINARY ACTION
- Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Schools/Centres/ Constituent Units.
- At the time of admission, very student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the University, its Departments/Schools/Centres/ Constituent Units who may be vested with the authority to exercise-discipline under the acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the University
- The University shall maintain high standards of discipline in the Campus and in the Hostels. The Dean of Students Welfare / Proctor shall be overall in-charge of student discipline. The Dean of Students Welfare / Proctor shall be assisted in this task by, Teachers/Hostel Wardens. Students shall be provided with copies of Codes of Conduct. A Manual of Disciplinary Action duly approved by the Board of Management shall be used to regulate disciplinary actions.
- Without prejudice to the powers of the Vice Chancellor, the Dean, Students Welfare and the Proctor as aforesaid, detailed Guidelines for discipline and proper conduct shall be framed which may be supplemented, wherever necessary, by the Heads of Departments/Schools/Centres/ Constituent Units as they may specify for these purposes and submit the same for approval by the Vice Chancellor
- Without prejudice to the generality of the power to maintain and enforce discipline under these Ordinances, the following shall amount to act of
- Indiscipline or misconduct on the part of a student of the University and its Departments/Schools/Centres/ Constituent Units:
- Physical assault or threat to us physical force against any member of the teaching and non-teaching staff of any Departments/Schools/Centres/ Constituent Units and against any student of the University;
- Unauthorized duly remaining absent from the class, test or examination or any there curricular or co-curricular activity which he is expected to participate in;
- Carrying of, use of or threat to use of any weapons;
- Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
- Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- Any violation of the provisions of the Civil Rights Protection Act, 1976;
- Any violation of the provisions of the sexual harassment of women at work place (prevention, prohibition and redressal) Act, 2013;
- Indulging in or encouraging violence or any conduct which involves moral turpitude; Any form of gambling;
- Discrimination against any student or a member of staff on grounds of caste, creed language, place of origin, social and cultural background or any of them;
- Practicing _castes and untouchability in any form or inciting any other person to do so;
- Any act of commission or omission, whether verbal or otherwise, derogatory to women;

- Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;
- Any attempt at bribing or corruption of any manner or description;
- Willful destruction of the property of the University or its Departments/ Schools/ Centres/ Constituent Units etc.;
- Behaving in rowdy, intemperate. or disorderly manner m the premises of the University or encouraging or inciting any other person to do so;
- Creating discord, ill-whole or intolerance among the students on Sectarian or communal grounds or inciting any other student to do so;
- Causing disruption of any matter of the academic functioning of the University system;
- Indulging in or encouraging any form of disruptive activity connected with tests. Examinations or any other activity of the University• or the college or the institution, as the case may be;
- Ragging;
- Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class; Any action or attitude, conscious or unconscious, the subordinates an individual or group based on skin colour or race or appearance, either individually or collectively;
- Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior of students;
- Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University.
- Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER X - OTHER BODIES OF THE UNIVERSITY

12.   OTHER BODIES OF THE UNIVERSITY

For smooth and efficient functioning of the University, the Board of Management shall constitute Standing Committees and other Bodies specifying their compositions, powers, functions and tenure.

CHAPTER XI - COOPERATION AND COLLABORATIONS

13.   COOPERATION AND COLLABORATIONS

- The University shall cooperate .and collaborate with other Universities, Institutions and other learned bodies on mutually agreed terms in following areas:
    - o Joint research programmes.
    - o Sharing of library, laboratory and other academic resources.
    - o Jointly arranged:
    - o Conferences.
    - o Training Programmes;
    - o Refresher courses, etc.
    - o Expert lectures of faculty.
    - o Exchange of faculty and Students
    - o Summer/Winter School
    - o The University shall identify and actively seek cooperation and collaboration with Centres of Excellence in India and abroad in the following activities:
    - o Joint research projects fruited by national and international agencies.
    - o Articulation of syllabi/ course contents of academic programmes
    - o Exchange of faculty for teaching, research and training.
    - o Sharing of course and instruction materials.
    - o Jointly establishing Centers.
    - o Jointly developing e-courses for interactive and interactive-integrative learning.
    - o Any other activities of mutual benefit.
    - o The scope, terms and conditions of cooperation and collaboration shall be approved by the Board of Management on the recommendation of the Academic Council.
    - o Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

CHAPTER XII - ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS.

14. ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS

On the recommendations of the Academic. Council, the Board of Management shall make provisions for establishment of Centres for Studies, Interdisciplinary Studies & Special Studies, Research, Community Outreach, as well as specialized Laboratories. The Board of Management may constitute special Board(s) of Studies and Committee(s) for providing guidance to these Centres.

CHAPTER XIII - SUBSEQUENT ORDINANCES

15. SUBSEQUENT ORDINANCES

Any additions or modifications of the University Ordinances shall be proposed by the Board of Management on the• recommendation of the Academic Council, for the approval of the State Government.

CHAPTER XIV - RESIDUAL PROVISION

RESIDUAL PROVISION

- o In case of any dispute/difference of interpretation of provisions made in the Ordinances and Regulations, the decision of the Chancellor shall be final.
- o Disputes, if any, arising out of this Ordinance and subsequent Ordinances and Rules and Regulations framed their under, shall be within the jurisdiction of Gurgaon court only.

Anything contrary to the provisions of "The Haryana Private Universities Act, 2006" (as amended from time to time) will be treated as null and void.

CHAPTER 4:
INTERNAL QUALITY ASSURANCE
CELL IQAC

1.   Introduction

As per National Assessment and Accreditation Council (NAAC) guidelines every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance.

2.   Purpose:
- o   This Policy sets out the framework through which quality at GD Goenka University will be assured, enhanced, and improved.
- o   The Quality Assurance framework reflects a strong commitment to evidence based decision-making and continuous improvement.
- o   At an organizational level, it is intended to guide the activities that will contribute to the development of a University-wide culture of ongoing Quality Assurance to achieve the University's strategic objectives and desired outcomes.
- o   The Quality Assurance framework is designed to meet the University's legislative and regulatory requirements and promote and support the achievement of high standards.

3.   Objectives
- o   To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the university.
- o   To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

4.   Scope

This Policy applies to:
- o   Governance bodies / committees and operational committees of the University;
- o   Staff of the University, particularly members of the Executive Group in exercising designated responsibilities and leadership to embed a culture of Quality Assurance and Quality Improvement across the University as a whole.
- o   This Policy is relevant to all students, staff, and other stakeholders of the University.

5.   Responsibility

Designation	Responsible Person	Responsibility
Chairman (1)		
Director (1)		
Members (6-10)		
Administrative officers (2-3)		
Nominee from local society (1-2)		
Nominee from Students / Alumni (1-2)		
External Member 1 (VC nominee)		

6.   Policy Guidelines
- o   Strategic oversight of quality and compliance with External and Internal Standards and requirements resides at the highest levels of University governance.
- o   Key external reference points and higher education sector benchmarks inform the development, monitoring and review of plans, systems, policies, processes, practices, programs and courses.

o   Clear and transparent plans, systems, policies and processes relating to higher education and related services are in place, accessible and implemented.

o   Processes are in place and implemented for the monitoring and evaluation of the reporting of higher education and related service provision outcomes, including benchmarking and performance measurement against targets, indicators and External Standards.

o   Opportunity is provided for appropriate internal and external involvement in the monitoring, review and improvement of quality and standards, including through feedback from students, graduates' employers, staff and other stakeholders;

o   Students and staff are supported in the pursuit of quality and the upholding of standards; and

o   All students and prospective students are treated fairly and equitably and provided with timely and accurate information relevant to their current or future studies or research or other engagement and pursuits with the University.

o   In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

Strategies

IQAC shall evolve mechanisms and procedures for:

•   Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

•   The relevance and quality of academic and research programmes

•   Equitable access to and affordability of academic programmes for various sections of society

•   Optimization and integration of modern methods of teaching and learning

•   The credibility of evaluation procedures

•   Ensuring the adequacy, maintenance and functioning of the support structure and services

•   Research sharing and networking with other institutions in India and abroad

Functions

Some of the functions expected of the IQAC are:

•   Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

•   Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Benefits:

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organized methodology of documentation and internal communication

Composition:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- o Chairperson: Head of the Institution
- o A few senior administrative officers
- o Three to eight teachers
- o One member from the Management
- o One/two nominees from local society, Students and Alumni
- o One/two nominees from Employers /Industrialists/stakeholders
- o One of the senior teachers as the coordinator/Director of the IQAC

Additional members can be co-opted as Special Invitees by the Chairman, depending upon their areas of specialization and Quality needs.

CHAPTER 5:
POLICIES AT GD GOENKA UNIVERSITY

Chapter 5.1
Code of professional ethics for academic, administrative, and support staff of GD Goenka University

Policy Document
1.   Introduction
G D Goenka University aims to achieve the highest standard of academic excellence. The University believes in equality, integrity, and transparency in its systems and processes. To accomplish it G D University has laid down a code of professional ethics which needs to be abide by all the employees classified as teaching, administrative and support staff. The Code of Professional Ethics defines the values of the university on which behavioural conduct of its employees are measured. A well-written Code of Conduct imbibes vision, mission, and objectives of an organization and links them to the standards of professional conduct of an employee. It becomes a benchmark for assessing the performance of an employee.

2.   Purpose
Code of professional ethics aims to set a protocol for G D Goenka University to exhibit it as a manifestation of academic excellence.

3.   Objectives
- To aware teaching, administrative, and support staff about code of professional ethics in the university system.
- To design rules, regulations and guidelines of professional ethics for university employees classified as teaching, administrative, and support staff.
- To align behavioral conduct of all the employees with code of professional ethics of the university.
- To demonstrate the university as a symbol of academic integrity and transparency at national and international level.

4.   Scope
- G D Goenka University follows the statutory regulations of UGC applicable for a private university that has been constituted by the state government.
- Imparting education is a primary aim of the university. All the stake holders of the university shall have a pledge to follow the ethical standards to achieve excellence in this academic endeavor.
- In the case of breach of code of conduct the university has the right to take judicious actions to restore the trust and sanctity to an educational institution.
- All the issues pertaining to university need to resolve by specific concerned authorities following the code of professional ethics.
- Students' welfare is of the prime importance and should be kept separate from the commandments from the students' discipline.

- Any act by any student or any staff member results in damage of any property or constitute a threat to life of a person inside the university campus shall be recognized as a law-and-order problem and will be dealt with accordingly.
- The university shall publish a prospectus annually incorporating admission schedule and process for the new batch of students in various degree program offered by the university.
- The university shall also publish a Handbook for Students annually containing description of all the degree programs, value added courses & other add on courses, Campus life, Co-curricular & Extracurricular activities, Library resources, Research & academic outreach, International Collaborations, Placements, Examination, Career advancement activities, Discipline protocols, Ordinance on Anti Ragging & Sexual Harassment, Hostel facilities.

Responsibility:

GD Goenka University is responsible to create a milieu of academic enhancement in consonant with students' aspirations. It shall pledge to provide safe, secure and healthy environment to students and university staff. The university shall be able to develop a sense of belongingness amongst students and university staff towards the mission and vision of the university. The university shall be able to perform in such a way that it abides by the statutory requirements of the UGC and Haryana state, which has awarded it a status of private university. It shall also need to benchmark itself against the best universities in India and abroad.

5.   Policy Guidelines:

5.1   Code of Conduct and Professional Ethics for Teaching Staff -

A teacher should impart education to all the students without any discrimination based on race, religion, caste, region, and gender. A teacher is observed on the premise of his/her contact by the students and the society at large. A teacher should be compassionate towards his/her students and should command respect from not only his/her students but in the society at large. A teacher should be empathetic towards students and should exhibit calm, patient and communicative in disposition. A teacher should demonstrate a responsible pattern of conduct and demeanor expected of them by the society.

Aspire for academic excellence with research and enhancement of knowledge.

Engage with professional organizations through active membership and work for enhancing standard of education.

Perform duties assigned to him/her pertaining to academic and institutional building viz. teaching, researching, supervising, training, and seminar, faculty development program, and value-added courses, interdisciplinary program with sincerity.

Do not indulge in unethical practices such as plagiarism and favoritism in teaching, research and supervising roles.

Abide by the protocols of the University and work for achieving vision, mission and objectives of the university.

Assist in apprising applications for admissions, advising and counselling students as well as assisting the conduct of the university examinations, including supervision, invigilation and evaluation.

Participate in community service programs whenever it is organized by the university.

5.2   Teachers conduct towards students:

Teachers should impart education to all the students without any differentiation based on caste, creed, religion, gender, and race, political, economic, social, and physical characteristics.

Consider each student unique having different level of capabilities and aptitude and take pledge to teach as per the requirements and needs of the student.

Treat all students with dignity and not behave in a vindictive manner towards any of them for any reason.

Motivate students to improve their knowledge, develop their overall personalities and work for community's betterment.

Inculcate attributes of scientific inquiry, and traits of democracy, patriotism, social justice, environment protection, and peace.

Teachers conduct towards colleagues:

Teachers should treat other members of the profession in the same manner as they themselves wish to be treated. Strictly prohibit considerations of caste, creed, religion, race, and gender in their professional behaviour.

Exhibit respect for other teachers and render assistance for professional betterment. Refrain from unsubstantiated allegation against colleagues to higher authorities.

Teachers conduct towards the authorities:

Teachers

Should work for institutional building as per the rule and regulations of the professional set up.

5.3   Code of Conduct for Administrative and Support Staff -
- Vice Chancellor
- Pro-Vice Chancellor
- Dean Academics
- Dean
- Associate Dean
- Assistant Dean
- Registrar
- Deputy Registrar
- HR Manager
- Program Coordinator

5.4   Code of Conduct for Students –

(I)   Code of conduct for students general code of conduct

The University aims to create a teaching & learning environment that fosters knowledge. It is imperative that the conduct of the students aligns with this aim so as to enable smooth functioning of the University. The following decorum should be maintained by the students.

A)   Campus Decorum

1.   Students should have a sense of pride for being a student of this University and regard for their seniors/ superiors.

2.   Exchange of greetings with the members of the management, faculty and staff is highly encouraged.

3.   Students are expected to use courteous language and show decorum when talking to the

faculty and staff members of the university.

4. Students must avoid using insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.

5. Students shall not talk or act in any manner outside the University that would bring disrepute to the University.

6. Ragging anywhere in the campus or outside the campus is strictly prohibited by court of law. Students found involved would be rusticated and strict action will be taken against him/ her as per law.

7. Students should help in keeping the campus neat and clean. Spitting, throwing pieces of paper, writing on the walls, etc. are not allowed inside the campus.

8. Students should help to maintain the beauty, serenity and greenery of the campus. Your suggestions for campus beautification & development shall always be welcome.

9. Students should act in a responsible manner and should not harm or damage the college building, books equipment, furniture, etc. They should also report in case they see anyone else doing so. The cost of any damage so caused will be recovered from the students.

10. Students are expected to read / circulars displayed on the notice boards or on the intranet on a regular basis. Ignorance of not reading any notice or circular displayed shall not be accepted as an excuse failing to comply with the directions mentioned on it.

11. Students shall come to the University in clean, tidy and decent dress.

12. Students are required to carry their identity cards with them while on the campus. The \security guards will allow them to enter the University premises only when they show their identity card to them.

13. The Management's decision shall be final in all matters of punishment of the students for the violation of any of the rules and regulations of the University.

14. Students are not allowed to carry or use any kind of weapons inside the University premises.

15. Students must avoid creating ill-will or intolerance on religious or communal grounds and violation of the status, dignity and honour of fellow students.

16. It is mandatory to have a vehicle sticker issued from the university in case the students are travelling to campus in their personal vehicles.

B)   Class Room Decorum

1. The wall clock put in the reception area of the University is to be followed for all the deadlines.

2. Students should come to their classes punctually and regularly. They must attend all the classes. In case their attendance is less than 75% in a course they shall be detained from appearing in the University Examination of that course.

3. On entering the class, students should observe strict silence irrespective of the presence or absence of the teacher.

4. Students should get up quietly as the teacher enters the class and keep standing till they are asked to be seated.

5. Use of cell phones/ mobiles is strictly prohibited in the classrooms.

6. In case the class is not scheduled, students should not loiter in the corridor and make noise. They should use their vacant hours in the library or at the sports ground.

C)   Library Decorum

1.   Books are your best friends. Make use of the library as much as possible for this purpose.

2.   Strict silence is to be observed in the library. Socializing/ Chatting/ Discussing is prohibited there.

3.   Keep your personal books and bags outside the library.

4.   Books are issued only on presenting valid ID Cards and should be returned within the prescribed time.

5.   No damage should be done to the books and literature kept in the library. The cost of any damage so caused will be recovered from the students as per policy.

6.   You should have your identity card while sitting in the library. Please keep periodicals/ books etc. at proper place after making use of them.

D)   Laboratory Decorum

1.   Read the procedure/ precautions to be taken for the experiment to be conducted before starting the experiment.

2.   Make sure to follow the instructions/ modus operandi of the experiment before starting it to avoid any damages.

Readings/ Observations should be taken properly and correctly recorded in the notebook.

3.   Readings / Observations should be taken properly and correctly recorded in the notebook.

4.   Experimental performance/ observation/ findings should be recorded daily in the observation Notebook. Get it signed by your teacher in the laboratory the same day (There and then).

5.   After finishing the experiment materials, glassware, chemicals, instruments etc. should be placed at their allotted location with the help of the laboratory staff. Keep your lab clean.

E)   Fine for student misconduct

Any student who is found indulging in undesirable activities such as ragging, physical assault, possession/ consumption of tobacco/ liquor/ intoxicants/ drugs, damage to property, causing inconvenience to other inmates, involved in public display of affection, and non-compliance of any of the students code of conduct or violation of any other rules defined above will be liable to the following punishments as per rules laid in the university student handbook and revised from time to time.

1. Smoking inside the Campus/ Carrying cigarette packets –Rs. 10,000 and double if repeated
2. Consuming Alcohol inside the Campus/ carrying alcohol bottles- Rs. 25,000 and double if repeated.
3. Substance abuse inside the campus-Rs. 25,000 and double if repeated
4. Exiting the campus without the exit slip (applicable for hostellers)-Rs.5000
5. Not carrying the I-Card-Rs.500
6. Breaking any other rule-Rs.5000
7. Carrying any firearm-Immediate rustication/ suspension from the University. All the fines will be doubled if the offence is repeated.

Faculty Mentors

Upon joining the University, each student will be assigned a Faculty mentor. The Faculty Mentor will have an advisory role and will assist the student in the pursuit of his / her academic career at GDGU. The number of courses to be taken every semester should be decided in consultation with the mentor. Also progress towards graduation must be finalized as a formal study plan in consultation with the mentor. The Faculty Mentors will advise students with backlog courses to plan progress towards graduation within the university stipulated guidelines. Every student, irrespective of the pace of study, must have a mentor approved study plan in his/her file. This plan should then be used to monitor timely progress towards graduation.

Change of Programme/ Specialization/ Branch

Any student requesting to shift from the programme/ specialization to another, within the school and also outside the school is required to submit a written request with signature of their parents, to the office of respective Dean, which will further be put up to the Honorable Vice Chancellor of consideration.

Any such request is to be sent to the office of the respective Dean as per the notified date. Any application received thereafter will be processed along with the prescribed fee (i.e. Rs. 20,000 for change of programme & Rs. 15,000 for change in Branch/ Specialization).

Course Registration

It is mandatory for all students to register every semester for the courses they have been advised to enroll by the Faculty Mentors through a Course Registration process. The course registration days will be announced in advance by the university / school to enable an easy and systemic registration. The faculty mentors will be available during those periods to provide advice and counselling opportunities to the students. Students having any outstanding dues to the university or serving any pending disciplinary case that does not allow attending classes shall not be permitted to register for classes. Late registration may be permitted for extenuating circumstances only with the approval of the Head of School/ Dean and only after clearing all the dues and paying the late registration fee. If a student fails to register for any course(s) during any semester, his/ her admission to the university will be subject to cancellation. Necessary approval from the Head of School/ Dean is necessary for a student to continue his/her active admission status and subsequent registration.

Flexible Credit System is followed at GDGU which allows students to utilize flexible techniques to develop individual semester/ degree plan. After carefully reviewing the resources and needs,

the list of courses offered by each programme during every semester will be announced prior to the registration. Students are encouraged to consult their faculty mentors to finalize their academic plan. A copy of the plan of study will be kept in the student file. Any changes in the original plan must be made in consultation with the faculty mentor and will be reflected accordingly in the student file. Provision of Transfer of Credits earned in other programmes/ other institutions/other universities (India & Abroad) is also permissible under this system.

Additional Learning –Minor
Students who are academically sound (with a CGPA of 6.5 or above) can devote extra time by taking additional courses to earn extra credits. These additional credits acquired in focused discipline other than his/her major programme discipline entitles a student to get a 'Minor' credential. Students will be able to accumulate credits by registering for the required courses, and if the course requirements for a particular 'Minor' are met within the prescribed minimum time limit of the Programme. A UG student must complete a minimum of five courses (a PG student must complete three courses), each having 3 credits to become eligible for a 'Minor'. No relaxation in the minimum number of credits will be given to the students opting for 'Minor'. In case a student withdraws from the 'Minor' registration in the middle of the Programme, the 'Minor' courses successfully completed will be converted to 'Audit' courses and will be indicated accordingly in subsequent grade sheets and consolidated grade-sheet (Transcript). Students may have to pay extra for all the courses registered for 'Minor'. The additional Minor will not be reflected in the Degree provided by the university in accordance with the UGC regulations. This will be reflected in the consolidated grade-sheet under a separate heading 'Minor in XXXX' with similar details shown for other Credited courses. The grades obtained in the courses credited towards the 'Minor' are not counted and shall have no influence on the SGPA/CGPA of the student's enrolled programme of study.

Minimum & Maximum Credit Limits for Course Registration
The average academic load for students enrolled at GDGU will be 22-30 credit units per semester. However, a student can register for a maximum of 30 credits or a minimum of 18 credits during a regular semester, excluding the summer semester. Under no circumstances a student will be permitted to cross these limits. However, a student carrying out the last registration of his/ her programme will be permitted to register less than 18 credits in order to meet the minimum credit requirements for the completion of programme. The number of credits a student can register during a Summer Term shall be between 6 and 9, or up to 3 courses. However, in special cases, the student may be permitted to register for more than 9 credits with the approval of competent authority.

Registering for Backlog Courses
To provide an early opportunity for students to clear the backlog of courses, efforts will be made to offer the relevant courses in both odd and even semesters. Some courses may also be offered during the summer term. Students will be expected to pay a Registration fee of Rs. 5000 per course for repeat and Rs. 500 per course for re-appear. Exam fee once paid will not

be adjusted against the exam fee for reappear/ repeat examination if students missed the exam attempt.

Adding / Dropping Courses

A student may add to or drop from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified in university regulation. Final registration for that semester will reflect enrolled courses after the add/drop date. The courses thus dropped will not appear in the semester Grade Sheet of the student and can be taken in a subsequent semester or during summer. However, backlog courses registered during a particular semester cannot be dropped.

After the pre-specified period for add/ drop of courses, if a student feels that his/her performance in a registered course is not satisfactory, the student will have an opportunity to withdraw from the course. However, such withdrawal can only be made with the written approval of the Head of School/ Dean. If the student has paid for the course he/she is withdrawing, no reimbursement will be made for withdrawing from the course. Such withdrawn courses will require additional payment for subsequent registrations. Any alternative course (from a basket of courses) registered in a subsequent semester in lieu of a withdrawn course, will also require additional payment.

Withdrawal is permitted only when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester as specified in University regulations.

Registration from backlog courses cannot be withdrawn. To add/ drop a backlog course, the student must seek permission from the Head of School/ Dean using a separate application form, with the prior approval of his/her Faculty Mentor. This provision will not be available for the courses registered during the summer term.

While exercising the Add/ Drop option, the student may lose attendance in those courses added during the add/ drop period. This issue must be resolved between the instructor on record and the Faculty Mentor.

Course Prerequisites

Some courses might require prerequisites which must be met before registering for the course. Students who are detained from appearing in the End-semester examinations due to shortage of attendance in a prerequisite course will not be permitted to register for the next level course. Exception to this rule can only be with the approval of the Vice Chancellor of the University. In case, a prerequisite course is not offered during the following semester, the option of passing the course may be exercised using the independent study followed by proficiency exam option. The student will have to pay for registering for the independent study option. The independent study is an agreement between a faculty and a student and must have the approval of the Head of School/ Dean.

Attendance

1. Every student is expected to achieve 100% attendance in all the lectures, tutorials and practical's and participate in seminars arranged in the Department/ Constituent Units and events organized at the Institution/ University level during the programme.

2. To account for any contingencies such as illness, hospitalization, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted.

3. The attendance requirement for appearing in the end semester examinations shall be a minimum of 75% of the classes actually held in each course separately. However for programmes under the purview of PCI/NCTE/BCI/CoA the attendance requirement shall be as per their respective regulations.

4. A student with less than 75% of attendance in the lectures, seminars and practical's, separately in each course in a semester, shall be detained from appearing in the examinations of relevant course (s), However, respective schools may implement the attendance criteria for mid-semester tests/ class tests.

5. Special relaxation up to 5% in the attendance criteria may be approved by the Vice Chancellor on the recommendation of the Dean for the reasons listed below:

- Calamity in family
- Hospitalization due to prolonged in-patient treatment.
- Serious accident
- Other serious unavoidable circumstance (s).

6. Students are not supposed to remain absent from the classes without prior permission of the Dean. If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his/her unauthorized absence under intimation to his guardian/ parents.

7. If s/he still remains absent for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls.

Official Duty (OD)

If a student is sent by the Institution for an Official Duty (OD), the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view. The students may be granted an OD in following cases, if they are deputed by the Institution/ University:

1. A student is sent for official purpose to other institutions/ industry etc., to represent the University.

2. Participation in Seminars, Conferences organized by institutions/ Schools of the University, industry and other academic institutions.

3. Participation in Summer and Final Placement work such as:

- Presentations in companies.
- Students attending On Campus or Off Campus Company Pre Placement talks/Interviews/Group Discussions.
- Attending On campus or Off Campus Interviews/ Group Discussions.

- Involved in any other activity related to placements which cannot be deferred for after classes/weekends etc.
4. Students going for industrial visits.
5. For promoting the annual functions of the Institution in industry, government etc.
6. Organizing/participating in student competitions organized by Industry & Academia.
7. Participation in Inter University/National/ International sports competitions etc.
8. Any other important work assigned by the faculty/Head of School.

The OD request will be initiated by the student through faculty in-charge of the activity/ event in advance before the activity takes place. Faculty in-charge (who has assigned work) will recommend to the Head of School/Dean for approval of OD. A maximum of 5 ODs per course is permissible in a semester. The student can collect the proforma for OD Application from the office of the respective Dean.

To encourage students to attend seminars, conferences, workshops, training programmes, short duration courses offered by specialized institutions, etc. who otherwise are unable to attend such benefits due to loss of attendance in various courses, students with a CGPA of 9.00 ad above, and with no current backlog courses may be exempted from the minimum attendance requirements. However, such students need to apply in writing to their Head of School/ Dean for such exemption with justifiable reasons. If such students CGPA falls below 9.00, they automatically are subjected to the minimum attendance requirements. The CGPA of a student as on the First Instructional Day of the semester concerned will be considered for this exemption. Any change in CGPA, increase/ decrease, during the course of the semester due to paper revaluation, etc. will not be considered for adding/removing a student from this exemption and the effect of change in CGPA will be considered for the subsequent semester only.

Students participating in National & International events may also apply in writing to their Head of School / Dean for exemption from the minimum attendance requirements.

Make Up For Deficiency In Attendance
1. For the courses in which a student is detained due to shortage of attendance in a semester, he/ she will be required to register with their institution for repeat courses during the summer term or in subsequent semesters when they are offered in the normal schedule. Please note that Summer Term classes will be scheduled only for First Year and Final Year courses of a programme of study. Students will be required to pay the prescribed fee of Rs. 5000 per course.
2. Such students will have to attend contact classes as scheduled by the institution during summers/ semester to complete the course of study.
3. The institution may also prescribe term papers/ home assignments which the students will submit to their teacher's subject- wise within the due dates.

4.   The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the course is permitted to take the re-examination or not. Only those who register for the Repeat Course and complete the requirements as prescribed by the Institution will be permitted to take the re- examination in the respective subject when the examinations of such courses are conducted.

Minimum & maximum duration of academic programmes

1.   The minimum period required for completion of a programme shall be as specified in the scheme of Teaching and Examination and Syllabi for concerned programmes and approved by the Academic Council on the recommendations of the Board of Studies.

2.   The maximum permissible period for completing a programme up to two academic years shall be n+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be n+2 academic years (four semesters), where "n" represents the minimum duration of the programme.

Code of ethics for staff (teaching & non- teaching)

The code of professional conduct as laid down by the University shall be applicable to all the staff of the University.

Obligations

a)   Personal Conduct

From the very first day, every employee is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to his/her advancement and to the continuing development of the University's image and reputation.

While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

b)   Harassment of Female Employees

All employee shall strictly refrain from sexual harassment of any female employee and endeavour to prevent and deter the commission of any act of sexual harassment in the work-place. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities, for action as per guidelines/regulations laid down by the University.

c)   Secrecy Maintenance Agreement

Except to his/her direct superior authority, an employee will not give out to any person any of the administrative and/or organizational matters of confidential/ secret nature which it may be his/her personal privilege to know by virtue of being an employee of the University. All books, records and articles belonging to the University shall remain in the office premises and it will

be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the competent authority. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

d)   Acceptance of Outside Assignment

During the period of employment with the University, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remunerator – or any further studies, examination or external academic course (including part- time or correspondence) except with prior permission of the Vice Chancellor. The employee will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the University.

e)   Taking Part in Politics & Elections
  • No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
  • No employee shall, without prior approval of the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

f)   Demonstrations and Strikes

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

g)   Joining of Association by Employee

No employee shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

h)   Criticism of University, School, Department or Government

No employee shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:
  • Which is in the nature of character assassination, reflection on the personal life of other employees of the University.
  • Which is in the nature of criticism of an individual as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

i)   Private Trade Employment or Tuition No employee:

- Except with the prior approval of the Vice Chancellor, engage directly or indirectly in any trade or business or under any other employment.
- Borrow money from his subordinate or students.
- Enter into any pecuniary arrangement with any other faculty or student of the University, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University.

j)   Articles/Talks/Interviews, etc.

While all employees are encouraged to write articles, participate in professional forums and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines.

In all matters connected with the media, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the organization.

k)   Canvassing of outside influence

No employee shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

l)   Office Property

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.

m)   Office Stationery

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

n)   Liability to Search

On entering or leaving the office premises, all employees are liable for search by the Administration and Security personnel, provided that the female employees can be searched by female staff, or such other persons as may be nominated on this behalf by the organization.

o)   Transfer

As the University practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of

incentive, etc.

Every employee is also liable for transfer to any of the University's offices, Schools/Department/Institution, associate or affiliate, sister organizations located anywhere in India or abroad presently existing or which may come to existence in future. Management reserves the right to re-designate the posts, and/or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and/or of the employee concerned, without adversely affecting his/her job-status. In such a case, the employee concerned will be governed by the terms and conditions of service applicable for the new assignment.

An employee may, during the course of his employment, be given any assignment that the University, in its subjective judgment, feels is suited to his/her background, qualifications and expertise.

3.   REDRESSAL OF GRIEVANCE

a)   Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority/Deans concerned for redressing the grievance through proper channel and shall be governed by procedure laid down by the University. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than one month.

b)   No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

4.   MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term Misconduct, the following acts of omission and commission shall be treated as misconduct:

- Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.
- Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.
- Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.
- Habitual negligence or neglect of work including slowing down of work.
- Habitual late or irregular attendance.
- Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.
- Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of

employment or during the course of employment.

- Drunkenness or riotous or disorderly behaviour in the office premises or outside such premises where such behaviour is related to, or connected with, the employment.
- Gambling within the office premises
- Smoking within the office premises where it is prohibited.
- Sleeping or dozing while on duty.
- Commission of any act which amounts to a criminal offence involving moral turpitude.
- Commission of any act which is generally subversive of discipline or good behaviour.
- Breach or violation of the rules, regulations or orders applicable to the employee.
- Commission of any act of sexual harassment of female employees such as physical contact and advances, sexually coloured remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Abetment, or attempt at abetment, of any act which amounts to misconduct.
- Obtaining or attempting to obtain leave of absence on false pretext.
- Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.
- Breach of confidentiality or loss of confidence by an act against the interests of the organization.
- Absence from work-place without permission of the HOD.
- Interference, tampering with records, attendance register, etc., either pertaining to himself or to any other employee.
- Willful non-cooperation with fellow employees for proper discharge of duty at anytime
- Not wearing the complete uniform provided by the management, if any, during working hours, or wearing the uniform improperly while on duty.
- Eve-teasing or sexual harassment in the University's premises, or transport provided by the employer, if any.
- Attempting to obtain any benefit under false pretext, or by making false statements.
- Refusal to accept any communication/order from the management either in person, or by post.
- Interfering in the work of any other employees and/or the management.
- Willful slowing down the performance of work, or abetment or instigation thereof.
- Going on, or participating in an illegal strike or abetting for the same.
- Copying or otherwise taking the extracts of official documents without permission.
- Any other act or omission subversive of discipline or prejudicial to the interest of the University/Institute.

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

5.   DISCIPLINARY ACTION

- Breach of any of the service conditions will be considered as a misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct.
- In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee. For this purpose, the Head of the Institute or a higher authority would be the competent authority.

6.   SUSPENSION

If considered necessary, the Vice Chancellor may suspend the employee from service pending enquiry/investigation.

- An employee of the University shall be deemed to have been placed under suspension:-
  - o   With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 24 hours, and if he/she is not forthwith dismissed or removed consequent to such conviction;
  - o   In any other case, for the duration of his detention, if he is detained in custody, whether the detention is for any criminal charge or otherwise.

Explanation – The period of 24 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall not be taken into account.

- During the period of suspension, the employee will be entitled to 50% of salary towards suspension (subsistence) allowance, subject to his marking attendance on the working days at any time during working hours. While claiming suspension allowance, the employee will give an undertaking every month in writing that he was neither employed, nor self-employed during such period.

7.   INVESTIGATION / ENQUIRY

- The Board of Management shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the employee irrespective of whether he has been suspended or not. The Board of Management may appoint a committee for the purpose. The employee shall be notified in writing of the charges against him and shall be given not less than one week's time to submit his explanation in writing.
- The Board of Management or the Committee may hear the employee and take such evidence as it may consider necessary. After it has considered the explanation and the evidence, if any, and/or report of the Committee, if one has been appointed, the management shall decide on further course of action. For a minor misconduct, it may issue a warning, or downgrade the salary; and in case of major misconduct, may terminate the services, or impose any other penalty.

8.   IMPOSITION OF PENALTY

- No order dismissing, removing or terminating the services of an employee of the University (except in the case of a conviction for an offence involving moral turpitude, or on abolition of post), shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is

proposed to take action, and he has been given adequate opportunity –

- Of submitting a written statement of his defense:
- Of being heard in person, if he so desires; and
- Of calling and examining such witnesses in his defense as he may desire:

Provided that the management or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- The Board of Management may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the employee concerned from service, or terminating his services mentioning the grounds of such dismissal, removal or termination.
- Where the termination of service on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service may be from the date of suspension.
- The management may, instead of dismissing, removing or terminating the services of the teacher, impose one or more of the lesser punishments, namely:
- Issue a letter of Warning / Censure, (which will also be kept in the Employee's personal dossiers);
- Reduce pay/salary of the employee for a specified period not exceeding three years;
- Stop grant of increments in his pay/salary for a specified period with or without cumulative effect;
- Deprive the employee of his pay (but not the subsistence allowance during the period of his suspension, if any); and/or.
- Demote him to a lower post.

9.   APPEAL

An employee of the University aggrieved by an order may prefer an appeal, through the Registrar, to the Disciplinary Committee within fifteen days from the date of service of such order on him.

10.   DISCIPLINARY COMMITTEE

- The management shall constitute, for such term as it thinks fit, a Disciplinary Committee in the University which shall consist of three nominees of Vice-Chancellor.
- Provided that if the management considers it expedient, it may constitute more than one such Committees to consider different cases, or classes of cases.
- No employee against whom any case involving disciplinary action is pending shall serve as an employee of the Disciplinary Committee dealing with the case.
- The management may, at any stage, transfer any case from one Disciplinary Committee to another Disciplinary Committee.
- The functions of the Disciplinary Committee shall be as follows:-
- To consider any appeal preferred by an employee.
- To hold inquiry into cases involving disciplinary action against any employee;
- To recommend suspension of any employee, pending or in contemplation of inquiry against such employee;

- To exercise such other powers and perform such other functions as may, from time to time, be entrusted to it by the management.
- In case of difference of opinion among employees of the Committee, the decision of the majority shall prevail.
- The decision on the report of the Committee shall be placed before the Vice Chancellor as early as possible to enable it to take its final decision in the matter and pass orders on confirming, enhancing, reducing, or setting aside the penalty imposed upon the employee concerned.

11.   SEPARATION

- Termination/Resignation

After regularization following satisfactory completion of probation-period, an employee's services may be dispensed with by the management after giving one month's notice or such additional period as may coincide with the academic term, or by payment of one month's salary in lieu thereof. However, no notice or salary in lieu of notice shall be necessary if the services are dispensed with by the management for misconduct, or due to loss of confidence in the employee. An employee may also tender his/her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether it is the period of probation or otherwise, the management/Vice Chancellor, at its sole discretion keeping the students' interests in view, may not permit a faculty- member to leave the University during the ongoing Semester if teaching commitments on his/her part are pending. No leave, even when due, will be availed during the one month's notice period of resignation from the University's service.

- Abandonment & Automatic Termination
- If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job on his/her own accord. Such abandonment of service shall be treated as resignation from the service and not as termination by the University; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his/her salary or other dues. Provided, however, the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the management, the lapse may be condoned and he/she may be re-employed in his post with/without continuity of service, entirely at the discretion of the management; and the employee shall have no right to any claim, or challenge the discretion of the management in this regard.
- In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the management of his inability to return immediately after expiry of the leave period. .

12.   RELIEVING FORMALITIES

- The employee will hand over the charge together with all the property/ material of the University in his / her possession, custody or charge at the time of cessation of

employment, such as identity card, data-bases, files, books, magazines, reports & records, documents , manual, audio/video tapes, floppies/discs, computers, I-pads, mobile phones, sim cards, vehicle, data card, any other tools, instruments, etc., before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.

• At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" from all the concerned departments. Accounts Department will finally settle his/her account only after submission of this certificate.

• Failure to comply with any of the above provisions shall entitle the management to withhold the employee's dues to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.

13. RESIDUAL PROVISIONS

• Non-enforcement of a rule shall not prejudice the right of the management to enforce the same at any later date.

• In regard to matters not specifically covered by these rules and regulations, the employee will be governed by the relevant provisions of the law, the Ordinance and/or usage or practice, Board of Management decisions, or orders of the Vice Chancellor, as the case may be.

• The management reserves the right to amend or alter or update or repeal these rules and regulations at any time and in any manner it deems fit.

• Interpretation of these rules and regulations, as given by the management, shall be final and binding on all employees.

• When the University is of the opinion that it is necessary or expedient to do so for the efficient conduct of its activities, it may, at its discretion, relax any of the provisions of these Rules with respect of any class or category of posts or person(s).

Chapter 5.2
Policy on Skill Enhancement

Policy on Skill Enhancement
Soft Skills, Yoga, language and communication, IDP, VAD courses, certificate courses, MOOC courses, life skill, soft skills, language and communication skills

1.   Introduction:

The skill enhancement policy aims to provide guidelines for universities to enhance the skills of students through various programs and activities. The policy on skill enhancement at the university level should focus on providing students with opportunities to develop and improve their skills in a variety of areas, including critical thinking, communication, problem-solving, leadership, and digital literacy. The policy outlines the purpose, objectives, scope, responsibilities, and guidelines for skill enhancement.

2.   The policy includes the following things:

- Offering a range of courses that promote skill development, including courses in communication, leadership, teamwork, and digital literacy.
- Providing opportunities for students to participate in experiential learning activities, such as internships, co-op programs, and community service projects that allow them to apply and enhance their skills in real-world settings.
- Encouraging students to enroll for value added courses with the vision of NEP 2020.(Refer Annexure-1)
- Encouraging students for MOOCS/SWAYAM/e Pathshala/ NPTEL Courses.
- Focus on Interdisciplinary project at university level. (Refer Annexure-II)
- Promoting Health yoga and wellness related activities, workshops, seminars for students and faculty.
- Encouraging faculty members to incorporate skill-building activities and assessments into their courses, such as group projects, presentations, and case studies.
- Providing access to training and resources that support skill development, such as writing centres, career services, and technology labs.
- Creating a culture of continuous learning and development by encouraging students to pursue additional certifications, attend workshops and seminars, and engage in ongoing professional development.
- Monitoring and evaluating the effectiveness of the policy on a regular basis, using data such as student feedback, graduation rates, and employment outcomes to inform future improvements.
- Providing various professional development opportunities for students and faculty to attend workshops, seminars, and training sessions that focus on developing specific skills, such as communication, leadership, and critical thinking.
- Encouraging partnerships with industries that are relevant to the programs offered by the university. This will provide students and faculty with opportunities to engage in real-world projects, internships, and mentorships, and stay current with industry trends and practices.

- Emphasizing the importance of research and innovation by providing funding and resources to support research projects and encouraging students and faculty to engage in research and development.
- Promoting the use of technology in teaching and learning, research, and administration, by providing the necessary tools and resources, such as e-learning platforms, online libraries, and research databases.
- Encouraging collaboration and teamwork among students and faculty by providing opportunities for interdisciplinary projects (IDP) and research, group work, and team-building activities.
- Focus on developing soft skills, such as communication, problem-solving, and teamwork, as these skills are highly valued by employers and are essential for success in any profession.
- Measures to evaluate the effectiveness of the skill enhancement programs and provide feedback to students and faculty, to ensure that the programs are meeting their goals and to continuously improve the quality of the programs.

3.   Purpose:

The purpose of the skill enhancement policy is to prepare students for the workforce by providing them with opportunities to improve their skills, knowledge, and capabilities. This policy aims to equip students with the required skills to excel in their careers and contribute to society.

4.   Objectives:

The objectives of the skill enhancement policy are as follows:
- To create an environment that promotes the development of skills among students.
- To offer programs and activities that enable students to enhance their skills and knowledge.
- To provide opportunities for students to develop leadership, communication, and teamwork skills.
- To help students acquire new skills that are relevant to their chosen field of study.
- To promote a culture of lifelong learning and professional development.

5.   Scope: The skill enhancement policy applies to all universities and colleges that offer undergraduate and graduate programs. The policy applies to all students, regardless of their discipline or program of study.

6.   Responsibilities: The following are the responsibilities of the university, faculty, and students:

7.   University: The university administration is responsible for identifying the skills in demand, allocating resources for skill enhancement programs, and monitoring their effectiveness. The university is responsible for developing and implementing the skill enhancement policy. The university must allocate resources, personnel, and infrastructure to support the policy's implementation.

8.   Faculty: The faculty is responsible for designing and delivering programs and activities that enhance students' skills. They must ensure that the programs and activities are

aligned with the policy's objectives.

9.   Students: Students are responsible for taking advantage of the opportunities provided by the university to enhance their skills. They must participate in programs and activities that are relevant to their career goals and aspirations. Students should be participating in skill enhancement programs, seeking feedback, and applying their new skills in their academic and professional pursuits.

10.   Employers: The employers are responsible for providing internships, co-po programs, and other work-integrated learning opportunities that enable students to gain practical experience.

11.   Guidelines: The following guidelines must be followed while implementing the skill enhancement policy:

•   Programs and activities must be designed to enhance students' skills, knowledge, and capabilities.

•   The university must provide adequate resources to support the implementation of the policy.

•   The faculty must design programs and activities that are relevant to the students' career goals and aspirations.

•   Students must participate in programs and activities that are aligned with their career goals and aspirations.

•   The university must evaluate the effectiveness of the policy and make necessary changes to improve its implementation.

In conclusion, the skill enhancement policy aims to provide students with opportunities to improve their skills, knowledge, and capabilities. The policy outlines the purpose, objectives, scope, responsibilities, and guidelines for skill enhancement. It is the responsibility of the university, faculty, and students to ensure the policy's effective implementation.

INTRODUCTION

Value added courses are offered to the students for their lifelong learning and skill enhancement which adds value to their professional skills. The selection of these courses is made based on the gaps identified from the course outcomes and program outcomes of their degree/diploma courses. These value-added courses are non-credit course which intended to fulfil the gaps of main course curriculum.

COURSE REGULATION

SHORT TITLE AND COMMENCEMENT

These regulations shall be called as "Regulations of Value- Added Courses" of the GD Goenka University (GDGU), Gurugram. They shall come into effect from the Academic session 2022-23. The regulations framed are subject to modifications from time to time by GDGU.

NEED OF VALUE-ADDED COURSES

The shift in focus from knowledge to skills is expressed in discussion and advocacy around a concept often called 21st-century skills. These are the skills considered necessary to survive and thrive in a 21st-century economy of constant change and disruption (World Economic Forum). The development of current and future curricula must elaborate on the abilities of students in the academic dimension, life skills, and the ability to live together and think critically and creatively. With the advent of industrial revolution 4.0, the type of jobs appearing is set to change dramatically in the next several years. This means that it is possible that 10 years from now you may be doing a job that doesn't yet exist! This means that employers are putting a much stronger focus on transferable skills and life skills when assessing candidates in addition to technical knowledge. They want to see that candidates have developed skills that can be transferred to the workplace. To elaborate current curriculum on the abilities of students in the pedagogic dimension, G.D Goenka University is offering a bouquet of 'Value Added Courses (VAC)' to inculcate life and transferable skills in budding graduates for worthwhile sustainable, multiple careers and to become contributing citizens of globalization 4.0.

LEARNING OBJECTIVES

Value Added Courses would cater
1. To build better personality traits in students that enable them to cope with the demands of personal and professional lives.
2. To imbibe the spirit of lifelong learning
3. To Instill confidence in students to work effectively and ethically as individual and team member
4. To enhance student's ability to become proficient while working in an interdisciplinary environment.

To facilitate the development of a holistic perspective among students towards life andprofession

PROCESS FLOW FOR DESIGN AND APPROVAL OF 'VALUE ADDED COURSES'

Feedback on Transferable and Life Skill from Stakeholders and subsequent GAP analysis

•Identification of potential Transferable and life skills

Design of Curriculum for idenfied skills as VAC with proposed intake

•Approval of VAC in BOS followed by Academic Council

Publication of VAC & student enrollment
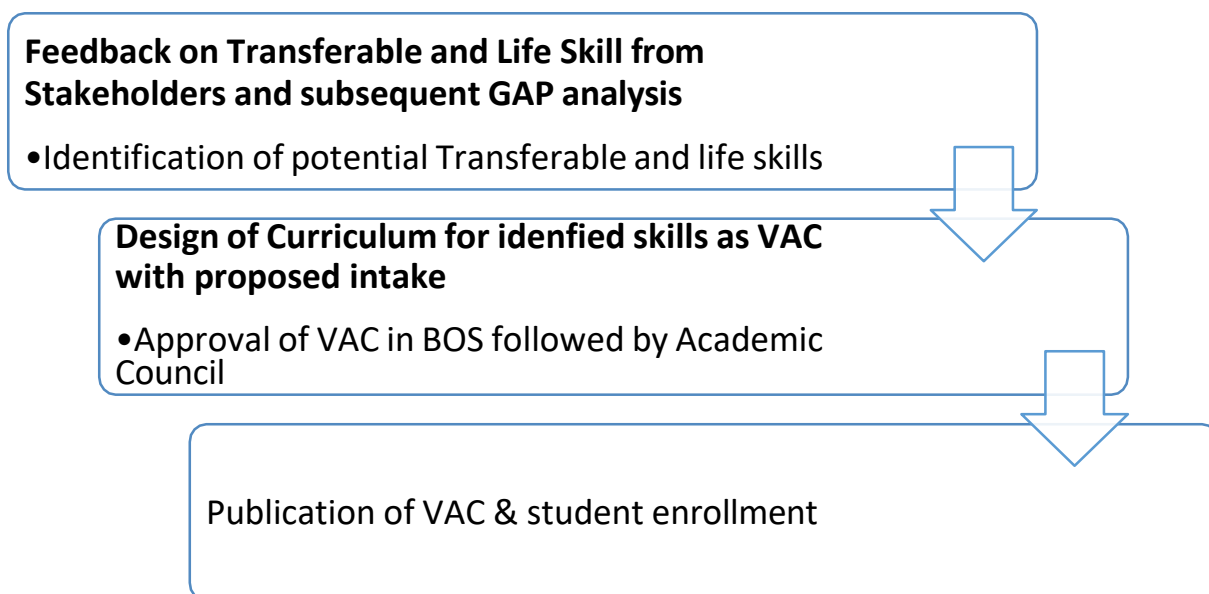
CODING OF COURSE

The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in University Departments. A unique course code is to be given for each course e.g. SOMASVAC001. 1. Abbreviation of School in CAPS followed by VAC and the last three digits represents the serial number of value-added course developed and introduced by the concerned school.

DURATION OF THE COURSE

Value added course must be of minimum 30 hrs or more in duration.

INTAKE OF THE COURSE

Intake for the particular value-added course will be specified exclusively by Course Coordinator

COURSE REGISTRATION

Interested students should opt course of their choice from a pool of VAC published by university along with routine Course Registration process in the start of the semester. The

faculty mentors will be available during those periods to provide advice and counselling opportunities to the students. Students having any outstanding dues to the University or serving any pending disciplinary cases that does not allow attending classes shall not be permitted to register for classes. Late registration may be permitted for extenuating circumstances only with the approval of the Dean/Head of School and only after clearing all the dues and paying the late Registration fee. Student is allowed to opt for only one VAC at a time in a semester. Student can change the VAC within one week of registration of course and no further request will be entertained thereafter.

Attendance

i.   Every student is expected to achieve 100% attendance in all the lectures, tutorials and practical's and participate in seminars arranged in the Department/ Constituent units and events organized at the Institution/University level during the Programme.

ii.   To account for any contingencies such as illness, hospitalization, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. iii. A student with less than 75% of attendance in the lectures, seminars and practical's, separately in each course in a semester, shall be detained from appearing in the examinations of relevant course(s).

iv.   Special relaxation up to 5% in the attendance criteria may be approved by the Vice Chancellor on the recommendation of the Dean for the reasons listed below:

•   Calamity in family.

•   Hospitalization due to prolonged in-patient treatment.

•   Serious accident.

•   Other serious unavoidable circumstance(s).

MAKE UP FOR DEFICIENCY IN ATTENDANCE

1.   For the courses in which a student is detained due to shortage of attendance in a semester, he/she will be required to register again for repeat course in subsequent semesters when they are offered in the normal schedule.

2.   Such students will have to attend contact classes as scheduled by the Institution during semester to complete the course of study.

3.   The Institution may also prescribe term papers/ home assignments which the students will submit to their teachers subject-wise within the due dates.

4.   The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the course is permitted to appear in assessments or not.

5.   Only those who register for Repeat Course and complete the requirements as prescribed by the university will be permitted to appear in the assessments of such courses.

□   **EVALUATION**

The value-added course shall carry 100 marks with 50% Continuous (Internal) Assessment and 50% final assessment. The scheme of evaluation will be published exclusively with course content.

□   **REGISTERING FOR BACKLOG COURSES**

To clear backlog of VAC, students can appear for re-assessments as an when the course is offered in subsequent semesters. Students should register for backlog VAC along with registration of undergoing degree courses.

□   **Teaching Learning Methodology**

Blended mode of learning would be preferred to cover course content of value added course. However, faculty are free to adopt other means to inculcate the desired skills in a professional manner.

□   **Grading of performances and Certification**

a)   The level of student's academic performance as the aggregate of continuous evaluation and assessment shall be reflected by letter grades on the basis of percentage of marks scored by the student according to the connotation as per table given below:

Grade	Qualitative Meaning	Percentage of Marks (out of 100)
O	Outstanding	90-100
A	Excellent	80-89
B	Very Good	70-79
C	Good	60-69
D	Average	50-59
F	Fail	<50

b) General guidelines for award of Grades are:

i   Evaluation of different components of a Course for each student shall be initially done in numerical marks.

ii The marks of different components viz., internal continuous assessment of course work, Assignment, Quiz, Presentations, Project etc. shall be assigned relative weightage as prescribed in course curriculum and added. The total marks obtained shall be out of 100 and the same would be converted into letter grades (Fixed) on 10-point scale.

iii A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.

iv Student with grade E and above will be awarded with Certificate by the Respective Schools.

GENERAL GUIDELINES ON VALUE ADDED COURSES

i.   The value-added course will be offered only if there are at least 5 students opting for it.

ii. Faculty Course Coordinator iii. A student can opt for only one new value-added course per semester.

iv. The classes of value-added courses can be conducted during a Reserved Time Slot or after routine class hours/ on weekends /vacation period.

v.   There will be no extra fees charged from students for the value-added courses.

vi. Students can opt for any value-added courses offered by various schools of university

THEMES FOR VALUE ADDED COURSES

Number of Value-Added courses for imparting transferable and Life Skills offered during the last Five Years

Transferable skills are proficiencies that are useful in a variety of job roles. Transferable skills can be used to position your past experience when applying for a new job—especially if it's in a different industry e.g.

1. **Communication:**
    Active listening, written communication, Verbal communication, Confidence, Giving and receiving feedback, Nonverbal communication, Responsiveness, Public speaking

2. **Dependability**

Dependability encompasses qualities that make you a trusted employee. It includes punctuality, organization and responsibility. Every employer seeks candidates who can be trusted to accomplish tasks well and in a timely manner. They often trust these same people to successfully manage relationships, assignments and goals.

Transferable dependability skills include: Punctuality, Integrity, Work ethic, High-achiever, Meets deadlines, Honesty

3. **Teamwork**

Teamwork skills involve the ability to work with others towards a common goal. Effective teamwork requires several other qualities such as empathy, active listening and strong communication. Providing successful teamwork examples during interviews can help employers

understand how you'll work with others in their company.

Transferable teamwork skills include: Relationship building, Active listening, Collaboration, Self-awareness, Conflict resolution

4.   Organization

A well-organized person has a strong, neat structure in their workspace, tasks and relationships. Organized employees typically meet deadlines, communicate with others in a timely manner and follow instructions well. Employers can trust organized workers to meet deadlines, take notes and ensure projects are completed efficiently.

Transferable organization skills include: Time management, Attention to detail, Analytical thinking, Prioritization

5.   Adaptability

Adaptability skills are used to continue working towards goals even as teams, projects, management or products change. Employers hire flexible candidates who can quickly learn new skills and processes to ensure work is done quickly, efficiently and with a positive attitude. Transferable adaptability skills include: Creativity, Positive attitude, Flexibility, Patience

6.   Leadership

Leadership skills include traits like strong communication, relationship building and dependability. You can transfer leadership skills to many different industries because most employers value people who can organize teams to reach shared goals. Transferable leadership skills include: Delegation, Interpersonal skills, Conflict resolution, Project management, Team building, Risk-taking, Goal setting

7.   Decision-making

Decision-making is appealing to employers across the board as it shows confidence and good judgment, which is valuable in any industry. Decision-making requires you to analyses a situation, predict possible outcomes and come up with a solution or action in an efficient time frame. Transferable decision-making skills include: Problem-solving, Creativity, Critical thinking, Analytical

8.   Empathy

Having strong empathy and emotional intelligence promotes a healthy work environment and helps build strong relationships with clients and colleagues. As many jobs involve working or interacting with other people having empathy is a skill that is desirable to most employers.

Transferable empathy skills include: Listening skills, Mediation, Perspective taking, and Curiosity.

9.   Initiative

Being able to motivate yourself in the workplace is a skill that's impressive regardless of the industry you're in. Taking initiative to pursue new tasks, contribute ideas and produce high quality work helps show commitment to your job and often results in advancing your career.

Transferable initiative skills include: Self-motivation, High-achiever, Process improvement, Eagerness, Goal setting

10.   Technology literacy

Technology literacy is your comfort with and ability to navigate new technology. Nearly every position in every industry will require the use of technology at some level. In an increasingly technological workplace, employers value candidates who can learn new tools and software quickly to complete tasks.

Transferable technology literacy skills include: Troubleshooting, Programming skills, Point of sale software, Customer relationship management software, Productivity software

SAMPLE TEMPLATE FOR COURSE DESIGN CURRICULUM VALUE ADDED COURSE

Course Code: To be generated at central level Course Title (DURATION: 30 HOURS)

GD GOENKA UNIVERSITY

SOHNA ROAD, GURUGRAM-122103

COURSE TITLE

Introduction to the course: Introduce the course here Need of the course: Give the rationale of the course

Target Audience: Mention here about the suitable students for which this course was designed like for 1st semester students or for 8th semester students

Course Objectives: Define 3-5 objectives of the course here using bloom taxonomy

Course Outcomes: Mention the measurable outcomes of the course here using bloom taxonomy

CO-PO Mapping: Identification of gaps of the main curriculum and fulfilling with value added course (To be shared with heads separately)

Content: Put the content (Modules) here as given below

Module 1:

Module 2:

Suggested Reading: Video lecture links/Study material links

Annexure-II

INTER-DISCIPLINARY PROJECT (IDP) STANDARD OPERATING PROCEDURE (SOP)

The Inter-Disciplinary Project (IDP) is an innovative course proposed by the Centre for Innovation & Entrepreneurship (CIE) which will be offered to the third and fourth semester of the undergraduate programme of every school under the GD Goenka University. The IDP is a unique course offering opportunities for inter-disciplinary studies, opening new avenues of research and innovation. The IDP has been conceptualized with two core components. The first part of the IDP will deal with translating a business model or start-up into a feasible project on ground. The focus of this component will be encouraging and inspiring students to set up a model prototype of a business start-up or a business model and its actual realization on ground. Students will be trained in the different aspects of envisioning, marketing and setting up a business model. The IDP is also a space to give a national/global platform to already existing businesses who choose to associate and grow with us. In order to encourage this the IDP will also offer financial incentives for business model and start-ups that are patented and registered. The second core component of IDP will deal with business research and design. It will involve inter-disciplinary research and focus on innovation and critical thinking. A unique the me shall be chosen every year and sent to the different schools under GDGU, inviting research topics on the same. A cumulative list of topics shall be prepared and uploaded on the university portal where students can take a choice of the topic on which they want to work. Since the IDP involves interdisciplinary work, it is expected that students will approach and work in groups with a minimum of two, and a maximum of six students in each project. This will stand true for both the components of the IDP.

SYLLABUS:

IDP SYLLABUS FOR BUSINESS MODEL / START-UP

•   Developing a business model / start-up | credit 3 | semester 3

•   Translating business model / startup | credit 3 | semester 4 idp syllabus for research paper

•   Research and design | credit 3 | semester 3

•   Data analysis and publication | credit 3 | semester 4 syllabus- component 1:

IDP syllabus for business model / start-up

•   Developing a business model / start-up | credit 3 | semester 3

        TRANSLATING BUSINESS MODEL / STARTUP | CREDIT 3 | SEMESTER 4
        DEVELOPING A BUSINESS MODEL / START-UP

UNIT - I: Team and Design

•   Design Thinking, Idea generation, Finding a Team, Teamwork Planning, Chief Mentor/

•   Founder & Co Founders, Team Formation, and Delegation of Work.

UNIT - II: Preparation of Business Model/Start-up

- Meaning and Significance of a Business Model, Components of a Business Model and

- Feasibility Study, Iterating the MVP (Minimum Viable Product), Digital Presence for

- Ventures, Clarifying the Value Proposition, Guidelines for Writing BP or Making the Project,

- Pre- Requisites from the Perspective of Investor.

UNIT - III: Business Model

- The Importance and Diversity of Business Model, How Business Model Emerge, Potential

- Fatal Flaws of Business Models, Components of an Effective Business Model, Core Strategy,

- Strategic Resources, Partnership Network, Customer Interface. UNIT - IV: Product/ Market Fit

- Understanding Basics of Unit Economics, Cost and Profitability, Refining the Product/Service,

- Establish the Success and Operational Matrix, Starting Operations.

UNIT - V: Customer Validation

- Evaluate the Efficiency with which Customers Can Be Captured and Kept, Early Insights on

- Cost of Customer Acquisition, Other Stakeholder Validation, Customer Development and Experience.

TRANSLATING BUSINESS MODEL / STARTUP

UNIT - I: Gaining Marketing Intelligence

Identification of the Vertical that will operate in and the Business Opportunity, Understanding of Customers and Accurately Assess Market Opportunity, Minimum Viable Product and the

- Lean Method.

UNIT - II: Developing and Validating Business Model / Start-up

- Value Propositioning, Segmentation of Customers, Channels and Partners, Revenue Model and Streams, Key Resources, Activities, and Costs Customer Relationships and Customer.

UNIT - III: Development Processes

- Translating Business Model into a Business Plan, Visioning for Venture, Taking Product

- Service to Market, Delivering an Investor Pitch to a Panel of Investors, Identifying Possible

- Sources of Funding for the Venture – Customers, Friends And Family, Angels, VCs, Bank
- Loans and Key Elements of Raising Money for a New Venture.

UNIT - IV: Business Plan / Startup-I

- Get To Market Plan, Effective Ways Of Marketing For Start-Ups – Digital And Viral

- Marketing; Hire and Manage a Team, Managing Start-Up Finance: The Concept Of Costs,
- Profits, And Losses, Managing the Cash Flow, Analyzing Financial Performance, Budgeting.

UNIT - V: Business Plan / Startup-II

- Establishing an Ethical Culture for a Firm, Legal and Regulatory Aspects for Starting Up Venture, Enhancing the Growth Process and Creating Scalability (Customers, Market Share,
- and/or Sales), Thorough Understanding of Market Size, Costs, Margins, Delivery Channels,
- Customer Acquisition Costs, Identifying Areas to Build Efficiency (Product Making, Service
- Delivery, and Channels - Key Areas of the BM Canvas are Identified by Now), Finalizing Business Model and Plan, Have A 1-2 Year Roadmap and Trajectory.

UNIT - VI: Obtaining Business Licenses and Permits

- Business Licenses, Business Permits, Choosing a Form of Business Organization, Sole Proprietorship, Partnership, Corporations, Limited Liability Company.

SYLLABUS- COMPONENT 2:

IDP SYLLABUS FOR RESEARCH PAPER

- RESEARCH AND DESIGN | CREDIT 3 | SEMESTER 3

- DATA ANALYSIS AND PUBLICATION | CREDIT 3 | SEMESTER 4

RESEARCH AND DESIGN UNIT - I: Team
- Finding a Team, Teamwork Planning, Chief Mentor/ Author & Co Authors, Team Formation, and Delegation of Work.

UNIT- II Introduction to Research: Basic Concepts; Stages of Business Research Process;

- Problem Identification and its Importance in Business, Research Objectives, Types of Research; Significance of Business Research in Decision Making; Business Research in Practice; Research Ethics & Bias.

UNIT - III: Literature Review:

• Literature review and its importance in research; theoretical framework for reviewing the literature; linking what it is proposed to examine and what has already been studied, Variables Used, Feasibility or Importance of the Study, Comparative analysis and Gap finding

UNIT- IV Research Designs & Data Types: Classification of Research Designs; Research

• Designs- Conclusive, Descriptive, Exploratory, Experimental, Causal Research; Nature

• Types of Primary Data; Means & Issues in Obtaining Primary Data; Nature, Sources and Advantages of Secondary Data.

UNIT- V Measurement, Attitude Scales and Questionnaire Design: Measurement Concept, Measurement Scales– Nature & Types; Measurement & Scaling Procedures of Attitudes; Designing & Testing of Questionnaire; Difference between Questionnaire and Opinionative.

DATA ANALYSIS AND PUBLICATION

UNIT- I Sampling, Hypothesis Testing and Data Preparation: Sampling Theory, Designs and

• Issues; Central Limit Theorem; Concept & Procedures of Hypothesis Testing; Data Preparation Process

UNIT- II Quantitative Data Analytics: Introduction to SPSS; Comparison with MS-Excel;

• Data Analysis Using SPSS—Correlation, T-Test, ANOVA & Factor Analysis; Interpretation of Results; Reporting Research Findings. UNIT- III Qualitative Data Analytics: Content Analysis, Narrative Analysis, Discourse
• Analysis, Thematic Analysis, Grounded Theory, Interpretive Phenomenological Analysis
• (IPA), data analysis using NVIVO; Mixed Research

UNIT- IV Publication of Research Paper

Report writing, APA Referencing Style, Plagiarism Software Tools, Ethical considerations in research, Scientific Conduct- Ethics with respect to science and research & Intellectual honesty and research integrity, Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP), Publication in UGC Care or Scopus Index Journal.

Chapter 5.3
Community Engagement and Outreach Policy

COMMUNITY ENGAGEMENT AND OUTREACH POLICY

1.   INTRODUCTION

Community Engagement and Outreach in G D Goenka University adheres to the philosophy of service to and relevance in the community, whether it applies to educational organisations, industry, various governments, non-governmental organisations, associations, indigenous and ethnic communities, and the public at large.

Community Engagement and Outreach Programme strives to conduct research, teaching and learning in an "engaged" manner, employing ethical research and pedagogical methodologies in the service of communities, and considering also the contextual indigenous knowledge systems. This shifts GDGU's role from passive knowledge producer to an active participant in collaborative discovery activities with diverse and immediate benefits for a variety of stakeholders.

G D Goenka University also recognizes that its resources, research, training, and learning capacities should be used to generate knowledge that will help the society and nation develop. The knowledge generated should aid in addressing issues such as the socioeconomic divide, significant inequalities, high unemployment, inadequate healthcare provision, and a high rate of violence, unintentional injury, and rampant poverty.

1.1.   Vision: To inspire, empower and stimulate the lives of the people in need by engaging students and faculties of GDGU through various awareness and welfare activities on education, health, economy, environment and livelihood.

1.2.   Mission: GDGU aims to create a systemic paradigm shift in the status of education, economy, health, and welfare in the surrounding communities, as well as to instil a sense of belonging to the university. The main goal is to create better and more sustainable livelihoods for in-place communities through the collaborative efforts of students and the university on the one hand, and the community on the other.

2.   PURPOSE

The Purpose of the policy on Community Engagement and Outreach Programme are to:

2.1.   Define community outreach and engagement in the guiding principles of GD Goenka University.

2.2.   Identify the objectives of community engagement and outreach.

2.3.   Describe the processes and methods for engaging with communities, the public, and stakeholders.

2.4.   Analyse the processes and structures that will be used to implement and govern community engagement and outreach activities.

3.   OBJECTIVES OF THE POLICY:

1.   To identify the areas of reform for community engagement and outreach.

2.   To lay a solid foundation for planning and action for engagement with the community.

3. To instill in stakeholders a sense of cooperation, integration, and unity.
4. To encourage stakeholders to become more involved in the development of community programmes.
5. To identify the root causes of various challenges that may impede progress and development of the outreach programmes.
6. To implement programmes necessary for meeting people's basic needs like education, health and sanitary needs and empowerment by developing a better understanding of the issues and needs among the community.
7. To mobilise resources to create a suitable ground for the accomplishment of the target by bringing coordination between various stakeholders.

3.2 DEFINITIONS

Community Engagement: Community engagement is defined as the scholarly activity of academic research and teaching that involves external communities and stakeholders in collaborative activities that address G D Goenka University's socioeconomic imperatives while also enriching the university's teaching, learning, and research objectives.

Outreach is defined as the donation of time and/or resources by GDGU employees in their capacity as GDGU employees to benefit a community or its institutions such as non-profit, indigenous, or community-based organizations to improve the quality of life for its community residents. Activities of outreach may or may not be discipline specific.

The relationship between community engagement and outreach activities should be recognized because outreach activities can potentially create and open opportunities for additional community engagement activities or projects.

This policy recommends a Memorandum of Understanding: with partners in outreach activities where possible to manage expectations and ensure that communities do not expect longer-term involvement as a necessary outcome of community outreach.

3.3 ORGANIZATIONAL PRINCIPLES:

All the community engagement and outreach activities planned and conducted by the university ensures the implementation and effectiveness on the community. The various schools and departments of GDGU conduct the welfare activities at independent level and as per the event calendar of the university and also in accordance with the curriculum and policies of the GDGU.

Community engagement is not a separate or distinct activity within GDGU, but rather a collaborative effort between university and their community partners that involves an exchange of knowledge and expertise for mutual benefit. GDGU firmly believes that engaged research, teaching, and learning generate knowledge outcomes and products that benefit both academia and the public interest.

3.4. STATUS OF COMMUNITY ENGAGEMENT AT GD GOENKA UNIVERSITY

a) Engaged research methodologies such as participatory action research in association with NGO's like UDAAN, Shelter Progetto and Nav-jyoti India Foundation.
b) Expert advice/testimony by the Heads of the NGO.
c) Training for community members by the faculties and students of GDGU on various areas like Education, Health, and Sanitation etc.

d)   Short learning   programmes   addressing   community   needs   on   various challenging issues

4.   SCOPE OF COMMUNITY ENGAGEMENT AND OUTREACH ACTIVITES

Various schools of GDGU have been associating themselves with various communities in the nearby vicinity of the University and providing their services to the Community at large. The engagements are mainly in line with the curricular objectives of the programme.

For future initiatives GDGU is open to expand its scope of Community Engagement and outreach at a centralized level like GDGU Community Mission (GDGUCM), which would aim to promote and accelerate the all-round development of the communities living in the neighbourhood of the campus.

Further the scope of Community Engagement and Outreach Programmes at GDGU encompasses the following areas:

4.1   recognizes community engagement as one of the three founding principles, alongside teaching and research, based on the underlying principles of NEP2020.

4.2   GDGU also recognizes engaged research and teaching as expressions of community engagement and as forms of scholarship.

4.3   GDGU actively involves in various community and engagement programmes through various curricular and outreach programmes.

5.   RESPONSIBLITIES:

A Community Engagement and outreach committee is required at the central level for managing an organization's efforts from planning to implementation and monitoring. A Community Engagement and outreach committee ensures that strategies are carried out as planned by identifying the necessary steps to be taken and discussing objectives, timelines, resources needed, and relationship building strategies. The outreach committee would handle all aspects of the programme and be accountable for its success by meeting on a regular basis, so the organization should form one in the community focusing on structure and organization. The representatives of various Schools of GDGU should be entrusted with the responsibility of planning, identifying, implementing and monitoring the Community Engagement and Outreach Programmes. Student's representative from each schools should be engaged in this programme.

6.   POLICY GUIDELINES:

ALIGNING COMMUNITY ENGAGEMENT WITH THE DEVELOPMENT AGENDA

6.1   GDGU strives to support a developmental agenda and to ensure that key developmental priorities are met. The intended spirit of community engagement is therefore that the teaching, learning and research which emerge from engaging with communities should have a significant developmental impact.

6.2   GDGU aligns its community engagement activities with the recommendations of NEP 2020.

7.   GUIDING PRINCIPLES

7.1   Social Responsibility: Community engagement activities are guided by the principle of social responsibility. GDGU strives to share and translate knowledge generously to address developmental challenges in communities.

7.2   Reciprocity and equality: At GDGU, good community engagement involves blending the knowledge and skills to benefit communities and also strengthening the research, teaching, and learning for staff and students. As a result, community engagement is a reciprocal, cyclical, and ongoing process in which knowledge is generated and shared in collaboration with communities and stakeholders for the benefit of all.

7.3   Through collaboration, consultation, involvement and empowerment, communities are engaged in a way that facilitates participation in important programme decisions.

7.4   Community members are acknowledged as the "experts" in their community and play a vital role in ensuring that programmes and projects are relevant and appropriate to the identified communities in line with the recommendations of NEP2020.

7.5   Community engagement is therefore the process by which people are actively involved in decision-making regarding projects or programmes.

7.6   Community members must see themselves as citizens with the capacity and authority to ask questions, and the power and ability to carry out changes they wish to see.

Chapter 5.4
1. Policy on Information Technology

Introduction:

This policy outlines the use of information technology (IT) resources at GD Goenka University. The goal of this policy is to ensure the secure, reliable, and efficient use of IT resources while protecting the confidentiality, integrity, and availability of information stored on these systems. This policy applies to all faculty, staff, students, and any other individuals who use GD Goenka University's IT resources.

Definitions:

IT resources refer to all technology-related equipment, systems, and services provided by GD Goenka University, including but not limited to computers, servers, networking equipment, software, email, and the internet.

Stakeholders

The following constitute the stakeholders of the GD Goenka University:

1.   Students
2.   Faculty and Staff.
3.   Parents.
4.   Industry Partners
5.   Visitors

Responsibilities:

1.   Scope – administrative functions carried out through e-governance
2.   Infrastructure – ICT hardware, software, and other provisions
3.   Technical team, Human resource, and training
4.   Technology guidelines and Operating procedures - E-Governance Authority of the

University

1.   Scope of E-Governance in GD Goenka University

GD Goenka University aims to implement e-governance in the administrative functions that belong to the following categories-

➢   Academic management
●   Defining program and course curriculum
●   Admission of students
●   Conduct of teaching-learning and Evaluation as per guidelines
●   Students' progress and program completion
●   Standing Committees (BoS, DC, School Board…)
➢   Research
●   Research Projects Information
●   Research facilities and funds
●   Computer Centre and other central facilities
●   IPR
●   Standing Committees (Ethics Committee…)

- Events (Conferences, workshops, training etc.)
➢ Students' welfare
- Hostels- infrastructure and maintenance
- Sports, cultural and recreational facilities, and activities
- Students' Discipline
- Mentoring and guardian contact
- Training and Placement
- Feedback collection, processing, and follow-up
- Alumni networking
➢ Medicine and Health
- University Health Centre
- Referral provision
- Health insurance and medical expense reimbursement
➢ Estate and Engineering
- Office buildings, residences, guest house, auditorium, and other facilities on the campus
- Electricity (including renewable energy harnessing) and water supply and drainage
- Core communication set-up- email and phone based.
- Horticulture and plantations
- Waste Management
- Security
➢ Human resource management
- Recruitment
- Performance appraisal and Career advancement
- Leave and perks
- Trainings and Refreshers
➢ Stores and purchases
- Requirement identification and raising
- Procurement
- Tracking of assets
➢ Finance and accounts
- Budget
- Fund sanctioning, billing, receipts, disbursal, and accounting
- Payroll
- Provident fund and other facilities
➢ General Administration (covers various organs of the University)
- Documentation- minutes, resolutions, approvals
- File tracking
- Website, transparency, and RTI
- Reports required to be submitted to the ministry and the funding and regulatory higher bodies
- Handling legal requirements
➢ Internal Quality Assurance
- Audits, Recommendations, Action taken
- Agenda, minutes, resolutions of committee meetings and action taken details –

Grievance redressal
- Committee
- Grievances receipt portal
- Agenda, minutes, resolutions of meeting and action taken details
➢ Standing Statutory Bodies Committees – BoM, AC, RC, FC, BC
- Composition and contact details of members
- Agenda, minutes, resolutions of meetings and action taken details

2.   Infrastructure – ICT hardware, software, and other provisions

GD Goenka University shall put in place the following for the purpose of achieving e-governance-
- Computing servers and storage servers- these are housed in the central IT center, unless required to be housed separately for specific conditions.
- Networking equipment for intranet and internet. For seamless access and mobility, WiFi networking will be provided in all official and residential locations.
- User terminals with necessary licensed software for each individual official.
- Periodic Upgradation of the systems as they evolve (Maximum period 5 Years).

An ERP system should be provided by the University to achieve integration of all administrative functions under a unified e-governance platform. However, till total integration is achieved, the existing computerized systems for different functions shall be maintained and enhanced to meet the requirements and interoperability.

3.   Technical team, Human resource, and training:

Vendors that have been carefully chosen must construct and maintain the ICT infrastructure needed for e-governance. A technical staff team must be present at the university to manage the infrastructure. The team's make-up and size will be chosen by qualified officers.

Some of the current e-governance software modules are house-developed, while others are outsourced. The University's Software Team is in charge of developing internal software. The University's Software Advisory Committee makes choices about internal development, outside purchasing, and the transition to an integrated e-governance system. The Software Team and outside software providers will, when necessary, provide maintenance and improvement.

Since e-governance is based on the computerization of various users' and authorities' functions, different user groups must engage with the e-governance system in different ways. For instance, interactions between higher-ranking management personnel and administrative staff are different. The University will arrange training sessions for various user groups on how to use the e-governance system.

4.   Technology guidelines and Operating procedures

An integrated e-governance system that handles all of the University's administrative tasks will be attempted. The independent modules will be made interoperable until that is accomplished or wherever that is not possible. The primary components of interoperability are:-
- Consistency of data across modules
- Minimum duplicity of data across modules
- Minimum manual data entry during processing of information from multiple modules

The operating procedures for the e-governance systems will be finalized by a team made up of internal specialists and representatives of the user departments, in cooperation with the internal software development team or, where appropriate, the external vendors supplying the software. Details of initial configuration, administrative user inputs, end-user inputs, output, and standard maintenance actions are covered in these procedures. Role-based access control and information privacy should be implemented. Updates and data entry should be traceable. The e-governance system should be able to provide information to support planning of activities, using modern technologies such as data science.

The e-governance system shall provide security against cyber-attacks and technical failures.

The e-governance system in GD Goenka University will conform to the prevailing guidelines from the Government of India on these matters.

5.   E-Governance Authority of the University

The selection of technology, the distribution of funds, and the phased adoption of e-governance in various roles will be decided by a powerful committee led by the vice chancellor. This upper Committee may receive technical recommendations from the Software Advisory Committee. The Software Advisory Committee may receive fresh e-governance requests from user groups. The Software Advisory Committee will periodically identify the training requirements for the various user categories and will then start the training process with assistance from the Software Team and outside organizations.

IT Policy Statement:

1.   Acceptable Use: IT resources may only be used for lawful purposes and in accordance with GD Goenka University's policies and procedures.

2.   Security: Users must take reasonable steps to protect the confidentiality, integrity, and availability of information stored on GD Goenka University's IT resources.

3.   Data Ownership: GD Goenka University retains ownership of all information stored on its IT resources, and users must comply with GD Goenka University's records management policies.

4.   Privacy: Users must respect the privacy of others and not access or use their information without proper authorization.

5.   Software Licensing: All software used on GD Goenka University's IT resources must be legally licensed.

6.   Email: GD Goenka University email may only be used for GD Goenka University related business and must comply with GD Goenka University's email policy.

7.   Internet Use: GD Goenka University's internet connection may only be used for GD Goenka University-related business and must comply with GD Goenka University's internet use policy.

8.   Remote Access: Remote access to GD Goenka University Name's IT resources must be secure and comply with GD Goenka University's remote access policy.

9.   Incident Response: Users must report any suspected security incidents to the IT department as soon as possible.

Enforcement:

Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from GD Goenka University. GD Goenka University reserves the right to monitor its IT resources to ensure compliance with this policy.

Acceptable Use Policy:

This policy outlines the acceptable use of information technology (IT) resources at GD Goenka University. The goal of this policy is to ensure the secure, reliable, and efficient use of IT resources while protecting the confidentiality, integrity, and availability of information stored on these systems. This policy applies to all faculty, staff, students, and any other individuals who use GD Goenka University's IT resources.

Policy Statement:

1. Lawful Use: IT resources may only be used for lawful purposes and in accordance with GD Goenka University's policies and procedures.
2. Responsible Use: IT resources must be used in a responsible and ethical manner, including but not limited to avoiding unauthorized access, harassment, and hate speech.
3. Academic Integrity: IT resources must not be used to engage in academic dishonesty, such as cheating, plagiarism, or fabrication of data.
4. Respect for Intellectual Property: IT resources must not be used to infringe on the intellectual property rights of others, including but not limited to copyright and trademark infringement.
5. Commercial Use: IT resources may not be used for commercial purposes, except as allowed by GD Goenka University's policies and procedures.
6. Misuse of Resources: IT resources must not be used to engage in activities that waste resources or cause harm to the network, including but not limited to spamming, excessive personal use, and unauthorized distribution of copyrighted materials.
7. Password Management: Passwords must be kept confidential and must not be shared with others.
8. Incident Reporting: Users must report any suspected violations of this policy to the IT department as soon as possible.

Enforcement:

Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from [University Name]. [University Name] reserves the right to monitor its IT resources to ensure compliance with this policy.

Lawful Use Policy Introduction:

This policy outlines the acceptable use of information technology (IT) resources in accordance with the law. The goal of this policy is to ensure that all use of IT resources complies with all applicable laws and regulations. This policy applies to all individuals who use GD Goenka University's IT resources.

Policy Statement:

1. Compliance with Laws: IT resources may only be used in a manner that complies with all applicable laws and regulations, including but not limited to laws related to

intellectual property, privacy, and data protection.

2.   Illegal Activities: IT resources must not be used to engage in illegal activities, including but not limited to hacking, identity theft, and distribution of illegal drugs.

3.   Fraudulent Activities: IT resources must not be used to engage in fraudulent activities, including but not limited to phishing and impersonation of others.

4.   Harassment: IT resources must not be used to harass, intimidate, or threaten others.

5.   Obscene or Offensive Material: IT resources must not be used to create, store, or distribute obscene or offensive material.

Enforcement:

Violations of this policy may result in disciplinary action, up to and including termination of employment/enrollment or termination of access to GD Goenka University's IT resources. GD Goenka University reserves the right to monitor its IT resources to ensure compliance with this policy.

Contact Information:

For questions or concerns regarding this policy, please contact the IT department at [contact information].

Sd/- Registrar

2. *E-Governance Policy @GD Goenka University*

The main goal of having E-Governance in the university is to provide transparency, quick information, dissemination, improving efficiency of services in all the spheres of administration and academics.

To realize the dream of being a pace setting institution, globally, GD Goenka University is committed to smoothen the whole process of record keeping and data sharing in the various activities in all spheres, like, Administration, Examinations, Finance and Accounting, Admissions and Student Services and be technologically modern. Strategically implementing completely automated administrative work flow enhances productivity, effective data storage and faster retrieval ·of information at al l of hierarchy. Comprehensive implementation of electronic mode of communication among all departments/sections of the University viz., Academics, Administration, Finance & Accounts, Admissions, Examinations, Library, Support services etc., will strengthen the Internal Quality Assurance Cell (IQAC) and create a centralized data management system to support the Accreditations like NAAC, NIRF etc.

The GD Goenka University's website is updated regularly with important information like circulars, notices etc. so that any stakeholder can reach the necessary information any time anywhere. Parents, students and staff get the benefit of the automated SMS feature through which their attendance, academic performance, training programs, event schedules, examination schedules, holiday information and other essential information are communicated.

The E-Governance system is designed to make the system easier to use, time-saving and cost effective as well. Many of them are flexible enough to adapt to the changing educational environment efficiently and quickly.
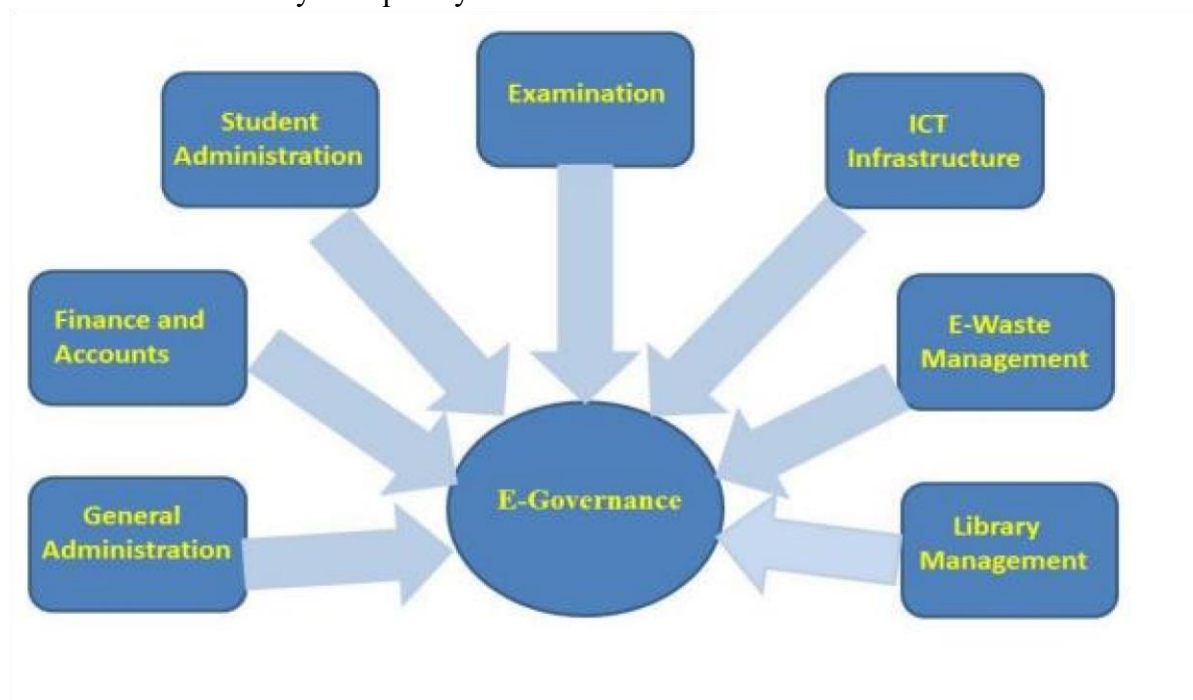
Objectives of E-Governance Policy:

The University is using ERP as a strategic tool to accomplish the following objectives:

1. E-Governance for Teaching-Learning Process and research & Development Activities
     The University has developed infrastructure and resources in phased manner as under:

1.1 Infrastructure
- ICT is being used in the teaching departments for conducting research and making classroom pedagogy and delivery system more effective and efficient.
- ICT is being used in offices for effective and efficient functioning and transparency.
- The University should provide a PC/Laptop/Tablet to all teachers for discharging their teaching, research and other official responsibilities.
- The University should ensure sufficient number of PCs in computer/ Internet labs of the teaching departments/library for use of students/ research scholars/ teachers/ other university employees.
- The University would ensure sufficient bandwidth in teaching departments, administrative offices, hostels and residential area for efficient & effective network surfing and other related activities.
- The University should acquire high-end systems for advance experiments whenever and wherever required.

1.2 Resources
- The existing tools and IT resources will be upgraded from time to time, and new ones will be identified and procured.
- Centralized e-learning resources has been developed and deployed.
- Web Portal for accessing internal and external e-learning resources has been developed.
- As far as possible, open source software/portals should be used. A repository of the same also been created.
- The university-generated/created resources will be placed in public domain/ERP for public welfare,   subject to the laws and bye-laws of the University/state/country.

2. Governance Processes

- The entire governance process will be computerized.
- Help centers/desks will be established for the university stakeholders.
- The processes for enhanced security, efficiency and transparency will be optimized/reengineered.
- IT will be used for monitoring & management of university resources.
- IT will be used for grievance logging & redressal monitoring.
- Human resource development programs will be offered from time-to-time to upgrade the skills of the university staff to use ICT.

3. E-Governance for Resource Sharing, Collaboration & Communication

- Use of Wiki tools for idea/information sharing will be promoted and exploited. □ Centralized resources will be developed □ Resource portal will be developed.
- Collaboration tools & platforms will be developed.
- Email, Unified Communication Infrastructure will be developed.

Preamble
Most of the activities of GD Goenka University are carried out using the GDGU ERP System (CollPoll/ DigiiCampus). It provides smooth facilitation from admission application processing to final mark sheet processing. Information access to various functions to stakeholders available based on their access rights. The online fee payment facility is also part of the system along with Student registrations for courses in every semester, online attendance posting by faculty in every

class, sending day wise absent information to parents, provision for entry of continuous assessment marks, end semester evaluation etc., The Modules available are given below along with a flow chart of some modules.

Implementation of E-Governance in areas of operation:-

The following are the listing of major modules integrated with the solution:
1. Admission Management
2. Session/Academic Management
3. Fee Management
4. Examination Management
5. Student Online Activity Portal
6. Faculty Activity Online Portal
7. Alumni Activities Management System
8. Training Placement Management System
9. Library (KOHA) Integration
10. Human Resource Management System
11. Administration processes
12. Grievance Management System
13. CollPoll/ DigiiCampus Mobile App

1. Implementation of E-Governance in areas of operation of Admission Management
- The ERP system Manages student admissions and applications digitally. Student master records stored digitally and minimizes the use of offline records. No manual interaction for update in user master records.
- Automatically creation of student profiles within the ERP system upon successful admission. It captures and maintain essential student information, including personal details, contact information, academic history, personal and academic documents.
- Digital documents submitted by students are being verified by the Central Record Room team and managed at Central location. The documents may be approved and rejected by the verification team on ERP system.
- Live Integration with Entrance Exam Process and Lead management portal
- Admission Details, Profile Generation & Registration Entry using online portal
- Enrolment Number/ File Number/ Admission Number Allotment through ERP system ☐ Fee Allocation and Submission through Online/ Offline mode.
- Document uploading, validation & verification in an Online mode.
- Online Scholarship Management through ERP system
- Integrated messaging service for various activities and pendings
- Admission Reports, Analysis and many more customized report

2. Implementation of E-Governance in areas of operation of Session/Academic Management
- Simplification of process with easy to use environment
- Management of current & previous academic session details
- Details of Subjects, Credits. LTP Scheme and syllabus for each Course/Semester as per curriculum.
- Timetable and Load distribution based on course structure.
- Course/Branch/Year wise student details and section mapping
- Mapping of Subjects to various course, branches and years ☐ Assignment of Core, Elective and VAC Paper.
- Mapping of various batches/or Lecture/Tutorial/Laboratories

- Allocation of batches to respective faculties
- Preparation of Lecture Plan for each subject and topic need to cover.
- A platform to conduct quizzes and assignments online and assessment of quizzes and assignments online. This helps the faculties to make the teaching and assessment interactive and more result oriented.
- Course Objectives, Course Outcomes, Syllabus, Program Objectives and Course Objectives Mapping, Topic Level Outcomes may be defined on the ERP system to generate attainment reports.

3. Implementation of E-Governance in areas of operation of Fee Management

- University Integrated finance module on ERP for managing accounts payable and accounts receivable. ERP automated invoice processing, payment approvals, and reconciliation processes of the organization.
- ERP system also integrated with banking partners for electronic funds transfer, direct deposit, and other banking transactions.
- All active students are processing digital payments through digital payment facility using UPI, Internet banking, Debit, credit cards, BHIM app etc. for their various transactions like tuition fee, hostel charges, and transport facility etc.
- Implemented robust security measures to safeguard sensitive financial data with defined user roles and permissions to control access to financial information based on job responsibilities. Quickly gain a more complete and accurate picture of your business.
- Management of day to day Cash Flow.
- Management of expenses through digital resources.
- Dynamic Fee Heads and Academic and Non Academic fees.
- Fee Structure for Academic Year/Program Wise/ Year Wise with multiple quota handling.
- Individual Student Fee Structure Allocation.
- Fee Waiver/Scholarship, Fine Collection & approval for delaying payments.
- Fee collection methods like Online/Net Banking, Credit Card and Debit Card.
- Offline payments like Cheque, DD & ECS should be captured online.
- Fee refund/settlement & Payment List/Dues List.
- Automatic Email & SMS facility for dues and pending to the Students.
- Various MIS/Customized reports to manage the operations.

4. Implementation of E-Governance in areas of operation of Examination Management System

- The examination Management Module allows managing the examinations and centres for conducting the examination. The paper checker and papers sellers' information should be kept secret.
- The degrees and result records should be managed.
- Online exam enrollment service for students
- Digital Admit Card generation through ERP system
- Automatic seating plan and exam center allocation
- Online Result publication
- Auto gradesheet and transcript generation.
- Separate view and access for all the examination stakeholders
- Customized Reports For Examination Management

5. Implementation of E-Governance in areas of operation Student Activity Portal

- Personal Information of student updates online on E-Governance platform □ Student Profile management for training and placements purposes.
- Various course & faculty wise feedback through online platform.
- Academic Feedback, University Feedback, Departments Feedback, PDP Feedback digitally.
- Academic & Holiday Calendar, Event management & Notices through e platforms.
- Fee Payments/Receipts through online resources.
- Fee invoices/demand letters through online resources.
- Online: Net Banking, Credit Card and Debit Card etc. modes for payments and the offline payment modes like Cheques, DD & ECS.
- Training & Placement Activities using e portal.
- Online complaint management system.
- Session/Teaching Plan, learning materials through online resources.
- Online Academic Registration/Exam Registration
- Online Hostel & Transport Booking & Management
- Student Profile and online document submission & verification
- Attendance Progress Report, Term Progress Report. Final Result, Library
- Issue/Pending, Classes Time Table, Assignment Submission & Evaluated Report,
- Notes Viewer. Mess Payments/ Consumption, Disciplinary Actions

6. Implementation of E-Governance in areas of Faculty Activity Portal
- Online Tracking of entire faculty activities
- Student online Attendance Management system
- Time Table Management and mapping of students
- Efficient utility to manage notices, assignments & notes on individual basis
- Customized set of Reports & Updates regarding ward
- Effective & Timely communication of through various activity panels
- Streamlines Education Processes
- Automates Important Functions of academics
- Faculty profile & research management

7. Implementation of E-Governance in areas of Alumni Management System
- Maintain the alumni database - update his/her personal/work profile
- Mailing facility - University to Alumni, Alumni to Alumni, and vice versa
- Take the appointment before reaching the University to save time
- News/Event Forum through e resources.
- Online registration of alumni
- Alumni give their valuable feedback.
- Admin analyzes every activity of the alumni
- Message and email services for notifications

8. Implementation of E-Governance in areas of Training and Placement System
Online Training and Placement System automates activities of training and placement cell provides opportunities to the student community to use collective intelligence to increase selection ratio and eases out process of creation of management information automatically. Authorizing and communicating about the various job openings to the student community, managing the corporate relationship for inviting them for the placements as "ell other activities, creating the placement metrics, monitoring the progress of the selection process and communicating with different users.
- Branch-wise list of students for training & Placements
- Online job posting and registration

- Online collection of various placement activities
- Receipt/certificate of evaluated marks by industrial organization
- Maintain the recurring corporate addresses
- Selection criteria checks
- Various regression reporting services for managing the placement growth

9. Implementation of E-Governance in areas of Library (KOHA) Integration

- Automatic account creation patron.from COLLPOLL/ DIGIICAMPUS to KOHA
- Instant updates with live status
- Barcode scanner friendly
- Support multiple library' branches.
- Library visit through user account without library visit
- ID card Integration with KOHA
- IN/OUT entries at each gate through we can analyze the area or interest of student
- Access from anywhere using any internet-enabled device
- Maintain the library records with many customized reports

10. Implementation of E-Governance in areas of Human Resource Management

- Extremely User Friendly environment for users
- Employees Self Service on ERP.
- Design recruitment phase i.e. online test marks, Personal lnten1iew and Demonstration
- Keep the record of each phase for later use
- Joining of Staff Member, issue ID card, Register Biometric Data etc.
- Biometric attendance for employees & Monitoring the shortage of attendance
- Integrated Leave control system and online leave applications
- Online Documents Management
- Automate the workflow of human resources management and provide 'single window' services to employees
- Staff and Employees to manage their responsibilities effectively across all departments.

11. Implementation of E-Governance in areas of Administration

- Provision for timely & reliable management information relating to human resources for effective decision making within an organization
- Enhance Information Exchange and Sharing
- Facilitate Planning and Training of Human Resources
- Effective Feedback on Training/ Knowledge Acquisition

11.1 Hostel Management System

- Hostel management simplified
- Rooms and bed allocation made easy
- Complete Mess management
- Hostel and mess fee integrated with fees management module }or automated fee calculation
- Provision for Hostel vacating/change management
- Final account details
- Biometric Attendance for Attendance as well as for Mess Bill/DPR ☐ Online Gate pass for hostlers

11.2. Transport Management System

- Creation of transport routes and their information
- Route wise fee configuration and payments ☐ Online Vehicle/ Transport Booking.

- Online Transport Payments.
- Vehicle Maintenance and other records.
- Expenditure record of Each Vehicle.

11.3. Stock/Inventory Management System

Inventory module designed and published with JSUMS has tons of useful features: add inventory, take returns, record sales and damaged goods. Manage users via a tiered access model while you administer locations, physical areas/shelves, manufacturers and preferences. And get valuable information about inventory turnover through our repotting module. This part of JSUMS ERP manage the online inventory that won't limit the number of items, locations and users you need to run as well as keep all kind of tracking records from beginning till issuing of goods.

11.4. Sports & EVENT Management System

- Event Registration and participant's attendance
- League Administration & Management
- Manage Volunteers
- Sports Equipment's issue Return provisions
- Sports Stock maintenance
- Automatic Notifications
- Real-time reports/or various activities can be produced from action reports

12. Implementation of E-Governance in areas of Grievance Management System

- Easy to learn and lodge complain procedure.
- Pre-customized solution accelerator built on Case Management Framework
- Underlying core rule engine based on policies and procedures
- Seamless intake of grievances from multiple sources through customized forms
- Schedule interviews, appointments and capture meeting minutes
- Track your complaint on Real-Time Basis.
- Review History and case pattern analytics for better decision making
- Mobility support
- Status of complaint through mail and message
- Summary Report of grievances according to session

13. Implementation of E-Governance in areas of CollPoll/ DigiiCampus Mobile App

- Accessing attendance through application.
- Teaching and learning material on application.
- Academic Fee and Dues payment through Mobile App.
- Exam Enrollment and admit card generation.
- Result Declaration and e-grade sheet generation.
- Online grievance submission.

Digital GD Goenka Mission through E-Governance

Digital GD Goenka Mission is launched with a vision of 100% paperless and digital administration by 2027. The goal of the Digital GD Goenka mission is to make the University a digital and paperless University.

The vision is divided into 3 parts. The digital infrastructure as a utility to every student and facilitator, and digital education and administration, and digital empowerment of users (student, faculty and staff).

Technology can become the 'wings' that will allow the GD Goenka University to fly farther and faster than ever before; as University vision says "foundation to flight".

The University will increase the use of digital learning resources in its classroom education. The University seeks to digitalize university education with projects like digital classrooms, digital boards, recorded lecture videos, online quizzes and assignments, SWAYAM and MOOCs at university level.

To conclude, Today IT has become an integral part of human life. It is time to use the potential for the development in education system. The education system can fully equip our children to meet the ever-changing needs in today's highly competitive environment; the education system needs to be made more efficient and effective through E-Governance. It is high time for our teachers to think about passing on what is known as lifelong learning.

The ERP department shall act as a nodal agency for all E-Governance implementation in the University.

The University shall provision for adequate budget for E-Governance implementation in the University. The University shall make adequate endeavor to encourage, publicize and recognize successful Implementation of E-Governance through awards and conference.

Manager ERP
(Ganesh Dutt)

Registrar

(Dr. Anura   dha R. Tiwary)

Vice Chancellor

(Dr. Kim Menezes   )

3. Electronic Waste Policy

GENERAL

1. Any equipment with electrical or Electronics components becomes E-waste after its usable life. The expiry period of the equipment may happen due to various reasons such as Technology obsolescence, Functional damage, higher repair cost or the equipment is no longer needed

2 If the E-waste is dumped and exposed to soil and moisture, a slow process of degeneration starts wherein ionic cells are formed leading to leaching. This poisons the soil and makes it infertile and the produce from the soil are hazardous to health. This also leads to land, air and water pollution and causes severe health problems.

3. Why should we recycle E-waste
- It helps preserve natural resources
- Keeps toxins out of landfills which include mercury and lead.
- It becomes our social responsibility to ensure not to cause pollution in the environment
- It frees up our work space both at office and home

4. It is in this regard that all electrical items like phones, computers, telecom equipment, consumer electronics, monitors, IT equipment and accessories, storage media and UPS which form a part of property of the University and are no longer utilizable in the University will be disposed of as hazardous waste. This shall be done by the University collaborating with any authorized Govt. or Private agencies which have the licensing to carry out such work. These Private / Govt. agencies should have their compliance certification by the Central Board of Pollution Control (C BPC). The University shall sign a collaborative agreement with these companies such that the E-waste is disposed of on a regular basis.

Registrar

Chapter 5.5
Support to Differently Abled Staff, Visitors & Students

Support to Differently Abled Staff/Visitors/Students

"Inclusion is not tolerance, it is unquestioned acceptance"

1.   Introduction:

Education is essential for self-respect because it liberates the mind, frees the imagination, and fosters intellectual freedom. It is the secret to wealth and unlocks a world of possibilities, enabling each of us to contribute to a forward-thinking, healthy society. Everyone should have access to education since it is beneficial to all beings. Disability is one of the most serious barriers to education and accessibility across the globe. The Indian Constitution guarantees all individuals equality, freedom, justice, and dignity, and implicitly mandates an inclusive society for all, including people with disabilities. In recent years, there have been significant and positive changes in society's perception of people with disabilities. It has been recognized that if most people with disabilities have equal opportunities and effective access to rehabilitation measures, they can live a better life. There has been a growing recognition of the abilities of people with disabilities, as well as an emphasis on mainstreaming them in society based on their abilities. The Government of India has enacted various laws for people with disabilities, including

- • Persons with Disabilities (Equal Opportunities, Protection of Rights, and Full Participation) Act of 1995, which provides for education, employment, barrier-free environments, social security, and other benefits.
- • National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 has provisions for legal guardianship of the four categories and creation of enabling environment for as much independent living as possible.
- • Rehabilitation Council of India Act, 1992 deals with the development of manpower for providing rehabilitation services.
- • National Policy of Education 2020 for Equitable and Inclusive Education: Learning for All.

2.   Purpose:

All persons with special needs have rights to inclusive and equitable quality education and opportunities for life-long learning. At GD Goenka University, we strive to provide grounded, holistic education with broad horizons and opportunities so that people of all backgrounds can realize their true potential and contribute to a richer, happier society.

GD Goenka University aspires to be an inclusive education institution that has zero rejection policy and nurtures students with disabilities as equally as any other student while maintaining high academic and non-academic standards. The University adheres to rigorous and comprehensive academic processes, which it intends to maintain while ensuring that students with disabilities are not deprived of education and equal opportunities at any stage, beginning with the application and admissions processes and continuing through their academic and residential life programs and placement opportunities.

3. Objectives:

The main objective of Support to Differently Abled Staff/Visitors/Students policy of GD Goenka University Policy is to meet the requirements of the NEP 2020 and the mandate of the Right to Free and Compulsory Education (RTE) Act, 2009 by providing accessible and inclusive learning, teaching, and assessment materials and methods. This will help students who, regardless of disability, must meet the learning outcomes of their courses.

This policy aims to remove structural barriers that prevent students, staff and visitors with disabilities from fully participating in university programs and activities. In order to ensure that all persons with disabilities at the university receive the necessary accommodations in their respective programs and activities, including academic, social, and daily living activities, the document aims to provide guidance to students, faculty, and administration staff at GD Goenka University.

4. Scope:

The Support to Differently Abled Staff/Visitors/Students policy applies to all provision and all members of the University community, including:

- All students, including research, visiting, placement, and distance learning students.
- All members of staff with a contract of employment, as well as staff from other institutions on placement at or visiting the University.
- Individuals with honorary or affiliate status.
- The University's credit and non-credit learning opportunities.

5. Responsibility:

The responsibilities may be shared among students and university authorities including administrative members, faculty members and support staff.

a. Students' Responsibilities

The students with disabilities at GD Goenka University may be responsible for:

5.1.1. Requesting Accommodations as per Needs: Perspective students may identify their self needs and may register themselves with appropriate office for accommodations which may include housing, lodging and adaptations.

5.1.2. Submission of Required Documents: It would be obligatory for the students with disabilities to submit their valid proof issued by central or state govt. for the disability to GD Goenka University.

5.1.3. Contribution for Planning: At GD Goenka University, students with disabilities may be asked to help plan their own educational programs, particularly transition planning, whenever possible. They would also contribute in the planning of several curricular and co-curricular activities as well as would actively participate in it.

5.1.4 Providing Feedback: Students with disabilities at GD Goenka University would be responsible for providing true and timely feedback for the services being provided to them.

5.1.4 To be Respectful: The students with disabilities at GD Goenka University would be responsible to be respectful to other peers, classmates, teachers and other stakeholders and respect dignity of others.

5.1.5 Handling Assistive Device: It would be the responsibility of the student to ask for any assistive device, software, or tool as per their needs. The student is entirely responsible for any loss or damage to the item once it is issued to them.

5.1.6   Achieving Academic Standards: The general and specific objectives of the academic program in which students with disabilities are enrolled must be met by students.

5.1.7   Respecting the Academic Integrity Standards of the University: Students are expected to adhere to the university's academic and conduct standards.

5.2   University Responsibilities: GD Goenka University may have the following responsibilities for the students with disabilities.

5.2.1   Development of Policy and Procedures: It would be the responsibility of GD Goenka University for ensuring that policies and procedures for managing disabilities are developed and kept current across all academic programs at the University.

5.2.2.   Aiding Students: assisting students in seamlessly navigating the academic and campus resources would be the prime responsibility of the university. Students who require assistance can contact the office for help. The office works with the relevant authorities to plan the best possible intervention support for the student after a preliminary discussion about the nature of the issue(s).

5.2.3.   Necessary Tools and Infrastructure: The University would facilitate the development of the necessary tools and infrastructure for accommodations (such as computing resources, multimedia content, note-taking resources, etc.)

5.2.4.   Providing In-service Training: Providing assistance to Goenka community by training and disability awareness programs may be one of the primary responsibilities of the University

5.2.5 Record Keeping: The University would be responsible for keeping student records appropriately confidential and only disclosing the information to the appropriate offices and centers with the student's written consent

5.2.6. Equal Access and Opportunities: Ensuring that students with disabilities have equal access to summer and semester abroad opportunities by collaborating with the university's Career Development Office on alternative and inclusive placement methods (such as aptitude tests, interviews, and entrance exams).

6.   Policy Guidelines GD Goenka University's Inclusive Policy Guidelines would be categorized under the following three categories for Students with Disabilities:
•   6.1 Policy Guidelines to Support Differently Abled Students
•   6.2. Policy Guidelines to Support Differently Abled Teachers
•   6.3. Policy Guidelines to Support Differently Abled Visitors

6.1.   Policy Guidelines to Support Differently Abled Students
Policy guidelines to support Students with disability at GD Goenka University are important to ensure that every student has equal access to education and that no one is excluded or discriminated against. Following are the inclusive guidelines that universities may follow:

6.1.1   Accessibility: The university may ensure that all university facilities, including classrooms, dormitories, libraries, and other buildings, are accessible to students with disabilities. University may provide accommodations such as ramps, elevators, and audio-visual equipment to ensure equal access to education.

6.1.2   Promote Diversity: The university may promote diversity in all aspects of university life, including admissions, faculty recruitment, and curriculum development. Along with this university may encourage and support a diverse student body, faculty, and staff to foster a sense

of belonging for all members of the community.

6.1.3 Inclusive Language: Use of inclusive language in all university communications may be applied, including syllabi, class materials, and official documents. Avoid language that is chauvinist, racist, or discriminatory in any way.

6.1.4 Cultural Competency: The University may train students to be culturally competent and aware of the diverse backgrounds and experiences of their peers and provide opportunities for cross-cultural education and understanding to build a welcoming and inclusive campus community.

6.1.5 Support Services: Offer support services may be provided to the students of GD Goenka University who may face barriers to their academic success, such as first-generation college students, low-income students, and students with disabilities. This can include tutoring, mentoring, counselling, and financial assistance programs.

6.1.6 Gender-Inclusive Spaces: University may provide gender-inclusive spaces such as restrooms and common rooms, refectories, laboratories and classrooms to accommodate all students, including those who identify as non-binary or transgender.

6.1.7 Inclusivity in Curriculum: University may develop and offer programs and courses that reflect a diversity of perspectives and experiences, and incorporate inclusive teaching practices that allow for diverse voices to be heard and valued.

6.1.8 Affirming Policies: University may adopt policies that affirm and support students from underrepresented and marginalized communities. This can include antidiscrimination policies, accommodations for religious observances, and support for undocumented students.

6.1.9 Extension in Assignment Submission: University may request the respected faculty members to provide the extra time based on the assessment of learning needs of students with disabilities.

6.1.10 Provide Appropriate Accommodations: University may provide appropriate accommodations such as extra time, a separate room for taking exams, and assistive technology o request of the differently abled students.

6.1.11 Accessible Materials: Accessible exam materials such as large print, braille, audio or digital formats, or sign language interpretation may be provided as per the needs of the students.

6.1.12 Flexible Testing Format: University may offer flexible testing formats that meet the needs of the individual student. For example, some students may benefit from a test that includes multiple-choice questions, while others may need open-ended questions or essay-style exams.

6.1.13 Communicate Clearly: Making sure that all instructions and exam questions are communicated clearly and in a manner that the student can understand.

76.1.14 Ensure Accessibility: The University should take care to ensure that the exam venue is physically accessible, including ramps, lifts, and accessible restrooms.

6.1.15 Scribe Support: For students who have difficulty writing or typing, university may consider providing a scribe to write down their responses.

6.1.16 Emotional Support: Emotional support and encouragement may be provided by the university to help students with disabilities manage the stress and anxiety that may come with exams or other related areas on campus.

6.1.17 Training for Teachers: Training to teachers and examiners may be provided periodically to help them understand the needs of differently abled students, the new knowledge in this field and how best to support them during examinations.

6.2.18 Inclusive Teaching Practices: The University must promote inclusive teaching practices that are designed to meet the needs of all students, including those with disabilities. This includes using a variety of instructional strategies, providing multiple means of representation, and offering flexible assessments.

6.2.   Policy Guidelines to Support Differently Abled Teachers:

Supporting differently-abled teachers is an important aspect of creating an inclusive and equitable education system at GD Goenka University. Here are some ways in which GD Goenka University may provide support to differently-abled teachers:

6.2.1   Accessibility: The University may ensure that the university's physical environment, including classrooms, offices, and meeting spaces, is accessible to differently-abled teachers. This includes having ramps, elevators, and accessible restrooms. Also, ensure that teaching materials are available in accessible formats such as braille, large print, or audio.

6.2.2   Assistive Technology: The use of assistive technology can help differently-abled teachers to overcome barriers to communication, mobility, and learning. GD Goenka University may provide access to assistive technology devices and software that can help differently-abled teachers to perform their jobs effectively so that the differently abled teachers perform their job tasks more efficiently. For instance, screen readers, voice recognition software, and closed captioning can help teachers with visual and hearing impairments.

6.2.3   Flexibility: Differently-abled teachers may require additional time, accommodations, or modifications to perform their jobs effectively. The university may be flexible and willing to work with these teachers to find solutions that meet their unique needs.

6.2.4   Professional Development: Providing professional development opportunities for differently-abled teachers can help them to develop new skills, stay up-to-date with best practices, and connect with other educators who share similar experiences. Therefore, GD Goenka must provide the teachers with the opportunities for their professional development time to time. The university may also ensure to provide training and development opportunities to enhance their skills and knowledge, and ensure that the training is accessible to all teachers, including those with different abilities.

6.2.5   Flexible Work Arrangements: The University may offer flexible work arrangements such as working from home, part-time work, and extended deadlines for tasks. These accommodations can enable differently-abled teachers to balance their work and personal lives.

6.2.6   Inclusive Policies: The University may develop inclusive policies that prohibit discrimination against differently-abled teachers and promote their inclusion in all aspects of university life. Also, ensure that the policies are accessible to all teachers, regardless of their abilities.

6.2.7   Sensitivity Training: Sensitivity training must be provided to university staff and students to help them understand the challenges faced by differently-abled teachers and how to interact with them respectfully and inclusively.

6.2.8. Mentoring and Support Networks: Create mentoring and support networks may be created for differently-abled teachers to help them navigate the university environment and build connections with colleagues.

6.3   Policy Guidelines to Support Differently Abled Visitors:

It is important for GD Goenka University to ensure that all facilities of the university are

accessible and accommodating to all visitors, including those who are differently abled. Here are some ways that university may support differently abled visitors:

6.3.1   Accessibility: The University may ensure that all buildings, classrooms, and facilities are accessible (through ramps, lifts or other important infrastructure) for individuals who use wheelchairs, have mobility limitations, or other disabilities. This includes accessible entrances, parking, and restrooms.

6.3.2   Communication: A clear communication may be provided about accessibility options on the university's website, in brochures, and during campus tours. This will allow visitors to plan ahead and feel more comfortable visiting the university.

6.3.3   Accommodation: The University should be prepared to provide accommodations such as sign language interpreters, assistive technology, and note-takers for visitors who are deaf or hard of hearing, visually impaired, or have learning disabilities.

6.3.4   Staff Training: This may be ensured by the university that all staff members are trained to understand and accommodate the needs of differently abled visitors. This will help create a welcoming environment and reduce any potential barriers to visitors.

6.3.5   Resources: The University must provide resources such as disability services offices, support groups, and counselling services for differently abled visitors. This can help visitors feel supported and connected to the university community.

6.3.6   Sign Boards: Sign boards for differently abled visitors are important to ensure that everyone can access and navigate a space comfortably and safely. Some important considerations for sign boards may include size and font, contrast, symbols, braille, location, language, and directional arrows.

Overall, it is important for universities to prioritize accessibility and inclusion for all students, staff, and visitors regardless of their abilities. By implementing these strategies, GD Goenka University has created a welcoming and supportive environment for all. Hence, by providing support to differently-abled students, teachers, and visitors, a more inclusive and equitable education system may be created that benefits all.

Chapter 5.6
Library Policy and Procedures (Library & Information Resource Centre)

Introduction: About the Library & Information Resource Centre:
Welcome to GD Goenka University, Library is the soul of the institution. The library services are the cornerstone of the education system at University, India. The mission of our library services is to facilitate the creation of new knowledge through acquisition, organization, and dissemination of knowledge resources. It has an extensive collection of books, Engineering, Management, Architecture & Planning, Communication, Fashion & Design, Hospitality, Humanities & Social Sciences, Medical and Allied Sciences, Law and Education and has a rich reference collection for satisfying the academic and research needs of students and faculty community. The Library and Information Centre consists of a Reference Section, Circulation Section, Audio-visual Section, Periodical Section, and Digital

Library. Your one-stop store for all of your
Informational needs. The Library has a well-designed, cutting-edge infrastructure that will Support your reading and research needs. Resources for learning and knowledge, both in-print and digital form, are well-equipped and stocked in the library. The resources are provided with the most recent editions of databases, books, journals, periodicals, e-journals, and publications from well-known national & international publishers. Online and digital learning resources, which may be accessed 24/7, are the library's main area of focus. Library subscribed to E-Resources: subscription of online e-resources/databases like J-Gate, EBSCO, Supreme Court Case Online (SCC online), AIR Web-world online, Hein online, Prowess (CMIE), ET cases. The library is partially automated with Koha (Open-Source Library Software) Version: 20.11. Year 2022– Integrated Library Management System. GDGU Library & Information

Resource
Centre with its modern collection of knowledge resources and innovative information services fill an essential role for students, faculty, and the surrounding community in their intellectual pursuits. It is a hybrid library with state- of-the-art technological applications. Users can access the online databases (E-Resources). The library offers a wide range of information services to support the learning process set to the highest professional standards. The University library has automated all its library activities through Library Software to provide an effective and wide range of academic resources such as books, journals, online databases, DVDs and other useful materials. University library can be accessed through the link https://www.gdgoenkauniversity.com/library. Libraries are Wi-Fi enabled and have E-library to provide easy access to our online resources. Critical functions of the library viz., registration of visitors, issue/return of books, accession records of all hard copy resources and Online Public Access Catalogue (OPAC) are fully automated by barcoding of all the books and easy scan bar code readers. Other innovative library services offer Remote access to e-Journals, Delnet, Inter-4library Loan, Overdue Alert Email Service, Web OPAC, Institutional Repository, Anti-Plagiarism Tool Original (Urkund), Wi-Fi Facility and so forth. The Library

also organizes training sessions and Orientation programs to enhance the library service. GDGU Libraries are in two block G D Goenka University, Sohna-Gurgaon Road Gurgaon, Haryana122103, Email- registrar@gdgu.org

Block Library (SOL, SOM, So.Ed. SOHSS, SOHT)

Block Library (SOMAS, SOES, SOME, SOAS, SOFD, SOAP)

1.   Objectives:

To develop quality and balanced collection in the subject areas keeping in mind the growth of the University.

1. To select, collect, organize, manage and provide access to quality information sources in print and digital forms to support scholarly pursuit, teaching, learning and research of the University. To establish and maintain an effective relationship with the students, faculty, researchers and staff of the Institute to ensure an informed and integrated approach to the creation and delivery of information services.

To facilitate and promote access to the fast growing and expanding collection of digital sources to the students and faculty members.

To provide world class facilities to the student, to maintain an environment conducive to study and research.

To manage the information resources effectively and actively promote the optimum usage. To collaborate with other libraries, networks and consortia to optimize the access to e base. To continually/periodically evaluate services and resource provision to ensure relevance and cost effectiveness.

2.   Mission:

The mission of the library is to provide adequate support for teaching and research and outreach programs of the University by providing access to up-to-date global sources of information and learning resources through state-of-art technology and services. The library aspires to meet the challenges of providing global up-to-date information to users

3.   Library Timings

Monday to Friday: 09.00 A.M to 8.00 PM. Library closed on University Holidays.

4.   Library Entrance

At the Library gate, the Library Attendance Machine is available for Library entry.

All students are requested to punch their University ID cards while entering and departing from the library.

No Entry in the Library without University Library cards

5.   Library Services & Facilities

Borrowing Facility User Orientation Users Training session Reference Service Resource Sharing

Online Public Access Catalogue (Web OPAC) Reservation of the Documents Xerox Facility Internet Services

Alert Service of New Arrivals Electronic Information Service Institutional Repositories (Shodhganga)

Plagiarism Checking Services (Urkund: INFLIBNET)

6.   Discipline, Security, and Privacy:

All the users entering the library should leave their bags and other belongings at the property counter. Only notebooks and the library books to be returned would be allowed to take inside. Do not leave any valuables at the check point. Library is not responsible for any loss of personal belongings.

University ID card is compulsory for getting access to the library. Members have to show the Identity Cards at the Library entrance.

Own reading material cannot be brought into the library. Small notebooks can however be brought for taking notes. Books from one section should not be taken to another section without permission of the library staff.

Computer terminals are provided in the library for searching the Online Public Access catalogues, CDROM databases or retrieving academic online information. Use of these terminals for any unauthorized purposes, changing or damaging the hardware/software settings, data; or any other unauthorized activity will attract punitive action

Please do not try to shelve the books yourself. Please leave them on table.

Reader should not damage library resources in any way. If anyone found doing so, he/she will be charged/fined as decided by the Librarian.

Please maintain complete silence, decorum & discipline when inside the library reading room. You may be asked to leave the Reading room if you are found disturbing others.

Students are advised not to issue Books to others on their names.

To get books issued the borrowers ID must be produced every time. ID card is not transferable. Students are advised to submit the issued books before the due date. Failing which, a fine will be charged as per rules.

Keep mobile switched off or at silent mode in the library. Audible use of mobile phones, listening music, loudly speaking, talking on mobile phone etc. is strictly prohibited in the library premises.

Maintain atmosphere of dignity, peace and silence in the library.

Personal printed materials in the form of books are not allowed to bring inside the library. Suggestions on any aspects of library services are welcome.

No visitor or guest is permitted to use the library without the prior permission of the Librarian.

The library users should not deface, mark, cut, mutilate or damage library materials in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material leading to suspension of library account and be barred from entering the library.

Smoking, eating food and drinks are not allowed in the library.

Library follows open access book system. Books should not be shelved by the readers and should either be handed over to the Library staff on duty or placed on the reading tables.

When Books are issued, student should check the pages & condition of issued books. If pages are found missing or condition is not good, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing or condition is not good, then the last borrower of the book shall be held accountable for the missing pages or damage book and shall accordingly be fined.

Use of social networking sites in the Digital Resource Centre (which is solely meant for accessing e-resources) shall be decided by the Librarian after due approvals

While leaving the Library, member should ensure that they carry only those books that are duly

issued on their names, otherwise disciplinary action will be taken against them.

The Library Advisory Committee would be formed of by the competent authority of the University. It shall meet once in a month and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned and ensure purchase compliance.

Visitors are expected to maintain a decent and civilized behaviour and mannerism. Library staffs may ask any person who, in their opinion, has violated the Rules or whose presence will be detrimental to decorum and environment conducive to study, to leave the library premises. Repeated incidence of such behaviour shall attract punitive action.

Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behaviour will be construed as serious misconduct and people indulging in, encouraging or abating such activities; and in possession of unauthorized library books are liable for punitive action by the University authorities.

1.   **Book Purchasing Procedure:**

a.   The Faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the faculty for purchase for each School/ department be always routed through the respective Deans/HOD's. The requisitions of students can be got approved by the concerned faculty and Dean/HOD's. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.

b.   Receive Library Requisition of Books from faculty in a given format/form duly authorized by respective Dean/ HOD's.

c.   The library committee consists of faculties who evince interest in the requisitions placed and review recommendations for purchases as and when needed.

d.   The library would then check for availability of the recommended books in library. In case, similar book is already available in the library, record the same in the "Remarks" column and inform the indenter. Then prepare the list of recommended Books to place before the library committee for review. Few urgent requirements of books forwarded by the deans are processed directly by the approval of Vice Chancellor through the impress amount.

e.   On the recommendation of the faculty the library may purchase multiple copies of only those books which are found to be in great demand but not more than 5 copies of any book are procured.

f.   Prepare list of all the books and publications recommended by the faculty and obtain sanction from the Competent Authority through Library Advisory Committee.

g.   Obtain quotations from authorized suppliers for the procurement of publications and get the approval from the Competent Authority through Library Advisory Committee.

h.   Consolidate the requirements of all the publications to be procured and issue the Purchase Order through Library Email.

i.   Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.

j.   Follow up with the suppliers for the timely supply of the publications.

k.   Receive the publications and check/compare with the supplier's challan/invoice for

correct supply of publications. Check the proper condition of the publication and enter the details of the publication in the Accession Register, if the same is in good condition, otherwise return to the supplier.

l.   Damaged or defective copies will not be accepted.

m.   Supply the Indian books within a month & International book within two months from the date of order. In case, more time is required for supply of ordered items, obtain prior approval of the University Librarian.

n.   The University Librarian will be at discretion to cancel/accept the order or take such other action as deemed proper by him, if the order is not executed within the specified period.

o.   The invoice should be accompanied by the following certificates: 'Latest publishers' prices have been charged. 'Book is not a remainder title'. 'Book is a short discount or no-discount title' (In case of 'short discount or no-discount title', proof for 'short discount/no discount' will be furnished by the supplier).

p.   Lowest priced/paperback/Indian edition of the books will be supplied, if such edition is available, unless specified otherwise in the order.

q.   Supply of latest editions will be accepted. In case, old edition is supplied and the discrepancy is detected at a later stage, the supplier will have to replace the old edition with the latest edition available on that date with no extra cost to the library. In case of foreign publications, original prices in foreign currency along with the rupee prices will be mentioned in the invoice.

r.   Date of billing will be taken as the date for determining the foreign exchange rate, with indication of the rate in the invoice.

s.   Foreign exchange rate for foreign publications will be admissible as per rates of GOC.

t.   The currency will be determined either by the publisher's policy or country of origin.

u.   Books, supplied through V.P.P. without prior permission, will not be accepted.

v.   The payment should be release within 4 months of the invoice date.

w.   Any other condition to be added or deleted by the University Librarian with the approval of the Vice-Chancellor/ Library Committee.

8.1.   Price Proof:

When the books are purchased from the retail booksellers, the retailers will produce the price proof from the Publishers/Stockists/Distributors and will also record the following certificate on the invoice: "Certified that latest editions of the books have been supplied, latest publishers' prices have been charged, and proof thereof is enclosed." When the books are purchased from the Stockists/Distributors, the following certificate will be obtained from them on the body of the invoice. "Certified that latest editions of the books have been supplied, latest publishers' prices have been charged, and proof thereof is enclosed." When the books are purchased from the publishers, no separate price proof will be required.

The price proof will be shown to the Audit for verification.

8.2.   Sources of Purchase:
●   Online search
●   Catalogue
●   Book Exhibitions

- Faculty Recommendations
- Students Recommendations
- Book reviews
- Direct contact with publishers on new arrivals
- Compared, improved with best libraries
- Advertisement in magazines / newspaper/catalogue
- Study – visit other libraries

8.3   Selection Criteria:

Library collection Development Guidelines are used in the selection of resources. The following criteria are considered when purchasing Library resources:

- Present and potential relevance to readers needs
- Looking into the needs, wants, demands and requirements of actual and potential readers
- Quality of content
- Potential user appeal
- Requests by library patrons
- Suitability for the defined users group
- Demand – copies of prescribed texts and required readings as identified by course
- Coordinators are purchased. Multiple copies of prescribed texts and required
- Readings may be purchased to meet the needs of courses taught.
- Format – a variety of formats may be purchased according to learning, teaching and research needs. Electronic is the preferred format for serials and high use titles.
- Availability of resources
- Accreditation requirements

8.4   Processing of the Books

- Generate the Dewey Decimal Classification Number (DDC) with the 22nd edition and then enter the details of the book/ in the Accession Register.
- Enter the details of the book/ in the KOHA software.
- The bar code and Spine label generated by KOHA is pasted on the book.
- Paste due date Slip on the book.
- Put Library Stamp on processed books at 4 places for identification.
- The book is placed in the appropriate shelves in the Library in the proper shelf.

8.5   Invoice Processing:

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession Register. Entry for each book is made in the register which has all the relevant details of a Book like its price, publisher, vendor, year of publication, date of entry, title of the book and Author etc. Then the bills are processed for payment with the accession numbers entered against each item. Send the bill to accounts section for payment. Maintain a record of all bills and a summary of receipts through the year.

2.   Subscription to Print/E-Journals and Online Databases:

a.   Receive the Requisition of print/E-Resources in a particular format from faculty duly authorized by respective HoD/Dean.

b.   Prepare list of all the E-Resources recommended by the faculty and obtain sanction from the Competent Authority.

c.   Obtain quotations from authorized suppliers for the procurement of E-Resources and get the approval from the Competent Authority.

d.   Consolidate the requirements of all the publications to be procured and issue the Purchase Order with advance payment through Library/purchase office.

e.   Recommendations are received from the various Schools to subscribe/renew the Print/e- Journals.

f.   A Negotiations Committee was formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database. The tenure of the Committee may be one year with following composition:

g.   After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.

h.   In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.

i.   The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.

j.   The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.

k.   The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.

l.   The supplementary bills are accepted in case there is rise in price of the Print/ eJournals and exchange rate.

m.   Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e- Journals is treated as Advance Payment. The payment is made from the budget head "Journals", or from any other head such as Plan Grant/Project Fund etc.

n.   The payment of E-Resources is usually done in advance as per terms of publishers/vendors.

o.   On the recommendations from faculty/school for introduction ofa new print journals/magazines, prepare a Sheet and obtain signature of concerned demanding school HoD/Dean.

p.   Obtain approval of competent authority on the Sheet and place purchase order with the publisher/vendor.

9.1   Processing of Periodicals (Print Journals/Magazines):
●   On receipt of periodicals enter the details in the Periodical Register.
●   Put library stamp on the periodical at allotted places and enter the date of receipt.
●   Place the periodicals in the appropriate shelf/rack.

9.2   Bill Processing of Print/E-Journals and Online Databases:
Once the print periodical/ E-Journals and Online database quotation are finally approved by the

Competent Authority, the quotation is send to the accounts department for make an advance payment to the publisher/vendor. Maintain a record of all bills and a summary of receipts through the year.

3.   Library Membership and Circulation: Policies and Guidelines:

10.1   Borrowing Facility & Loan Periods

Faculty Members: - 7 Books: 120 Days

Ph.D. Students: -5 Books: 30 days Post Graduates: - 5 Books for 15 Days

Under Graduates: -3 Books: 15 Days

Visiting Faculty: - 4 Books: 30 Days

10.2   Staff Members: - 2 Books: 15 days

Membership of Library:

All students automatically become members of the library on enrolment in a course and get an I-Card issued by the University. There is no separate library cards issued to the students/ faculties. University ID cards use as Library Member cards.

All faculty and staff also become the member of the Library automatically after joining their duty in the University.

Books shall be issued only after the I-Card is produced and scanned on the library computer.

The Book to be issued shall also be scanned for its Barcode.

All books taken by the students from the Library would be returned to the Library within the period specified above. Students failing to return the books on time would be liable to pay fine as laid down from time to time in the University Library Rules.

Students withdrawing admission from 'GD Goenka University' will be required to take "No Due" from the library.

Prior to every final Written Examination of each Semester student shall get "No Dues Certificate" from the library for the books issued in his/ her name.

10.3   Books not available for Loan:

Reference shelf books are to be used in the library itself. The following collections are available only for consultation within the library and can be borrowed for overnight, with the special permission of the Librarian only in case of extraordinary circumstances:

Reference books, reference textbooks, standards, current issues of journals, institutional archive material.

10.4   Overdue Fine Policy:

Rate of fine after due date will be as follows-

Students: Rs.20/- per day, per book. Faculty/Staff: - NA

The fine collected in Library on circulation desk and deposited in the Accounts departments.

10.5   Reservation of Books

A book on loan can be reserved for a member on his/her formal request. Intimation shall normally be sent to the member when the book is received in the library. The member shall collect the book within five days from the date of issue of intimation, failing which the reservation will be cancelled and the book will be available for normal circulation.

10.6   Re-Issue and Re-Call of Books

Books will be re-issued two times (for fifteen days) which are not in demand. Books shall not be re-issued to the same borrower, if any other Library user has reserved them. Books can be recalled at any time without assigning any reason. Failure to return them will entail usual overdue charges from the date of recall.

10.7   Loss and Damage to the Books Borrowed from the Library:

Members should report the loss of library books borrowed by them immediately on discovery of such loss. Members will have an option to replace the book or pay the double price of the book. In case of replacement of books, only the latest edition of the same imprint will be accepted. Indian/cheaper reprint of foreign publication will not be accepted as replacement.

If a member chooses to pay the price of the book, the current publisher catalogue price shall be charged. In case a lost book is out of print the double the price as per library records will be charged. In case, price of a book received is gratis or its price is not known, the replacement price shall be determined by the Library Authorities.

If the lost book is a volume or part of a multi volume set of which individual volumes cannot be purchased separately, such member shall have to pay the cost of whole set. In such cases, the member will be allowed to claim the remaining parts or volumes of the set.

Members are required to keep the books borrowed from the Library in good physical condition and not to mark or damage the books. Members should carefully check the books before borrowing for any deficiency and damage and get the same verified by the staff on duty. Members are liable to compensate the Library for causing damage to the books, in the same way as lost books.

10.8   Due-Date for Return of Books and Consequences of Delay in Return:

All books borrowed from the Library must be returned within the stipulated due date. The Library Authorities however, may recall any book before the due date.

Members who are moving out of station on leave, for project work or for any other work should arrange to return the books borrowed by them by the Due Date.

The Library shall generally send reminders of overdue books from time to time by email, letter to the members or display the names of defaulters on the notice boards. However, non-receipt of such a reminder by a member shall not be accepted as a valid reason for delay in return of books.

Failure to return books in time will attract Overdue Charges (Fine) as mentioned in the table above. Borrowing privileges of the members having books overdue more than 3 months shall be suspended until return of such books.

3. Procedure of Conducting Library Stock Verification:

As per general rules and practices, physical verification of library stock is generally undertaken once in year for library not having more than 20000 volumes. If the Library having more then 20 000 to 50,000 volumes once in 3 year and sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. Stock verification the collection comprises of books, e– books, Journals / periodicals, project reports, company annual reports, contemporary reports, bound volumes, survey reports, cd/DVD collection, Audio Visual collection, online Journal Database etc. With a total

collection of 35,000+, the library is serving the teaching, learning and research activity of faculty, student, researchers and staff members. The stock verification is carried out using the Barcode scanner. The report helps us in the following:

The report of the stock verification works acted as the base or guideline for qualitative improvements in collection building. The report provides the strength and weakness of the collection. Further it draws our attention towards the less focused collection for which the demand is noticed. This naturally helps in collection development on the identified area. The collection evaluation process helps us to discover the less used, unused and outdated collection. This will greatly help in preparing the weeding-out list. Through stock verification a comprehensive listing of the library is done. It helps in presenting the collection statistics of the library. The misplaced documents are identified and rectified during the collection evaluation process. The stock verification process supports the bindery preparation exercises. The stock verification report of the collection development activities presented before the library committee. The loss or the missing of documents was supported by the problems to have strict vigilance. The approved stock verification report with permission to withdrawal of written-off items for which remarks are made in the database and disposal of damaged documents are taken out and sent to other libraries.

12   Weeding Policy

Library is a growing organism and keeps on adding new books of all categories, new editions of old books, single copies of books of general category, multiple copies of textbooks, and so on. Though a large majority of the books are of lasting value, yet some books stop finding users after a time for several reasons. For example, multiple copies of textbooks are purchased in the library to meet the requirements of syllabus and the students. Publication of new editions of such books and acquisition thereof in the library render the previous edition unwanted. At the most, one or two copies of the old edition can be retained for record and historical reasons. Similarly, re-prints, photocopies, pamphlets and other ephemeral material acquired for some specific purpose need regular weeding out. Maintenance of such collection taxes the library space and time & energy of manpower. Such collections, therefore, weeding out from time.

12.1.   Weeding Out Books Rendered Unfit for Circulation:

Some books are rendered unfit for circulation due to their heavy use or mutilation. The University librarian will constitute an Internal Committee of Sr. Library Professionals to conduct a preliminary survey of such books. The report of the Internal Committee will be placed before the following Committee for consideration and recommendation: (i) University Librarian - Convener (ii) Two Deans/HODs not below the rank of - Members Professor to be nominated by the V.C. (iii) Finance Officer/nominee - Member The recommendations of the above Committee will be placed before the Library Committee for consideration, subject to financial approval of the competent authority for weeding out the unfit books. 13.2. Weeding Out of Multiple Copies of Old Editions Two copies of old editions of books which are not in demand may be retained, while the rest may be weeded out. However the procedure described under Clause 13.1 above will be followed.

12.2.   Weeding out Re-prints, Photocopies, Pamphlets and other Ephemeral Material Re-prints, photocopies, pamphlets and other ephemeral material acquired against payment and non-book material having 49 or less pages received in the library free of cost may be weeded

out by the University Librarian from time to time.

12.3. Disposal of Magazines/Newspapers/ Duplicate & Complementary Issues of Journals
The newspapers and popular magazines, which do not have permanent value for the library, may be disposed of. The newspapers may be disposed of after every two months of subscription. The magazines may be disposed of every three years in April or afterwards. The duplicate issues of journals received free of cost may also be disposed of every year.

12.4. Criteria for weeding
Library materials of all types (which include, Books, Journals, DVD's) may be candidates for weeding if they meet any of the following criteria. Usage
Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation Statistics or other reports to determine viable candidates for weeding.
Physical Condition
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Duplicates Because of space limitations the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.
Completeness
Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
Uniqueness
The library will not weed materials that are considered unique. Format Obsolescence
Materials in obsolete formats may be needed if the content is available elsewhere or if the material is in poor condition.

12.5 Disposition of Withdrawn Materials:
All materials withdrawn from the collection should be stamped as "discarded" or "withdrawn. The Librarian in agreement with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection. Recommended disposition of discarded materials are donated to other Jesuit institutions.

12.6 Mending and rebinding-
Keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions. Condition of the book, Validity of the book's contents, Demand Cost: Any rare book or irreplaceable item, are used only in the library to ensure against their Loss and / or mutilation.

13. Library Usage (Footfalls):
All Library Users made the gate entry at the entrance of the library by entry their admission number in the entrance module of Koha. Footfalls status/report can be generated through the Koha (Library Software).

14. Library Subscribed Online Database
1. EBSCO: Academic Search Elite (Multi-disciplinary- online database)

2.   J-Gate (Multi-disciplinary- online database)
3.   Hein Online database (Legal Database)
4.   SCC Online database (Legal Database)
5.   AIR Web world Online database (Legal Database)
6.   Prowess IQ online database (Legal Database) (School of Management)
7.   ET CASES (Times of India Group) (School of Management
8.   DELNET (Multi-disciplinary) (Multi Resources - E-Book, E – Journal, E-Articles – E- Institutional Repository, Thesis /Dissertation
9.   Original (A Plagiarism Checker Software-INFLIBNET)
        GDGU library home page/ web portal/ OPAC: (library home page) providing access all the subscribed online database/ e-journals to all faculty, researcher and student community in a single platform.

15.   Remote Access Facility

This facility enables users (faculties and students) to access library online resources when they are off campus Library users may can use library subscribed E- Resources by remote access tools MYLOFT and Users can access through shared User id and password. Library subscribed database are also accessible through IP Address.

16.   E-Resources Access Policy:

All members are entitled to access electronic resources through campus network. However, bulk copying, systematic downloading or use of such electronic materials for commercial purposes and other such usages which are in violation to IPR rules or other relevant rules and regulations of the country, is strictly prohibited. Strict action will be taken, if any breach of law is discovered. These resources can be searched, browsed and material may be printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.

Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute.

The library subscribes thousands of E-Resources directly through the publishers. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

Permitted Not Permitted
- Viewing, downloading, copying, printing and saving a copy of search results Use of robots or intelligent agents to do systematic,
- bulk or automatic downloading is not permitted
- Viewing, downloading, copying, printing and saving individual articles Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted

- Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes. Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)
- Sending a copy of an article to another authorized user (i.e. current faculty, students or staff) Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted
- Uses of library computers: Library Computing facilities will also be accessible to the Faculty/regular students and to the scholars.
- Do not connect your mobile or any external device to Computers.
- Do not install any software without prior permission of IT team.
- Do not download movies or songs.
- Do not remove LAN Cord, keyboard and mouse from the computers.
- Do not save any document on the desktop.
- Kindly scan your storage devices like Pen Drive before Use.
- Keep Your Mobile on Silent Mode.
- Take Care of Your own Belongings.
- Turn off the Computer after Your Work Is Completed.
- Library/IT Team Will Not be Responsible for Any Data Loss.
- Kindly Co-operate with IT Team For Minimum Downtime of The Computers. Please Inform to Library Team in Case of Any Computers Problem.

Photocopies and e-journals article for 'fair use': Library providing e-journals articles through resource sharing and photocopies facility to all the academic community with a objective of 'Fair Use' and the content will be used for educational and research purpose only. The licenses for electronic resources impose two types of restrictions on its usage, namely, who can use these resources; and how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only. Computer Access-Acceptable Use: Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. The following policy for acceptable use of computers, networks, and system resources, including the Internet and resources, shall apply to all GDGU administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the IT Department reserves the right to terminate access to system resources for any user who violates these guidelines.

1.   Users shall not let other persons use their name, logon, password, or files for any reason.
2.   Users shall not use others' system accounts or try to discover another user's password.
3.   Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
4.   Users shall not use Computers for any non-instructional or non-administrative purpose.
5.   Users may not install, download, copy, or distribute copyrighted materials such as

software, audio or video, files, graphics, and text without the written permission of the administrator.

6. Users shall not use the computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.

7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computers memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or other name.

8. Users shall not use Computers to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to Library staff or to the administrator.

9. Library Security System Library employs a security system to safeguard the library resources. The following security systems are employed in the library. Closed Circuit Camera System (CCTV).

10. Library has installed cameras across different areas of library for monitoring. System administrator has access to recording of the footage.

17.   Resource Sharing:

The Learning Resource Centre is member of the Developing Library Network known as DELN ET It is a network of more than 6000 libraries globally. We may share resources (Books, Research Papers etc.) among DELENET member libraries including IITs, IIMs, NITs, Central Universities and other institute of national repute. Users may use their ID and Password to search DELNET database and may please request the University Librarian to arrange books or research papers from affiliate libraries.

18.   The Library Committee is being reconstituted as per norms of G D Goenka University with effect from May 30, 2023. The same is approved by the Hon'ble Vice-Chancellor as per University Regulation.

Sr. No.	Constitution as Per Norms	Name and Designation	Role
1	Vice Chancellor	Prof. (Dr,) Kim Menezes Vice Chancellor	Chairperson
2	Dean, Academics	Dean Academics Prof, Vandana Malhotra	Members
3	Dean, Research	Prof. (Dr.) Anjali Midha Dean, SoHSE & R&D	Members
4	Four Members of Academic Council	Dr. Smitha Vishwanathan Girija	Member
5		Prof. (Dr.) Amar Nath Singh Professor, SoAS	Member
6		Dr. Kishore Kumar Morya Professor, SoM	Member
7		Dr. Anindita Roa Chowdhury Associate Professor, SoES	Member

8	One IQAC Member nominated by Vice Chancellor	Dr. Vikas Chander Jhawat Associate Professor	Member
9	Finance Officer	Mr. Mohit Singhal AGM, Finance & Accounts	Member
10	Special Invitee(s) nominated by Vice Chancellor	Prof. Harmanpreet Kaur Deputy Registrar	Member
11	University Library	Librarian	Member Secretary

*In the absence of the chairperson, the Dean, Academics to chair the committee meeting. The tenure of the Library Committee shall be for one year from the date of notification.

19. Library Infrastructure:

Library is automated using Integrated Library Management System (ILMS) KOHA Version: 20.11

OPAC (Online Public Access Catalogue-. http://gdgoenkalibrary.ourlib.in/) has been created 2 terminals are provided in the library to facilitate access. It is also made available via LAN in the campus.

Library Security System Library employs a security system to safeguard the library resources. The following security systems are employed in the library. Closed Circuit Camera System (CCTV).

Library has installed cameras across areas of library for monitoring. System administrator has access to recording of the footage.

19.1   University Libraries:

1.   A-Block Library (SOL, SOM, SOEd. SOHSS, SOHT)

● Area; 576 SQM

● Total seating capacity: 100

● Lending section

● Reference section

● Reading Area for students

● Periodical section

● Faculty Reading Area

● Digital Library

2.   B- Block Library (SOMAS.SOES, SOME, SOAS, SOFD, SOAP)

● Area:504 SQM

● Total seating capacity: 150

● Lending section

● Reference section

● Reading Area for students

● Periodical section

● Faculty Reading Area

● Digital Library

19.2   Cleanliness Library

Library is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping.

19.3   Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience Any other rule to be added or deleted

The University Librarian, with the approval of the Vice-Chancellor/ Library Committee, will be competent to frame new rules(s) or modify or delete any of the above rules

Chapter 5.7
Prevention of Sexual Harassment (POSH) at Workplace Policy-GD Goenka University

Objective

GD Goenka University is committed to maintaining a workplace free from discrimination and harassment. This policy establishes the University's commitment to preventing and addressing sexual harassment in alignment with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and is in line with the Supreme Court requirements. It serves as a comprehensive guide for all employees and stakeholders to ensure a safe, inclusive, and respectful work environment.

Scope

This policy applies to all employees and individuals associated with GD Goenka University, including:

- Employees (permanent, temporary, contractual, or trainees)
- Job applicants
- Interns
- Third-party vendors, contractors, and consultants
- Guests, clients, or visitors
- Students

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples include but are not limited to:

- Physical contact or advances
- Requests or demands for sexual favors
- Sexually colored remarks, jokes, or gestures
- Displaying or circulating offensive content, including pornography
- Inappropriate communication through letters, emails, calls, or social media
- Creating an intimidating, hostile, or offensive work environment

Definition of Workplace

The workplace includes:

- GD Goenka University offices, premises, and campus
- Locations visited for work-related assignments (conferences, training, events, etc.)
- Transportation provided by or for GD Goenka University during work-related travel
- Virtual workplaces (video conferences, official communication platforms, etc.)

Definition of an employee

An **Employee** refers to any person employed at a workplace for any type of work on a regular, temporary, ad hoc, or daily wage basis. This includes individuals working directly or through an agent or contractor, with or without the principal employer's knowledge, whether for remuneration, voluntary work, or otherwise. Employees include but are not limited to:

- Co-workers
- Contract workers
- Probationers
- Trainees
- Apprentices
- Volunteers
- Faculty member **Roles and Responsibilities Employees**
- Understand and comply with the POSH policy
- Maintain professional conduct and prevent harassment
- Report incidents without fear of retaliation

Managers and Supervisors

- Ensure employees are aware of the POSH policy
- Take prompt and appropriate action on reported incidents
- Maintain confidentiality and sensitivity in all matters related to complaints

Internal Committee (IC)

Primary Objectives

1) Awareness Creation

To promote understanding and awareness about sexual harassment at the university, this policy mandates the formation of a **POSH Group**. University will be responsible for conducting workshops, preparing reports, and training supervisors and managers to foster a gender-sensitive work culture.

2) Deal with Grievances

The POSH Group will address and resolve complaints of sexual harassment raised at the University promptly and fairly, ensuring that proper support is provided to all parties involved.

Composition of the POSH/IC (Internal Committee)

In accordance with the Act, GD Goenka University has constituted an **Internal Committee (IC)** with the following members:

- **Presiding Officer**: A senior female employee
- **Two Teacher Representatives**: Female or male
- **Non-Teaching Staff Representative**
- **Senior Leadership Member**
- **Independent Member**: External representative associated with women's issues or from an NGO

At least 50% of the ICC members will be women. Members will serve a term of **two years**. The previous committee continues till the new committee is constituted.

IC for GD Goenka University constitutes as following:

Reporting and Complaint Procedure
- Employees can file complaints directly with the **Presiding Officer** or any IC member.
- Complaints should ideally be reported within **90 days** from the date of the incident.
- Anonymous complaints are generally not encouraged but may be considered under special circumstances.
- An email ID ic@gdgu.org is available for confidential reporting.

Investigation Process
1. **Initial Review:** The IC will conduct a preliminary assessment to establish the nature of the complaint.
2. **Formal Investigation:** If deemed necessary, a formal investigation will follow.
3. **Confidentiality:** All investigations will maintain strict confidentiality.
4. **Natural Justice:** Both parties will have a fair opportunity to present their case.

Recommendations and Actions
Following the investigation, the IC may recommend one or more of the following actions:

- Written apology
- Warning or reprimand
- Suspension or termination
- Counseling for the respondent
- Preventive measures to avoid recurrence.

Students and Employees making false complaints may face disciplinary action.

Policy Review
This policy will be reviewed periodically to ensure compliance with legal amendments and organizational needs.

Chapter 5.8
Anti-Ragging Policy

REGULATIONS PERTAINING TO BANNING RAGGING & ANTI- RAGGING MEASURES

1.   Aim

To curb the menace of ragging in all its forms from the University through stringent anti ragging measures and provisions of strict punishments to defaulters

2.   Terms of Reference
a)   Supreme Court Orders
b)   UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

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

4.   Prohibition of Ragging
a)   Ragging in any form is prohibited in the University Campus, including its departments,

constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside, and in all means of transportation of students whether public or private.

b)   No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

5. Punishments

Ragging is a cognizable offence under the law and the punishments to be meted out have to be exemplary and justifiably harsh to act as a deterrent. It may include: - a) Cancellation of admission, suspension, rustication or expulsion from the University / Hostel.

b)   Withholding Scholarships or other benefits

c)   Withholding results

d)   FIR with the police and arrest.

e)   Collective punishment may be imposed where involved persons are not identified.

f)   More severe punishment where justified such as fine / imprisonment etc.

6. Measures for Curbing Ragging before Admission

a)   All the students and parents/guardians are required to submit an affidavit on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at:-

•   Annexure I - By the student • Annexure II - By the parent

b)   A student will not be admitted /registered until the Affidavits mentioned above are submitted.

c)   Students who are allotted Hostel Accommodation are required to submit details of parents and local guardian along with their photographs on the form as at Annexure III. Students will not be registered and assigned hostel seat until the above document is submitted at the time of registration for the Hostel.

d)   Every non-hostel student, at the time of Registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person at the address in the Forms as given below:-
Registration Form for Fresher's - Annexure IV
Registration Form for (seniors) Second Semester onwards - Annexure V

e)   Create awareness through wide spread publicity – posters, leaflets etc. among the students, parents and guardians before start of the academic session. The posters and banners etc will be displayed at least 10 days before the start of the semester at all prominent places including Hostels, Cafeterias and common activity areas and entry points.

7. Measures for Curbing Ragging on Admission & Registration

a)   Every student, at the time of Registration will be given the Handbook giving details of Anti-Ragging Regulations for which he will sign having received it and its record will be maintained in the Institution.

b)   The Handbook will have a 'Section for Freshers' which will give instructions on whom to

contact in case of incidence or attempt at ragging. This would include contact numbers of Dean Student Welfare, Proctor selected persons from General Administration, Anti-Ragging Committees / Anti-Ragging Squads and the Anti Ragging Control Room.

c)   Advisory to Freshers: All freshers will be advised at the time of registration and during orientation programme under the direction of the concerned Head of Institution. The Advisory will include the following main points:-

d)   Fresher's should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.

e)   Freshers should move in groups (particularly the hostel freshers). They should be advised that they may resist individually or collectively any attempt by seniors towards bullying or ragging and also immediately report to any of the authority whose contact numbers are made available to them.

f)   The important contact numbers should be entered and saved in their respective mobile phones.

8.   General Instructions

a)   Anti-Ragging Committees

(i)   An Anti-Ragging Committee will be constituted at University Level headed by Dean Student Welfare to review anti ragging measures from time to time.

(ii)   Each School of the University will form an "Anti-Ragging Committee" headed by the Dean. It will comprise of selected faculty members, parents, students from the freshers' category as well as seniors and selected nonteaching staff.

(iii)   The Committee will be fully and totally responsible to ensure that no incidence of ragging as given in these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed.

(iv)   The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads of the Institutions carry out their functions properly.

(b)   Anti-Ragging Squads

(i)   Each Dean of the Institution will constitute a number of Anti-Ragging Squads. The number of squads will be based on strength of the students so that Anti -Ragging Measures can be effectively implemented.

(ii)   Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its functions will include going around / patrolling the Institution and the common areas of the campus, maintain vigil at all times on all days by rotation as decided by Deans and take action if they notice any incidence of ragging either in their Institution or any other Institution / or in the Campus.

(iii)   The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.

(iv)   On the report of Anti-Ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti-Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations and award it after approval of the Vice Chancellor

(v)   All Heads of Institutions will forward the names of Anti-Ragging Committees and Anti-Ragging Squads to the Dean of Student Welfare and Registrar of the University.

(c)   Anti-Ragging Control Room

(i)   Anti-Ragging Control Room will be established in the Campus. The Control Room will be manned 24 hours based on the duty roster issued by the Dean Student Welfare.

(ii)   Anti-Ragging Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

9.   Instructions Specific to Hostels

(a)   The rooms for the fresher students will be on separate floors of the hostels. The entry into the freshers' floor will be manned by security staff round the clock.

(b)   No one, particularly senior students will be permitted to enter the freshers' floor of the hostel at any time. Similarly fresher students will not be permitted to visit the floors of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostel Floors. The duty roster of the security guards for freshers' floor of the hostel will be given to Anti-Ragging Committee of the University.

(c)   All students will report back in their respective hostels latest by 08:00 PM.

(d)   Attendance of hostel students will be taken daily at 8:00 PM and 10:00 PM respectively, by hostel wardens

(e)   All hostel students will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.

10.   Action Procedure

(a)   Anti-Ragging Squads will immediately report any incidence of ragging or abetment of ragging noticed by them to the Anti-Ragging Control Room and also to the Anti-Ragging Committee of each Institution.

(b)   Dean Student Welfare will take immediate action as per the situation which may include:
- Immediate suspension of involved students
- Sending reinforcements or any medical help if required.
- Forward the main gist / report of incident to the University Headquarter

(c)   The University Anti-Ragging Committee will examine the report received and recommend appropriate punishment which will be awarded after the approval of the Vice Chancellor

11.   Anti-Ragging Complaint Boxes

The Deans and hostel wardens to ensure that Complaint Boxes are kept in selected areas in the Institutions and in the Hostels for students who may drop in their complaints on any incidence of ragging which has not otherwise been reported for necessary action. The Anti Ragging Committee of the University will review such complaints and take necessary action.

12.   Freshers' Introduction / Induction

A systematically organized Freshers' Introduction / Get-Together Party will be organized by various Institutions which would conform to the decorum and dignity as expected by the University and facilitate introductions and ice breaking between seniors and freshers.

Chapter 5.9
Value Added Courses

Annexure-I
INTER-DISCIPLINARY PROJECT (IDP) STANDARD OPERATING PROCEDURE (SOP)

The Inter-Disciplinary Project (IDP) is an innovative course proposed by the Centre for Innovation & Entrepreneurship (CIE) which will be offered to the third and fourth semester of the undergraduate programme of every school under the GD Goenka University. The IDP is a unique course offering opportunities for inter-disciplinary studies, opening new avenues of research and innovation. The IDP has been conceptualized with two core components. The first part of the IDP will deal with translating a business model or start-up into a feasible project on ground. The focus of this component will be encouraging and inspiring students to set up a model prototype of a business start-up or a business model and its actual realization on ground. Students will be trained in the different aspects of envisioning, marketing and setting up a business model. The IDP is also a space to give a national/global platform to already existing businesses who choose to associate and grow with us. In order to encourage this the IDP will also offer financial incentives for business model and startups that are patented and registered. The second core component of IDP will deal with business research and design. It will involve interdisciplinary research and focus on innovation and critical thinking. A unique theme shall be chosen every year and sent to the different schools under GDGU, inviting research topics on the same. A cumulative list of topics shall be prepared and uploaded on the university portal where students can take a choice of the topic on which they want to work. Since the IDP involves inter-disciplinary work, it is expected that students will approach and work in groups with a minimum of two, and a maximum of six students in each project. This will stand true for both the components of the IDP.
SYLLABUS:

IDP SYLLABUS FOR BUSINESS MODEL / START-UP EL / START-UP | CREDIT 3 | SEMESTER 3
IDP SYLLABUS FOR RESEARCH PAPER
SYLLABUS- COMPONENT 1:
IDP SYLLABUS FOR BUSINESS MODEL / START-UP

-UP | CREDIT 3 | SEMESTER 3
DEVELOPING A BUSINESS MODEL / START-UP
UNIT - I: Team and Design
Design Thinking, Idea generation, Finding a Team, Teamwork Planning, Chief Mentor/ Founder & Co Founders, Team Formation, and Delegation of Work.
UNIT - II: Preparation of Business Model/Start-up
Meaning and Significance of a Business Model, Components of a Business Model and Feasibility Study, Iterating the MVP (Minimum Viable Product), Digital Presence for Ventures, Clarifying the Value Proposition, Guidelines for Writing BP or Making the Project, Pre-

Requisites from the Perspective of Investor.

UNIT - III: Business Model

The Importance and Diversity of Business Model, How Business Model Emerge, Potential Fatal Flaws of Business Models, Components of an Effective Business Model, Core Strategy, Strategic Resources, Partnership Network, Customer Interface.

UNIT - IV: Product/ Market Fit

Understanding Basics of Unit Economics, Cost and Profitability, Refining the Product/Service, Establish the Success and Operational Matrix, Starting Operations.

UNIT - V: Customer Validation

Evaluate the Efficiency with which Customers Can Be Captured and Kept, Early Insights on Cost of Customer Acquisition, Other Stakeholder Validation, Customer Development and Experience.

TRANSLATING BUSINESS MODEL / STARTUP

UNIT - I: Gaining Marketing Intelligence

Identification of the Vertical that will Operate in and the Business Opportunity, Understanding of Customers and Accurately Assess Market Opportunity, Minimum Viable Product and the Lean Method.

UNIT - II: Developing and Validating Business Model / Start-up

Value Propositioning, Segmentation of Customers, Channels and Partners, Revenue Model and Streams, Key Resources, Activities, and Costs Customer Relationships and Customer.

UNIT - III: Development Processes

Translating Business Model into a Business Plan, Visioning for Venture, Taking Product or Service to Market, Delivering an Investor Pitch to a Panel of Investors, Identifying Possible Sources of Funding for the Venture – Customers, Friends And Family, Angels, VCs, Bank Loans and Key Elements of Raising Money for a New Venture.

UNIT - IV: Business Plan / Startup-I

Get To Market Plan, Effective Ways Of Marketing For Start-Ups – Digital And Viral Marketing; Hire and Manage a Team, Managing Start-Up Finance: The Concept Of Costs, Profits, And Losses, Managing The Cash Flow, Analyzing Financial Performance, Budgeting.

UNIT - V: Business Plan / Startup-II

Establishing an Ethical Culture for a Firm, Legal and Regulatory Aspects for Starting Up a Venture, Enhancing the Growth Process and Creating Scalability (Customers, Market Share, and/or Sales), Thorough Understanding of Market Size, Costs, Margins, Delivery Channels, Customer Acquisition Costs, Identifying Areas to Build Efficiency (Product Making, Service Delivery, and Channels - Key Areas of the BM Canvas are Identified by Now), Finalizing Business Model and Plan, Have A 1-2 Year Roadmap and Trajectory.

UNIT - VI: Obtaining Business Licenses and Permits

Business Licenses, Business Permits, Choosing a Form of Business Organization, Sole Proprietorship, Partnership, Corporations, Limited Liability Company.

SYLLABUS- COMPONENT 2:

IDP SYLLABUS FOR RESEARCH PAPER

RESEARCH AND DESIGN UNIT - I: Team

Finding a Team, Teamwork Planning, Chief Mentor/ Author & Co Authors, Team Formation, and Delegation of Work.

UNIT- II Introduction to Research: Basic Concepts; Stages of Business Research Process; Problem Identification and its Importance in Business, Research Objectives, Types of Research; Significance of Business Research in Decision Making; Business Research in Practice; Research Ethics & Bias.

UNIT - III: Literature Review: Literature review and its importance in research; theoretical Framework for reviewing the literature; linking what it is proposed to examine and what has Already been studied, Variables Used, Feasibility or Importance of the Study, Comparative Analysis and Gap finding

UNIT- IV Research Designs & Data Types: Classification of Research Designs; Research Designs- Conclusive, Descriptive, Exploratory, Experimental, Causal Research; Nature & Types of Primary Data; Means & Issues in Obtaining Primary Data; Nature, Sources and Advantages of Secondary Data.

UNIT- V Measurement, Attitude Scales and Questionnaire Design: Measurement Concept, Measurement Scales– Nature & Types; Measurement & Scaling Procedures of Attitudes; Designing & Testing of Questionnaire; Difference between Questionnaire and Opinionative.

DATA ANALYSIS AND PUBLICATION

UNIT- I Sampling, Hypothesis Testing and Data Preparation: Sampling Theory, Designs and Issues; Central Limit Theorem; Concept & Procedures of Hypothesis Testing; Data Preparation Process

UNIT- II Quantitative Data Analytics: Introduction to SPSS; Comparison with MS-Excel; Data Analysis Using SPSS—Correlation, T-Test, ANOVA & Factor Analysis; Interpretation of Results; Reporting Research Findings.

UNIT- III Qualitative Data Analytics: Content Analysis, Narrative Analysis, Discourse Analysis, Thematic Analysis, Grounded Theory, Interpretive Phenomenological Analysis (IPA), data analysis using NVIVO; Mixed Research

UNIT- IV Publication of Research Paper

Report writing, APA Referencing Style, Plagiarism Software Tools, Ethical considerations in research, Scientific Conduct- Ethics with respect to science and research & Intellectual honesty and research integrity, Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP), Publication in UGC Care or Scopus Index Journal.

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Classification of Research Designs; Research Designs- Conclusive, Descriptive, Exploratory, Experimental, Causal Research; Nature & Types of Primary Data; Means & Issues in Obtaining Primary Data; Nature, Sources and Advantages of Secondary Data.

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Report writing, APA Referencing Style, Plagiarism Software Tools, Ethical considerations in research, Scientific Conduct- Ethics with respect to science and research & Intellectual honesty and research integrity, Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP), Publication in UGC Care or Scopus Index Journal.

Chapter 5.10
Health Safety and Security Policy

1.   INTRODUCTION:

GD Goenka University is committed to providing a healthy and safe environment for work and study. It aims for progressive improvement in health and safety performance leading to standards beyond the legal minimum requirements.

The University's commitment to health and safety extends to all its students, faculty/ staff, members, visitors and those working in the Campus premises. Accordingly, it aims to:

- Provide a healthy and safe environment for the conduct of University activities.
- Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from University activities;
- Provide adequate training to ensure that employees are appropriately prepared to meet their health and safety responsibilities;
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- Implement appropriate emergency procedures – such as evacuation in case of fire or other significant emergency incidents or in cases of imminent danger to life and property;
- Maintain safe and healthy conditions in plant, equipment and machinery in the University, and ensure safe storage/use of substances.

2.   APPLICABILITY:

GD Goenka University Health and Safety Policy applies to all members of the GD Goenka University and includes in its scope the responsibility of each member to care for his/her or own safety and the safety of the others.

3.   HEALTH AND SAFETY REGULATIONS:

3.1   The underlying principle is that those who create the risk must also manage them.

3.2   Each Dean/ Head of the Department (HOD) shall prepare a detailed assessment and instructions required to be implemented while working on Lab experiments and other Workshop activities. They will control the risks through such assessments.

3.3   Each employee of the University and each student working in the University has a responsibility to care for his/her own safety and care for the safety of others. All persons working in the University would apply their minds to the importance of safety. By example and training, staff and students alike should be encouraged to adopt an approach which incorporates good safety practices.

3.4   All work shall be undertaken after suitable and sufficient assessment of risk has been carried out by the appropriate person, responsible to supervise any activity. Whether this is Maintenance, Housekeeping, Experimental work, participative activity in Sports/ Technical/ Festivals or in competitions within and outside the University.

3.5   The Security Officer who shall also be Fire Safety Officer shall be responsible to lay down exhaustive instructions for prevention of Fire. The Estate Manager will put in place, a mechanism for periodic inspection of electrical gadgets, switches, plugs and

other equipment's in use to prevent any fire. The Security cum Fire Officer will make out evacuation plan for the safe removal/ exit of personnel, documents and material out of the building. He will ensure that the Fire Accidents are immediately reported to all concerned and actions as desired of him to control and extinguish fire are taken by him, in close co – ordination and guidance of the Registrar and the Deputy Registrar of the University.

3.6   The Fire Fighting Equipment, which is under the charge of the Security cum Fire Safety Officer shall be kept serviceable at all time and periodically inspected by the competent Authorities, as per the laid down instructions under the State Fire Regulations.

3.7   The University has a Bell System which also works as fire-alarm system by continuously actuating ringing in one to two seconds intervals of long/ short spells. The Security cum Fire Safety Officer and the Estate Officer would jointly hold fire drills once in every six months under the overall supervision of the Deputy Registrar. All employees to make sure that they know what to do in the event of fire.

3.8   Medical Aid is available at the Medical Inspection (MI) Room of the University. The University's MI Room is staffed with a well-qualified and experienced Medical Officer between 09:00 AM to 4:00 PM. The MI Room is equipped with Oxygen Cylinder and other emergency First Aid Equipment and medicines. Two staff members from the Security, including one female staff have been trained locally for handling emergencies as well as first aid. Serious cases are transferred to the Hospital, being at a close proximity to the University Campus.

3.9   The University personnel are covered by an effective Medical Insurance Policy currently with ICICI Lombard. The cashless medical policy has been further extended to include spouse and children up to 18 years of age.

4.   HEALTH AND SAFETY OF ESPECIALLY ABLED:

4.1   Evacuation of Specially Abled in case of fire or other major accident requiring move of persons out of the building, would be undertaken on priority.

4.2   In keeping with the day to day Health and Safety care, the University has provided a separate place in the car parking for the especially abled. Ramps have been created for easy movement of Specially Abled in Chair/ otherwise in the building.

5.   SECURITY:

5.1   The Security staff has been assigned the responsibility to ensure following: All visitors should make entries including their contact/ mobile numbers. All visitors should report to Reception from where they are escorted to their required place of visit. Exit entries will also be made at the Main Gate. No person shall be allowed to enter into the Main Gate of the Campus with weapons, ammunition, explosive or hazardous material. No drugs, alcohol, cigarettes are allowed to be brought in by anyone within the campus for any use whatsoever. No one shall be allowed to drive in speed beyond 30 kmph, within the campus or in front of its Main Gate. No one shall be allowed to physically harm anyone in the Campus. The Quick Reaction Team and Security staff would immediately come to the rescue of personnel of GD Goenka University in the event of any incident/accident within/ outside the Campus and evacuate serious cases to the nearest hospital (Columbia Asia Hospital) with information to the parents /relatives and to all concerned in the University.

The security guards will ensure full safety and security of students in the University Hostels and not permit any unauthorized person into the hostels. They will also keep a check on student's entry/exit, beyond the laid down hostel timings.

V.   SAFETY AND SECURITY POLICY

1.   Introduction

GD Goenka University is committed to the safety and welfare of students, faculty, staff and visitors through the establishment of reasonable practices that:

(1)   Support a safe and secure environment in all buildings and grounds owned and operated by Virginia Tech;

(2)   promote safety through policies and programs;

(3)   provide an appropriate level of security at university activities; and

(4)   Safeguard the university's property and physical assets.

This policy describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property and establishes an operational committee for coordination and oversight of university safety and security policies and procedures.

2.   PURPOSE:

The university is committed to promoting the safety and security for a supportive and accessible living, learning, and working environment. It is further committed to safeguarding physical resources, identifying conditions or circumstances that may pose risks to the safety and security of the university, and preparing the university to effectively respond to emergencies. University facilities must be used in a safe and appropriate manner so as not to endanger the university community or the general public. All faculty, staff, students, and other members of the university share responsibility for the safety and security of the institution and must conduct university activities and operations in compliance with applicable state regulations and university policies.

3.   OBJECTIVES

The main objective of the policy is to fulfil safety and security requirements of below mentioned aspects:

a.   Women safety

b.   Security in campus

c.   Fire safety

d.   Disaster management

4.   SCOPE

5.   This Policy applies to:

a.   Governance bodies / committees and operational committees of the University;

b.   Staff of the University, particularly members of the Executive Group in exercising designated responsibilities and leadership to embed a culture of Quality Assurance and Quality Improvement across the University as a whole.

c.   This Policy is relevant to all students, staff, and other stakeholders of the University.

6.   RESPONSIBILITY

Designation	Responsible Person	Responsibility
Chairman (1)		
Director (1)		
Members (safety staff + security) (6-10) at least 2 female		
Administrative and security officers(1+1)		
Doctor (1)		
Counsellor (1 Female)		
Nominee from local society (1)		
Nominee from Students (1boy + 1 girl)		
External Member 1 (VC nominee)		

7.   Policy Guidelines Women Safety:

- Sexual harassment, whether verbal or physical, has no place in the university environment and will not be tolerated by GD Goenka University.
- Alleged acts of sexual harassment of students/staff by any member of the community shall result in immediate suspension pending investigation.
- Alleged violations of this policy will be investigated and appropriate corrective action, including discharge and/or disciplinary action, will be taken, if warranted.
- If a student believes that she/he has been subjected to sexual harassment by any member of the community, she/he should bring the matter to the immediate attention of an officer of the university.

Security in Campus:

- All students, faculty and staff are required to possess ID cards and to present them when requested by a university official.
- CCTV systems around the campus covering many of the common and vulnerable areas and public access points into University campus. They act as deterrence against crime and support post-incident investigations. The images captured are recorded and retained in the event that they may be needed as evidence of criminal activity. The CCTV system and all its recordings are owned by GD Goenka University.
- No firearms or explosives, pellet guns, air guns, bullets, smoke devices or bow and arrows are allowed on any University property or in any university buildings under any circumstances. Any student/staff violating this policy faces immediate disciplinary action which may include probation, suspension or expulsion.
- Security Officers carry out regular patrols around the campus to deter and detect criminal activity. They will also carry out covert operations if necessary as part of efforts to keep the campus crime-free.
- Under powers vested by the University, security department is authorized to conduct investigations into incidents reported and to submit the findings and reports

   to the relevant stakeholders, and if necessary, to senior management. Security will also liaise with the Police and provide support in their investigations.

Fire Safety:

- It is the University's policy to provide safe working conditions for our employees, students, visitors and contractors. In addition, every effort will be made to ensure the safety and welfare of members of the public. These general responsibilities extend to the employees, students, visitors, contractors and members of the public and all other persons who have a legal right to be on or within the boundaries of the University and the satellite locations occupied by the University. Any such person shall hereby be known as "relevant persons".

- Notwithstanding legislative requirements, the University accepts the importance of a well-organized, committed and tangible Fire Safety Policy which results in improvements in staff welfare, the general work environment and employee job satisfaction.

- The University acknowledges the promotion of fire safety at work is both a legislative requirement and an integral organizational objective having equal importance with the financial, operational and educational delivery of the institution.

- The Council of the University have overall responsibility for the implementation of the Fire Safety Policy through the management structure. The University's Fire Safety Policy and any subsequent revisions must be approved by Executive Board.

- The University's Risk Assessment Policy requires hazards to be identified and control of all related risks as far as reasonably practical, then reviewed regularly.

- Staff and students also have a duty under fire safety legislation to take reasonable care at work, and for others whom their acts or omissions may affect. Everyone is expected to work safely and consider the safety of others at all times.

Disaster management:

- Emergency Assembly Points (EAP): Avery one should reach to EAP in case of fire, earthquake, cloud burst, manmade disaster etc.

- Regular mock-drill shall be conducted in campus.

- No obstruction shall be allowed at emergency exit and stairways for ease access and egress

  of personnel's and emergency response team.

- Evacuation plan and emergency response plan should be available and implemented.

Chapter 5.11
Feedback Policy

Short Title and Commencement:
This policy shall be called as "Policy to seek Feedback from Stakeholders' of the GD Goenka University (GDGU), Gurugram. They shall come into effect from the Academic session 2021-22. The policy framed are subject to modifications from time to time by GDGU.

1.   Introduction-
Feedback mechanism is essential to know whether the University is delivering good performance and imparting quality education. Hence, the GD Goenka University has made a policy to seek feedback from different stakeholders to analyse the institutional performance on different fronts. IQAC has developed the feedback mechanism and framework for its smooth execution. The Feedback shall be collected through Collpoll (Students, Faculty, and Alumni), Google Forms and Email communications (Parents, Employer, Peers, and Industry Experts). Feedback analysis is to be done first by internal committee (Duly constituted by Dean/HoD) of the school and suitable actions shall be initiated/Planned. A detailed action report on feedback shall be documented by school for verification during Audits by IQAC/external agencies.

2.   Purpose-
•   To know the desires and forecast of students and other stakeholders of the university;
•   To ensure continuous improvement in all areas including, academics, administrative services, different facilities and university procedures.
•   To ensure the high level of students' learning experiences through the timely collection,
         analysis and reporting of student feedback concerning teaching, learning and assessment;
•   To assess and improve the performance of the faculty through student feedback.

3.   Objectives
•   To collect feedback from different stakeholders (students, alumni, faculty, employer, industry expert, peers) to maintain high standards.
•   To collect feedback from students on quality of faculty teaching and learning to improve the teaching standards.

4.   Scope-
Stakeholders are any person/persons or organization that has associated with the university. Stakeholders include, but are not limited to:
•   Students
•   Alumni
•   Employers
•   Teaching / non-teaching staff Parents
•   Professional Bodies
•   Suppliers/Vendors, Trainers
•   Guests- Technical & Non-Technical events

Responsibility:
Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and structure for its analysis. IQAC Director and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in university.

5.   Feedback Frequency
•   Feedback from students - Fortnightly (CR Feedback), End of Semester
•   Feedback from Alumni - Annually
•   Feedback from employer - One month after joining of students (yearly)
•   Feedback from staff - Annually
•   Feedback from parents – Annually

Policy Guidelines:
Feedbacks are to be collected under following broad heads:

1.   Feedback from Students
Teaching is the core activity of the University, hence to maintain teaching quality each teacher's feedback is to be taken from students once in each semester through collpoll system/Google forms.
Student feedback should be collected in two ways:
a)   Informal feedback: This type of feedback shall be collected through informal conversation with students and CRs using unstructured questionnaires. This type of feedback shall be collected by the HODs/Professors or other senior persons from the department in small cohorts (small group of students per feedback) over a stretch of a semester to make positive relation with the students and to know their concerns which they may be hesitant to disclose during formal feedbacks.
       Frequency: Over a stretch of semester.
b)   Formal feedback: Formal feedback shall be collected per semester using a structured questionnaire form (approved by the IQAC). The questionnaire can be circulated among the students via mail, Google forms, coll-poll or any other mean.

After collection of feedback, it shall be analysed by the feedback analysis committee at school level very diligently. On the basis of this analysis, Dean/Head shall take appropriate measures to improve the quality of teaching learning process in the college. Feedback from the students will be collected on the following aspect strictly as per format developed by IQAC:
•   Student Feedback on Curriculum.
•   Student Feedback on Teaching and Evaluation (teacher wise feedback).
•   Student Feedback on Infrastructure/Common Facilities
•   Student Feedback on Library Services
•   Student Feedback on Miscellaneous Activities. Frequency: Once in each semester.

2.   Feedback from Alumni
Alumni feedback is another important component of the feedback system. Alumni of the institution are well connected with the institution through alumni association. Feedback from

this nexus, comprising of individuals from all spares, has been imperative in improving the quality of education over the years. Feedback shall be collected from graduating batches to evaluate if the

institution has been able to instill the skills necessary to meet the objectives of the programme. This survey shall be used to identify the difficulties the students face during their course in the Institute. Feedback from the Alumni can be collected on the following aspect: i. Alumni Feedback on Curriculum and other aspects. Alumni feedback shall be collected and analyzed by the department of student welfare (DSW).

Frequency: Once in a year through Alma shine web source

3. Feedback from Parents

For the overall improvement of the character of a student, the institution will take feedbacks from parents and guardians. These shall be gathered during PT meetings and stakeholder meetings. Stakeholder meeting shall be convened once in a year at the school level to gather feedback from stakeholders on various aspects of the programme. These collected feedbacks shall be consolidated, analyzed and discussed in school level feedback committee meetings to decide the necessary actions needed. Feedback from the students can be collected on the following aspect: Parent Feedback on Curriculum and other aspects.

Frequency: Once in a year (Through PT meetings, Emails, Google Forms at school level)

4. Feedback from Employers

Employer surveys shall be conducted every year to gather information about the key strengths and weaknesses of students that they have recruited from this college. Employer survey is a key component in deciding skills the students lack expertise in. The course delivery shall be modified to alleviate these shortcomings for the forthcoming batches of students. Employer feedback shall be collected, analyzed by the university CRC department on the following aspect and appropriate action shall be taken:

• Employer Feedback on Curriculum and other aspects.

• Employer Feedback on Campus Recruitments.

Frequency: Once in a year (Through Emails, Google Forms by CRC department)

5. Feedback from Faculty

Faculty surveys shall be conducted every year to gather information about the key strengths and weaknesses of university procedures that they have recruited for teaching leaning and other

aspects. Faculty survey is a key component in deciding University opportunities lack expertise in. The course delivery shall be modified to alleviate these shortcomings for the forthcoming batches of students. Feedback from the faculty shall be collected and analyzed by the school level feedback committee and appropriate action shall be taken on the following aspect: Faculty Feedback on Opportunities and University Procedures (Through ERP/google form at school level)

Frequency: Once in a year (school level) Overview of Feedback Mechanism

Feedback From Stakeholders on various aspects
[Students, Alumni, Parents, Employee, Faculty]

Analysis of Feed Back
[By internal Committee of the School]

Action Taken Report
[With Documentary Proof]
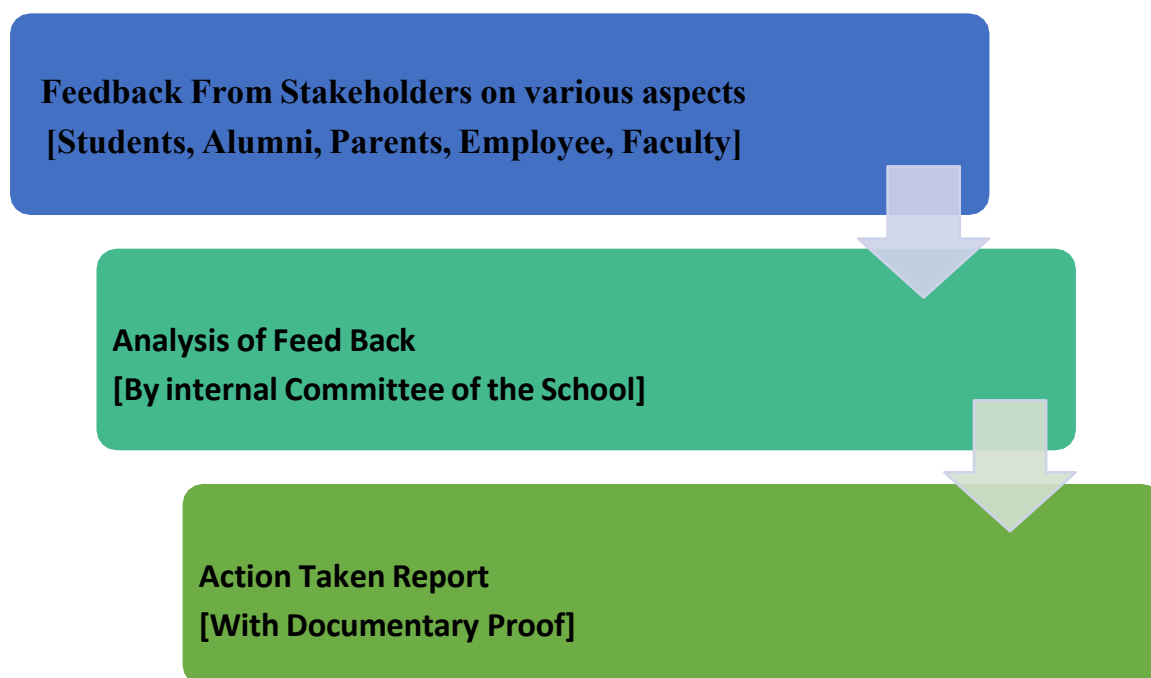
Analysis of Feedback

School shall constitute an internal committee for the critical analysis of Feedbacks received from various stakeholders on different aspects like Library, Placement, Administrative office, various college activities organized by the University. The said committee shall plan the remedial actions in consultation with Dean/HOD.

Action Taken Report

Every School should document the detailed action report on the feedback received from various stakeholders. The relevant feedback should be addressed in various committees of the university

(IQAC, BOS, Academic Council, Board of Management etc.) as per the nature of the suggestions received from stakeholders.

Chapter 5.12
Scholarship Regulations

1. SCHOLARSHIPS

A.   ON - ADMISSION MERIT SCHOLARSHIP

To attract meritorious candidates, the University will announce scholarships while inviting applications for admission to a programme afterpassing 10+2, Graduation or other qualifying examinations prescribed by the University.

1.   **Merit-based scholarship at the time of admission for UG Programmes**: Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:

Eligibility Criteria	Scholarship
95% & above aggregate in 10+2 ofCBSE or equivalent.	100% Scholarship in Academic Fee
92% to 94.9% aggregate in 10+2 ofCBSE or equivalent.	50% Scholarship in Academic Fee
88% to 91.9% aggregate in 10+2 ofCBSE Or equivalent.	30% Scholarship in Academic Fee
80% to 87.9% aggregate in 10+2 ofCBSE Or equivalent.	20% Scholarship in Academic Fee

2.   **Merit-based scholarship on JEE mains applicable on Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:**

Eligibility Criteria	Scholarship
90 & above percentile in JEE/ JEE mains	50% Scholarship in Academic Fee
80 to 89.9 percentile in JEE/ JEE mains	25% Scholarship in Academic Fee
75 to 79.9 percentile in JEE/ JEE mains	15% Scholarship in Academic Fee

3.   **Merit-based scholarship at the time of admission for PG Programmes:** Candidates seeking admission for Post Graduate programmes will be offered Academic Fee Scholarship for the first year of degree programs only as per the following criteria:

Eligibility Criteria	Scholarship
90% and above in Graduation.	100% Scholarship in Academic Fee
80% to 89.9% in Graduation.	50% Scholarship in Academic Fee
75% to 79.9% in Graduation	25% Scholarship in Academic Fee

4.　　**Merit-based scholarship on ASPIRE Entrance and Scholarship Test – 2022 for UG Programmes only:** Academic Fee Scholarship for the first year will be offered to the candidates as per following criteria

Eligibility Criteria	Scholarship
91% & above	100% Scholarship in Academic Fee
81% to 90.9%	50% Scholarship in Academic Fee
76% to 80.9%	30% Scholarship in Academic Fee
71% to 75.9%	20% Scholarship in Academic Fee
65% to 70.9%	10% Scholarship in Academic Fee

5.　　for the first year will be offered to the candidates as per the followingcriteria: **Merit-based scholarship on CLAT/LSAT:** Academic Fee Scholarship

CLAT RANK			LSAT PERCENTILE		
0001	2000	75% Scholarship	97% and above		50% Scholarship
2001	4000	50% Scholarship		96.90%	40% Scholarship
4001	6000	40% Scholarship		94.50%	30% Scholarship
6001	8000	30% Scholarship		89.90%	25% Scholarship
8001	10000	25% Scholarship		84.50%	20% Scholarship
10001	12000	20% Scholarship		79.50%	15% Scholarship
12001	15000	15% Scholarship		74.50%	10% Scholarship
15001	25000	10% Scholarship			

6. **Continuation of On - Admission Merit Scholarship**

On Admission Merit Scholarship will be valid for the first year only and may continue/ discontinue in the subsequent years based on the performance of the student. In subsequent years, the scholarship will be awarded based on the students' performance in these years.

To continue availing of 100% / 75% scholarship students must secure a position in the top 5% of the AGPA merit list for the program. For the continuation of 50% / 40% scholarship, the student will have to secure a position in the top 10% of the AGPA merit list for the program. For continuation of 30% / 25% / 20% / 15% / 10% scholarship, student will have to secure position in top 15% of the AGPA merit list for the program.In addition, the student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme.

At the end of a year, if a student is not able to maintain the required rank inthe batch to be eligible for the scholarship amount granted at the time of admissions, the student may be eligible for the lower scholarship amount (if available) for the following year. Such student may again on improvement of the performance at the end of the subsequent year, becomeeligible for the original scholarship amount granted at the time of admission. A student will, however, be not eligible for a higher amount thanwhat has been granted at the time of admissions even if the performance isbetter than that required for the original scholarship amount.

7. **Merit-based scholarship on CAT/ MAT & CMAT:** Candidates seeking admission for Post Graduate degree programmes will be offered on Academic Fee Scholarship for the first year of programs onlyas per the following criteria:

Eligibility Criteria	Scholarship
90% and above	30% Scholarship in Academic Fee
80% to 89.9%	20% Scholarship in Academic Fee
70% to 79.9%	10% Scholarship in Academic Fee

8. **Continuation of Scholarship based on MAT percentile**:
The student will receive this scholarship in the first year only. To continue availing 30% scholarship students must secure a position in the top 10% of the AGPA merit list for the program. For the

continuation of 20% scholarship, students will have to secure a position in the top 15% of the AGPA merit list for the program. For the continuation of 10% scholarship, students will have to secure a position in the top 20% of the AGPA merit list for the program. In addition, the student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student may be eligible for the lower scholarship amount (if available) for the following year Such student may again on the improvement of the performance at the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission. A student will, however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

9.   **Withdrawal of On- Admission Merit Scholarship**

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice-chancellor, under the following conditions:

(i)   The student is not able to secure the required rank for the award of Merit Scholarship

(ii)   The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.

(iii)   The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.

(iv)   During the currency of the scholarship, the Head of the School/Dean reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established. The Vice-Chancellor may however review such withdrawal in exceptional cases.

(v)

B.   ON - ADMISSION SPORTS SCHOLARSHIP

To attract talented candidates, the University will announce on admission sports scholarships while inviting applications for admission to a programme after passing 10+2, Graduation or such other qualifying examinations prescribed by the University.

Grant of On - Admission Sports Scholarship

The scholarship will be granted as per the conditions notified through Admission Notification from time to time.

Amount of Scholarship

The amount of scholarship will be 10%, of Academic fees. The sportsperson who has represented the country in Olympics games, Paralympic Games, Common Wealth Games, World Championships under International Sports Federation / International Olympic Committee, Asian Games/ Asian Championships (all recognized under Indian Olympic Association/ Ministry of Youth Affairs and Sports/ Affiliated games)* will get the spots scholarship.

The sports Scholarship to be awarded will be for the following games: Athletics, badminton, Chess, Cricket, Golf, Hockey, Table-Tennis,

Snookers & Billiards, Basketball, Volleyball, Archery, Boxing, Carrom, Gymnastics, Kabaddi, Shooting, Swimming, and Wrestling etc

Continuation of On - Admission Sports Scholarship

On Admission Sports Scholarship will be valid for the first year only and may continue/discontinue in the subsequent years based on the performance of the student in sports. Sports performances of the current academic year will be considered for the continuation of the scholarship. A committee constituted by the Vice-Chancellor shall examine cases of Sports Scholarship and recommend continuation/discontinuation of scholarship to Vice-Chancellor.

Withdrawal of On- Admission Sports Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice-Chancellor, under the following conditions:

(i)   The student is not able to perform at National/International Sports Events and the Scholarship Committee recommends withdrawal of the scholarship.

(ii)   The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.

(iii)   During the currency of the scholarship, the Head of the School/Dean reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established. The Vice-Chancellor may however review such withdrawal in exceptional cases.

C.   Haryana Domicile Based Scholarship at TheTime Of Admission (FOR UG & PG):

As per section 36 (2) of Haryana Private Universities Act, 2006, GDGoenka University shall offer Academic Fee Scholarship for the first year for the 10% of the students who are domicile of Haryana (having submitted proof of domicile or proof of studying in a School in Haryana) based on merit cum-means and will be as follows:

Eligibility Criteria	Scholarship
4/10 of 10%	100% Scholarship in Academic Fee
3/10 0f 10%	50% Scholarship in Academic Fee
3/10 0f 10%	25% Scholarship in Academic Fee

Provided that in case of having collaboration with reputed foreign or international universities or other institutions of similar nature, the government may approve different percentages of students eligible for 100%, 50% or 25% fee concession and the same shall be applicable.

Grant of Merit-Cum-Means Scholarship

A merit list will be prepared for all students who applied for this scholarship and the percentage of scholarship is given as per the table above.

A student will be required to apply on the prescribed form given in Annexure-I with all the required documents in support of family income to the satisfaction of the Scholarship Award Committee. The total income from all sources of the family of the student applying for Merit-Cum-Means scholarship should however not Rs.4, 00,000 per annum exceed.

The scholarship will not be admissible to a student who has been granted any other scholarship

by the University or the Foundation or its Institutions or any other grants, concessions, stipends ex-gratia or awards from other sources if such an amount when added to the family income, makes it more than 4,00,000.

Continuation of Merit-Cum-Means Scholarship

The Merit cum Means Scholarship will be reviewed annually. The student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme for the continuation of this scholarship.

Procedure for Grant of Scholarship

(i)   The students fulfilling eligibility conditions for the award of Merit cum-Means Scholarships will apply on the prescribed form and submit the application in the office of Dean (Academics) by the stipulated date.

(ii)   The applications received will be put up for consideration by Scholarship Award Committee. The committee will examine every application and may call the applicants for a personal interview.

(iii)   The Proctor will make further suitable recommendations on each case after ensuring that there is no disciplinary case pending or contemplated against the student.

(iv)   The Scholarship Award Committee will forward all the cases with suitable recommendations for seeking approval from the Vice- Chancellor.

Withdrawal of Merit-Cum-Means Scholarship

The scholarship shall be withdrawn under the following conditions from theater as approved by the Vice-chancellor:

(i)   The student is not on the Merit list prepared on the declaration of result.

(ii)   The student has been found to have adopted unfair means in examinations.

(iii)   The student has been debarred from appearing in the examinations unless this is waived by the Vice-Chancellor under some special circumstances.

(iv)   During the currency of the scholarship, it is reported by the Head of the School/Dean that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

(v)   The student has been granted any other scholarship by the University and its Institutions or any outside organization leadingto the need for scholarship not remaining.

The Vice-Chancellor may however review such withdrawal in exceptional cases.

D.   MERIT-SCHOLARSHIP: DURING A PROGRAMME

To encourage students to achieve higher performance during their studies in an academic programme, the University will institute Merit Scholarships for them in recognition of their academic achievements in the concerned programmes of study. These scholarships will be awarded at the end of each year on the declaration of the result and will be adjusted in the fee of the subsequent year.

Grant of Merit Scholarship

At the end of each year, a panel of toppers will be drawn for each programme of study containing names of toppers in descending order of their merit determined based on AGPA.

The number of Merit Scholarships will be as under:

Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
11- 60	One
61-120	Two
Exceeding 120	Three

AGPA of the student should be 9 or above, and the papers of the Academic year should be cleared in the first attempt. In case more than one students score equal AGPA, then Scholarship would be awarded to the student having higher/highest CGPA. In case both AGPA and CGPA are the same, then a full scholarship would be granted to each eligible student.

Amount of Scholarship

The amount of Merit Scholarship during the programme will be equal to 35% of the tuition fee payable by the student in the subsequent year. These scholarships will be awarded at the end of the first year on the declaration of the first year results.

Procedure for Grant of Scholarship

The Merit scholarships will be automatically granted on declaration of the results by the Controller of Examinations. The notice to this effect will be issued to all concerned by the Dean (Academics) on approval of the Vice-Chancellor after the declaration of results.

Withdrawal of Merit Scholarship

The scholarship shall be withdrawn at any time during a programme, with effect from the date as approved by the Vice-Chancellor, under the following conditions:

(i)   The student has been found to have adopted unfair means in examinations or has been debarred from appearing in the examinations due to any reasons.

(ii)   During the currency of the scholarship the Head of the School/Dean reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice-Chancellor may however review such withdrawal in exceptional cases.

E: CHANCELLORS SCHOLARSHIP

The University gives 100% scholarship each year to underprivileged girls/boys from Haryana. Underprivileged meritorious girls and boys from Haryana are selected by Udayan Care, These boys/girls are interviewed by the Scholarship Committee, The selected ones are granted free education throughout their stay in GDGU.

F: SPECIAL SCHOLARSHIPS

The University may institute a certain prescribed number of Special Scholarships based on criteria not covered by the provisions for other categories of scholarships. For example, a candidate who has demonstrated extraordinary achievements in other fields or as may be revised from time to time.

The amount of such scholarship, conditions for continuation, the procedure for grant of scholarship and conditions for withdrawal of scholarships will be as decided at the time of granting of such scholarships. The Vice-Chancellor may refer such cases to the Scholarship Award Committee.

2.   SCHOLARSHIP AWARD COMMITTEE

(i)   The Scholarship Award Committee shall be constituted by the Vice-Chancellor and will consist of the following:

(a)	Dean, Academics	Convener
(b)	One of the Deans/Professor nominated by VC	Member
(c)	Dean, Students Welfare	Member
(d)	Finance Officer or his/her nominee	Member
(e)	Registrar	Member Secretary

(ii)   The tenure of the nominated members of the Scholarship Award Committee shall be two years.

(iii)   Three members present shall constitute the quorum.

(iv)   The recommendations of the Scholarship Award Committee will be sent to the Vice-Chancellor for his approval and sanction. The final decision will be communicated by the Registrar to the concerned Head of School, the student, Dean (Academics), the Finance Officer and the Controller of Examinations.

3. GENERAL CONDITIONS

a) All the Scholarships awarded will be for a specific year only and for the subsequent year, it may continue/discontinue based on the performance of the student in the qualifying year and Scholarship policy applicable from time to time.

b) Only one kind of scholarship can be availed by one student.

c) In aggregate percentage, Physical Education /Fine Arts/Performing Arts / Vocational / non-written subjects will not be considered.

d) If a student is obtaining a scholarship and is nominated for AGPA merit scholarship (s) in subsequent years, then he/she will be entitled to the higher scholarship for that academic year.

e) Any amount of scholarship will not be paid in cash.

f) GD Goenka University reserves the right to withdraw/ cancel the scholarship awarded if the Candidate is found ineligible at any time. All students who are eligible for scholarships at the time of Admission are given admission on Fast Track, which means they do not have to appear for the Test & Interview and their admission is done based on their application form and supporting documents. Under Sports Quota it will be based on the assessment of sports certificates for the last three years for National (Medal Winners) & International player, while for all other category selection will be based on Sports trial & Interview in addition to Application & Assessment of Sports certificates.

   * Recognized by: Olympic Games by IOC

   * World championships under International Sports Federation (IOA and/or MYAS recognized/affiliated Games)

   * Asian Games by Olympic Council of Asia

   * Asian Championship organized by International Federation of the concerned game (recognized/affiliated by MYAS and /or IOA)

   * Commonwealth Games, S.A.F. Games and Afro Asian Games.

   * Paralympics Games (recognized/affiliated by IOC and/or MYAS)

Chapter 5.13
Environment and Sustainability Report

Policy Version v.01

1.   INTRODUCTION

The GD Goenka University has been working consistently towards goal of ecological stewardship. The university is effectively utilizing opportunity to be a leader in environmental sustainability and is working towards making environmentally responsible citizens. There is working a dedicated Eco Club at university campus for the same. The Eco club is comprised of students, faculties, staff, and administrators and is aimed to assist in reducing GD Goenka University environmental footprint and spread public awareness for environmental protection

Access to energy is important for socio-economic development of any country. But the same energy is one of the prime causes for evolution of greenhouse gases, leading to global warming, desertification, habitat loss and rise in temperature. Many villages in India as well as other parts of the world still do not have access to electricity and are still dependent on unsustainable sources of energy like kerosene, firewood, fossil fuels, etc. which eventually leads to global warming, pollution, ailments, diseases and the stress of generating such energy sources altogether. Therefore, it is high time that we realize the urgency of building sustainable cities and communities. In objective to create awareness of the harmful effects of unsustainable resources, accessibility to clean energy, healthy lifestyle, to enable each one of us to place ourselves in a renewable energy market and to reduce poverty, such gathering and sharing of ideas is of utmost importance.

On the other hand pollution has been a big environmental threat over the world, it is about time that everyone woke up and worked as a single cohesive unit against the pollution. Moreover, waste management is yet another aspect by which one can directly contribute to the society and mother earth. 75% of our trash can be recycled but we hardly recycle 40% of our waste. We cannot keep our trash for the future generation to clean up, therefore we should recycle our waste more or else humanity will not be left out with any resources.

Environment Sustainability

GDGU has focused planned interventions in the domain of Energy, Water, Waste, Built Environment and Community, Engagement. The interventions in the domain of Energy such as power generation from solar energy, and, energy conservation measures demonstrate its alignment with the programmes/mission of Energy sector as highlighted under the Haryana State Action Plan on Climate Change. The University recognizes the need for protection of the natural environment within the built environment and incorporates it as an integral part of good institutional practices. To achieve this, the university shall develop, implement and sustain an Environment Management System which would lead to sustainable development and advance positive effects on both human health and the natural environment for university community and the surroundings.

2. POLICY OBJECTIVES

The objectives of this policy are to:

- The University will adopt the principles of best environmental practices as reasonably possible in the delivery of its environment protection, waste management services and ecological initiatives.
- The University will apply a **'waste hierarchical approach'**, to reduce, reuse, recycle and recover waste products to manage its waste responsibly
- The University will promote water conservation and energy use efficiencies through effective programs and practices. The university will undertake possible efforts of reduce environmental footprints from university related activities
- The University will review the environmental objectives and targets from time to time in order to minimize resource consumption and improve environmental performance.
- The University will comply with applicable environmental laws and regulations as laid down by the government.
- The University requires that all the employees, students or anyone else making use of the premises comply with the environmental objectives set in the policy
- The University promotes holistic approach of waste management, resource conservation and green initiatives at the university campus.
- The University encourages judicious use environmental resources to meet the needs and aspirations of the present and future generations.
- The University disseminates environmental awareness among students and staff members.
- To conduct environmental and energy audits from time to time.
- To minimize the use of paper in administration through having policy for E-governance

3. ENVIRONMENT COMPLIANCE COMMITTEE (ECC)

For effective implementation of environmental policy GD Goenka University has formulated clear lines of responsibility at administrative level. Environment protection board is responsible for the management of waste and protection of environment throughout the university. An advisory board shall be constituted with the following organization structure:

- Vice-Chancellor
- Registrar
- Two Deans(to be nominated by the Vice-chancellor)
- Two Faculty member from Sciences Department (to be nominated by the Vice-chancellor)
- Two Faculty members from Engineering Departments (to be nominated by the Vice-chancellor)
- Two Outside Experts (need based)(to be nominated by the Vice-chancellor)

4. SCOPE

4.1 GREEN INITIATIVES AT UNIVERSITYPREMISES

Green and Environment audit Green and Environment audit plays a key role in the environmental sustainability and creates awareness among staff and students about suitable use of resources. The university shall make arrangements to undertake a comprehensive Green Audit of the existing structures and work operations annually to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards.

- It's a process that involves analysing the different components of environmental diversity that includes systematic identification, quantification, recording, reporting and analysis which will lead to various establishments.
- It brings an eco-friendly ambience within and outside of the concerned sites through the environmental practices
- It is crucial for the conservation of resources by making an estimate of how and where they are using the major amount of energy and water resources.
- It also works on the recycling plans in which it determines the volume and the type of the waste along with the waste minimization plan.
- It helps every individual to take part in knowing the importance of health consciousness and environmental awareness along with the ethics and values.

Energy conservation

The university will do maximum efforts to reduce energy consumption and use renewable sources of energy as far as possible.

Lighting System in the University

The lighting system in the university is in accordance with the ECBC norms 2007.The university campus has 80% of LED lighting system in the campus as a measure of energy conservation. The University shall work upon use of external street & garden lights with the astronomical timers for accurate on/off switching according to the sun set and sunrise timing.

Solar PV System in the University

The University has one of the biggest installations of solar panels on the terrace of its building and parking area. It generates around 825 kw of electricity through the installed solar panels and works towards the long way of sustainability. However, if the need arises, more solar panels be installed.

Green landscaping with trees and plants
- GD Goenka University is a 20 acres most beautiful fully landscaped campus at the base of the Aravalli range. The green cover is 67% of the total land and 33% of land is built-up area.

- University also has herbals parks with medical and aromatic plants which are used for research purpose.
- Horticulture activities are performed on daily basis. University has 1000sq mt of horticulture orchard with plants like gooseberry, apple, guava, grapes, peach and plum.
- Watering of plants is achieved through sprinkler system by treated water from the treatment plant installed within the campus.
- Plantation is combination of evergreen and ornamental flowering trees, palms, shrubs

Transportation Mode
E-cart
- University provides the E-cart in case of emergency for the movement of students and staff within the campus area. More e-carts be procured if needed.

Public transport
- University is located on the national highway 248A and well connected with the public transport like bus, shared auto, cabs, etc.
- Other than that university also provides the CNG buses at different routes that cover Delhi NCR and are available for both the students as well as staff.

Restricted entry of automobiles *Pedestrian friendly roads*
- Vehicular movement is to be restricted in the vicinity of academic blocks and residential hostel blocks in the University. All the roads are designed for safe pedestrian movements.

4.2 WATER MANAGEMENT

GD Goenka University has been harvesting rainwater systems, operational since 2013. To collect the rainwater and percolation in the ground, five rainwater harvesting pits are constructed. The purpose of rainwater harvesting is to reduce the storm runoff from entering sewage water and recharge the groundwater table. This helps in two ways, firstly by reducing the sewage treatment cost, and secondly by increasing the groundwater table. The water collected from the rooftop of academic, Lab and administrative blocks is collected in the pits through pipes and gutters. There are 7 pits designed in the university campus and each pit has a depth of 3m having a diameter of 1m.

All the liquid sewage effluent from the four hostel and academic blocks of GD Goenka University is channelled to the two sewage water treatment plants. The treated sewage water is to be reused for horticulture and agriculture.

4.3 WASTE MANAGEMENT

The university has proper mechanism in place for monitoring waste- ensuring the health and safety of students and staff, whilst avoiding non-compliance. The waste is segregated and managed according to the guidelines of waste management rules.

The solid waste at GD Goenka University is collected from several waste bins placed in building blocks and the open area of the campus. It is then segregated into biodegradable, non-biodegradable, and recyclable waste. GD Goenka University has tied up with **Green-o-Bin** and **Farm Pallet** for recycling/reuse of solid waste.

Green-o-Bin collects the paper waste from the University for recycling and converts them

into folders and other usable things for the University. While **Farm pallet** collects all the kitchen waste twice a day which is segregated into dry and wet waste. The waste is used by Farm Pallet as animal feed and for composting. In return, GD Goenka University gets chemical-free manure and compost which is used in the field by the School of Agricultural Sciences. The university has banned the use of polythene bags which creates hindrances during waste segregation and sewage treatment. The MoU are to be revised in timely manner.

4.4 E-WASTE MANAGEMENT
Proper management of e-waste is to be done at the University. Students are also encouraged to reuse electronic items for their academic projects.

4.5 DRY LEAVES MANAGEMENT
GD Goenka Campus has been designed and maintained as a green cover with lots of trees and a fully landscaped campus. To ensure natural regeneration of these areas, falling leaves are being collected at one point. It provides home and food for native fauna and breaks down with time to enrich the soil. From the academic block, hostel, and dining hall of the campus falling leaves are collected to make vermicompost.

4.6 PLASTIC FREE CAMPUS (AVOID USING SINGLE USE PLASTIC)
The university shall make provisions to ban the use of single use plastic at university premises. Various awareness programmes may be initiated to motivate the staff, students and people in surrounding areas to phase out single use plastic from their schedule.

5. SENSITISATION, AWARENESS AND CAPACITY BUILDING PROGRAMS
Theuniversityshallorganizevariousworkshops/seminars/dialogues/talks/creativeactions/resea rch programmes in order to sensitize the students, staff and community in surrounding about global and local environmental issues for moving towards a resilient future.

6. POLICY MONITORING AND REVIEW
The Environment compliance committee shall monitor and review the efficacy of the policy on annual basis. Discreet or micro data could be made accessible to faculty and departmental heads for taking appropriate actions and complying with them on regular basis. The policy shall be renewed after every five years or earlier, as need arises

Chapter 5.14
Waste Management Policy / Laboratory Waste Management Policy

1 Introduction

The University Waste Management Policy places a strong emphasis on recycling and reusing various waste types in order to save natural resources, safeguard public health and the environment, decrease toxicity, and minimize landfilling and/or incineration.GD Goenka University Haryana being an educational institution, the key operations do not significantly impact the environment. We need to dispose of less trash the less of it we create. GD Goenka University Haryana is committed to producing as little waste as possible.

2 Laboratory Waste Segregation:

Hazardous waste must be segregated and disposed of as per Central Pollution Control Board (CPCB) requirements. The details summary is:

2.1 Chemical Waste

1. Acids + solvents mixture can spontaneously ignite. Never store/leave a solvent + acid mixture in the lab unattended. If you happen to make such a solution, segregate it and take it outside the building to the G D Goenka waste shed.

2. Acidic waste with fluoride ions must be collected separately in plastic containers, e.g. dilute hydrofluoric acid, ammonium fluoride and buffered oxide etch.

3. Acidic wastes which contain toxic metal salts (Cr, Pb, etc.) must be collected separately.

4. Acid waste that does not contain metallic toxins or fluoride and has a pH>4 can be disposed into the drain with copious amounts of water.

5. Acid waste that does not contain metallic toxins or fluoride and has a pH<4 must be separately collected in plastic containers.

6. Acids + oxidizers react and evolve gas. So unattended acids + oxidizer mixtures present an explosion hazard. In extreme cases, the plastic bottle can burst, spraying acid everywhere. Fresh acids + oxidizer mixtures must be collected separately and kept inside the fume hood for one day. This allows time for the reaction to complete and gasses to escape. Nitric acid is both a strong acid and an oxidizer, so solutions containing HNO3 should be treated as acid +oxidizer.

7. Solvents + oxidizer mixture can also spontaneously ignite. Never store/leave a solvent + Oxidizer mixture in the lab unattended. If you happen to make such a solution, segregate it, and take it outside of the building to the G D Goenka waste shed.

8. Base + solvent mixtures also evolve gasses. So unattended base + oxidizer mixtures present an explosion hazard. In extreme cases, plastic bottles can burst, spraying base everywhere. Fresh base + oxidizer mixtures must be collected separately and kept inside the fume hood for one day. This allows time for the reaction to complete and gasses to escape.

9. Solvents must be separately collected in plastic or metal containers, e.g. benzene, ether, ethyl acetate, acetone, alcohols, hydrocarbons, etc.

10. Non-toxic basic waste with a pH<10 can be disposed into the drain with copious amounts of water.

11. Basic waste with pH > 10 must be separately collected in a plastic container. If they do not

have any oxidizer, bases can be stored with solvents.

2.2 Bio-waste

Bio-hazardous waste includes stocks or specimens, live or attenuated vaccines, cell lines, microbiological waste (bacteria, viruses, recombinant nucleic acids etc.). It also includes material that has encountered human blood/blood products and body fluids, items contaminated with blood/blood products and body fluids, biologically contaminated sharps including needles, needles attached to syringes, and blades etc.

As per the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) guidelines in India, the disposal of rats and mice in an animal house via Humane Euthanasia Methods (Cervical dislocation/Decapitation using a guillotine), Chemical Methods (Inhalation of CO_2/Overdose of anaesthetics/ Pentobarbital Injection/Euthanasia) or any specific method as per IAEC approval. Disposable of Dead animals bodies should be verified to ensure death before disposal or Carcasses should be disposed of as per biomedical waste disposal guidelines i.e. Incineration (recommended for complete bio security), Deep burial (in designated animal burial pits if permitted), Autoclaving and disposal for research animals and Rendering facilities if available for disposal etc.

1. First, determine whether the waste is hazardous or not and whether the handling of that waste is regulated by legislation. This step is often called the classification or categorization of the waste.
2. Hazardous chemical waste, radioactive waste, and infectious wastes should not be mixed or placed in the same waste storage containers.
3. Treatment depends on the nature of the biohazards. According to the state pollution control board and WHO guidelines, there are several options for treating bio-hazardous waste before disposal. These include chemical decontamination, thermal decontamination (autoclaving) and incineration.

2.2.1 Chemical Decontamination of Bio-waste

Treat the waste with chemical decontaminants like hypochlorite solution or alcohols. Each has its advantages and disadvantages.

2.2.2 Thermal Decontamination (Autoclaving) of Bio-waste

Infectious materials and toxins, together with associated waste, can be effectively decontaminated by autoclaving.

1. Bio-hazardous wastes produced laboratory and whether steam autoclaving is appropriate for decontamination. Please note that items requiring autoclave decontamination CANNOT contain chemical or radioactive contaminants.
2. Steam autoclaving is a method for decontaminating biohazardous materials that are only permitted when autoclave efficiency/efficacy is verified by at least annual calibration of autoclaves and weekly cycle monitoring using biological indicators. QC measures must be accurately documented in an autoclave log for verification.
3. An autoclave should be installed in a well-ventilated room away from high-traffic. Don't keep autoclaves in corridors.
4. All bio-hazardous waste bags decontaminated via steam autoclave must be indicated as such

by the presence of heat-activated autoclave tape (presence of dark bars on tape indicates that the contents have reached high temperature).

5. Appropriate personal protective equipment (PPE) must always be worn while autoclaving biological hazards. This includes closed-toe/heel shoes, lab coats, gloves (heat resistant gloves for unloading autoclave) and eye/face protection. Autoclaves must be operated at ≥ 121C for

   ≥ 60 minutes. Biohazard bags should be loosely opened and placed within a secondary containment vessel (i.e. tray) to allow maximum steam penetration during sterilization. Bio- hazardous waste bags CANNOT be filled more than half full to maximize the efficiency of sterilization. The Autoclave handler will return any bags that are overfilled.

6. DO NOT run samples previously treated with bleach (or any other strong oxidizer) or any other toxic chemicals/radioisotopes through the autoclave. After biological and chemical indicator assays have been completed, bio-hazardous waste tags must be removed. Decontaminated bags should be placed in unmarked black garbage bags and disposed of with regular garbage to the municipal landfill. Unsuccessful biological indicator assays require re- autoclaving of all waste processed since the last successful assay. As a result, frequent biological indicator assays are recommended.

7. Biological and Chemical Indicators are sealed vessels containing a glass ampule of bacterial spores (usually Geo-bacillus stearothermophilus), a species of bacteria exceptionally resistant to the steam sterilization process) within growth media and are used to ensure the efficacy of the autoclave run. The biological indicator vial (attached to a string or other retrieval device) is placed in the centre of a representative load within the autoclave (different load types should be tested separately). The autoclave cycle is run as per SOP. A separate, negative control vial should be placed outside the autoclave for direct comparison following cycle completion.

8. Following the cycle, the glass ampule is crushed, releasing the bacterial spores into the growth media. After incubation for 24-48 hours, the growth of spores not killed during the sterilization cycle resulted in a diagnostic colour change of the media. A colour change, representing bacterial growth, indicates ineffective decontamination of the load. Lack of colour change indicates successful decontamination. Lack of chance of color in the negative control vials, suggests a possible fault with the indicators, and the cycle/test must be repeated with new biological indicators.

9. Biological indicators must be used at least weekly to provide quality control for the decontamination of biohazardous waste. If the autoclave has been used for biohazardous waste decontamination, then indicator test is not needed, but a log is mandatory.

10. Chemical indicator tape is to be used on each autoclaved item to verify that the item has been autoclaved. Heat sensitive ink within the tape changes colour to indicate that the tape has been exposed to high heat. The presence of these lines does not indicate that the contents have been successfully decontaminated, only that it has reached a high temperature. Confirmation of decontamination with biological indicators (as previously described) is required before disposal.

2.3 Radioactive waste

1. Monitor potentially contaminated materials before committing them to radioactive waste. If no detectable RAM is found, dispose of the item as non-radioactive trash. Items may

include worn gloves, bench paper, Kim wipes, glass wear, etc. All materials used with H^3, C^{14}, S^{35} shall be committed to radioactive waste.

2. Segregate radioactive materials as per Radioactive Materials Safety Manual. Do not mix incompatible wastes.

    a. Solids:

        i. Place solid materials into the corresponding step can.

        ii. When the bag is full, remove and securely close the waste bag with tape or a plastic tie.

        iii. Attach a completed radioactive waste tag to the bag.

        iv. Store the full waste bag in the designated waste storage area.

        v. Bag radioactive materials source vials separate from other solid wastes.

    b. Aqueous:

        i. Using a funnel, if needed, place aqueous radioactive wastes into the 20-litre carboy.

        ii. There is no need to segregate aqueous waste by isotope.

        iii. Immediately attach a completed radioactive waste tag to the carboy.

        iv. Assure that the carboy remains in its secondary tray.

    c. Mixed/Solvent:

        i. Using a funnel, if needed, place chemical wastes that also include radioactive materials into glass bottles, preferably a bottle like the original container.

        ii. Immediately attach a radioactive waste tag and a hazardous waste tag to the carboy.

        iii. Fill out both tags with the required information.

        iv. Assure that the carboy remains in its secondary tray.

3. Do not generate chemical wastes that contain isotopes other than H^3 (tritium), C^{14}, Cs^{137} or CO^{60}.

3 Storage of Hazardous Waste

3.1 Chemical waste

According to the guidelines of the state pollution control board, chemical waste should be stored in a centralized waste shed. Users can drop waste at the sheds, as per the published schedule.

The waste storage area is properly ventilated. Only an authorized person is allowed to go inside the shed with all the PPE's. It's a smoke-free zone. Inside the sheds, ABC type fire extinguisher is placed, and a lab attendant has been trained to use the fire extinguisher in a fire emergency.

3.1.2 Guidelines for waste sheds

11. Flammable, ignitable, reactive, and non-compatible wastes should be stored separately.
12. The storage area should be provided with flameproof electrical fittings.
13. Automatic smoke, heat detection system should be provided in the sheds. Adequate firefighting systems should be provided for the storage area, along with the areas in the facility.
14. Loading and unloading of wastes in storage sheds should only be done under the supervision of well trained and experienced staff.
15. A fire break of at least 04 meters between two blocks of stacked drums should be provided

in the storage shed. One block of the drum should not exceed 300 MT of waste.

16. A minimum of 1-meter clear space should be left between two adjacent rows of drums in pair for inspection.

17. The storage and handling should have at least two routes to escape in the event of any fire in the area.

18. Doors and approaches of the storage area should be of suitable sizes for entry of fork list and firefighting equipment.

19. Must have appropriate measures to prevent percolation of spills, leaks, etc., to the soil and groundwater. The storage area should be provided with a concrete floor or steel sheet depending on the characteristics of waste handled. The floor must be structurally sound and chemically compatible with wastes.

20. The storage area floor should be provided with secondary containment such as proper slopes and a collection pit to collect wash water and the leakages/spills etc.

21. All the storage yards should be provided with a proper peripheral drainage system connected with the sump to collect any accidental spills in roads or within the storage yards and accidental flow due to fire fighting.

22. The storage areas are being inspected daily for detecting any signs of leaks or deterioration, if any. Leaking or deteriorated containers should be removed and ensured that such contents are transferred to a sound container.

23. In case of spills/leaks/dry adsorbents/cotton should be used for cleaning instead of water.

24. Proper slope with collection pits is provided in the storage area to collect the spills/leakages.

25. Storage areas should be provided with an adequate number of spill kits at suitable locations. The spill kits should be provided with compatible sorbent material in adequate quantity.

26. Smoking is prohibited in and around the storage areas.

27. Good housekeeping needs to be maintained around the storage areas.

28. Signboards showing precautionary measures to be taken in normal and emergencies should be displayed at appropriate locations.

29. The wastes containing volatile solvents or other low vapour pressure chemicals should be adequately protected from direct exposure to sunlight, and adequate ventilation should be provided.

30. Only authorized persons to enter and be trained in hazardous waste handling procedures should access the storage site.

31. Students who bring lab wastes to chemical sheds should come in proper PPEs and bring the wastes in trolley.

32.

3.1.3 Guidelines for storage drums/containers

33. The container shall be made or lined with the suitable material, which will not react with, or in other words, compatible with the hazardous wastes proposed to be stored.

34. No drums should be opened in the storage sheds for sampling etc., and such activity should be done in designated places outside the storage areas.

35. Drums containing wastes stored in the storage area should be labelled properly, indicating mainly type, quantity, characteristics, source, date of storing etc.

3.1.4 Waste-collection as Shed

In between the pickup, scheduled labs can store lab waste in the waste shed nearest to them.

36. The chemical shed operates from Monday to Saturday.
37. A lab attendant registers the type of wastes received, its quantity, and department/lab and contact person.
38. The waste must be labelled with the waste label, and it should not leak.
39. The sheds don't accept bio-wastes, empty chemical bottles, and unknown chemicals.

3.2 Bio-waste storage

Bio-waste must be stored properly in labs. Waste is collected from labs once a week. Radioactive waste storage radioactive waste is collected in a landfill as per CPCB guidelines, under the supervision of the radioactive safety officer appointed by GDGU.

1. Radioactive materials should be stored in a storage area or designated area, or specific area.
2. Stored radioactive materials must be adequately shielded.
3. The storage area must be always locked and can only be accessed by appointed personnel.
4. Only appointed personnel are allowed to mobilize the radioactive material from the storage area.
5. Radioactive materials that have been removed from the storage area have to be checked and ensured in good condition.
6. The details of the radioactive materials, including the type of sources, activity, relocation, and the name of the person responsible, must be recorded whenever the radioactive material is taken in/out from the storage area.
7. The storage area must be checked & regularly monitored to detect the presence of leakage or contamination. Perform leakage test if necessary.
8. In the event of leakage or contamination, appointed personnel must inform RSO and Safety Officer of the location of stored radioactive materials.
9. Record of all findings and investigations must be kept for future reference.

4. Laboratory Waste Disposal

GDGU collects laboratory waste through registered vendors on monthly, Bi-monthly and biyearly schedules in the following categories

a) Bio-hazardous waste- Weekly
b) Liquid Waste- Monthly
c) Solid Waste- Monthly
d) Toxic Waste- Monthly
e) Waste oil - Monthly
f) Radioactive waste- Monthly
g) Unknown Chemicals- Every 02 Months
h) Empty Chemical Bottles- Every 02 Months
i) Old/Empty Compressed Gas Cylinders- Once in 06 Months.

The vendor sent the vehicle to our campus for collecting the wastes as per the announced frequency. For collecting chemical wastes, pickup points for the departments have been fixed, and all departments ensure keeping the wastes from their lab to the pickup points. The vehicle goes to all the pickup points for collecting up the wastes. Reminder emails are sent to all before a

waste collection.

The following are the SOP for each class of waste

4.1 Bio-Hazardous Waste Disposal Guideline

1. Bio-hazardous waste collected in a lab must be held in approved clear autoclave bags within clearly labelled "Bio-hazardous Waste" bins.
2. Autoclave bags MUST NOT be filled more than half full (overfilled bags will be returned for re-packaging).
3. Only properly treated and sealed waste can be given to the waste collector.
4. After proper treatment of bio-hazardous waste, record the weight of the waste.
5. The waste collector will collect waste from designated pickup points, one a week. The weight of the waste must match the declared weight.

4.2 Liquid Chemical Waste Disposal Guidelines

1. Use 02-litre bottles or 25-litre jerry cans for storing solvent waste.
2. Unless chemical compatibility or safety mandates otherwise, use only plastic bottles. Glass bottles are not accepted for disposal due to the possibility of breakage.
3. Please ensure that the solvent wastes bottles/cans are tightly sealed.
4. Chemical waste will NOT be collected from individual labs separately. The waste should be kept outside the department/Centre/Unit near the common pickup point on the pick-up day.
5. The waste should be labelled with chemical waste labels.
6. Waste bottles with missing details will not be picked up and all fields, like name of departments/lab, contact person, name, mobile number, type of solvent etc., to be mentioned clearly.

4.3 Solid Chemical Waste Disposal Guidelines

1. Fill all non-sharp solid waste in garbage bags. Please use high quality, thick garbage bags that don't tear easily. The filled bag must be tied off so that the waste cannot leak or spill out.
2. Do not use cardboard boxes; they leach out in the rain.
3. Sharps (needles, syringes, pipettes, broken glass) must be collected in puncture-proof solid chemical waste containers.
4. All wastes must be labeled.

4.4 Toxic Chemical Waste Disposal Guidelines

1. Toxic chemicals refer to any materials that are environmental pollutants, like metal-complexes, Cr, Pb, Cd, Hg, etc.
2. Use 02-litre bottles or 25-litre jerry cans for storing solvent waste.
3. Unless chemical compatibility or safety mandates otherwise, use only plastic bottles. Glass bottles are not accepted for disposal due to the possibility of breakage.
4. Please ensure that bottles/can is tightly sealed.
5. Chemical waste will NOT be collected from individual labs separately. Please bring the segregated chemical waste to a common pickup point outside your Department/Center/Unit during the pickup.
6. Chemical waste will NOT be collected from individual labs separately. Waste should be kept outside the department/Centre/Unit near the common pickup point before the pickup slot.

7. The waste should be labelled.

8. Waste bottles with missing details will not be picked up and all fields, like name of departments/lab, contact person, name, mobile number, type of solvent etc., to be mentioned clearly.

4.5 Waste Oil Disposal Guidelines

1. Oil can be from any source, like pumps, diesel generators, etc. It can also be used or unused.

2. Use only plastic bottles. Glass bottles will not be accepted for disposal.

3. Please ensure that oil wastes bottles/can cap are tightly sealed.

4. Oil waste will NOT be collected from individual labs separately. Please bring the segregated oil waste to a common pickup point outside your Department/Center/Unit during the pickup.

5. Label the bottle/can with Oil waste labels. Get the printout and paste it.

6. Waste bottles with missing details will not be picked up. We expect all fields, like name of departments/Lab, contact person name, mobile number, type of solvent, etc., to be mentioned clearly.

4.6 Radioactive Waste Guidelines

Waste is not sent out of campus. It is collected and disposed of in a designated area on campus, as per the Environmental Health and Safety radioactive waste processing procedures

1. Waste is collected monthly.

2. Waste can be in cans, disposal bags, waste tags, tape, carboys and secondary containers, solvent bottles and secondary containers, portable meters, standard PPE.

3. Hazard Control Measures:
   a. Avoid direct handling of radioactive materials or contaminated items.
   b. Use secondary containment for liquids when possible.
   c. Mark radioactive or contaminated materials with the words "Radioactive."

4. Wear personal protective equipment, including a laboratory coat, gloves, eye protection, and full shoes.

5. Make sure all materials are properly packaged and tagged before making a waste collection request.

4.7 Unknown Chemicals Disposal Guidelines

1. As much as possible, your lab should not general unknown laboratory waste. Disposal of unknown waste is very expensive. This option is provided just to manage unforeseen cases.

2. Stick the Chemical waste label on the bottle/can and write UNKNOWN in the name tag.

3. Other details like the location of the chemical, responsible individual, contact number, etc., must be filled in.

4. Don't open or pour the contents into a new bottle. Leave it in as it is. If you feel moving the chemical is dangerous, don't move it.

4.8 Empty Chemical Bottle/Container Disposal Guidelines

Empty chemical containers can contain residual amounts of chemicals. To ensure that this residue is handled properly, the containers must be disposed of properly. The following procedure must be followed:

1. All chemical containers, liquid or solid, must be rinsed three times. Use a reasonable

amount of water.
2. The first rinse should be collected as chemical waste and disposed of appropriately; the second and third rinses can go down the drain.
3. Dry the empty container by letting it sit in a well-ventilated area. Use a fume hood (if you have access to one) or find an isolated area far from the public.
4. Use proper PPEs during the rinsing of chemical bottles or containers.
5. Deface the container label. The chemical name should be crossed or blacked out before being discarded.
6. Any broken glass containers must be placed in a rigid box marked as "broken glass".
7. Stored the bottles and dispose of them.

4.9 Old/Empty Compressed Gas Cylinder Disposal Guidelines
1. The vendor is scheduled to come every six months, but extra pickups can also be arranged.
2. All cylinders must be capped.
3. Cylinders cannot be transported using private vehicles, autos, bikes etc. Only vehicles that are designed to handle cylinders are allowed.
4. Check the belt/chain in the vehicle for keeping the cylinder in a vertical position.
5. Gate Pass must be presented at the security gate.
6. With a vehicle, along with the driver minimum of 01 helpers should be in the vehicle.
7. The helper must have PPE's like hard safety shoes and gloves.

Laboratory Waste Management

1 Introduction

The University Waste Management Policy places a strong emphasis on recycling and reusing various waste types in order to save natural resources, safeguard public health and the environment, decrease toxicity, and minimize landfilling and/or incineration.

GD Goenka University Haryana being an educational institution, the key operations do not significantly impact the environment. We need to dispose of less trash the less of it we create. GD Goenka University Haryana is committed to producing as little waste as possible.

2 Laboratory Waste Segregation:

Hazardous waste must be segregated and disposed of as per Central Pollution Control Board (CPCB) requirements. The details summary is:

2.1 Chemical Waste
1. Acids + solvents mixture can spontaneously ignite. Never store/leave a solvent + acid mixture in the lab unattended. If you happen to make such a solution, segregate it and take it outside the building to the G D Goenka waste shed.
2. Acidic waste with fluoride ions must be collected separately in plastic containers, e.g. dilute hydrofluoric acid, ammonium fluoride and buffered oxide etch.
3. Acidic wastes which contain toxic metal salts (Cr, Pb, etc.) must be collected separately.
4. Acid waste that does not contain metallic toxins or fluoride and has a pH>4 can be disposed into the drain with copious amounts of water.
5. Acid waste that does not contain metallic toxins or fluoride and has a pH<4 must be separately collected in plastic containers.
6. Acids + oxidizers react and evolve gas. So unattended acids + oxidizer mixtures present an explosion hazard. In extreme cases, the plastic bottle can burst, spraying

acid everywhere. Fresh acids + oxidizer mixtures must be collected separately and kept inside the fume hood for one day. This allows time for the reaction to complete and gasses to escape. Nitric acid is both a strong acid and an oxidizer, so solutions containing HNO3 should be treated as acid +oxidizer.

7. Solvents + oxidizer mixture can also spontaneously ignite. Never store/leave a solvent + oxidizer mixture in the lab unattended. If you happen to make such a solution, segregate it, and take it outside of the building to the G D Goenka waste shed.

8. Base + solvent mixtures also evolve gasses. So unattended base + oxidizer mixtures present an explosion hazard. In extreme cases, plastic bottles can burst, spraying base everywhere. Fresh base + oxidizer mixtures must be collected separately and kept inside the fume hood for one day. This allows time for the reaction to complete and gasses to escape.

9. Solvents must be separately collected in plastic or metal containers, e.g. benzene, ether, ethyl acetate, acetone, alcohols, hydrocarbons, etc.

10. Non-toxic basic waste with a pH<10 can be disposed into the drain with copious amounts of water.

11. Basic waste with pH > 10 must be separately collected in a plastic container. If they do not have any oxidizer, bases can be stored with solvents.

2.2   Bio-waste

Bio-hazardous waste includes stocks or specimens, live or attenuated vaccines, cell lines, microbiological waste (bacteria, viruses, recombinant nucleic acids etc.). It also includes material that has encountered human blood/blood products and body fluids, items contaminated with blood/blood products and body fluids, biologically contaminated sharps including needles, needles attached to syringes, and blades etc.

As per the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) guidelines in India, the disposal of rats and mice in an animal house via Humane Euthanasia Methods **(**Cervical dislocation/Decapitation using a guillotine**)**, Chemical Methods (Inhalation of CO_2/Overdose of anesthetics/ Pentobarbital Injection/Euthanasia) or any specific method as per IAEC approval. Disposable of Dead animals bodies should be verified to ensure death before disposal or Carcasses should be disposed of as per biomedical waste disposal guidelines i.e. Incineration (recommended for complete bio security), Deep burial (in designated animal burial pits if permitted), Autoclaving and disposal for research animals and Rendering facilities if available for disposal etc.

1. First, determine whether the waste is hazardous or not and whether the handling of that waste is regulated by legislation. This step is often called the classification or categorization of the waste.

2. Hazardous chemical waste, radioactive waste, and infectious wastes should not be mixed or placed in the same waste storage containers.

3. Treatment depends on the nature of the biohazards. According to the state pollution control board and WHO guidelines, there are several options for treating bio-hazardous waste before disposal. These include chemical decontamination, thermal decontamination (autoclaving) and incineration.

2.2.1 Chemical Decontamination of Bio-waste

Treat the waste with chemical decontaminants like hypochlorite solution or alcohols. Each has its advantages and disadvantages.

2.2.2 Thermal Decontamination (Autoclaving) of Bio-waste

Infectious materials and toxins, together with associated waste, can be effectively decontaminated by autoclaving.

1. Bio-hazardous wastes produced laboratory and whether steam autoclaving is appropriate for decontamination. Please note that items requiring autoclave decontamination CANNOT contain chemical or radioactive contaminants.

2. Steam autoclaving is a method for decontaminating biohazardous materials that are only permitted when autoclave efficiency/efficacy is verified by at least annual calibration of autoclaves and weekly cycle monitoring using biological indicators. QC measures must be accurately documented in an autoclave log for verification.

3. An autoclave should be installed in a well-ventilated room away from high-traffic. Don't keep autoclaves in corridors.

4. All biohazardous waste bags decontaminated via steam autoclave must be indicated as

   such by the presence of heat-activated autoclave tape (presence of dark bars on tape indicates that the contents have reached high temperature).

5. Appropriate personal protective equipment (PPE) must always be worn while autoclaving biological hazards. This includes closed-toe/heel shoes, lab coats, gloves (heat resistant gloves for unloading autoclave) and eye/face protection. Autoclaves must be operated at ≥ 121C for ≥ 60 minutes. Biohazard bags should be loosely opened and placed within a secondary containment vessel (i.e. tray) to allow maximum steam penetration during sterilization. Bio-hazardous waste bags CANNOT be filled more than half full to maximize the efficiency of sterilization. The Autoclave handler will return any bags that are overfilled.

6. DO NOT run samples previously treated with bleach (or any other strong oxidizer) or any other toxic chemicals/radioisotopes through the autoclave. After biological and chemical indicator assays have been completed, biohazardous waste tags must be removed. Decontaminated bags should be placed in unmarked black garbage bags and disposed of with regular garbage to the municipal landfill. Unsuccessful biological indicator assays require re- autoclaving of all waste processed since the last successful assay. As a result, frequent biological indicator assays are recommended.

7. Biological and Chemical Indicators are sealed vessels containing a glass ampule of bacterial spores (usually Geobacillus stearothermophilus), a species of bacteria exceptionally resistant to the steam sterilization process) within growth media and are used to ensure the efficacy of the autoclave run. The biological indicator vial (attached to a string or other retrieval device) is placed in the centre of a representative load within the autoclave (different load types should be tested separately). The autoclave cycle is run as per SOP. A separate, negative control vial should be placed outside the autoclave for direct comparison following cycle completion.

8. Following the cycle, the glass ampule is crushed, releasing the bacterial spores into the growth media. After incubation for 24-48 hours, the growth of spores not killed during

the sterilization cycle resulted in a diagnostic colour change of the media. A colour change, representing bacterial growth, indicates ineffective decontamination of the load. Lack of colour change indicates successful decontamination. Lack of chance of color in the negative control vials, suggests a possible fault with the indicators, and the cycle/test must be repeated with new biological indicators.

9. Biological indicators must be used at least weekly to provide quality control for the decontamination of biohazardous waste. If the autoclave has been used for biohazardous waste decontamination, then indicator test is not needed, but a log is mandatory.

10. Chemical indicator tape is to be used on each autoclaved item to verify that the item has been autoclaved. Heat sensitive ink within the tape changes colour to indicate that the tape has been exposed to high heat. The presence of these lines does not indicate that the contents have been successfully decontaminated, only that it has reached a high temperature. Confirmation of decontamination with biological indicators (as previously described) is required before disposal.

2.3   Radioactive waste

1. Monitor potentially contaminated materials before committing them to radioactive waste. If no detectable RAM is found, dispose of the item as non-radioactive trash. Items may include worn gloves, bench paper, Kim wipes, glass wear, etc. All materials used with H^3, C^{14}, S^{35} shall be committed to radioactive waste.

2. Segregate radioactive materials as per Radioactive Materials Safety Manual. Do not mix incompatible wastes.

     a. Solids:
         i. Place solid materials into the corresponding step can.
         ii. When the bag is full, remove and securely close the waste bag with tape or a plastic tie.
         iii. Attach a completed radioactive waste tag to the bag.
         iv. Store the full waste bag in the designated waste storage area.
         v. Bag radioactive materials source vials separate from other solid wastes.

     b. Aqueous:
         i. Using a funnel, if needed, place aqueous radioactive wastes into the 20-litre carboy.
         ii. There is no need to segregate aqueous waste by isotope.
         iii. Immediately attach a completed radioactive waste tag to the carboy.
         iv. Assure that the carboy remains in its secondary tray.

     c. Mixed/Solvent:
         i. Using a funnel, if needed, place chemical wastes that also include radioactive materials into glass bottles, preferably a bottle like the original container.
         ii. Immediately attach a radioactive waste tag and a hazardous waste tag to the carboy.
         iii. Fill out both tags with the required information.
         iv. Assure that the carboy remains in its secondary tray.

3. Do not generate chemical wastes that contain isotopes other than H^3 (tritium), C^{14}, Cs^{137} or CO^{60}.

3 Storage of Hazardous Waste

3.1 Chemical waste

According to the guidelines of the state pollution control board, chemical waste should be stored in a centralized waste shed. Users can drop waste at the sheds, as per the published schedule.

The waste storage area is properly ventilated. Only an authorized person is allowed to go inside the shed with all the PPE's. It's a smoke-free zone. Inside the sheds, ABC type fire extinguisher is placed, and a lab attendant has been trained to use the fire extinguisher in a fire emergency.

3.1.2 Guidelines for waste sheds

11. Flammable, ignitable, reactive, and non-compatible wastes should be stored separately.
12. The storage area should be provided with flameproof electrical fittings.
13. Automatic smoke, heat detection system should be provided in the sheds. Adequate firefighting systems should be provided for the storage area, along with the areas in the facility.
14. Loading and unloading of wastes in storage sheds should only be done under the supervision of well trained and experienced staff.
15. A fire break of at least 04 meters between two blocks of stacked drums should be provided
    in the storage shed. One block of the drum should not exceed 300 MT of waste.
16. A minimum of 1-meter clear space should be left between two adjacent rows of drums in pair for inspection.
17. The storage and handling should have at least two routes to escape in the event of any fire in the area.
18. Doors and approaches of the storage area should be of suitable sizes for entry of fork list and firefighting equipment.
19. Must have appropriate measures to prevent percolation of spills, leaks, etc., to the soil and groundwater. The storage area should be provided with a concrete floor or steel sheet depending on the characteristics of waste handled. The floor must be structurally sound and chemically compatible with wastes.
20. The storage area floor should be provided with secondary containment such as proper slopes and a collection pit to collect wash water and the leakages/spills etc.
21. All the storage yards should be provided with a proper peripheral drainage system connected with the sump to collect any accidental spills in roads or within the storage yards and accidental flow due to fire fighting.
22. The storage areas are being inspected daily for detecting any signs of leaks or deterioration, if any. Leaking or deteriorated containers should be removed and ensured that such contents are transferred to a sound container.
23. In case of spills/leaks/dry adsorbents/cotton should be used for cleaning instead of water.
24. Proper slope with collection pits is provided in the storage area to collect the spills/leakages.

25. Storage areas should be provided with an adequate number of spill kits at suitable locations. The spill kits should be provided with compatible sorbent material in adequate quantity.

26. Smoking is prohibited in and around the storage areas.

27. Good housekeeping needs to be maintained around the storage areas.

28. Signboards showing precautionary measures to be taken in normal and emergencies should be displayed at appropriate locations.

29. The wastes containing volatile solvents or other low vapour pressure chemicals should be adequately protected from direct exposure to sunlight, and adequate ventilation should be provided.

30. Only authorized persons to enter and be trained in hazardous waste handling procedures should access the storage site.

31. Students who bring lab wastes to chemical sheds should come in proper PPEs and bring the wastes in trolley.

3.1.3   Guidelines for storage drums/containers

32. The container shall be made or lined with the suitable material, which will not react with, or in other words, compatible with the hazardous wastes proposed to be stored.

33. No drums should be opened in the storage sheds for sampling etc., and such activity should be done in designated places outside the storage areas.

34. Drums containing wastes stored in the storage area should be labelled properly, indicatingmainly type, quantity, characteristics, source, date of storing etc.

3.1.4   Waste-collection as Shed

In between the pickup, scheduled labs can store lab waste in the waste shed nearest to them.

35. The chemical shed operates from Monday to Saturday.

36. A lab attendant registers the type of wastes received, its quantity, and department/lab and contact person.

37. The waste must be labelled with the waste label, and it should not leak.

38. The sheds don't accept bio-wastes, empty chemical bottles, and unknown chemicals.

3.2   Bio-waste storage

Bio-waste must be stored properly in labs. Waste is collected from labs once a week. Radioactive waste storage radioactive waste is collected in a landfill as per CPCB guidelines, under the supervision of the radioactive safety officer appointed by GDGU.

1. Radioactive materials should be stored in a storage area or designated area, or specific area.

2. Stored radioactive materials must be adequately shielded.

3. The storage area must be always locked and can only be accessed by appointed personnel.

4. Only appointed personnel are allowed to mobilize the radioactive material from the storage area.

5. Radioactive materials that have been removed from the storage area have to be checked and ensured in good condition.

6. The details of the radioactive materials, including the type of sources, activity, relocation, and the name of the person responsible, must be recorded whenever the

radioactive material is taken in/out from the storage area.

7. The storage area must be checked & regularly monitored to detect the presence of leakage or contamination. Perform leakage test if necessary.
8. In the event of leakage or contamination, appointed personnel must inform RSO and Safety Officer of the location of stored radioactive materials.
9. Record of all findings and investigations must be kept for future reference.

4. Laboratory Waste Disposal

GDGU collects laboratory waste through registered vendors on monthly, Bi-monthly and biyearly schedules in the following categories

a) Bio-hazardous waste- Weekly
b) Liquid Waste- Monthly

c) Solid Waste- Monthly
d) Toxic Waste- Monthly
e) Waste oil - Monthly
f) Radioactive waste- Monthly
g) Unknown Chemicals- Every 02 Months
h) Empty Chemical Bottles- Every 02 Months
i) Old/Empty Compressed Gas Cylinders- Once in 06 Months.

The vendor sent the vehicle to our campus for collecting the wastes as per the announced frequency. For collecting chemical wastes, pickup points for the departments have been fixed, and all departments ensure keeping the wastes from their lab to the pickup points. The vehicle goes to all the pickup points for collecting up the wastes. Reminder emails are sent to all before a waste collection.

The following are the SOP for each class of waste

4.1   Bio-hazardous waste disposal guideline
1. Bio-hazardous waste collected in a lab must be held in approved clear autoclave bags
within clearly labelled "Bio-hazardous Waste" bins.
2. Autoclave bags MUST NOT be filled more than half full (overfilled bags will be returned for re-packaging).
3. Only properly treated and sealed waste can be given to the waste collector.
4. After proper treatment of bio-hazardous waste, record the weight of the waste.
5. The waste collector will collect waste from designated pickup points, one a week. The weight of the waste must match the declared weight.

4.2   Liquid chemical waste disposal guidelines
1. Use 02-litre bottles or 25-litre jerry cans for storing solvent waste.
2. Unless chemical compatibility or safety mandates otherwise, use only plastic bottles. Glass bottles are not accepted for disposal due to the possibility of breakage.
3. Please ensure that the solvent wastes bottles/cans are tightly sealed.
4. Chemical waste will NOT be collected from individual labs separately. The waste should be kept outside the department/Centre/Unit near the common pickup point on the pick-up day.

5. The waste should be labelled with chemical waste labels.

6. Waste bottles with missing details will not be picked up and all fields, like name of departments/lab, contact person, name, mobile number, type of solvent etc., to be mentioned clearly.

4.3   Solid chemical waste disposal guidelines

1. Fill all non-sharp solid waste in garbage bags. Please use high quality, thick garbage bags that don't tear easily. The filled bag must be tied off so that the waste cannot leak or spill out.

2. Do not use cardboard boxes; they leach out in the rain.

3. Sharps (needles, syringes, pipettes, broken glass) must be collected in puncture-proof solid chemical waste containers.

4. All wastes must be labeled.

4.4   Toxic Chemical Waste disposal guidelines

1. Toxic chemicals refer to any materials that are environmental pollutants, like metal-complexes, Cr, Pb, Cd, Hg, etc.

2. Use 02-litre bottles or 25-litre jerry cans for storing solvent waste.

3. Unless chemical compatibility or safety mandates otherwise, use only plastic bottles. Glass bottles are not accepted for disposal due to the possibility of breakage.

4. Please ensure that bottles/can is tightly sealed.

5. Chemical waste will NOT be collected from individual labs separately. Please bring the segregated chemical waste to a common pickup point outside your Department/Center/Unit during the pickup.

6. Chemical waste will NOT be collected from individual labs separately. Waste should be kept outside the department/Centre/Unit near the common pickup point before the pickup slot.

7. The waste should be labelled.

8. Waste bottles with missing details will not be picked up and all fields, like name of departments/lab, contact person, name, mobile number, type of solvent etc., to be mentioned clearly.

4.5   Waste oil disposal guidelines

1. Oil can be from any source, like pumps, diesel generators, etc. It can also be used or unused.

2. Use only plastic bottles. Glass bottles will not be accepted for disposal.

3. Please ensure that oil wastes bottles/can cap are tightly sealed.

4. Oil waste will NOT be collected from individual labs separately. Please bring the segregated oil waste to a common pickup point outside your Department/Center/Unit during the pickup.

5. Label the bottle/can with Oil waste labels. Get the printout and paste it.

6. Waste bottles with missing details will not be picked up. We expect all fields, like name of departments/Lab, contact person name, mobile number, type of solvent, etc., to be mentioned clearly.

4.6   Radioactive waste guidelines

Waste is not sent out of campus. It is collected and disposed of in a designated area on campus, as per the Environmental Health and Safety radioactive waste processing procedures

1. Waste is collected monthly.

2. Waste can be in cans, disposal bags, waste tags, tape, carboys and secondary containers, solvent bottles and secondary containers, portable meters, standard PPE.

3. Hazard Control Measures:

   a. Avoid direct handling of radioactive materials or contaminated items.
   b. Use secondary containment for liquids when possible.
   c. Mark radioactive or contaminated materials with the words "Radioactive."

4. Wear personal protective equipment, including a laboratory coat, gloves, eye protection, and full shoes.

5. Make sure all materials are properly packaged and tagged before making a waste collection request.

4.7 Unknown chemicals disposal guidelines

1. As much as possible, your lab should not general unknown laboratory waste. Disposal of unknown waste is very expensive. This option is provided just to manage unforeseen cases.

2. Stick the Chemical waste label on the bottle/can and write UNKNOWN in the name tag.

3. Other details like the location of the chemical, responsible individual, contact number, etc., must be filled in.

4. Don't open or pour the contents into a new bottle. Leave it in as it is. If you feel moving the chemical is dangerous, don't move it.

4.8 Empty chemical bottle/container disposal guidelines

Empty chemical containers can contain residual amounts of chemicals. To ensure that this residue is handled properly, the containers must be disposed of properly. The following procedure must be followed:

1. All chemical containers, liquid or solid, must be rinsed three times. Use a reasonable amount of water.

2. The first rinse should be collected as chemical waste and disposed of appropriately; the second and third rinses can go down the drain.

3. Dry the empty container by letting it sit in a well-ventilated area. Use a fume hood (if you have access to one) or find an isolated area far from the public.

4. Use proper PPEs during the rinsing of chemical bottles or containers.

5. Deface the container label. The chemical name should be crossed or blacked out before being discarded.

6. Any broken glass containers must be placed in a rigid box marked as "broken glass".

7. Stored the bottles and dispose of them.

4.9 Old/empty compressed gas cylinder disposal guidelines

1. The vendor is scheduled to come every six months, but extra pickups can also be arranged.

2. All cylinders must be capped.

3. Cylinders cannot be transported using private vehicles, autos, bikes etc. Only vehicles that are designed to handle cylinders are allowed.

4. Check the belt/chain in the vehicle for keeping the cylinder in a vertical position.

5. Gate Pass must be presented at the security gate.

6. With a vehicle, along with the driver minimum of 01 helpers should be in the vehicle.

7. The helper must have PPE's like hard safety shoes and gloves.

Standard Operating Procedure (SOP) for Waste Disposal

Department of Pharmacy, G D Goenka University

1. Purpose:

To establish a systematic and environmentally responsible procedure for the disposal of laboratory solid and chemical waste generated in the Department of Pharmacy, ensuring compliance with safety regulations and environmental standards.

2. Scope:

This policy applies to all faculty, students, research scholars, and staff involved in laboratory activities within the Department of Pharmacy.

3. Responsibilities:

- Faculty and laboratory staffs are responsible for ensuring proper segregation and disposal of waste.
- The Laboratory In-charge oversees compliance with waste disposal protocols.
- Housekeeping and waste management personnel coordinate with authorized waste disposal agencies.

4. Important definition

- **Bio-waste**: Solid or liquid wastes arising from medical health care activities such as diagnosing, monitoring, treating, or repairing disability in humans or animals, including related research conducted under the supervision of a health care provider or any other authorized person according to his professional qualifications.

- **Non-medical waste (Household waste):** All solid wastes that result from health activities and that do not contain hazardous or infectious waste and are similar in characteristics to household waste such as food waste, cans, paper, and others.

- **Infectious waste**: All medical waste defined by the medical practitioner as having the possibility of transferring infectious disease agents to humans or animals, including microbiological laboratory waste such as bacteriological cultures plates, viral and fungal laboratories waste, carcasses of sick animals and mortuaries, waste of infected patients in isolation departments and infectious waste in dialysis departments.

- **Pathological waste**: Pathological waste consists of tissues, organs, body parts, aborted fetuses, animal carcasses, blood, biological fluids, and

pathogenic waste that can be recognized by the general public or medical health care personnel, and which for ethical reasons require special requirements.

• **Sharps waste**: All biomedical and health-care waste containing sharp instruments or pointed parts capable of causing wounds or penetrating the skin layer of the human body.

• **Pharmaceutical waste**: Waste generated from the production, preparation, and use of expired pharmaceutical products in all their forms.

• **Chemical waste**: Waste generated from the use of chemicals in sanitary procedures during sterilization, cleaning, and research operations. These wastes are characterized by one or more of the following characteristics: toxic, corrosive from acids and alkaline bases, flammable, volatile, and/or reactive.

• **Genotoxic waste**: Toxic cellular waste produced during the preparation of oncology treatments, and these wastes lead to severe problems related to safety, health, and the environment, whether inside or outside hospitals, they must be given special attention due to their seriousness.

• **Heavy metal waste**: Waste with a high content of heavy metals can be highly toxic, such as cadmium, lead, mercury, and silver.

• **Compressed packs**: Includes empty or damaged gas cylinders, cartridges and aerosols.

• **Radioactive waste**: Any solid, liquid, or gaseous substance that is contaminated with radioactive isotopes resulting from the use of radionuclides in medicine or research, and produced, for example, from nuclear medicine departments, radiological tests, and bacteriological procedures in laboratories

4. Waste Classification:
4.1 Solid Waste:

• **Non-hazardous solid waste** (e.g., paper, gloves, plastic pipette tips) should be disposed of in designated bins for municipal collection.
• **Biohazardous waste** (e.g., contaminated gloves, culture plates) should be disposed of in red biohazard bags and sent for autoclaving before disposal.

4.2 Chemical Waste:

• **Organic solvents** (e.g., acetone, ethanol, methanol) should be collected in labeled containers and disposed of through an authorized hazardous waste disposal agency.

- **Aqueous chemical waste** should be neutralized (if safe to do so) before being drained, following institutional and regulatory guidelines.
- **Heavy metal waste** (e.g., mercury, lead salts) should be stored separately in sealed containers and disposed of through authorized agencies.
- **Expired or unused chemicals** should be returned to suppliers or disposed of as per regulatory guidelines.

5. **Waste Collection and Storage:**
- Waste should be collected in color-coded bins and containers with appropriate labeling.
- Chemical waste must be stored in secondary containment trays to prevent spills.
- The storage area should be well-ventilated and marked with hazard symbols.

6. **Disposal Methods:**

- **Solid waste**: Collected by university waste management services for proper disposal.
- **Chemical waste**: Sent to authorized hazardous waste disposal agencies as per regulatory norms.
- **Glass waste**: Broken glassware should be collected separately in designated sharps containers.

7. **Emergency Procedures:**
- In case of a chemical spill, use spill kits and report to the Laboratory In-charge.
- Accidental exposure should be reported immediately to the faculty supervisor and university health services.

8. **Compliance and Review:**

- The policy will be reviewed annually and updated as per new environmental and safety regulations.
- Periodic training sessions will be conducted for students and staff.

9. **Medical waste sorting (system of segregation)**

To ensure an efficient medical waste sorting system is in place, the directors of a health facility must ensure the following:

A. Coordination with the director of the health facility and administrative affairs departments to ensure that all medical and paramedical staff and nursing staff understand and are aware of their responsibilities towards the process of sorting and classifying medical waste at the places of production in the "source" sections of the initial treatment and ensuring that it is not mixed

with the general waste (household waste) of the health facility.

B.   Ensure that collection workers and cleaners are not involved in the sorting process of medical waste and that their task is only to collect and transport waste, to reduce accidents that may result from their lack of full knowledge of the types of such waste

10. Separation of medical waste

A.   Separation is the process of separating medical waste from household waste inside health facilities. It is the effective management of medical waste. It ensures that the correct disposal methods are taken, that the safety of workers is taken into account, and that environmental damages are kept to a minimum.

B.   The producers must separate and collect medical waste in accordance with what is stipulated in this regulation for the specific requirements, provided that this process is carried out on the basis of the types of waste listed in the definitions section to this policy.

C.   The separation process must be applied from the point of waste generation through all the waste streams to the final disposal.

D.   Separated waste from the waste categories should be collected in easily identifiable plastic bags and containers according to the recommendation concern of colors coded and types of bags and plastic containers.

11. Medical waste collection master rules

A.   The medical waste collection unit is responsible for the medical waste management unit within the health facility.

B.   Waste must be collected daily from the laboratory and medical wards and transported to the temporary collection point.

C.   No type of bags should be transported without the international biohazard signs, which shows the type of waste and the place of its production.

D.   After completing the collection of medical waste, it must be kept at the interim (temporary) storage area, pending its transportation for the purpose of treatment and final disposal.

ANNEX 1: Types of Waste Containers and Bags

- **Red Bag** - Syringes (without needles), soiled gloves, catheters, IV tubes etc. should be all disposed of in a red colored bag, which will later be incinerated.

- **Yellow Bag -** All dressings, bandages and cotton swabs with body fluids, blood bags, human anatomical waste, body parts are to be discarded in yellow bags.

- **Cardboard box with blue marking** - Glass vials, ampules, other glass ware is to be discarded in a cardboard box with a blue marking/ sticker.

- **White Puncture Proof Container (PPC) -** Needles, sharps, blades are disposed of in a white translucent puncture proof container.

- **Chemotherapy Sharps Container -** Cytotoxic and Genotoxic Waste include chemotherapy needles, syringes, IV catheter, sutures, broken glasses & scalpels

- **Black Bags -** These are to be used for non-biomedical waste. In a hospital setup, this includes stationary, vegetable and fruit peels, leftovers, packaging including that from medicines, disposable caps, disposable masks, disposable shoe- covers, disposable teacups, cartons, sweeping dust, kitchen waste etc.

IMAGE
Bio-Medical Waste Segregation Chart

Category	Type of Waste
YELLOW	• Post Operative Body Parts • Placenta • Plaster of Paris (POP) • Pathological Waste • Cotton Waste • Dressing Materials • Beddings • Body Fluid Contaminated Paper and Cloth • Face Mask, Cap • Cytotoxic, Expired & Discarded Medicines • Microbiology, Biotechnology Lab Waste
RED	• Syringe with out needles • I.V.Set • Catheters • Gloves • Urine Bag • Dialysis Kit • IV Bottles
WHITE (Translucent)	• Needles • Syringes with fixed needles • Blades • Scalpels * Use 1% Hypo Chloride Solution for disinfecting Glass & Metal Sharps

BLUE	• Glass
	  - Broken Glass
	  - Ampoules
	  - Lab Slides
	• Metals
	  - Nails
	  - Metallic Body Implants
	  - Scissors
	* Use 1% Hypo Chloride Solution for disinfecting Glass & Metal Sharps

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Guidelines for Ban of Plastic

Plastic has emerged as one of the biggest environmental concerns adversely impacting the soil, water, health and well-being of our citizens at large. The problem has got aggravated with excess consumption of plastic combined with a limited disposal system, which in turn has choked our water systems and rivers in rural areas.

1.   The University has taken it upon as a social responsibility to start a systematic campaign to help our Government to reduce the usage of plastic especially the single use plastic. Use of plastic shall be banned in the campus and make the campus "Plastic Free" by systematically banning use of plastics and replacing the same with suitable environmental friendly substitutes like Cloth Bags, Paper Bags etc. instead of plastic covers, plastic bottles and other goods on campuses.

2.   All students shall be encouraged not to bring non-biodegradable plastic items to the institution.

3.   NSS Team shall carry out a three-month continuous campaign to promote this cause and launch a series of events, activities and awareness sessions.

Chapter 5.15
Academic and Administrative Audit (AAA) Policy

1.   Introduction

The AAA policy is devised with the focus to make quality the defining element at the Institute through a combination of self and external quality evaluation, promotion and sustenance initiative. The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. The Institution undertakes a continuous Academic and Administrative Audits (AAA) process to continuously strive for excellence. The IQAC undertakes AAA to monitor and evaluate the institutional process through systematic internal and external reviews.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit: - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc. The internal administrative audit is mainly divided in the three main departments, supporting departments such as library, T&P and extracurricular activities.

2.   Purpose

The main purpose of having an Internal Quality Assurance System is to build up a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of Institute besides institutionalization and internalization of quality culture

3.   Scope

This policy applies to all the academic and administrative departments at GD Goenka University, Gurgaon.

4.   Objectives of AAA

●   To sustain and enhance the Quality in Education & Research.

●   To provide training for faculty, students to utilize the state of the art educational technologies and research facilities IQAC Policy

●   To initiate best quality practices to be experimented by the faculties participate in their internalization

●   To Collect and collate data from all the departments so as to enable the Institute to participate in National Ranking programs of the governmental & non- governmental agencies and to extend to international agencies.

●   Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the Institute.

●   Designing effective teaching and learning processes

- Evaluation of Course and Program Outcomes

- Developing student assessment

- Assuring quality education by implementation of co- curricular and extracurricular activities.

- Ensure academic accountability.

- To verify the efficacy of the internal controls and to measure conformance to them.

- To develop strategies to improve quality.

Thus, AAA understands the existing system and assesses the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

5.   Composition of AAA:

The IQAC undertakes AAA to monitor and evaluate the institutional process through systematic internal and external reviews.

Institute IQAC committee
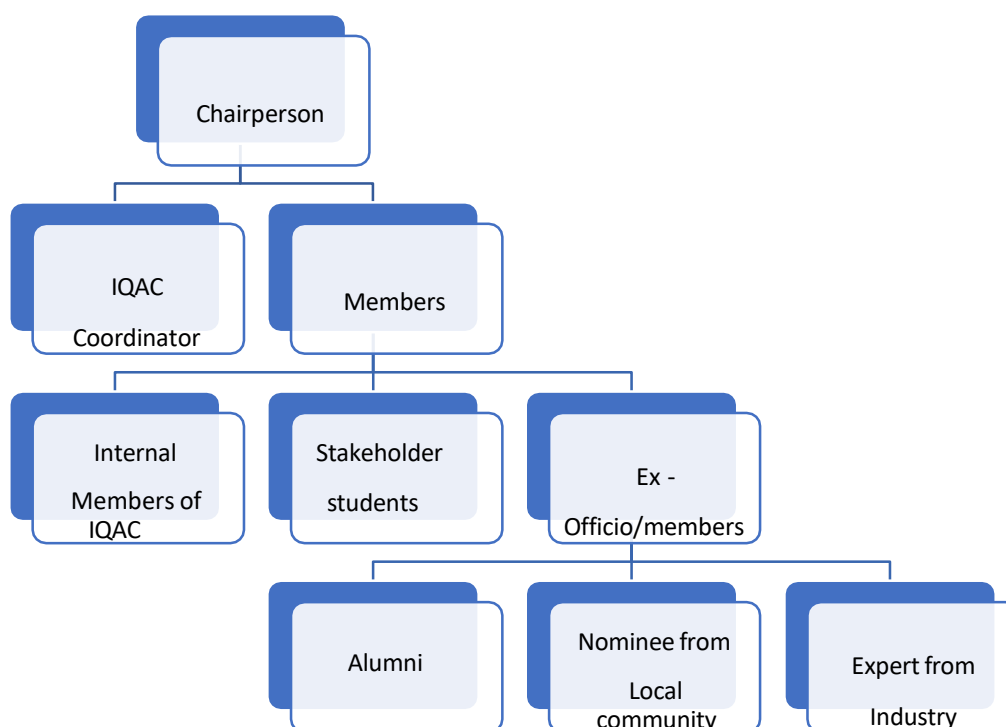
Source: "Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Universities

/Colleges (2012 – 2017) UGC School IQAC committee

● Dean/Head of the Department

● Program Chairs

Program Assessment Committee

● Area chairs

● Two senior faculty members from the school

6. Guidelines

6.1 Type of AAA

Internal Audit: The Internal Audit will be done by University IQAC

External Audit: The external audit is to be done in the institution by external peers/ experts.

6.2 Periodicity:

The institution undertakes the AAA exercise on bi- annual basis: An internal audit will be twice a year and external audit once in a year. An internal exercise every year and involvement of external peers once in a three or five years could be a good option.

6.3 Procedure

The institution has devised its own process and formats with some changes defined by the accreditation bodies like NAAC. The main focuses of the defined processes are:
● Teaching-Learning and evaluation process
● Define quality in terms of learning outcomes
● Develop research culture
● Continuity and consistency based on the vision and mission of the institution.
● Application of best practices suited to the institution and the departments.
● Community orientation and Public perception
● Alumni and placement
● Continuous improvement towards total quality development of the students, teachers and the institution.
● Good Governance

Process

Internal Audit Criteria of Audit

Periodic monitoring of all the activities is carried out based on the 7 action points as a measure of quality sustenance and enhancement.

 1. Curriculum planning – To Co-Ordinate with the Deans/ HODs of the schools for the following
● Revision of the curriculum periodically.
● Start of new programs in the emerging field
● Enrich the curriculum to suit the needs of the industry/society as per the graduate attributes of the programs in line with that of the in UG.

- Define the Program Objectives (POs) and Course Objectives (COs) of all programs across the university, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs)

2. Learning outcomes – To coordinate with the Deans/ HODs of all the schools for the following

- To prepare a well-defined course outcome for all the programs.
- All the course outcomes are to be mapped with the program outcomes.
- To arrive at the Outcome Based Education (OBE) for all the programs offered at university

3. Teacher quality – Developing quality indicators for the faculty members to enhance the teaching learning process.

- Regularly update their skills by attending workshops, conferences FDP and seminars
- Use of e-resources for Teaching and Learning Management system
- Number of faculty who are involved in attaining additional qualification related to their field in academics either through online source or part time
- Faculty involved in mapping best practices within IQAC Policy department/ institution
- Faculty contributing as a member in designing curriculum of statutory bodies at university level & other Autonomous Colleges
- Fellowships received by the faculty from national/international agencies
- Recognitions received by teachers at state/national/international level
- Efforts for beyond curriculum teaching are to be made to improve students' Performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development
- Appropriate balance of theoretical, practical and experiential knowledge and skills upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact
- Internal assessment, internal and external moderation, monitoring of student progress

4.   Research culture and innovation–

- Promotion of Research at Institutional level in the form of seed grant to teachers
- Development of Institutional citation Index, Impact factor, Publication papers in Refereed journals
- Awareness to all departments for the development of facilities by national agencies. Funds to be generated by DST, FIST, DBT, CGCOST, ICSSR, UGC etc.
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Improvement for Industry-Institution Interaction
- Number of patents registered, Intellectual Property Rights and commercialization
- Number of consultancy services provided and its earnings
- Development of resources by National/International funding IQAC Policy agencies
- Promoting faculty for their research work for national and international awards, Publication of Research Journal, News letter

5.   Institutional Ambience

•   Promoting and setting up an entrepreneur cell & Incubation canter.

•   Dissemination of Best Practices within the institution through strong internal communication System (upward and top down) Imparting value-based education, Code of Ethics, Research Training and support PhD students.

•   Using ICT as learning resources, library and e-resources for research, e-content preparation

•   Integration of library resources into the curriculum and access to students

6.   Student performance

•   Analysis of results and chalk out strategies to improve the academic performance · To

    review learning outcomes of all the programs

•   Have MIS with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution

7.   Leadership and Strategy development

•   Set up institutional benchmarking with internal and external institutions

•   To conduct General Body meeting with external experts biannually

•   To conduct SWOC analysis periodically

•   To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled process, blended learning

•   To conduct Academic and Administrative audit periodically once in 5 years

•   Recognition of faculties who have done commendable service to the profession

    Academic Audit process flow\

Academic audit conducted at each school by their respective PAC members

Report will be submitted by PAC to school IQAC

School IQAC than submit the report with the remarks about continuous improvement to the University IQAC

The points related to academic audit & performance review report are discussed a the university IQAC meetings

External Audit

Selection of External peers/experts:

Since peer review is the backbone of AAA, the senior faculty members from the institution who command respect from faculty on the basis of their credentials such as academic distinctions, experience in accreditation work such as NAAC or similar bodies and professionalism, are selected as internal auditors for AAA.

Composition of External AAA team

External Audit team consists of 2 experts, faculty members who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

The Process of External AAA

● The External Audit team, in the beginning, will meet and interact with the Principal and the IQAC team to collect the details of the Programmes and activities being conducted/ undertaken during the period of audit.

● Auditors will then visit all departments and facilities and generally verify the Self Study Report along with supporting documents. They will interact with the Dean/ HoD and the faculty in charge of quality assurance and will seek for doubts and clarifications if any.

● After conducting the audit in all the departments and facilities, the audit team will sit with the IQAC team to obtain further details, documents and clarifications.

● Before the exit meeting, the external audit team will again interact with the Manager, Principal and the IQAC coordinator and present the brief observations and findings of the audit. Both parties (the Principal, the IQAC Coordinator and the Audit Team) can express their views and analysis on the observations and findings of the audit.

● Finally, the External Audit team meets the teachers and staff and the Chairman of the Audit team will present a brief summary of the observations and findings of the audit.

● Implementing the suggestions and recommendations of the external peer audit

● The Chairperson after careful check and review will pass it on to the IQAC for implementation of the suggestions and recommendations.

7.6   Preparation of Self-study Report by each School

Each school shall prepare a self-study report, and shall include all the programmes and activities of the department with supporting documents/ evidence giving emphasis to the following points:

● The Course plan and Teaching plan along with the innovations implemented for the teaching, learning and evaluation

● Performance Report (PR) along with its analysis of the faculty members

● Strategies put into practice for the implementation of Outcome-Based Learning

● (OBE) and PO, PSO and CO mapping

● Remedial coaching, Mentoring and counselling, programmes and activities

● Research (including Major and Minor Research), Publication, Consultancy, Project, Tie-ups and collaboration, Joint programmes, etc.

- Seminar/ Conference/ Workshops conducted by the department as well as attended by the staff and students outside the college including paper presentation and chairing the sessions, Start-ups by students and alumni, etc.
- Teacher Performance Appraisal, Feedback Analysis of teachers along with Action
- Taken Report, Department Growth Plan and Personal Growth Plan, Satisfaction
- Survey and Need-analysis of students
- Placement activities/initiatives including Soft-skills, Life-skills, Career Skills, Time
- Management, Image Building, Personal Grooming, etc
- Best/ exemplary Practices, Green initiatives, Waste management, Gender
- sensitivity, Swatch Barat, Interdepartmental competition', Facilities for the Differently
  Abled, etc
- Minutes of the department meetings, Staff and students' welfare activities
- Institutional Extension Activities and Campus Community Initiatives, Campus Industry interactions, etc.
- Strengths, weaknesses, Opportunities and Threats/ Challenges of the schools describing initiatives to address practices that need improvement
- Future plans, and its implementation strategies and priority-wise plans for improvement once the Self Study Report is prepared, the external audit team will be invited to conduct the external Academic and Administrative Audits (AAA). IQAC will prepare a schedule for the AAA and will conduct the AAA accordingly in all the schools and administrative units and facilities. On the basis of their visit and observations and discussions with the IQAC Coordinator and the Chairperson, the external audit team will give a report to the Chairperson usually in an exit meeting.

7.7   Implement recommendations from the audit

The outcome of AAA will be placed before the Internal Quality Assurance Cell (IQAC) and Governing Bodies (GB) of the University. Plan of action can be prepared to implement the suggestions accepted by IQAC and GB.

Chapter 5.16
Assets Management Policy & Disposal of Assets

POLICY STATMEENT

The GD Goenka University (GDGU) has a significant investment in assets and is committed to recording, maintaining, and safeguarding these assets against loss. Asset Management is responsible for the centralized accounting and timely reporting of university assets; the department of the primary user of the asset is responsible for the proper use and protection of assets in their custody.

OBJECTIVE

This policy establishes best practices and procedures for the acquisition, accounting, utilization, and disposal of assets. It aims to provide reasonable compliance and ensures proper management of the University's fixed Assets.

Key objectives include:

to: **Standardized Procurement**
 Ensuring the acquisition of assets aligns with the University's Capital Purchase Budget.

- **Asset Identification and Recording**
Mandating the identification of assets and accurate recording in the Asset Register. Conducting periodic physical verification of all assets.

- **Accurate Record Keeping**
Facilitating accurate documentation related to the acquisition, control, and disposition of fixed assets.

- **Internal Controls and Protection**
Establishing a combination of accurate accounting records and robust internal controls

  - Safeguard against misappropriation of assets.
  - Prevent errors in valuation or improper management of fixed assets.

By adhering to these procedures, the University ensures transparency, accountability, and efficiency in asset management.

SCOPE

This policy applies to all Staff and Departments at GD Goenka University that manage or handle university-owned assets. It is mandatory for Deans/ Heads of Schools/Departments, the Finance Head, Administrator and the Purchase Team to adhere to this policy for the proper disposal, reallocation, and management of resources.

DEFINATIONS
- **Asset:** Both owned and controlled resources unless otherwise designated. Assets can be broadly classified as follows:
  - Land, Building,
  - Plant & Machinery,
  - Furniture & Fixtures,

- Office Equipment,
- Vehicles,
- Intangibles &
- Others.

Estimated useful life of assets, subject to periodic review:
- Computer Equipment: 3 years
- Other Equipment (including fixtures and fittings): 5 years
- Vehicles: 5 years

1. **Acquisition/Addition of fixed assets**

- The purchasing and procurement of the University's fixed assets must strictly adhere to the University's policies and guidelines. All purchases of fixed assets shall align with the established procurement method of the University. Procurement shall be conducted through appropriate methods, such as seeking quotations and tenders, as per university guidelines.
- All newly acquired fixed assets must be recorded in the University's Fixed Asset
  Register (FAR) and the ERP system.
- The University has developed a centrally maintained consolidated FAR format to fulfil custodial obligations and insurance requirements.
- The principles of openness, transparency, and value for money must be applied.
- Mandatory Details in the Fixed Asset Register
  Each fixed asset must include the following details:
    - Fixed Asset No./Serial No.
    - Item Description
    - Location (Building, floor, and room number)
    - Purchase Date
    - Purchase Cost
    - Supplier Name
    - Value in INR
    - Month Purchased
    - Invoice No./Reference

By following these guidelines, the University ensures accountability, proper tracking, and safeguarding of its fixed assets while complying with procurement principles

2. **Assets Identification Tagging**

To ensure effective tracking, accountability, and audit readiness, all university assets are required to be tagged with unique identification labels unless physical tagging is deemed impracticable due to the asset's size, nature, or operational constraints. This process is governed by the following guidelines:

2.1 Tagging Protocol
- Asset identification tags are affixed to each asset procured using

University funds.

- These tags must be prominently displayed, ensuring easy accessibility for identification and audit purposes, without hindering the functionality or operation of the asset.

2.2 Tagging Process

- The Purchase Department, in collaboration with the University Administrator, is responsible for scheduling appointments with individual departments for tagging newly acquired assets or re-tagging assets upon request. During the tagging process, the assigned team verifies the asset's description and collects critical data

2.3 Data Management

- All collected information is systematically entered into the University's online Asset Module within the ERP system, ensuring centralized and accurate record- keeping.
- The ERP system supports seamless integration of asset records for real-time accessibility and compliance reporting.

2.4 Special Considerations

For assets where physical tagging is not feasible (e.g., certain software licenses or immovable installations), alternative identification methods, such as digital documentation in the ERP system, must be employed. This robust tagging framework underpins the University's commitment to fostering transparency, accountability, and operational efficiency in asset management practices.

3. Equipment screening procedures

Equipment screening is the process of checking for existing available equipment before purchasing additional equipment by the purchase team with the university Administrator. Equipment screening is mandatory to avoid unnecessary equipment purchases with University funds.

4. Disposal or Transfer of fixed Assets

Schools /Departments are responsible for safeguarding all equipment and other Fixed Assets assigned to their schools/ department, including items no longer needed. Each school and department to follow established framework for the disposal of movable departmental assets that are no longer required for providing basic departmental services and have exceeded their economic life cycle.

4.1 Scope

 Applies to all Schools/ Departments /officials/Users, employed permanently, on contract by the University.

4.2 Reasons for Disposal

To all redundant, obsolete, unserviceable assets, namely vehicle, office furniture, office

equipment, computer equipment, other machinery and equipment and inventory/consumables.

Assets may be considered for disposal if:
- They have reached the end of their useful life.
- They are obsolete or non-functional.
- They require replacement due to inefficiency or malfunction.
- They are no longer compliant with health, safety, or other standards.
- They are not required by the universities.

4.3 Step By Step Guide To Dispose Asset

4.3.1 Verification & Identification of Assets:
- A formal assessment must be conducted by the school/ Departments to ensure the asset is no longer required for departmental operations/ Conduct biannual physical verification of all fixed assets (mid-year and year-end).
- Schools/Departments must identify assets that are redundant, obsolete, unserviceable, or beyond their economic life cycle.

4.3.2 Establishment of Disposal Committee at University level :
The central Office with the approval of VC will form the Disposal Committee comprising of Registrar, Purchase head, Respective school Dean/ Director, Professor & Finance Officer and any other members as approved by the VC.

4.3.3 Disposal Proposal Preparation & Approval
- Concerned schools/departments must prepare and submit a Disposal Proposal Plan to the Disposal Committee.
- The plan should include specific dates for initiating the disposal process and details of the assets proposed for disposal. The School needs to ensure all relevant documentation and asset details are included for approval consideration.
- The Committee will Review and validate the proposed disposal plan and disposal methods for each asset.
- The committee will submit the finalized Disposal Proposal Plan with suggestions and recommendations to the Vice-Chancellor (VC) for approval.

4.3.4 Reporting to Management
- Final detailed report to be submitted to the Management.
- Reports should include asset conditions, proposed disposal methods, financial implications, and timelines.

4.3.5 Disposal Methods
Upon approval, assets will be disposed of using one or more of the following methods:
- **Selling through Price Quotations**: Invite competitive bids for the assets.
- **Internal Advertisement**: Publish internal adverts locally to inform relevant

stakeholders.

- **Public Auction**: Conduct sales via public auction for maximum transparency.
  Donation: Donate to Non-Profit Organizations (NPOs) or Non-Governmental Organizations (NGOs).
- **Write-Off/Scrapping**: Write off the asset's value and scrap it through an accredited provider.
- **Asset Transfers**: Facilitate asset transfers between departments or entities within the University.
-

4.3.6   Disposal Execution and Follow-Up
- Execute the disposal process as per the approved plan.
- Ensure all actions are documented in the Disposal Register and Fixed Asset Register.
- Conduct a post-disposal audit to verify compliance with policies and procedures.

Roles and Responsibilities
1. **Heads of Departments (HoDs):**

- Asset disposal/ reallocation process initiates when deemed necessary.
- Validates inventories and prepares a list of obsolete, surplus, or redundant assets.

2. **Finance Manager:**
- Oversee proper accounting and audit procedures related to asset disposal.
- Document all steps, including valuation, approvals, and final disposal.

3. **Chief Finance Officer:**
- Approve all asset disposals, ensuring compliance with policy and regulations.

4.4 Pre-Disposal Compliance

- Personal or sensitive data be erased from the devices.
- Adherence to health and safety regulations
- Compliance with legal agreements, licenses, and regulations including the guidelines for e-waste.

4.5 Asset Category-Specific Guidelines

1. **Electronic Appliances and Equipment:**
- Data is erased safely.
- E-waste is disposed of through licensed vendors.

2. **Furniture:**
- Rusty or damaged furniture can be donated, sold, or scrapped depending on the condition and usefulness.

3. **Energy System Components (solar panels, etc.):**

- Check for re-use or recycling
- Store and handle components in a responsible manner to avoid causing environmental damage.

4. Other Assets:

- Use processes specific to asset type, and ensure that these are consistent with university and regulatory requirements.

4.6 Approval and Governance

All disposal activities require written authorization from the competent authority, compliance will be monitored by the Central Team, internal auditors, or external auditors.

Chapter 5.17
Innovation, Incubation Support and Start-up Policy-2024

GD Goenka University Innovation, Incubation Support and Startup Policy- 2024

1.   Introduction:

In November 2016, All India Council of Technical Education (AICTE) released a Startup Policy document for AICTE approved institutions, to address the need of inculcation of innovation and entrepreneurial culture in higher education institutions (HEIs). The policy primarily focused on guiding the AICTE approved institutions in implementing

'Start-up Action Plan' of Government of India. Subsequent to release of the Start-up policy by AICTE and further interaction & feedback received from education institutions, a need was felt for a more elaborate and comprehensive policy guiding document which could be applicable for all the HEIs in India. A fifteen membered committee was constituted by Ministry of Human Resource Development to formulate detailed guidelines for various aspects related to innovation, Start-up and entrepreneurship management. After multiple rounds, during the year 2019, the MHRD's Innovation Cell formulated a 'National Innovation and Start-up Policy (NISP)' as a guideline for all HEIs.

In context of the same, Centre of Innovation and Entrepreneurship (CIE) of GD Goenka University (GDGU) which has been formed to encourage the culture of innovation and entrepreneurship to resonate with the vision of GD Goenka University, formulated detailed policy and guidelines for various aspects related to Innovation, Start-up, entrepreneurial opportunities, and Incubation support for students, faculty members and staff. CIE strives to enhance its capabilities to nurture and guide young startup ventures in their early / formative years by playing a catalytic role.

2.   Purpose:

The Innovation, Start-up and Incubation Policy 2024 for students, faculty members and staff of GD Goenka University has been framed to enable the Institution to actively engage students and faculty members of varied domains in innovation and entrepreneurship related activities. This framework presents details on the terms for Intellectual Property ownership, technology licensing, institutional Start-up policy, and incubation center providing support as a coordinator and facilitator thus enabling creation of a robust innovation and Start up ecosystem across the Institution. Among other things, Incubation Support Centre aims for incubating potential ideas leading to successful, financially viable and free- standing Firms. The center will also encourage entrepreneurial activities as well as research that are interdisciplinary, multidisciplinary in nature. This policy framework shall motivate the young minds to indulge in innovation and pursue the entrepreneurial path for developing themselves, the region around, and the Nation as a whole.

3.   Objectives:

To resonate with the purpose and to be able to develop an ecosystem of the innovation, and start-up amongst GDGU students, faculty and staff, key objectives of the policy are:
   •   To nurture a unique ecosystem for Faculty, Research Scholars, Students and enterprising people in in the GD Goenka University, to imagine, test and cultivate their innovative ideas, and translate them into commercial products or

processes.

- To impart a supportive and vibrant environment for stimulating the innovation ecosystem for the student entrepreneurs, start-ups, and enable them to design innovative products and services leading to job creation and strengthening the regional and national economic stature.
- Incubation centre to play a catalytic role in motivating a large group of students and professionals to pursue entrepreneurship.
- Industry and experts' interface by conducting workshops, and sessions on varied areas
- To initiate the collaboration with corporate sectors, industries, knowledge hubs, Government organizations supporting start-ups and other socio-economic related agencies within and outside India for producing both soft and hard technologies leading to products, knowledge transfer and intellectual properties (i.e. patents).
- To encourage start-ups in varied domains, considering the infrastructure that fosters knowledge of varied domains under the umbrella of different schools, and centres of excellence.
- To encourage students from different disciplines, offering their expertise to come together to be able to work towards a common start up.
- For rejuvenating IKS (Indian Knowledge System) research in India, to encourage original, serious, and deep scholarly interdisciplinary and transdisciplinary research on all aspects of Indian Knowledge Systems (IKS), update and disseminate IKS knowledge for further innovations and societal applications. To act as a catalyst for initiating research, education, and outreach activities for IKS.

4.   Scope

The scope of this policy extends to the students, faculty and staff of all domains under the umbrella of GD Goenka University. The support ecosystem is broad-based, and covers technologies/IP, developed either wholly at the University or partly through collaborations elsewhere as well as external start-ups with which GD Goenka University members are associated as consultants or mentors. GD Goenka University is also particularly open to proposals with strong social and strategic impact.

5.   Responsibility

- Technology based Business pre-incubation, incubation infrastructure and facilities
- Play a catalyst role providing support as a coordinator and facilitator thus enabling creation of a robust innovation and Start up ecosystem across the Institution Training and awareness programs in Entrepreneurship (EAC, EDP, FDP).
- Competitive events, lectures and workshops on relevant fields, soft skill development, case studies, plan competitions, innovator camps, etc.
- Fostering a culture of Innovation, and Entrepreneurship in GD Goenka University
- Encouraging Interdisciplinary Innovations, entrepreneurial activities and research
- Building knowledge and innovation hub while also encouraging rural

technologies, industrial solutions and sustainable impactful ideas besides other technology based start- ups.

- Collaboration and networking with mentors, experts, consultants, industries, Government organizations supporting start-ups.
- Developing IKS wherein deliverables and objectives to be centered on all the three pillars.
- : 1. Research pillar, 2) Education and mentoring pillar and 3) outreach and dissemination pillar

6.　　Policy Guidelines:

6.1　Strategies and Governance –

A.　Entrepreneurship promotion development will be one of the major dimensions of the GD Goenka University strategies. To facilitate development of an entrepreneurial ecosystem in the GD Goenka University and nearby area, specific objective and associated performance indicator will be periodically defined for assessment.

B.　Implementation of entrepreneurial vision in GD Goenka University will be achieved through mission statements rather than stringent control system. The entrepreneurial agenda will be responsibility of the Director, CIE to bring in required commitment and well understood by the Top Management. However, promoting entrepreneurship requires a different type of mind set as compared to other academic activities. Therefore, Director, CIE will have large industry and business exposure.

C.　Resource mobilization plan will be worked out at the GD Goenka University level for supporting innovation, pre-incubation, incubation infrastructure and facilities. A sustainable financial strategy will be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

i.　Investment in the entrepreneurial activities will be a part of the institutional financial strategy. Minimum 1% fund of the total annual budget of the institution will be allocated for funding and supporting innovation and start- ups related activities through creation of separate 'Innovation fund'.

ii.　The strategy will also involve raising funds from diverse external funding sources through government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Start-up India, Invest India, MeitY, MSDE, MSME, IKS etc. and non-government sources.

iii.　To support technology incubators, GD Goenka University will approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

iv.　GD Goenka University will also raise funding through sponsorships and donations. We will actively engage alumni network for promoting Innovation & Entrepreneurship.

D.　For expediting the decision making, hierarchical barriers will be minimized through empowering the CIE team and individual autonomy and ownership of initiatives will be promoted.

E.　Importance of innovation and entrepreneurial plan will be known across the GD Goenka University and will be promoted and highlighted at University Academic Calendar programs such as conferences, convocations, workshops, etc.

F.   Action plan will be formulated at GD Goenka University level, having well-defined short-term and long-term goals.

G.   GD Goenka University will develop and implement innovation and entrepreneurship strategy and policy for the entire university in order to integrate the entrepreneurial activities across various centre for excellence, departments, faculties, career services within the University, thus breaking the silos.

H.   Product to market strategy for start-ups can be developed by the GD Goenka University on case to case basis.

I.   Development of entrepreneurship culture will not be limited within the boundaries of the University.

i.   GD Goenka University will be the driving force in developing entrepreneurship culture in its vicinity (regional, social and community level). This will include giving opportunity for regional start-ups, provision to extend facilities for outsiders and active involvement of the University in defining strategic direction for local development.

ii.   Strategic international partnerships should be developed using bilateral and multilateral channels with international innovation clusters and other relevant organizations. Moreover, international exchange programs, internships, engaging the international faculties in innovation and entrepreneurship will also be promoted.

6.2   Incubation and Pre-Incubation Support:

6.2 (a): Startups Enabling GD Goenka University Infrastructure -

Pre-incubation and incubation facilities for nurturing innovations and start-ups will be created. Incubation and Innovation can be organically interlinked and effort will be to link Innovation to Enterprises to Financial Success.

A.   GD Goenka University has created Centre of Innovation and Entrepreneurship (CIE) under which Student Entrepreneurship Club will be working by mobilizing resources from internal and external sources

A.   Pre-Incubation/Incubation facility will be accessible to students, staff and faculty of all disciplines and departments across the University including start up from vicinity.

B.   Pre-incubation facilities will be managed by CIE GDGU, which will be a separate entity, registered under Section-8 of Company Act 2013. This will allow more freedom to Technology Business Incubators in decision making with less administrative hassles for executing the programs related to innovation, IPR and Start-ups. Moreover, they will have better accountable towards investors supporting the incubation facility.

C.   CIE GDGU will offer mentoring and other relevant services through Pre-incubation
        /Incubation process in-return for fees, equity sharing and (or) zero payment basis. The modalities regarding Equity Sharing in Start-ups supported through TBI will depend upon the nature of services offered.

D.   CIE GDGU will encourage its Business Incubators to organize programs related to innovation, IPR and Start-ups thus ensuring the utmost satisfaction of various stakeholders supporting the incubation facility.

6.2 (b). Nurturing Innovations and Start-ups by providing Business Support

A.   GD Goenka University will establish processes and mechanisms for easy creation and nurturing of Start-ups/enterprises by students (UG, PG, and Ph.D.), staff (including temporary or project staff), faculty, alumni and potential start up applicants even from outside the institutions.

B.   CIE GDGU will define their processes and will ensure to achieve the following:

i.   Incubation support: Pre-incubation & Incubation facility to start ups by students, staff and faculty for mutually acceptable time-frame.

ii.   GD Goenka University will be allowed to take IPR license on the developed technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

iii.   GD Goenka University may allow their students / staff to work on their innovative projects and setting up start-ups (including Social Start-ups) or work as intern / part- time in start-ups (incubated in any recognized Incubators) while studying / working with due approval of competent authority. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models. GD Goenka University will develop clear guidelines to formalize this mechanism. Student inventors may also be allowed to opt for start-up in place of their mini project/ major project, seminars, Summer trainings. The area in which student wants to initiate a start-up may be interdisciplinary or multidisciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.

C.   Students who are under incubation, but are pursuing some entrepreneurial ventures while studying will be provided business support and allowed to use their address in the institute to register their company with due permission from the Director, CIE and Vice Chancellor, GD Goenka University.

D.   Students' entrepreneurs will be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from Director, CIE and Vice Chancellor, GD Goenka University.

E.   GD Goenka University will allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the University) to work on their start-ups and re-join academics to complete the course. Student entrepreneurs may earn academic credits for their efforts while creating an enterprise. GD Goenka University will set up a review committee for review of start up by students, and based on the progress made, it may consider giving appropriate credits for academics.

F.   GD Goenka University will explore provision of accommodation to the entrepreneurs within the campus for some period of time.

G.   GD Goenka University may allow faculty and staff to take off for a semester / year (or even more depending upon the decision of review committee constituted by the
University) as sabbatical/ unpaid leave/ earned leave for working on start-up and come back. University may consider allowing use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort. The seniority

and other academic benefits during such period may be preserved for such staff or faculty.

H. GD Goenka University is offering start-up and entrepreneurship courses and PGDEID (Post Graduate Diploma in Entrepreneurship, Innovation and Design Thinking) Programmes for students. In long term University may decide to start part-time/full time BS/ BBA, MS/ MBA (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and nurturing a start-up company as per guideline issued by AICTE.

I. GD Goenka University will facilitate the start-up activities/ technology development by allowing students/ faculty/ staff to use University infrastructure and facilities, as per the choice of the potential entrepreneur in the following manners:

i. Short-term/ six-month/ one-year part-time entrepreneurship training.

ii. Mentorship support on regular basis.

iii. Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fund raising, financial management, cash-flow management, new venture planning, business development, product development, social entrepreneurship, IKS, product costing, marketing, brand development, human resource management as well as law and regulations impacting a business.

iv. University may also link the start-ups to other seed-fund providers / angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature. Further, necessary incentive in terms of resources, infrastructure, finance, time and support for students and faculties will be provided as per need basis.

v. License institute IPR as discussed.

J. In return of the services and facilities, CIE GDGU may take 2% to 9.5% equity/ stake in the start-up/ company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that University has no legal liability arising out of start-up. The University will normally take much lower equity share, unless its full-time faculty/ staff have substantial shares). Other factors for consideration should be space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc.

i. For staff and faculty, University can take no-more than 20% of shares that staff/ faculty takes while drawing full salary from the University; however, this share will be within the 9.5% cap of company shares, listed above.

ii. No restriction on shares that faculty / staff can take, as long as they do not spend more than 20% of office time on the start-up in advisory or consultative role and do not compromise with their existing academic and administrative work / duties. In case the faculty/ staff holds the executive or managerial position for more than three months in a start-up, then they will go on sabbatical/ leave without pay/ earned leave.

iii. In case of compulsory equity model, Start-up may be given a cooling period of 3 months to use incubation services on rental basis to take a final decision based on satisfaction of services offered by the CIE GDGU.

K. CIE GDGU will also provide services based on mixture of equity, fee-based and/ or zero payment model. So, a start-up may choose to avail only the support, not seed funding, by the CIE GDGU on rental basis.

L.   CIE GDGU could extend this start-up facility to alumni of the University as well as outsiders.

M.   Participation in start-up related activities needs to be considered as a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and must be considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor at least one start-up.

N.   Product development and commercialization as well as participating and nurturing of start-ups would now be added to a bucket of faculty-duties and each faculty would choose a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion.

O.   University might also need to update/change/revise performance evaluation policies for faculty and staff as stated above.

P.   CIE GDGU to ensure that at no stage any liability accrue to it because of any activity of any start-up.

Q.   Where a student faculty start up policy is pre-existing in the University, then the University may consider modifying their policy in spirit of these guidelines.

6.2   (C). Creating Innovation Pipeline and Pathways for Entrepreneurs at GD Goenka University Level

A.   To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms will be devised at GD Goenka University level.

i.   Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability will be a part of the GD Goenka University entrepreneurial agenda.

ii.   Students/ staff will be taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs will innovate with focus on the market niche.

iii.   Research and Startups based on IKS will be encouraged, and provided support.

iv.   Students will be encouraged to develop entrepreneurial mind set through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition will be routinely organized.

v.   To prepare the students for creating the start up through the education, integration of education activities with enterprise-related activities will be done.

B.   GD Goenka University will link their start-ups and companies with wider entrepreneurial ecosystem and by providing support to students who show potential, in

pre-startup phase. Connecting student entrepreneurs with real life entrepreneurs will help the students in understanding real challenges which may be faced by them while going through the innovation funnel and will increase the probability of

success.

C.   GD Goenka University will establish Institution's Innovation Councils (IICs) as per the guidelines of MHRD's Innovation Cell and allocate appropriate budget for its activities. IICs should guide institutions in conducting various activities related to innovation, startup and entrepreneurship development. Collective and concentrated efforts should be undertaken to identify, scout, acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey

D.   For strengthening the innovation funnel of the GD Goenka University, access to financing must be opened for the potential entrepreneurs.

i.   Networking events must be organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.

Provide business incubation facilities: premises at subsidized cost. Laboratories, research facilities, IT services, training, mentoring, etc. Will be accessible to the new start-ups.

ii.   Culture needs to be promoted to understand that money is not FREE and is risk capital. The entrepreneur must utilize these funds and return. While funding is taking risk on the entrepreneur, it is an obligation of the entrepreneur to make

iii.   Every effort possible to prove that the funding agency did right in funding him/ her.

E.   GD Goenka University will develop a ready reckoner of Innovation Tool Kit, which will be kept on the homepage on University website to answer the doubts and queries of the innovators and enlisting the facilities available at the University.

6.3   Product Ownership Rights for Technologies Developed at GD Goenka University

A.   When GD Goenka University facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the University.

i.   Inventors and GD Goenka University could together license the product / IPR to any commercial organization, with inventors having the primary say. License fees could be either
/ or a mix of

- Upfront fees or one-time technology transfer fees Royalty as a percentage of sale-
- price
- Shares in the company licensing the product ii.

ii.   GD Goenka University will not hold the equity as per the current statute, so CIE GDGU will hold equity on their behalf.

iii.   If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the CIE GDGU and the incubated company.

B.   On the other hand, if product/ IPR is developed by innovators not using any GD Goenka University facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

C.   If there is a dispute in ownership, a minimum five membered committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the GD Goenka University industry experts / alumni (having experience in technology commercialization) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. GD Goenka University can use alumni/ faculty of other institutes as members, if they cannot find sufficiently experienced alumni / faculty of their own.

D.   CIE GDGU will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed however in specific case, clarifications can be sought. When GD Goenka University is paying for patent filing, University will constitute a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-university funds, then they alone should have a say in patenting.

E.   GD Goenka University decision-making body with respect to incubation / IPR / technology-licensing will consist of faculty and experts who have excelled in technology translation.

F.   Interdisciplinary research and publication on startup and entrepreneurship will be promoted by the GD Goenka University.

6.4   Organizational Capacity, Human Resources and Incentives -

A.   GD Goenka University will recruit staff that have a strong innovation and entrepreneurial/ industrial experience, behavior and attitude. This will help in fostering the Innovation and entrepreneurial culture.

i.   Some of the relevant faculty members with prior exposure and interest should be deputed for training to promote innovation and entrepreneurial.

ii.   To achieve better engagement of staff in entrepreneurial activities, GD Goenka University policy on career development of staff should be developed with constant up skilling.

B.   Faculty and departments of the GD Goenka University will work in coherence and cross- departmental linkages will be strengthened through shared faculty, cross faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.

C.   Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.

D. Faculty and staff will be encouraged to do courses on innovation, entrepreneurship management and venture development.

E. In order to attract and retain right people, GD Goenka University will develop academic and non-academic incentives and reward mechanisms for all staff and stakeholders that actively contribute and support entrepreneurship agenda and activities.

F. The reward system for the staff may include sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, trainings, etc.

G. The recognition of the stakeholders may include offering use of facilities and services, strategy for shared risk, as guest teachers, fellowships, associate ships, etc.

H. A performance matrix will be developed and used for evaluation of annual performance.

6.5   Norms for Faculty Start-ups -

A. For better coordination of the entrepreneurial activities, norms for faculty to do startups will be created by the GD Goenka University. Only those technologies will be taken for faculty start-ups which originate from within the GD Goenka University.

i. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the start-up.

ii. GD Goenka University will work on developing a policy on 'conflict of interests' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the start-up activities.

iii. Faculty start-up may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.

B. In case the faculty/ staff holds the executive or managerial position for more than three months in a start-up, they will go on sabbatical/ leave without pay/ utilize existing leave.

C. Faculty must clearly separate and distinguish on-going research at the GD Goenka University from the work conducted at the start-up/ company.

D. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the GD Goenka University) may be permitted to the faculty.

F. Faculty must not accept gifts from the start-up.

E. Faculty must not involve research staff or other staff of GD Goenka University in activities at the start-up and vice-versa.

F. Human subject related research in start-up should get clearance from ethics committee of the GD Goenka University.

6.6   Pedagogy and Learning Interventions for Entrepreneurship Development -

A. Diversified approach should be adopted to produce desirable learning outcomes, which will include cross disciplinary learning using mentors, labs, case studies,

games, etc. in place of traditional lecture-based delivery.

i.   Student clubs/ bodies/ departments will be created for organizing competitions, boot

camps, workshops, awards, etc. These bodies will be involved in GD Goenka University strategy planning to ensure enhancement of the student's thinking and responding ability.

ii.   GD Goenka University will start annual 'INNOVATION & ENTREPRENEURSHIP AWARD' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the University.

iii.   For creating awareness among the students, the teaching methods will include case studies on business failure and real-life experience reports by start-ups. iv. Tolerating and encouraging failures: Our systems are not designed for tolerating and encouraging failure. Failures need to be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. Very importantly, this will be a part of GD Goenka University philosophy and culture.

v.   Innovation champions will be nominated from within the students/ faculty/ staff for each department/ stream of study.

B.   Entrepreneurship education will be imparted to students at curricular/ co-curricular/ extracurricular level through elective/ short term or long-term courses on innovation, entrepreneurship and venture development. Validated learning outcomes will be made available to the students.

i.   Integration of expertise of the external stakeholders will be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.

ii.   In the beginning of every academic session, GD Goenka University will conduct an induction program about the importance of Innovation and Entrepreneurship, so that freshly inducted students are made aware about the entrepreneurial agenda of the GD Goenka University and available support systems. Curriculum for the entrepreneurship education will be continuously updated based on entrepreneurship research outcomes. This will also include case studies on failures.

iii.   Industry linkages will be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.

iv.   Sensitization of students will be done for their understanding on expected learning outcomes.

v.   Student innovators, start-ups, experts must be engaged in the dialogue process while developing the strategy so that it becomes need based.

vi.   Customized teaching and training materials will be developed for start-ups. vii. It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product, others may join the leader and work for the start-up. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.

C.   Pedagogical changes need to be done to ensure that maximum number of student projects and innovations are based around real life challenges. Learning

interventions developed by the University for inculcating entrepreneurial culture will be constantly reviewed and updated.

6.7   Collaboration, Co-creation, Business Relationships and Knowledge Exchange

A.   Stakeholder engagement will be given prime importance in the entrepreneurial agenda of the GD Goenka University. GD Goenka University will find potential partners, resource organizations, micro, small and medium sized enterprises (MSMEs), social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the programs.

i.   To encourage co-creation, bi-directional flow/ exchange of knowledge and people will be ensured between institutes/ organizations such as incubators, software technology, science parks, etc.

ii.   GD Goenka University will organize networking events for better engagement of collaborators and will open up the opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration and lectures etc.

iii.   Mechanism will be developed by the GD Goenka University to capitalize on the knowledge gained through these collaborations.

iv.   Care will be taken to ensure that events don't become an end goal. First focus of the
Business Incubator will be to create successful ventures.

B.   GD Goenka University will develop policy and guidelines for forming and managing the relationships with external stakeholders including private industries.

C.   Knowledge exchange through collaboration and partnership will be made a part of GD Goenka University policy and University will provide support mechanisms and guidance for creating, managing and coordinating these relationships.

i.   Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of the GD Goenka University will be given the opportunities to connect with their external environment.

ii.   Connect of the GD Goenka University with the external environment must be leveraged in form of absorbing information and experience from the external ecosystem into the University environment.

iii.   Single Point of Contact (SPOC) mechanism will be created in the GD Goenka University for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.

iv.   Mechanisms will be devised by the GD Goenka University to ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborators.

v.   Knowledge management will be done by the GD Goenka University through development of innovation knowledge platform using in-house Information & Communication Technology (ICT) capabilities.

vi.   Exchange of Knowledge and Research on IKS (Indian Knowledge System) in various disciplines will be encouraged.

6.8   Entrepreneurial Impact Assessment -

A.   Impact assessment of University entrepreneurial initiatives such as pre incubation, incubation, entrepreneurship education will be performed regularly using well defined evaluation parameters.

i.   Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning will be assessed.

ii.   Number of start-ups created, support system provided at the University level and satisfaction of participants, new business relationships created by the GD Goenka University will be recorded and used for impact assessment.

iii. Impact will also be measured for the support system provided by the GD Goenka University to the student entrepreneurs, faculty and staff for pre- incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.

B.   Formulation of strategy and impact assessment will go hand in hand. The information on impact of the activities will be actively used while developing and reviewing the entrepreneurial strategy.

C.   Impact assessment for measuring the success will be in terms of sustainable social, financial and technological impact in the market. For innovations at pre commercial stage, development of sustainable enterprise model is critical. Commercial success is the only measure in long run.

(This policy supersedes the existing 'Innovation and Start-Ups Policy' of GD Goenka University)

Chapter 5.18
Sports and Cultural Events Policy

I.   SPORTS

1.   Introduction

Sport and Co-Curricular are among the 17 Sustainable Development Goals (SDGs) which are aimed to be achieved by 2030. In today's global context, where digitalization pervades our daily lives, it is likely that people are fed with information that may be far away from the reality of our ancient wisdom and beliefs. Unrestricted digital exposure is a reality, and if people's beliefs are not rooted in our culture, it may fade India's cultural heritage and create mechanized individuals based on a transactional system, and increase the crime rate. Without culture, humans at best would be materialistic animals, and the more we move away from our culture, the more morally fragile we will become. The cultural deficit is the cause of our perennial problems, unless we address them through culture, the root cause of the problem will not be addressed. Also, cultural resources are economic resources too. Likewise, Sports is a means of physical and mental development besides creating harmony in the country. Sports is like a matrix where persons of all creeds, colors, religions and socio-economic statuses have a level playing ground. It is a melting pot where all and sundry have equal rights and opportunities. Sports is, thus, a glowing example of growing together with a spirit of self-development and national integration The GD Goenka University is committed to supporting and developing a healthy and recreational environment that shall provide a complete learning experience to its students making sports and other co-curricular activities form an integral part of education and holistic development.

2.   Purpose

The purpose of this policy is to promote culture in education & education in culture and sensitization of students towards the plurality and diversity of Indian society. This will be done through experiential learning. The policy framework is made to enhance cultural, moral, spiritual, and scientific values. The practices of spiritualism, meditation, and yoga are part of the policy.

3.   Objectives
- To promote opportunities for everyone to experience the culture, participate in educational programs and develop their creative abilities
- To promote quality and artistic renewal
- To promote a dynamic cultural heritage that is preserved, used, and developed
- To promote international and intercultural exchange and cooperation in the cultural sphere

To achieve the cultural policy objectives, it is written in the Government's instructions to all government agencies in the area of culture that they "in their activities (are to) integrate gender equality, diversity and children's perspectives, as well as international and intercultural exchange and cooperation". These perspectives should be seen as an integrated part of all cultural policy.

4. Scope

The policy is designed to deal with concerns raised in relation to the specific issues which are prerequisites to maintaining good sportsmanship and respect towards each other and visiting individuals or teams.

5. Responsibility

The roles and responsibilities of the various stakeholders shall be:

University

- The University Shall be responsible for popularizing sports activities on campus and affiliated colleges organizing tournaments, sports activities, and events;
- The University shall make available the necessary funds and infrastructure to implement the policy to its fullest.
- The University shall encourage/invite talented sportsmen to join its various programmes.
- The University shall make provision in the Departmental/college timetable to involve students in competitive as well as recreational sports.
- The University shall take suitable action against faculty or students not abiding by the Sports Policy.

The Faculty Members

- The faculty members should take pride in associating themselves with sports activities
- and in motivating/promoting students to take part in sports.
- The faculty members must make students aware of the sports policy of the University
- The faculty members must encourage students to be involved in the University sports programme.
- The faculty members should not deter any student from participating in internal as well as external sports activities authorized by the University
- The faculty members should volunteer to organize additional lectures/practicals (if possible) for the college sportsmen missing them due to their involvement in external sports activities.
- The faculty members must be aware of the achievements of their students and must highlight the same during their interaction with each other, if possible, in a classroom situation.
- The faculty members must assign "duty leave" to the sportsmen on sports duties authorized by the University.

Coaches

Coaches shall be responsible for:

- To institute organized safe instructions and training for all members of the team.
- To provide an enjoyable environment while executing game rules and regulations as related to players' skill levels.
- attend team practices and accompany teams to all games and tournaments.
- assist the team officers with suggestions for purchasing safety equipment and maintaining the shape of the equipment.

- To provide practice schedules that best meet the needs of the players.
- To help organize travel planning and sponsored events.

Students

• The student shall take pride in associating themselves with sports activities and in motivating/promoting fellow students to take part in sports.
• All the students are expected to sign up for appearing in the "SPORTS TEST". The sports test shall be mandatory.

6. **Policy Guidelines**
   Basic Principles of the Policy
   The Sports and Policy will be guided by the following principles:
   - Equal opportunity: This means that all members of the University community will have equal opportunity in sports and games;
   - Regular participation: Implies that there must be regular schedules to which community
   - members adhere;
   - Nurturing talents: Implying that talents must be identified, trained, and promoted for the best performance possible for the best name of the institution;
   - Mandatory attendance to a preferred physical activity: Implying that each of the students and staff members is involved in any one of the physical activities offered at GDGU; and
   - University commitment to making available supportive resources: Implying that the availability of facilitators, facilities, equipment, and adequate financial outlay

Major Areas, Issues, Policy Statements and Strategies Addressed by the Sports Policy

6.1   Participation Eligibility
6.1.2   Policy Statement

- The office of the Coordinator of Sports and Games in collaboration with the University Health Centre and other stakeholders shall sensitize the GDGU community on the importance of sports and exercise on health;
- The University shall facilitate GDGU teams by providing quality recreational and sports facilities, equipment and supplies, and finance;
- Coordination and conduct of sports shall be under the department of Social Services
- The use of GDGU facilities shall be properly regulated; and
- Participation in intramural and extramural competitions shall only involve confiding members of GDGU. For students, they will be required to be valid GDGU students and staff must be employees of GDGU.

6.1.3 Strategies

The University to:

- Ensure that the University Security Officers, in collaboration with the office of Sports and Games, will monitor people who use GDGU facilities illegally;
- Recruit sports tutors in order to train GDGU teams;
- Provide and improve sports facilities, equipment, and supplies;
- Offer training on the importance of sports;
- Conduct sports Bonanzas;
- Conduct competitions within a minimum of 3 weeks
- of physical conditioning and training
- Conduct seminars, workshops and symposia on sport and health; and
- Design and use brochures as a means of awareness-raising; and
- Slot a 'Sports and ' during first-year Orientation Week.

6.2 Facilities and Equipment

6.2.1 Policy Statement

- The University shall provide adequate and high-quality sports facilities; and
- The University shall ensure security for sports facilities and equipment.

6.2.3 Strategies

The university to:

- Construct new facilities and renovate the current ones;
- Deploy an adequate number of security guards to protect sports facilities;
- Install lights around the sports fields;
- Construct a fence around the sports fields;
- Budget funds for purchasing needed sports equipment; and
- Establish a firm mechanism for maintaining sports facilities.

6.3 Recruitment and Training

6.3.1 Policy Statement

- The University shall recruit adequate numbers of qualified sports and games trainers and coaches; and
- The University shall ascertain in-service training for all staff involved in sports and games.

6.3.2 Strategies

The University to:

- Strictly adhere to recruitment procedures;
- Have in place staff development programme for sport and games trainers and coaches; and
- Identify among finalist students, the potential sports and games trainers and coaches annually for future employment.

6.4 Sports Event Scheduling

6.4.1 Policy Statement

- The University shall schedule the sports events and sports fields for both staff and students;
- The Games Tutors in collaboration with the colleges and schools shall organize sports events; and
- The University's resources mobilization effort shall put into consideration sports and games.

6.4.2 Strategies

The University to:

- Ensure that Games tutors in collaboration with colleges and schools coordinate sports events at different levels within the University;
- Fix sports and games in the university almanac and academic timetable; and
- Ensure that the directorate of social services is represented in the University resource mobilization committee.
- Ensure accommodation of sports and games schedules within the University master timetable

6.5 Health and Safety

6.5.1 Policy Statement

- The University shall ensure that sports events are conducted in a healthy and safe environment;
- The University shall have routine precautions to ensure the safety and health of participants; and
- The University shall ensure the availability of qualified sport medicine practitioners.

6.5.2 Strategies The University to:

- Ensure that medical supervision is available at all events;
- Ensure that play areas are kept clean and safe;
- Ensure that sports and games are scheduled in a way that ensures equal and safe competition;
- Ensure that injured players are examined and proper treatment is administered by a physician;
- ensure that a physician is present at all games and practices;
- Ensure that medical examination is required of all participants at least once per year;
- Ensure that all protective gear and equipment are appropriate;
- Ensure that playing fields meet standards such as dimensions, surface, and safety requirements;
- Ensure that a variety of health-related physical activities are conducted to encourage participation; and

- Ensure that injuries incurred in sports are covered by the University's insurance policy**.**

6.6 Gender in Sports
6.6.1 Policy Statement

- The University shall provide and enforce equal opportunities for both males and females' participation in sports among staff and students; and
- The University shall encourage women to participate in sports and games.

6.6.2 Strategies   The university to:

- Ensure equal opportunity for men and women to participate in sports in a safe and supportive environment that preserves the rights, dignity, and respect of the individual by enacting and enforcing respective by-laws;
- Increased rate of involvement and participation of women in sports and games for example, by offering special awards; awarding scholarships, involvement in decision-making, and being appointed or elected to leadership positions;
- Ensure that there is special facilitation for women participants with disabilities by procuring gender-sensitive equipment, deploying special trainers for women, and providing gender-friendly facilities;
- Ensure that planning, design, and management of facilities equally meet the needs of both men and women in university sports;
- Ensure that financing of sports is equal for both men and women;
- Ensure that there is a 50/50 representation in gender-neutral sports such as tennis, table tennis, volleyball, and netball;
- Ensure that there are parallel teams in all other sports and games; and
- Ensure that there is a 50/50 representation in the management and decision-making bodies.

6.7. Adapted Sports
6.7.1 Policy statements

- The University shall have appropriate Programmes that will cater to the needs of people with disabilities;
- The University shall have appropriate and adequate equipment and supplies that will cater to the needs of people with disabilities;
- The University shall recruit personnel specialized in adapted physical activities for training and coaching people with disabilities.

6.7.2 Strategies

The University to:

- Prepare Programmes, particularly where no opportunities and Programmes now exist;
- Provide special training for volunteer coaches to enable them to work with students in physical fitness, recreation and sports activities; and

- Provide supplies and equipment for disabled sports.

6.8 Communication and Visibility
6.8.2 Policy statements
- The University shall direct its own media instruments to promote sports at the University; and
- The University shall collaborate with the mainstream media to promote sports at the University.

6.8.2 Strategies
The University to:
- Design advertisements, press releases, and brochures that can be disseminated through the media;
- Involve the media in planning and organizing sports events; and
- Use digital media such as social networks and websites to publicize University sports and games.

6.9 Financial and Other Resource Mobilization
6.9.1 Policy Statement
- The University shall fund sports Programmes for training and participation at GDGU and for both national and international competitions;
- The University shall sensitize its constituent community to make a contribution, financially and/or in kind, towards the development of sports and games at the campuses;
- The University shall charge token fees to outside users of its sports facilities; and
- The University shall approach its local and international development partners for a contribution towards the development of its sports and games programs.

6.9.2 Strategies
The university should undertake the following initiatives:
- University tuition fee to factor into each registered University student a contribution for sports and games;
- The University to seek other sources – grants, donations, gifts, and sponsorships to promote sports at the University;
- In addition, each mega-unit (school, college, and institute) is to be encouraged to solicit funds for running sports programme; and
- Other users than GDGU members are to pay user fees for using GDGU sports facilities.

6.10 Awards
6.10.1 Policy Statement
- The University shall award individuals with outstanding performances in sports for students and staff;

- Any monetary awards that are made to the University shall be used for the development of the sport and games;
- Challenge trophies should be replaced at least every 3 years; (annual winners should be given dummy trophy); and
- The University shall assist students in bettering their academic and sports excellence (after satisfying certain criteria).

6.10.2 Strategies The University to:

- Organise annual award-giving events (e.g., Sports gala);
- Identify and make known the categories of awards; and
- Include in the annual University budget the annual awards and honors in sports and games

6.11 Sport and Games Management
6.11.1 Policy statements

- The University shall from time to time establish and review its vision statement for sports and games;
- The University shall ensure that stakeholders do not only make a commitment to endorse the policy and plans for sports and games but also participate actively in implementing them; and
- The University shall from time to time develop and implement a sound strategic plan that identifies key issues and responsible organs for addressing them.
- The University shall ensure that when a certain club wants to engage a University student, the club will sign a contract with the University

6.11.2 Strategies The University to:

- Popularize its vision for sports and games through engraving different artifacts and souvenirs;
- Hold sports and games stakeholder meetings;
- Communicate sports and games policy and plans to stakeholders;
- Follow the strategic plan calendar

The tentative list of sports events organized is as follows -
Sports/Games

1. Chess
2. Table Tennis
3. Badminton
4. Volleyball
5. Basketball
6. Snooker
7. Swimming
8. Cricket

9. Weight Lifting

10. Foot Ball

11. Athletics

*Other sports may be added in the future**.**

II. CULTURAL GUIDELINES

Cultural Activities: Any student enrolled in the University shall be eligible to participate in these activities. The eligibility rules for the events/competitions shall be the same as the rules for the Sports and Games. These shall be categorized as on-stage and off-stage events/ competitions for Patriotic Group Songs, Folk Dance, Folk Song, Drama (One Act Play), Mime and Mono Acting. Each department shall send one entry for Drama (One Act Play), Patriotic Group Song, Folk Dance, and Mime and two entries for Mono-Acting and Folk Song. A total number of participants from a department shall not be more than 30 for Literary and Cultural Competitions excluding accompanists.

- The general guidelines for the duration of various competitions shall be decided by the committee at the time of organizing these events.
- Participating department shall submit the details of all entries to the organizing department before 5 days.
- General guidelines regarding all events shall be as decided by the cultural committee. The organizing department shall appoint a judging committee of two/ three members. The aggregate / total score of the committee shall be considered to find out the individual winner and winning department for each event separately.
- The department receiving running trophies shall hold itself responsible for the safe custody and care of the trophies.
- A certificate of merit shall be awarded to the individual member of the winning team in team competitions, and in individual participation to individual securing first and second places.
- A certificate to every participant shall be given.
- The tentative list of on-stage and off-stage events organized is as follows –

S.No.	On Stage Events	Off Stage Events
1.	Drama	Debate
2.	Folk songs	Extempore
3.	Dance	Writing competitions
4.	Drama	speech
5.	Music competitions	Rangoli
6.	Singing competitions	Poster
7.	Poetry competitions	Best out of waste

*Events may be added /changed at the time of organizing.
- The guidelines for organizing the events shall be decided at the time of organizing.

- The decision of the panel/judges shall be final and abiding.

IMPLEMENTATION

The responsibility of organizing the sports and cultural event shall lie primarily with Dean, Student Welfare along with the Sports Officer, Teacher and student coordinators.

Chapter 5.19
Students Grievance Redressal Policy

Students Grievance Redressal Policy

1.   **Background**
   a) This policy has been framed in line with the provisions of the "**University Grants Commission Grievance Redressal Regulations, 2012**" of India (hereinafter referred to as the "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
   b) These regulations shall be called the "G D Goenka University Regulations Governing Grievance
   Redressal of Students".

2.   **Purpose**
   G D Goenka University, Gurugram is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3.   **Aim**
   The aim of these rules is
   a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
   b) To set in place a grievance handling system that is student focused;
   c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
   d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
   e) To ensure that there is a consistent response to grievances.

4.   **Scope and Applicability**
   a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
   b) A 'Student' for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5.   **Definitions**
   a) 'Grievance' is defined as a student's dissatisfaction with respect to any aspect of the University's activities and services.
   b) 'Person' referred herein shall mean a student on the rolls of the University.
   c) 'University' means the G D Goenka University, Gurugram, Haryana.
       Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her'
       respectively.

6.   **Types of Grievance Types of Student grievance**
       These grievances can be in the nature of:

a) Grievances that are academic in nature
b) Against faculty
c) Grievance related to examination
d) Grievance related to summer internship & placements
e) Grievance related to amenities & services
f) Grievance related to stay at hostel
g) Grievance related to finance
h) Grievance related to student conflicts
i) Harassment by fellow students or the faculty/ staff etc.

7.   Procedure for Redressal of grievance

8.   Informal Resolution before an issue becomes a formal grievance
a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counselling.
b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

8.1   Grievance Handling and Resolution Mechanism
a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

8.2   Procedure and Stages in Grievance Handling
The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

a) **Stage 1**
  i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.
 ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
iv. The Authority concerned will then endeavour to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 v. The Level 1 authority, may get the matter investigated through a designated subcommittee, if so, considered necessary to arrive at a decision.
vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.

b) **Stage 2:**

   i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.

   ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.

   iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.

c) **Stage 3:**

   i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.

   ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.

   iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

9. Confidentiality

a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against

b) Implementation of the procedure will be done without prejudice to either party.

c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.

d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.

e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.

f) There will be no cost to the complainant for utilizing this grievance and appeal process.

10.Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator/Ment or	Dean of Respective School & Proctor	Vice Chancellor
2	Against Faculty	Department Coordinator/Ment or	Dean of Respective School & Proctor	Vice Chancellor
3	Grievance related examination	Department Coordinator/Ment or	Controller of Examination & Proctor	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator/Ment or	Director – Corporate Relations & Placements and Proctor	Vice Chancellor
5	Grievance related to amenities & services	Manager – Admin	DSW & Proctor	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	DSW & Proctor	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden /Proctor	Dean of Respective School / DSW	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Proctor /Department Coordinator	Dean of Respective School / DSW	Vice Chancellor

*Cases related to Sexual Harassment will follow 'Policy on prevention of sexual harassment at workplace: Guidelines for G D Goenka University, Gurugram, Haryana.

11. **Appendix 1: List of Student Grievances**

11.1   Grievances that are Academic in nature

- Academic Quality
- Suspension of student
- Academic Integrity dispute
- Course material
- Class time table
- Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- Attendance/directed reading
- Internal Assessment
- Co-curricular activities
- Grade Dispute

11.2   Against Faculty

- Academic delivery & quality
- Classroom conduct
- Regularity & punctuality
- Any discrimination / victimization of students

11.3   Grievance related to examination

- Registration / Re-registration / Student Records
- Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- Evaluation of answer books Grading / results
- Re-checking/ Re- evaluation
- De-barred / Year back cases
- Discrepancy in Diplomas / Degrees

11.4   Grievance related to Summer Internship & Placements

- Discrimination in summer Internship selection
- Discrimination or non-adherence of placement procedures /rules

11.5   Grievance related to Amenities & Services

- Common services (Transportation / Canteen / Medical, etc.)
- Extra-curricular facilities
- Student Financial Aid
- Travel Concession
- Identity Cards

11.6   Grievance related to stay at hostel

- Quality of Food and Hygiene
- Hostel amenities

11.7   Grievance related to finance

- Fees and Dues
- Fee Concessions
- Scholarships
- Refunds

11.8   Grievance related to student conflicts

- Conflict between students of same Program
- Intra-School conflicts
- Inter-School conflicts

11.9   Harassment by fellow students or faculty/ staff etc.

1. **Bullying**

2. **Settlement of Disputes**

   Any dispute between the University and its officers, faculty members, other employees and student shall be resolved in accordance with the provisions made in the Regulations taking into account the Arbitration and Conciliation Act, 1996.

3. **Residual Provision**

   In case of any dispute/difference of interpretation of provisions made in the Ordinances and Regulations, the decision of the Chancellor shall be final. Disputes, if any, arising out of this Ordinance and subsequent Ordinances and Rules and Regulations framed their under, shall be within the jurisdiction of Gurgaon court only.

   Anything contrary to the provisions of "The Haryana Private Universities Act, 2006" (as amended from time to time) will be treated as null and void.

4. **Disciplinary Action**

Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Schools/Centres/ Constituent Units.

- o At the time of admission, very student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the University, its Departments/Schools/Centres/ Constituent Units who may be vested with the authority to exercise-discipline under the acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the University

- o The University shall maintain high standards of discipline in the Campus and in the Hostels. The Dean of Students Welfare / Proctor shall be overall in-charge of student discipline. The Dean of Students Welfare / Proctor shall be assisted in this task by, Teachers/Hostel Wardens. Students shall be provided with copies of Codes of Conduct. A Manual of Disciplinary Action duly approved by the Board of Management shall be used to regulate disciplinary actions.

- o Without prejudice to the powers of the Vice Chancellor, the Dean, Students Welfare and the Proctor as aforesaid, detailed Guidelines for discipline and proper conduct shall be framed which may be supplemented, wherever necessary, by the Heads of Departments/Schools/Centres/ Constituent Units as they may specify for these purposes and submit the same for approval by the Vice Chancellor

- o Without prejudice to the generality of the power to maintain and enforce discipline under these Ordinances, the following shall amount to act of

- o Indiscipline or misconduct on the part of a student of the University and its Departments/Schools/Centres/ Constituent Units:

- o Physical assault or threat to us physical force against any member of the teaching and non- teaching staff of any Departments/Schools/Centres/ Constituent Units and against any student of the University;
- o Unauthorized duly remaining absent from the class, test or examination or any there curricular or co-curricular activity which he is expected to participate in;
- o Carrying of, use of or threat to use of any weapons;
- o Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
- o Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- o Any violation of the provisions of the Civil Rights Protection Act, 1976;
- o Any violation of the provisions of the sexual harassment of women at work place (prevention, prohibition and redressal) Act, 2013;
- o Indulging in or encouraging violence or any conduct which involves moral turpitude; Any form of gambling;
- o Discrimination against any student or a member of staff on grounds of caste, creed language, place of origin, social and cultural background or any of them;
- o Practicing _castes and untouchability in any form or inciting any other person to do so;
- o Any act of commission or omission, whether verbal or otherwise, derogatory to women;
- o Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;
- o Any attempt at bribing or corruption of any manner or description;
- o Willful destruction of the property of the University or its Departments/ Schools/ Centres/ Constituent Units etc.;
- o Behaving in rowdy, intemperate. or disorderly manner m the premises of the University or encouraging or inciting any other person to do so;
- o Creating discord, ill-whole or intolerance among the students on Sectarian or communal grounds or inciting any other student to do so;
- o Causing disruption of any matter of the academic functioning of the University system; Indulging in or encouraging any form of disruptive activity connected with tests,. Examinations or any other activity of the University• or the college or the institution, as the case may be;

- **Ragging;**
  - o Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class; Any action or attitude, conscious or unconscious, the subordinates an individual or group based on skin colour or race or appearance, either individually or collectively;
  - o Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students;
  - o Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University.
  - o Further provisions shall be such as may be specified from time to time by the Act, or any Statutes, Ordinances, Regulations or Rules of the University.

11.10   Terms of Reference

- Supreme Court directives in the Vaisakha judgment Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which has been ratified by India.
- Right to work with dignity in a safe environment as provided under Article 19
  (g) of the Constitution of India.

11.11   What Constitutes Sexual Harassment

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcomed physical; verbal or non-verbal conduct of sexual nature.

11.12   Measures for Prevention and Deterrence of Sexual Harassment

- In order to ensure a safe environment free from Sexual Harassment for women the policy for the prevention and prohibition of Sexual Harassment will be circulated to all.
- A proactive program will be maintained to educate all members as to the definition of sexual harassment and procedures for redressal.
- Workshops and training programmes will be undertaken at regular intervals for sensitizing the members.
- Notices will be prominently displayed spreading awareness about the issue of "Sexual Harassment at the Workplace" and giving information for the redressal mechanism that has been put in place and encouraging women to file their grievances.
- Will facilitate initiation of proceedings under this Policy through the institution of "Committee against Sexual Harassment" for redressal of act/s of sexual harassment.

11.13   Guiding Principles for Constitution of Committee against Sexual Harassment

- In order to ensure that the Committee against Sexual Harassment is gender sensitive, representative members will be drawn from different categories.
- In order to create autonomous structure to enquire into complaints of sexual harassment, members from outside GDGU with known contribution to women's rights issues shall be included in the Committee.
- In accordance with the 1997 Supreme Court judgment the committee will have a woman chairperson.

- Not less than half of the Committee members shall be women.
- The term of each Committee shall be two years. The previous Committee will however continue till the new Committee is constituted.
- In the event of the expiry of the term of a Committee against Sexual Harassment during the pendency of an enquiry then for purposes of that complaint the Committee against Sexual Harassment will be regarded as a valid Committee, under this Policy and Service Rules, till the submission of the Enquiry Report to the Vice Chancellor.
- All members of the Committee against Sexual Harassment shall be neutral and unbiased.

11.14 Power and Duties of the Committee Against Sexual Harassment

Preventive

- To work towards creating an atmosphere promoting equality, non- discrim
- To promote and facilitate measures to create a work and study environment that is free of sexual harassment of women.
- To publicize widely the policy against sexual harassment especially through the student handbook and display the same on notice boards, website etc.
- To regularly organize and carry out programmes for gender sensitization of GDGU members through workshops, seminars, posters, film shows, debates etc. It may enlist the help of specialized NGOs to carry out these programmes.
- The Complaints Committee shall take suo moto notice of grave violations of the basic principles of gender sensitivity and gender justice on the campus.

11.15 Remedial

- To receive and take cognizance of complaints made about sexual harassment of women at the workplace.
- To conduct enquiries into these complaints, place findings before the Vice Chancellor and recommend penalties against the harasser in accordance with the rules and procedures laid down.
- To ensure safety of the complainant and witnesses during the pendency of the enquiry and till the final determination of the complaint, by advising the concerned authorities to issue warnings, suspension or any other order, if the harasser harasses or intimidates the complainant or witnesses.
- To make efforts to ensure that the complainants and the witnesses are not further victimized or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may be in the nature of issuing a restraining order against the defendant or any other person/s.
- To seek medical, police and legal intervention with the consent of the

complainant.

- To make arrangements for appropriate legal, psychological / emotional and physical support for the complainant if she so desires.
- In the case of third party/ outsider harassment, with the consent of the aggrieved woman, it shall initiate action by making a complaint with the appropriate authority having jurisdiction over the offence. Further the committee will actively assist and provide available information regarding NGO and counselling services in that area to the complainant woman in pursuing the complaint.

11.16   Mechanism for Complaint & Redressal procedure for Registering Complaints

- The mechanism for registering complaints is safe, accessible and sensitive.
- Complaints can be lodged directly with any member of the Committee against Sexual HarassmentThe complaint may be oral or in writing. If the complaint is oral, it shall be reduced in writing by the committee member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.
- The member to whom the complaint is made should bring it to the notice of the Chairperson of the Committee within two working days of its receipt by her/him.
- All meetings of the committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting, in exceptional cases emergency meeting may be convened as per the requirement.
- Within ten days of the receipt of a complaint, the Committee against Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. If the Committee considers it necessary to hear the defendant at this preliminary stage it shall issue a notice to him in the prescribed form for the purpose.
- If the Committee against Sexual Harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a Committee. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- Filing of a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc. During the pendency of an enquiry and till the final determination of a complaint of sexual harassment under this Policy the University shall not alter the conditions of service/study of the Complainant/Supporter/Witness concerned to their prejudice, as a

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consequence to the filing, participation or holding of an enquiry under this Policy.

Enquiry by the Committee against Sexual Harassment

- The committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.
- During the enquiry proceedings the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.
- The complainant will be allowed to be accompanied by one representative during the enquiry.
- The Committee shall strive to complete the enquiry in the shortest possible time, preferable within three months from the date on which the complaint is referred to and not exceeding it.
- Within one week of the institution of enquiry proceedings, the Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant.
- The Committee shall also make available to the defendant a true copy of the complaint(s)
  lodged by the complainant(s). The Committee must inform the defendant in writing about the charges made against him and he should be given a period of 5 days to respond to the charge sheet.
- The Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convener of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The complainant and the defendant shall be responsible for presenting their witnesses before the Committee.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- The Committee shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Committee.

- The venue of the enquiry should take into consideration the convenience and security of the complainant.
- If the complainant, defendant, or witness desire to appear before the Committee accompanied by one person of their choice, they shall communicate to the Convener of the committee the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.
- The identities of the Complainant and all witnesses shall be protected throughout and kept confidential by the Committee.
- The complainant and the defendant shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses
- The defendant/complainant may submit to the Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
- All proceedings of the Committee shall be recorded in writing.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.
- A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members. Once a complaint has been
  given to the Committee, the complainant should preferably not go public till the enquiry is completed, unless there are compelling reasons for her to do the same.
- The committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/ present direct or corroborative evidence.
- The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
- All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the Committee against
- Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right To Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non- disclosure of the same will not be against public interest. To the contrary, disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

- After concluding its enquiry, the Committee shall prepare a detailed and written report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee.

- Upon the completion of an enquiry, the said Committee may by a detailed and reasoned order pass any of the following orders:

- If the Committee finds no merit in the complaint, it shall write to the competent authority giving reasons for its conclusions. The concerned Committee may then dismiss the complaint which was subject of the Inquiry. ii. If the Committee find the complaint proven on a balance or probabilities it shall give a detailed and reasoned finding to that effect.

- In the event that the Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. It shall also recommend whether after disciplinary action has been taken, the disciplinary authority should publicize the identity of the offender, the misconduct and the disciplinary action taken.

Disciplinary Action based on the Report of the Committee

Within five working days of the adoption of the report, the Chairperson of the Committee against Sexual Harassment shall forward the Enquiry Report, together with the recommendations of the Committee to the Vice Chancellor for approval.

Penalties

The disciplinary action will be commensurate with the nature and impact of the sexual harassment. Any member of the University & its Constituents, if found guilty of sexual harassment shall be liable for disciplinary action. The penalties listed below are indicative, and shall not constrain the University & its Constituent authorities from considering others, in accordance with the rules governing the conduct of all members of the University.

In the case of academic/administrative/ technical/ non-teaching staff/ management, disciplinary action could be in the form of one or more of the following:
- Warning
- Written apology
- Bond of good behaviour
- Gender sensitization
- Counselling
- Adverse remarks in the Confidential Report

- Debarring from supervisory duties
- Denial of membership of statutory bodies
- Denial of re-employment
- Stopping of increments/promotion
- Reverting, demotion, Transfer
- Dismissal
- Prohibition from entry on the Campus etc.
- Any other relevant mechanism.

In case of students, disciplinary action could be in the form of:
- Warning
- Written apology
- Bond of good behaviour
- Gender sensitization
- Counselling
- Debarring entry into a hostel/ campus
- Withholding results
- Debarring from exams
- Debarring from holding posts
- Expulsion
- Any other relevant mechanism.

Non-adversarial modes of redress and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behavior, counselling etc.

Chapter 5.20
Gender Equity Policy

To achieve gender equality and empower all women and girls and gender sensitisation at GD Goenka University is fully committed to gender equality and safety of is women employees and students.

The University has the following bodies to ensure the above:

1. Internal Complaint Cell.
2. Committee against Sexual Harassment.
In addition the University has a well-defined policy to prevent Sexual Harassment in the workplace.
Yearlong activities are also undertaken to create an environment that fosters equal treatment and leads to empowerment of the marginalized and weaker sections of the society.

At GD Goenka University, Gurugram, admissions are based on academic performance, not gender. In recent years, the number of female undergraduates has been increased, according to the GD Goenka University, Gurugram Fact Book. For example, 58 percent of undergrads in 202021 identified as female compared to 49 percent as male. The university has a number of programs that actively recruit female students, particularly in B.A and M.A (Clinical Psychology) and areas that have traditionally seen lower female enrolment.

GD Goenka University Gurugram is committed to Gender Equality and Empowerment of the weaker sections of the society. The yearlong activities and the active participation of students in each activity has created a climate for change and the student ambassadors will it is hoped , bring about a change in the Nation's mind set.

GD Goenka University, Gurugram demonstrates its commitment to gender-sensitive education and women empowerment by being willing to teach, to share and to help in a variety of practical ways. GD Goenka, University regulations and policy guidelines for admission, recruitment, and academic administrative activities safeguard the interests of the students, faculty and staff members without any differentiation to their gender. As a matter of fact, true spirit of article 15 of Constitution of India is being practiced in the AUMP i.e., no discrimination against caste, creed, religion and gender including third gender. The University has a well-defined Policy Against Sexual Harassment and a Committee that seeks to prevent sexual harassment in the work place and to take prompt action and redressal in case of any incident of harassment.

Further, the University provides safety, security & counselling facilities to both male and female students /staff through its well-defined Equity, Diversity & Non-discriminatory policy guidelines. The life skills education training to the students, faculty & staff has developed a conducive professional relationship. All new faculty members undergo an induction programme to understand the needs, concerns and characteristics of diversified people

including women in the buildings. There are separate hostels with caring and responsive male and female wardens with appropriate security arrangements for boys and girls. There are separate rest room and common room facilities for boys and girls in the campus. Also the University has Sports Officers and Medical Attendants for male as well as female students and staff. The University ensures the participation of women students in intra and inter-institutional competitions and cultural activities. They are active members of cultural and sports committee at the institutional and University level and participate in Sangathan, GD Goenka Annual Festival, International Youth Day, AIU sports competitions, etc. Some of the projects undertaken by the University in the recent years:

1. Nukkad Natak on "Women Empowerment"
2. Celebration of "International Women Day".
3. Nomination of Gender Champions.

 All programmes offered by the University are common to all- irrespective of genders without any bias or reservation. In addition, workshop/ training programmes are conducted on legal rights, protection from domestic/ social violence and gender sensitivity to all the students of the University. The University has established a Complaint Committee & Women Helpdesk to address the issues related to sexual harassment and other problems. As one of the strategic intent, the University nurtures an environment of safety, trust & mutual respect to embed equality & diversity and ensures that the implementation of the strategic plans are fair and inclusive.
1. Safety and Security
2. Counselling
3. Common Room

Counselling Centre

Counselling Centre is maintained and run by the department of GD Goenka Institute of Behavioural of Allied Science. The department provides counselling on need basis to the students.

Common Rooms

Common rooms are available in each of the academic blocks.

Day Care Centre for Young Children

This being run in Girls Hostels premises and is provided with all basic amenities with lady attendant to look after the kids.

Through its Equity and Inclusion Policy, the university seeks to foster an environment of inclusion and collegiality that goes beyond non-discrimination and harassment policies. The university celebrates all employees, regardless of gender expression, gender identity and

sexual orientation.GD Goenka University Gurugram is fully committed to gender equality and safety of is women employees and students The University has a Committee Against Sexual Harassment (CASH) with one woman chairperson and 06 members, including 01 external member CASH meetings are held regularly to discuss matters pertaining to safety and welfare of women CASH follows the defined guidelines of its Policy to Prevent Sexual Harassment of Women that includes a clearly defined redressal mechanism too. Due to the proactive approach of CASH, no cases of

Sexual Harassment have been reported in the campus till date.

GD Goenka University Gurugram analyses gender wise strength of admitted students in every academic year. Gender wise strength reflected in the annual report published by university every year. Examination Annual Report also published by the university and completion rate is systematically analysed. Women application rate, study rate and completion rate found satisfactory in past years.

GD Goenka University Gurugram offers a policy for Women application and entry. The goal of this Policy is to bring about the advancement, development and empowerment of women. The objectives of this Policy include :-

(i) Creating an environment through positive economic and social policies for full development of women to enable them to realize their full potential & make them accessible to all regardless of religion, disability, immigration, gender or status.

(ii) Equal access to participation and decision making of women in social, official and administrative level for run University.

(iii)GD Goenka University encourages female faculty members as well as the female students of AUMP regarding the changing perspectives of workplace ecosystems towards women and their roles.

AUMP organized a Panel Discussion on Glass Ceiling: How Real? To familiarize the audience with the career opportunities available for women in the Indian Air Force for all female faculty and staff of AUMP. The Panel Discussion was organized in compliance to the UGC – MHRD's letter for sensitizing women on Gender Bias and Stereotyping, Gender Equity and Women's Rights in view of ongoing Covid-19 Circumstances.

GD Goenka University is committed to providing fair treatment for women and men, according to their needs, so that all benefit with equal rights, opportunities, and resources. The promotion of gender equity is an integral part of all AUMP policies, programmes and projects. Achieving gender equity requires the recognition that every policy, programme and project may affect individuals and communities differently. Achieving gender equity often requires specific measures designed to eliminate gender inequities. Sexual or gender-based violence or harassment of any kind will not be tolerated.

Training in gender equity and non-discrimination will be made available to all staff and volunteers of the university. Any complaint of discrimination based on gender, age, race, ethnicity, class, caste, or religious affiliation should be addressed to the Chairperson, Committee against Sexual Harassment (CASH).

GD Goenka University offers policy for transgender considers seriously the problems faced by transgender such as fear, shame, social discrimination, and social stigma. Almost all social institutions have a role to play in helping the transgender community to be part of the mainstream through various measures. The education system has a seminal role not only in empowering them by providing a congenial atmosphere for continuing their education, but also in sensitizing the society that the persons belonging to the transgender community need our care and consideration.

As a consequence, AUMP has formulated a policy to help students & Staff belonging to the transgender community to pursue their education without any social discrimination. GD Goenka University has a provision of maternity leave in leave policy. Maternity leave would

be admissible to female employees for period of not exceeding 90 days on production of requisite medical certificate. Such leave would be admissible not more than two occasions in entire service.

GD Goenka University offers Childcare facilities for staff and faculty. A crèche facility has been established in Block -A of AUMP for extending facility to 6 months to 6 years old children of all employees. The facility is established as per guidelines under Maternity benefit Act - 2017. The SOP further lays down the guidelines for proper setting up and running of the facility.

The Crèche is located in the ground floor Block A hostel to ensure safety of the children. The centre has toilet facility for children. The rooms are well ventilated and have proper light. The centre has a safe and proper drinking water source. There are no unsafe places like open rooms, deep and large pits, garbage bins etc near the centre.

GD Goenka University believes that mentoring can be an incredibly useful tool to encourage women's growth and help them realize their full potential. GD Goenka Institute of Behavioural and Allied Sciences (AIBAS), AUMP established the Counselling Cell in the year of 2017 to cater the one to one and group counselling well-being of the female students and staff.

One to one and group counselling being conducted for the students of UG / PG and Ph.D. for their mental, biological and social health. In the group counselling activities, students and staff members are sensitized about the benefits and effectiveness of mental health issues and keeping a positive attitude towards life.

GD Goenka University committed to maintain a workplace and academic environment free from unlawful discrimination and harassment.

AUMP has constituted several anti-discrimination and complaints committees to ensure the preservation of a safe work and study environment.

The following are the Policy and Policy Statements:

1. Anti-Discrimination and Anti-Harassment Statement
2. Anti-Retaliation Statement
3. Discriminatory Employment/Services Practices

Systematic Measurement and Tracking of Women's Application Rate and Acceptance / Entry Rate (2021-2022)

This document outlines the systematic measurement and tracking of women's application rate and acceptance/entry rate at GD Goenka University for the academic year 2021-2022. We demonstrate our commitment to promoting gender equality and providing transparency in our admission processes.

Measurement and Tracking of Women's Application Rate (2021- 2022) – we collected data on number of female applicants during the 2021-22 academic year.
- The application data includes information on program choices and admission preferences.

- This data was recorded and organized by the university's admission office.

Measurement and Tracking of Women's Acceptance/Entry Rate (2021-2022) - We compiled data on the number of female applicants who were offered admission and subsequently enrolled in our university.
- The data provides a clear distinction between acceptance and entry rates, ensuring transparency.
- Our admission records are updated with this information to ensure accuracy.

GD Goenka University is committed to ensuring gender equality in higher education. The systematic measurement and tracking of women's application rate and acceptance/entry rate for the academic year 2021-2022 is a testament to our dedication to this goal. The data is publicly accessible, reflecting our transparency and accountability in our admission processes.

Chapter 5.21
Mentoring Policy

1. INTRODUCTION:

Mentoring is a key strategy of induction. Mentoring is essentially a formalized relationship that supports and encourages professional learning. In mentoring, a sound and trusting relationship will rely upon the degree of understanding and responsibility shared by the mentoring partners. The establishment of the relationship is crucial and will determine the level and quality of dialogue. Through SWOC analysis and sharing of profiles mentor and mentee derive the opportunities and time to get to know each other for building the foundations for the development of the professional relationship. This will lead to connect the faculty more to the needs of society, industry, R & D and the country as a whole**.**

MENTOR: A mentor is a teacher or an advisor one who leads through guidance. Faculty Mentoring is a process by which experienced senior faculty with highly acquired achievements - counsel, guide, instruct and facilitate the intellectual and/or career development of generally new, less experienced faculty. A mentor is "Anyone who offers knowledge, insight, perspective, or wisdom that helps other people professionally and also goes beyond duty or obligation".

MENTEE: "A mentee is someone who has identified a specific personal or professional goal and who believes that the guidance and help of a mentor – and being held accountable to the mentor – can help them achieve their goal" or "Anyone who wants to learn and seeks valuable advice from someone who knows in order to grow professionally and/or personally." As such, the Mentee need to actively participate, retain critical faculties, seek new capacities, seek overall development other than domain area, Remain open to multiple influences and own responsibilities for success.

2. Constitution of Committee for Student Engagement and Experience:

The Constitution of 'Committee for Student Engagement and Experience' (hereinafter, SEE) was passed with effect from Office Order dated 26th March 2021 vide number 152. Enclosed at Annexure I. The Committee for Student Engagement and Experience is assigned with maintaining Mentor Mentee Interactions at Centralized level with effect from the year 2021. Pursuant to this, centralized Standard Operating Procedures will replace the existing rules and regulation which were being used in the previous sessions at School Level.

3. Definitions and Interpretation (in alphabetical order):

   a. Chairperson: The designation of Chairperson is de-facto in nature. The Vice-chancellor of the University will become Chairperson of SEE by virtue of his/her post.

   b. Chief Mentors: The Chief Mentors are nodal point between the University and

the respective School for any information flow w.r.t to Committee for Student Engagement and Experience. The said position is to be filled by nomination of the Dean / Head of concerned School.

c. Convener: The designation of Convener is de-facto in nature. The Dean Student Welfare & International Relations of the University will become Convener of SEE by virtue of his/her post.

d. Dean: The Dean is de-facto Head of the School.

e. Head: The Head is de-facto Representative of School, in case, the post of Dean of the School is vacant.

f. Members/SEE: The Members of the SEE are nominated Chief Mentors by each School. Further, any other person may be included in the SEE which higher management deems fit with the consent of Vice-Chancellor of the University.

g. Mentees: The Mentees are students of each and every programme run by the University.

h. Mentors: The Mentors are Faculty-in-charges which are engaged in direct or indirect connect with the students at respective schools. The said faculties are nominated by the Dean / Head for mapping overall growth and development of assigned mentees at each stage in the Curriculum Cycle.

i. Overall Performance Index (OPI): The index will explain gradual growth of curricular and extra-curricular activities/ performance of a student during his/her engagement in the University to be calculated from his/her first day of joining till the relieving day.

j. Proctorial Activity: Any activity or incidence which may call for intervention of Proctor of the University will be deemed as proctorial activity.

k. Special/Emergency Conditions: The special/emergency circumstances may include any medical emergency, anti-ragging, or any other unforeseeable circumstances which is to be communicated to the Dean / Head immediately without any reasonable delay for necessary action to be taken by the concerned person who either witness or present during the time of occurrence of such incidence.

l. SWOT Analysis: Analysis of Strength, Weakness, Opportunities, Threats of / faced by mentee/s.

m. University: The word 'University' used in the said document denotes the G D Goenka University, Gurugram.

4. **The hierarchy of stakeholders under SEE is as follows:**

The SEE is inclusive of various stakeholders for the performance of its objectives and responsibilities assigned at different stages for enriching experience of students while being engaged in curricular and extra-curricular activities during the completion of his/her tenure of programme. The hierarchy is shown in the below flow-chart 3.1:

Chairperson (*De-facto* Position: Hon'ble Vice Chancellor, GDGU)
Convener (*De-facto*: Dean Student Welfare & International Relations, GDGU)
Dean / Head(*De- Facto Head* of the School, First Point of Contact)
Chief Mentors/Members SEE: School wise (Nominated by Dean/Head)
Mentors (Duties Allocation by Deans/Head)
Mentees (Students of all programmes)
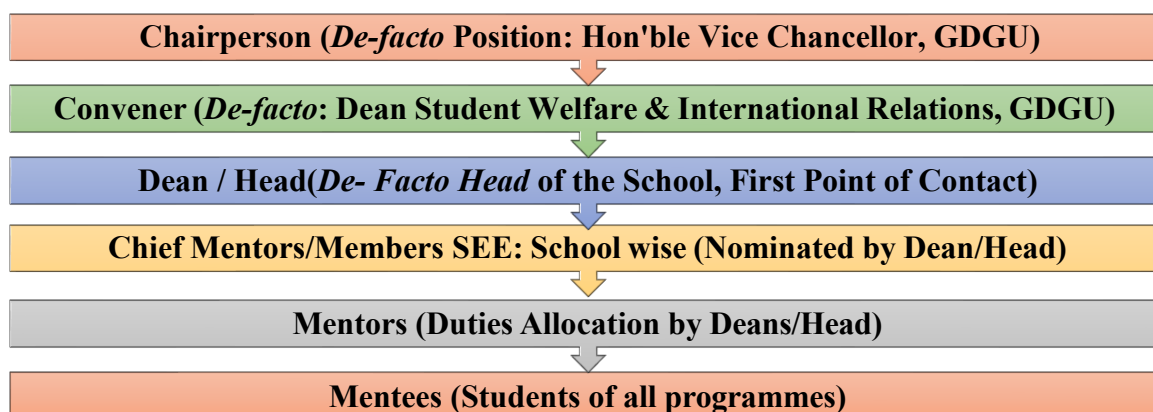
Flow-Chart 3.1: Hierarchy of Various Stakeholders of SEE

5. **Responsibilities of SEE**:
   Below-mentioned are the responsibilities of SEE :

   a. Making of Policies and Programmes for better Mentor-Mentee Interactions.
   b. Review policies, procedures and operations on a regular basis to ensure smooth functioning of SOP.
   c. Modification of policies, procedures and operations, in case, either if it is in contravention to any other existing policy of the University or if it is not appropriate to follow on practical or due to any other technical error.
   d. Ensure the quality and effectiveness of the program by periodically evaluating the program processes and outcomes.

6. **Meetings of SEE:**

   a. The SEE shall meet to discuss school-wise comprehensive progress bi-annually.
   b. A quarterly meeting is to be conducted to ensure the smooth functioning and to mitigate any challenges faced. However, an urgent meeting may be called to discuss any important agenda.

7. **PURPOSE:**

Change is the only constant; it is the way life progresses in the world, be it simply the propagation of species, adaptability to survival struggle, or the evolution of cultures and societies. This ever-changing nature of societies demands educators to

constantly upgrade their knowledge domain: to teach and mentor a world that is always on the go to the next new technological advancement. Mentoring is a vitally important mechanism to benefit and train the next generation of knowledge creators and disseminators. In order to equip themselves with a broad repertoire of skills and dispositions to progressively improve results for students, the mentors must collaborate widely amongst each other for professional progress. Proficient mentoring benefits all stakeholders. As mentors are the backbone of all Higher Education Institutions (HEIs), it not only ensures better outputs and high employability for the students but also ensures high enrolment ratio.

The purpose of this policy is to initiate and inculcate a culture of supportive and healthy academic environment where the student can achieve their full potential under guidance from skilled and supportive teachers. This policy further aims to identify under-achievers/ students with potential and guide them accordingly, giving them a truly nurturing environment.

8. **OBJECTIVES:**

The target of this Mentoring Programme is to identify fundamental mechanisms that will

a. Facilitate students' academic and adjustment changes in college / university.
b. Enable students to cope with new challenges and to excel in academics and profession as per their potential.
c. Provide students with career and non-academic counselling.
d. Provide students with information on preparatory courses such as skill courses, bridge courses etc. for their academic prosperity.
e. Focus and motivate students to achieve learning goals and thereby improve their academic performance.
f. Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
g. Generate curiosity and interest in academics and other institutional activities amongst the students.

9. **SCOPE:**

In the context of higher education in GD Goenka University, mentoring may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme will incorporate the support of faculty members as "Mentors" to all the students in the college. Each student shall be assigned a "Mentor" to

support, guide and assist them in overcoming hurdles to achieve the goals desired by them in their academic career, and help them excel in their chosen field.

"Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships, be sensitive to others, understand the role of money in life, and feeling of prosperity, etc. Human

values as enshrined in our constitution like justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation can also be part of this discussion. Focus should be on inculcating values of equality and responsibility towards one's fellow citizens of any caste, class or creed. During discussion issues and requirements of SC/ST/OBC students should be assessed and addressed. Mentor-mentee relationship can help students form a bond with faculty members which can be of great help during various tough times in study courses" (Deeksharambh - Student Induction Program, 2019, UGC Program).

10. RESPONSIBILITY:

➢ Provide any/all official information from concerned school to mentees within a reasonable period
➢ Map the overall performance (curricular) of the mentee;
➢ Outline SWOC analysis of overall personality of mentee.
➢ Discuss the challenges faced by mentees, if any and to help in decision making.

11. POLICY GUIDELINES:

11.1 Recruitment Policy:
There will be ongoing recruitment activities for new mentors. The programme coordinator assumes lead responsibility for the recruitment of new mentors. Other mentoring program staff will support the program coordinator in these activities as required.

A. Selection & Appointment of Chief Mentor:
Selection and Appointment of the Chief Mentor will be done by Dean / Head (as per his / her discretion) from full time faculty members. Appointment / Allotment order of Chief Mentor shall be issued by the competent authority.

B. Responsibilities of Chief Mentor:
a) The overall record of documents submitted by the Mentors may be compiled as a whole or individually (Annexure IV).
b) Analysis of all issues raised during the mentor-mentee interaction and report

/feedback to be placed before the Dean / Head for review.

c) After approval from Dean / Head, a comprehensive report may be presented before the SEE during bi-annual meetings.

d) To be present whole-heartedly for colleagues who may face challenges during

their role to be played as 'Mentors'.

C. Appointment / Allotment of Mentor For Mentee:

Appointment / Allotment order of mentor to mentees shall be issued by the competent authority.

D. **Allocation of Mentees:** The discretion of allocation of mentees vests with the school, depending upon the number of mentees and mentors. However, the below-mentioned indicators may be preferred for the said allocation.

- Each Mentor shall have a maximum of 15 mentees. Single batch to one Mentor.

'OR'

- In case, if number of students is high in any school, then the ratio of mentor-mentee may be divided into equitable distribution basis. Equal number of mentees may be divided into mentors uniformly.

'OR'

- Division of Mentees may be done on the odd-even roll numbers, or alphabetically, or random roll numbers batch-wise in ascending or descending order.

'OR'

- All mentees of one programme may be allotted to single mentor.

E. **Opening of Mentorship:** The first meeting / interaction of the students with mentor after the admission in the University (in the first semester).

F. **Closing of Mentorship:** The last meeting / interaction of the students with mentor before leaving the University (last semester).

G. **Duration of Mentor-Mentee alliance:** The decision shall be taken at School-level considering various parameters in mind like teacher-student ratio, exposure to the practicalities of the programme, intellectual level of students, etc.

H. **Types of Alliances**: The alliances are suggestive in nature & for the School to decide.

    i.   Multi-dimensional Alliance: Each mentee is to be allocated with new mentor with each successive session. This may provide a new level of understanding among mentor-mentee level for understanding the professional growth.

'OR'

ii. Each mentee is to be allocated only <u>two mentors</u> during the overall duration of the programme s/he is enrolled with. This may keep a note of his / her performance with two view-points in OPI.

'OR'

iii. <u>Single Mentor</u> is to be allocated for overall completion of programme in which mentee is enrolled.

'OR'

iv. <u>Contingency Mentor</u>: If the allocated mentor left the institution / or on long approved leave then contingency mentor should be allocated with immediate effect for smooth functioning of mentor-mentee sessions/groups till the regular mentor is allotted to the concerned mentees.

'AND'

v. <u>*Common Mentors TEAM: There shall be common mentors (One Male/ONE Female: in which one is Chief Mentor) NOMINATED BY GENDER as a team for all the mentees for any gender – specific issues that may arise during the special/ emergency circumstances.</u>

11.2 INQUIRY POLICY:

This policy provides clear direction on how to handle inquiries from potential mentors and mentees and their parents including what initial information to provide them. This also includes the mode of the conduct of Mentor-Mentee interactions.

Outline of Mentor/Mentee Interactions:

A. Number of Interactions:

Each Mentor will hold minimum three meetings in a single semester. However, the number of meetings may be increased, if required and urgent matter pertaining to mentee that may come up during the semester.

The reason for the less than three meetings is to be shown by the Mentor in writing.

B. Mode of Interactions:

The mode of interactions may be online / offline.

The meeting may be delivered in person, telephonically, email, or any combination of them. The following is a list of sources that can be used within the communication strategy. This list is just indicative and can grow throughout the duration of mentor – mentee interaction. It may vary School-wise.

• Face to Face / One on one meeting (on paper minutes to be recorded) only

individual/group mentor/mentee interactions.

• Email (automatic record) only individual mentor/mentee interactions.

• Telephone (on paper minutes to be recorded) only individual mentor/mentee interactions.

• Meetings on conference calls on recognized audio - visual platforms like zoom, Google meet, etc. (meetings must be recorded rather audio - visual recording). Only for group mentor/mentee interactions.

B. **Minutes of Mentor-Mentee Interaction**:

- The minutes of mentor-mentee interaction should be maintained by the respective mentors.
- The record of the same should be submitted to the Chief Mentors for the action to be taken at School or University level as the case may be.
- If any mentee is absent from the meetings, then a subsequent meeting should be convened and minutes for the same should be submitted to Chief Mentor with supporting documents.

C. **Format of Minutes of Mentor-Mentee Interaction:**

The Format of the Mentor-Mentee interaction is approved by the IQAC cell of the University. It is in existing usage by all the schools and format of the same are placed at **Annexure II, III, and IV**.

D. **Record maintenance of Mentor-Mentee Interaction by Mentors:**

The documents of mentor-mentee interactions may be collected as follows at Mentor's

Level to be submitted to Chief Mentor:

a.   Minutes of Mentor-Mentee Interaction (as per annexures II & III)

b.   Minutes of Mentor - Parent Meeting, if any

c.   Overall Performance Index (OPI) of Student: It is inclusive of mentees grade, subject-wise-performance, involvement in extra-curricular activities or any proctorial activity or both. OPI parameters shall be provided by the Respective Schools in detail. The OPI should be supported with the necessary documentation (certificates/ letters).

E. **Special/Emergency Circumstances:**

If a mentor / mentee / Chief Mentor faces any special / emergency situation or it comes in their notice, then the same should be communicated to the Dean / Head for the necessary action to be taken with immediate effect. The mode of such incidence may be online / offline.

Individual complaints during Mentor-Mentee Interactions:

To address any individual complaint raised by any mentor or mentee may be forwarded in writing to the Dean / Head for necessary action to be taken with a thorough channel as follows:

- Complaint by Mentee **against Mentor -** Letter to Dean / Head directly (It's a discretion of Dean/Head to involve Chief Mentor or

not, as the case may be.)

- Complaint by Mentee against **Any Faculty** - Letter to Mentor forwarded to Dean / Head directly (It's a discretion of Dean/Head to involve Chief Mentor or not, as the case may be.)
- Complaint by Mentor **against Mentee -** Letter to Dean/ Head via Chief Mentor for necessary action to be taken.

Anonymous Complaint Grievance Box at School Level and to be considered as a Letter to Dean / Head directly.

11.3 Eligibility Policy:

This policy defines the types of mentors and mentees being targeted for the program. This policy gives the defined eligibility criteria for both mentor and mentee. It essential educational qualifications for the mentor will be a faculty member with teaching/research experience. Mentor should also be mentally and physically fit to the satisfaction of the mentee.

11.3.1 Qualities Expected of a Mentee:

- Spot the potential & believe in others
- A Networked & Resourceful Guide
- Displays patience & Tolerance
- Gives Encouragement
- Sees the Big Picture
- Goal-Oriented
- Seeks Challenges
- Takes Initiative
- Shows Eagerness to Teach
- Accepts Personal Responsibility

11.4 Recognition Policy:

This policy reinforces that program participants are vital to the success of the mentoring program. This policy provides directions about the minimum recognition efforts that should be undertaken, when and by whom. This includes hosting an Annual Recognition Day- proposed on Children's Day each year, where an outstanding Mentor-Mentee pair will be awarded. It will also include featuring a mentor-mentee success story on platforms as the University website and University magazine. It also involves the utilization of outstanding mentors to help deliver orientation & training sessions for the recruitment of new members.

11.5 Evaluation Policy:

This policy stipulates that the programme will engage in formal evaluation procedures and includes evaluation criteria's to be measured. It will be a key component in measuring the success of its mentoring program and for making continuous improvements in the effectiveness and delivery of mentoring sessions.

Areas of Review during Mentor-Mentee Interaction:

Mentees shall be advised and followed up on the below-specified areas. The mentor-mentee interactions may include discourse on issues pertaining to –

11.5.1 <u>INDICATIVE INVOLVEMENT OF MENTOR</u>

In case of, issue/suggestion raised by mentee or any other technical error, upon the direction of Dean / Head , Mentees shall be advised and followed up on the below-specified areas. The mentor-mentee interactions may include discourse on issues pertaining to –

a. If mentee find any challenges to address any administrative issue like fees, scholarship, documentation, ERP, examination, then, the role of mentor will strictly to guide the mentee to concerned authority;

b. If mentee done/faced any anti-ragging activity/ies as a wrong-doer or witness or victim, then, the role of mentor will strictly to guide the mentee to concerned authority;

c. If mentee faced any challenge or raised an issue/suggestion w.r.t. compound / premises of the University like parking, water supply, security, wash-rooms, etc., then, the role of mentor will strictly to guide the mentee to concerned authority;

d. If mentee raised any issue/suggestion towards Curriculum (syllabus, attendance, exams, particular subject, so on) and extra-curricular activities (sports, student activities, debates, dance, competitions, etc.), then, the role of mentor will strictly to guide the mentee to concerned authority;

11.5.2   <u>DIRECT INVOLVEMENT OF MENTOR</u>

a. Academic Matters;

b. Attendance;

c. Health and Physical Well-Being;

d. Behavioural and discipline matters;

e. Achievements, Talents and co-curricular activities.

f. **Overall – Performance Index** like grades, internships, field-work, research projects, personality enhancement, etc.; and

g. **SWOC analysis of mentee's performance** based on his/her health with all aspects – physical, mental health, psychological, learning aptitude, emotional quotient, personality trait as expressive or introvert.

The mentor-mentee interaction may include parent-teaching meeting to inform the overall performance index of mentee to his/her parents upon the direction of Dean / Head only. This is optional at School-level.

11.5.3 Conduct of Mentor Mentee Interactions:
The GDGU Mentor-Mentee Interactions are to be maintained School-wise. Each mentor is allocated with mentees for conducting sessions to know the strengths gained and challenges faced by the latter.

11.6 Confidentiality Policy:
This policy aims to protect the confidentiality of its participants and their families. All forms of correspondence occurred under Mentor-Mentee Interaction or SEE shall be protected under confidentiality clause. The correspondence of mentor-mentee and SEE and its relating information shall be construed as the sensitive information of the University. No one shall be allowed to disclose any information except communication to the concerned authority. Contravention to this will lead to action taken as per Rule Book of the University

11.6.1 Limits of Confidentiality:
Information from mentor & mentee records may be shared with individuals or organizations as specified below under the following conditions:
- Information may only be provided to law enforcement officials or the courts pursuant to a valid & enforceable subpoena.
- In circumstances where it is indicated that a mentor or mentee may be dangerous or intends to harm him/herself or others.

12. Force Majeure Clause:
In any unprecedented circumstances under *Force Majeure* Clause, whole powers of all stakeholders of SEE will be dissolved with immediate effect when it comes into the notice at an open platform.

The further actions and decisions to be taken in the said situation vest in the Vice-Chancellor of the University, only for further actions to be taken and decisions to be made.

CHAPTER 6
CORPORATE RESOURCE CENTRE
(Training & Placements)

Corporate Resource Center (Training & Placements)

Manual – 2024 - 2025

From the desk of Vice Chancellor

I am glad that our Corporate Resource Center (CRC) Team under the guidance of Mr. Akhilesh Chandra, Associate Director – Corporate Resource Center has compiled the Student Placement Policy for GD Goenka University (GDGU).

GDGU is committed to extend cent-per-cent CRC support to all its eligible students provided each and every one of them adheres to the basic norms developed by the University for the purpose and excel their domain knowledge and soft skills. CRC also guides students for their higher education options & competitive examinations.

Thanking the CRC Team and its leader, I wish all the students concerned a rewarding career ahead.

(Dr.Kim Menezes)
Vice Chancellor

Session 2023-234

PREAMBLE

The Radhakrishnan Commission on University Education constituted immediately after independence (1948-49) had enumerated essential goals for development of higher education in India. The Commission eloquently articulated the reforms needed in the education sphere in the following words:

"The most important and urgent reform needed in education is to transform it, to endeavor to relate it to the life, needs and aspirations of the people and thereby make it a powerful instrument of social, economic and cultural transformation necessary for the realization of national goals. For this purpose, education should be developed so as to increase productivity, achieve social and national integration, accelerate the process of modernization and cultivate social, moral and spiritual values."

However, graduates and postgraduates should also possess team, preparation, presentation, communication, ethical reasoning, and societal and global contextual analysis skills as well as understand work strategies. Neglecting development in these arenas and learning disciplinary technical subjects to the exclusion of a selection of humanities, economics, political science, language, and/or interdisciplinary technical subjects is not in the best interest of producing engineers able to communicate with the public, able to engage in a global engineering marketplace, or trained to be lifelong learners. With this aim the Corporate Resource Center is being established for Employability Skills & Placements through industry interactions at GDGU.

Corporate Resource Center

To ensure that students reap the results of their hard work, GDGU has a full- fledged effective and proactive CRC team for Placements & Training through a group of faculty members. It is committed to provide all the possible assistance in getting the students suitably placed. Acting as an interface between the industry and the students, CRC plays an important role in honing student's overall personality by organizing seminars, workshops, skill assessments. Our goal is to enhance student's employability and for 100% placement assistance for interested students. The CRC takes care of pre- placement, PDP enhancement and competently improvement initiatives for all the students through Credit based courses in the university.

The CRC department prepares the final year student's data bank to plan and hone student's skills to increase their job prospects. It also organizes mock interviews and GDs to train students for the real placement process. CRC assists in arranging pre-placement talks, written tests, group discussions, personal interviews, etc. on a regular basis for the organization participating at GDGU. The CRC Cell firmly believes in meaningful 'Industry-Institute Interaction'. It has a system which conveys information to the students at the fastest possible rate through Mail.

GD Goenka University takes good care of the hospitability for the companies in very efficient and professional manner, and believes in a lifelong relationship. No wonder, as a result of our committed efforts, more than 450 companies participated in the current year to recruit our students from different sectors, resulting in improved employability ratio since last 5 years.

The student are placed nationally as well as globally. Some of the key organization out of 450 organizations conducted their recruitment drives in 2022-23 are Kasai Nerolac, Tech Mahindra, Bosch, Hershey, Godrej, Jindal Group, E&Y, DHL, Ameriprise, Merkle Sokrati, Deloitte, TCS, Tata 1mg, Sun Pharma, Medanta, Metropolis, NTT Data, NIIT, WNS Global Wipro, HDFC, Aditya Birla, Dalmia Cement, Prism Johnson, Square Yards, FIS Global, Axis Bank, Karur Vysya, City Union, Kotak, PPAP, Modi Mundi, Bharti Airtel, PUMA, PNB, Capegemini, Naukri.com, Evalueserve, Asahi Glass, Nagaro, ICICI, Byjus, FCB, Bajaj Capital, Trilegal, Protivity, Cvent, Kal Frieght, Rivigo (Mahindra) Decathalon, Puma, etc. visited in the year 2021-22 for placements at GD Goenka University. Total number of companies already visited in the year is more than 450 and expected to cross 500 by July 2023. Summary of the past placements for last 4 years is available on website.

CORPORATE RESOURCE CENTER - TEAM

The Corporate Resource Center at GD Goenka University has a basic objective of facilitating Placements and Training for all students. CRC team encourages students to conduct and manage placement related events that strengthen their understanding and relationship with the corporate world.

CRC team backs up from the help, support, guidance and cooperation of all GDGU students and faculty members.

Corporate Resource Center Committee
(Dr.) Kim Menezes – University Chair - CRC

Mr. Akhilesh Chandra – Associate Director - CRC Mr. Amit Sharma – Gr. Manager - CRC
Ms. Ruby Verma – Manager – CRC Mr. Manish Joshi – Sr. Executive – CRC
Ms. Pooja Verma – Coordinator – CRC, Ms Farista Spara   Placement Executive CRC

Faculty Coordinator – School of Engineering & Science Faculty Coordinator – School of
Agriculture Sciences Faculty Coordinator – School of Communication Faculty Coordinator –
School of Education

Faculty Coordinator – School of Fashion & Design

Faculty Coordinator – School of Hospitality & Tourism Faculty Coordinator – School of
Law Faculty Coordinator – School of Humanities & Social Science Faculty Coordinator –
School of Management

Faculty Coordinator – School of Healthcare & Allied Sciences

Students Coordinators - Two students per Program from Pre & final year. One alumnus from
each School For any assistance contact:

Mr. Manish Joshi , Sr.Executive - CRC Contact # 8979653015

Email ID- manish.joshi@gdgu.org

Placement Process

"A Class with concentration; a project with innovation; a degree with knowledge &
Skills,

results into good campus placement".

The recruitment policy outlined is intended to provide assistance to every student an
equal opportunity for getting the best job offer.

12.1   Company Categorization:

Companies visiting the campus are divided in the following three categories:

a)   Category-A: Companies offering CTC > Rs. 4 LPA

b)   Category-B: Companies offering CTC > Rs. 3 LPA

d)   Category-Dream: Fortune 500 & MNC/National Brands irrespective of CTC. (CTC
includes benefits like conveyance allowance, mobile allowance, accommodation,
etc.).

CTC offered by various organizations depends upon their year to year requirements,
profitability, business growth, competition etc. hence the same will be finally relate
to actual industry scenario of the year.

12.2   Policy:

1.   Any Student Placed in Category - A or D will not be considered for additional
opportunity and for him / her the cycle will be complete. However, students placed in
Category-B, will be allowed for one additional opportunity at a higher salary level in
Category- A or D and once he / she secures a Job in Category – A or D will be
considered to complete the cycle and will not be considered for further opportunities.

2.   It is mandatory to have offer in Category-A or B Company to become eligible for
appearing in Category- D Company.

3.   Our University follows "One student one job" policy. No student, who has got one

placement offer through Campus Placement Drive, is permitted to appear in subsequent placement interviews, unless the package offered by the new company is at least 1.5 times the package/Category change for which he was selected. The decision on the matter of establishing the eligibility of student shall be taken by CRC, which shall be final & binding on all the students.

4. Student's needs to register for all drives conducted by CRC for which he is eligible as per company requirements and complete the placement process. If student registers for the drive and don't appear for further selection process of companies for more than 3 companies he will be treated under "Non Placement Seeker" category and will be debarred from future placement drives

5. When receiving 2 or more opportunities from organizations that have parallel recruitment process (i.e.) [2 or more organizations on a single day for campus recruitment], the student will make a decision on attempting 1 of them. This decision is final and binding on the student to maintain professional ethics.

6. For providing placement assistance to students CRC will be asking various data's and formats to be completed by students. He must regularly check his mails and comply immediately as desired for the same. If he fails to do the same than he will lose the opportunity.

7. Students registered for the drive must appear in all the placements steps for the drives & complete the selection process of company, attendance will be marked accordingly. Sometimes in case of direct information to students by company for any placement step he must inform the same to the manager concerned for that opportunity.

8. Participation in core placement drives is mandatory for all placement seeking students with same specialization or domain, e.g. Finance students must appear for all job profiles floated for Finance profiles. Attendance will be marked for the day accordingly. Not appearing for core job profiles will be treated as student "Not Seeking Placement".

9. Working on a full-time basis during the final semester of the program may be allowed only under exceptional cases and requires the approval of the Dean or higher authority.

10. The Dean/CRC or his/her designee on his/her sole discretion can allow exceptions to the policy requirements for students.

11. A student can have maximum three offer, one from Category-A or D and one from Category-B based on jobs opportunities available during the period.

12. Pre Placement Offer (PPO) along-with Training/Project/Probation is equivalent to a job offer and hence the same policy shall be applicable.

13. All the placement opportunities will be floated through CRC only for proper records of all the placement drives.

14. If a student's gets a placement offer on his own or through a reference he should immediately inform CRC with a copy of offer for records/NOC or any purpose within a weeks' time.

15. Student who is debarred or falls in the Non Placement Seeking Category can appear in future drives only after recommendation of Dean with justified reasons to CRC and approval from Competent Authority by CRC.

16.   Students must prepare for each interview process, read JD, about organization and prepare CV as per job profile and organization requirements which makes him best to be suited.

17.   Any exception to the policy requires approval of Honorable Vice Chancellor.

12.3   Eligibility for Placement Assistance from CRC –

1.   Minimum 50% or 5.5 CGPA at GDGU.

2.   Attendance must be 75%

3.   Attendance must be 75% in the sessions conducted by CRC for personality development/GD/ PI preparation.

4.   No current backlogs while registering for placement drive.

5.   Meeting eligibility clause of different organization based on their need for respective drive.

Role of CRC, Faculty, Mentors & Student Coordinators during Campus Placement Drives

•   There shall be a Placement Committee in the University headed by Director, which will be a part of CRC. It will have other members including, but not limited to (i) Faculty Placement Coordinators (FPC) from the departments to be nominated by Dean/HODs

(ii) Student Placement Coordinators (SPC) to be nominated jointly by CRC and HODs. (Expectation from them will be defined to them)

•   The CRC Member will explore industry requirements for placements. CRC shall prominently notify the schedule and other details of visiting company (including Job Description & company profile: JD with CTC offered) for Placement, and send mails to students, Dean & coordinators FPC.

•   Faculty Placement Coordinators will ensure registration and attendance of students for drive, brief JD and prepare technically students for the company drives.

•   FPC can also discuss with company HR visiting to complete the selection process to identify improvements needed in students and reshaping course curriculum for various leverages.

•   The Student Placement Coordinators (SPO) will help the CRC in making all the logistic and other arrangements, as required, Conduct drive in association with CRC member, record attendance at each levels like – registration for drive, test appeared, GD/PI attended or not, welcoming guest etc.

•   CRC will finally announce the results received by organization for final selections.

•   The CRC shall organize the meeting of the visiting Company Executives with senior officers of the University including Hon'ble President, depending on the rank/ position/ designation of the Company Executives.

•   The CRC shall carefully check the offer letters given by the Company to the students to ensure that the commitment made by the Company at the time of pre-placement talks and in JD are fulfilled. In case of any discrepancy, the matter shall be brought to the notice of senior officers of the University.

•   FPC can also take leverage of Mentors for meeting CRC/Placements activity.

- Students, FPC and Mentors and all other faculty staff members based on their network and other activities through websites, job-fairs, industry visits/interaction/MDPs and in association with CRC through any campaign /event must identify job opportunities in the market and provide lead to CRC for arranging campus drive. This will lead to various options at GDGU.

Steps to be taken by Students

- Student should fill up Formats provided by CRC immediately and on every call and meet deadlines to do desired documentation for availing placement or various services offered by CRC.
- Student should fill up form at Annex.1 by 30th July23 for passing out batch2024 for placements assistance. This link was already provided to you if not filled up yet this is the last chance to opt of placements assistance for 2024 passing out students.
- Also needs to do his best towards Overall Performance parameters to be evaluated by department faculty mentors. Prepare himself for Aptitude test, Reasoning, Data Interpretation & Soft skills regularly to get success with opportunities. This will help to facilitate selections at best opportunities.
- The students shall prepare their CV in the Decent Format/attached sample format below and must be ready with one copy at the time of interview in a plastic folder. Loose/ folded CVs shall not be entertained.
- All the interested students shall report at the notified venue in time and shall give their attendance.
- Although the choice of appearing for a particular company lies with the student himself, it is advised that you should not miss any chance made available to you for placement.
- The list of selected students shall be notified by CRC as soon as possible preferable by the evening after the conclusion of the interviews round or as and when organization informs.
- Student who wants to prepare for Civil Services/Higher education – National/International/ GATE/CAT/Army or any other career choices and don't want to have placement assistance from CRC can fill up "Non Placement Seeking Form". They must provide their choices on the format floated for the same. CRC endeavor will be to help them prepare for their choice of career as per viability
- To have maximum opportunities for Placement it is expected to have network & leads from students & faculty for assisting their placements. They can provide lead to CRC - Sr. Manager, if they come across any vacancy in their choice of organization with contact details.

DRESS CODE FOR APPEARING IN PLACEMENT INTERVIEW

For Male Students:

Suit or Blazer and complimentary trousers Collared Shirt with a matching tie Clean Shoes with appropriately matching socks Hair must be kept clean and tidy NO jeans/ T-shirts/ casuals

For Female Students:

Business suit or collared blouse with matching trousers(Indian/Western) Salwar Suit/ Saree Clean formal shoes or sandals. Hair must be kept clean and tidy. NO jeans/ T-shirts/ casuals

Guidelines for Permission to join a company before completing Final Semester. It is a matter of great pleasure and honor to the University that large number of students get selected in companies every year, but sometimes the company requires them to join as Trainee/ Intern/ Project/Under Probation before the completion of Final Semester of the Program.

Format & Process for granting permission to join a company as Trainee followed by Placement, before completing the program

OFFICE OF THE CORPORATE RESOURCE CENTER GD GOENKA UNIVERSITY, GURUGRAM

Name of the Student:
Name of Programme:
Semester:

Subject: Permission to Pursue Training/Internship/Project/Under Probation

This is with reference to your application on the subject cited above. CRC on recommendation of the Dean/HoD is pleased to grant NOC to pursue Training/Internship with (Name of the Company with Address). You have been given NOC subject to the fulfillment of below mentioned conditions

1.   You must appear in Mid Semester/End Semester Examinations strictly as per examination schedule and no special provision will be made in this regard.
2.   You will mandatorily submit the Attendance Certificate/Completion Certificate from company/organization concerned to office of the Dean/HoD with a copy to CRC before the commencement of the examinations. Non submission of attendance certificate will lead to 'Debarred Status' from Examinations.
3.   The student shall take appropriate measures to continue academic learnings simultaneously with training/internship in consultation with his / her Mentor or concerned faculty.

Best Wishes
Corporate Resource Center GD Goenka University
I have read the conditions given above, under which I am granted NOC/permission to join the Company/organization as Trainee/ Intern before completing the program. I hereby undertake to abide by all the conditions, and will be solely responsible for completing the program as per University regulations.
(Name & Signature of Student) Enrollment number -

Procedure:
- Each Students should submit request along with offer letter to grant NOC to CRC, through office of Dean/HoD with their recommendation to issue NOC if there is no pending fee and disciplinary issue at respective school. Number of backlogs to be decided by Dean/HOD for recommendation of NOC.
- Based on above CRC shall issue the NOC and maintain the records for various purposes.
- The students will give an undertaking accepting all the conditions mentioned in the NOC draft attached.

FREQUENTLY ASKED QUESTION & ANSWERS (FAQ'S) IN INTERVIEWS

To be prepared with relevant correction by all placement seeking students

Q). Tell us something about yourself?

Purpose: - Asked as an introductory (comfort) question, to get the interview started and make you comfortable, settle down & to know about your communication & speaking style; & get an initial "feel" of your suitability

You have to reply back in a minimum of 4 to 5 sentences or a maximum of 8 to 10 sentences; which you think to be a word portrait of you but relevant to the job expectations that the interviewer may have in mind.

The answer should be crisp – economizing on words yet not so short as to inform nothing much. Cover your academics, family, special abilities & qualifications, aspirations; hobbies (and if confident – your strengths about which you are in a position to answer more). Those with experience should definitely speak the salient part of their experience.

Q). What are your greatest strengths?

You should know your strengths to speak realistically.

A probable model answer: I believe that I can get along well with people & could integrate & gel with the work team & thus add & contribute to the group effectiveness. I am both a smart & hard worker and can work under pressure. Being a regular yoga enthusiast, I have excellent physical & mental fitness & can distress& regain energy quickly; so necessary in today's demanding work situations.

Q). What are your major weaknesses?

Purpose: - This is an eliminator question; designed to quickly cut short the unwanted. Therefore, the admission of a weakness or fault that is not visible very obviously; may earn you an 'A' for honesty but an 'F' (Failure) for the interview.

Therefore very often students disguise strengths as a purported weakness, but even this the interviewers are quick to interpret. Better is to talk off a weakness that does not impact the job very substantially and to add & stress – that you are making sincere efforts to improve & overcome the weakness

Q). Where do you find yourself five years (or ten years) down the line?

Sample Answers:(For Five Years)Oh! I will certainly be amongst the high performers and with great passion for work & achievement and I think I would like to go as far as possible within the companies HR policies – may be a couple of positions up from the entry level into one of greater responsibility where I could handle responsibility more independently.

(For Ten Years) By this time, I hope to have crossed the middle management level and may be on the threshold of becoming a senior management (or executive or professional)- May be a Marketing Manager or a Zonal Manager………

Q). What do you want to do in your life? Or What career goals you have in mind (or you have set for yourself) Or What are your goals? (Are you a goal-oriented person?) &similar questions Purpose: To check if you have a goal focused approach.

A Sample Answer: Yes; I have certain vision of what I want to achieve in the long run & I have also set short term goals to achieve them. I have set goals all by myself but I am open to discussing it with my parents, teachers or mentors”.

(………then you can go on to narrate a few career goals…..)

Q). How do you plan to achieve these goals?

A Sample Answer: The keenness to learn and high motivation (passion) to achieve & perform; I believe; are driving forces for me. So through learning, acquiring experience & skills, through committed hard work and up skilling & upgrading & informal education I think I will achieve these goals, I am already on the verge of completing my basic qualification (B. Tech / MBA / B. Pharm) & aspire to get into a good company to begin a career soon & then I will gradually work my way up ; with keenness & passion as I just spoke; I believe, in a timeframe of 15 to 20 years; I should attain whatever I am aspiring for.

Q). Any achievements; that you justifiably would like to quote?

A Sample Answer: I have consistently done well academically scoring above 70% (or first class marks) all through, and thus I have been better than an average student. Further I have read 3 papers in symposia organized by Management Institutes of repute; and I got a 2nd prize in the one that I presented at I.I.M. (B) I am also a member of my college Cricket XI & represented in the inter college meet where our team reached up to the semifinal stage. These are some of the significant achievements.

Q). What accomplishments have given you the most satisfaction in your life?

A Sample Answer: I derive satisfaction from good performance and achievements. The one notable achievement that was very satisfying was the (you can now describe as above at Q. 7 & 8 & later at Q.12 or some other achievement of your life- from the good project you have done etc. we leave it to the imagination of the student / incumbent to prepare their own suitable answers) All these achievements have been satisfying.

Q). Looking back (or if you were to live your life all over again) what would you do differently in your life?

A Sample Answer: It has been a good life so far, rich in learning experience; and being on

the threshold of a career; I believe the best has yet to come. I believe every experience so far has taught me something & made me wiser; I don't think of anything much I could want to change. yes; in future I wish & aspire to occupy a position of responsibility & challenge in life; and given the opportunity again would like to economize on some wasted moments and missing opportunities through lack of awareness and improve my score by 5% more and also play more cricket & learn to dance & enjoy the music of A. R. Rehman&….

Q). How do you define success? How do you think you can be successful?
A Sample Answer: The best definition of success I have come across is that "success is the progressive realization of a worthy goal", a goal that one aspires for or has set for oneself".
Some people may aspire for a lot of money, others for a lot of fame or a lot of power and authority; But I aspire to grow to be a management professional and manage at the helm of a reputable company in my domain and I believe I should accomplish this in about 18 to 20 years time.

As a first step I have already acquired the basic qualification and now I am on the verge of starting a career and through intense motivation, hard work, commitment, creativity and building healthy relationship based on mutual trust and respect with all those whom I work with, I believe; progressively I will achieve the goal I have in mind That will be the moment of my success.

Q). Describe a situation in which you were successful?
A Sample Answer: Our college celebrates a national level festival which in this region is amongst the most popular one's in which about 4000 students from over 50 colleges participate in various fun and technical events, models exhibition, paper presentation; and cultural and dance and drama shows, I was amongst the team of chief coordinators consisting of 10 members, ultimately we organized it as a grand success and won praise and accolades for the smooth conduct and flawless events management, from teachers, visitors & participating students alike.

Q). Are you a team player?
A Sample Answer: Yes, I am very much a team player; as I believe that "pulling together" produces the best results; and therefore, I value the effectiveness of the group I work for & I can work well in groups. In a group of six classmates, we are currently working on a very interesting project. Further as a member of college band, I have given performances in many colleges in various events. I think good team work is very essential for success of the organization & the team. (You can study more about team work in a separate chapter devoted exclusively to it).

Q). What motivates you?
A Sample Answer: I am driven by a passion to perform and achieve in all things I, do so basically I am a self-driven person & "the fear of nonperformance" weighs a lot with me. Further good ambience, a good compensation and encouragement from the seniors also reinforces my motive to achieve more & more.

Q). Why should we hire you?

Purpose: Whether the interviewer asks you this question explicitly or not; this is what he must answer in his mind favorably before he decides to hire your services. Basically, the interviewer is checking up whether you as an applicant clearly understand the position's requirements vis- à-vis your own suitability. This is what you have to state, following each important reason with a short explanation why you meet the requirement so well.

The answer will substantially involve competencies highlighting your strengths to match the job requirements- Understanding corporate expectations.

We are providing two answers – one each from the point of view of entry level (read fresher) and the other for some what more experienced applicants:

An entry level (fresh college graduate) A Sample Answer: "As I see the job; managers will have to plan, execute, & deliver. I think the company would want managers with sound domain knowledge; who are good in execution – planning, co-ordination etc. and can get the output from people. I believe, I possess these requirements. I have done optional papers of Finance and Marketing– which goes to show my interest. Further, I have taken training in a manufacturing set up at Max New York Life one of the best equipped for precision product manufacturing and lastly, I can manage the workers confidently as I have done plenty of event management successfully and am good in interpersonal dealings. Besides that, I am highly motivated and posses' traits that fit in with the job.

And so I believe I have a strong case for being considered.

Somewhat experienced Candidate- for selling precision machined components to OEMS

(Original Equipment Manufacturer's – in this case Car manufacturer's)..

A Sample Answer: As I understand the job; it involves a strong CRM (Customer Relationship Management) capability to retain existing buyers and add more OEM buyers to expand Sales of components that our Company produces. I am already working on a similar assignment, where the company supplies gears and transmission gear boxes to the Auto majors and I believe, I have the right contacts, methods and exposure to such a job and can assume this responsibility at the higher level, given my track record of past achievements. In my innovative promotional ideas, I first doubled and then tripled the total sales at my current Company of course aided by an upswing in Car demand and I am confident I can do the same for you"

Q). Why would you want to work with us?

Purpose: This question tests whether you have done your homework, about the company & how do you value & view the employment opportunity being offered. If you have not, there is little you can speak- if you have - you will win big reward. Thanks to the in-depth preparation that you have done, this question will provide you the opportunity you badly needed to speak. Best sources for researching about the company are as already previously stated – its website, annual reports, corporate news letters, brochures and pamphlets sent to your placement deptt advertisements, articles about the company in the trade press, contacts (such as your college seniors) working at the company etc.

You have to basically show the "Value" offered by the company's job is understood by you

and how you find it to be a very good opportunity, and would be happy to accept it

Sample Answer (a): (An applicant for a job at NIIT -or – Club Mahindra , You can provide answers somewhat on the lines given below)

"I think I am very keen to work for NIIT (or Club Mahindra). It is not only about the money alone – which is no doubt good – but more about the overall value proposition that is offered by your renowned company. You spend a very high amount on training and provide one of the best training to the fresh recruits, – which adds a lot of value? Then you have very impressive client list so there will be so much to learn; in the guidance of world class superiors and world class peers – and above all in a demanding but very constructive ambiences the opportunity to get exposure to truly world class practices & managerial policies. So there is much more to absorb and progress - and as the company is successful & growing fast the opportunities for growth are good, better than most other places. That's why this is a "dream company" not just another opportunity. I will truly feel a wish has come true if I am offered the opportunity.

Sample Answer (b): I definitely know the Company reasonably well. It is a market leader in its space, having renowned clients. The thing that impresses me most is the culture and HR Philosophy. The compensation is good but more importantly there are constant challenges and those who meet these get quickly rewarded, and thus one gets to explore one's full potential. There is good team feeling and a rich ambience and world-class superiors to work with on world-class projects. (or to work on high class projects of high-class clients)

I will be pretty well happy if I am granted an opportunity for it will be a

"dream opportunity" as far as I am concerned.

Q). Do you have a role model (who has inspired you in your life)?

A Sample Answer: My father, I think, is the person I appreciate most- not because he is my father but because I have watched him grow as a self made man from very humble beginnings; with sincere hard work, patience & perseverance. He has faced odds & difficulties without loosing confidence or

his affable & cheerful dispositions, shouldered his responsibilities at work & the family so I admire him & would want to develop the same way my life too, through hard work, devotion, with courage & to face challenges with full hearted enthusiasm.

Q). Do you think it is correct & ethical for the company to ask trainees to fill a service bond of 2 years? Do you have any issues if you are asked to sign a service bond of 2 years?

A Sample Answer: A fresher coming out of the college does not have work experience and generally lacks application or process capability and an initial training is required to make the person productive and deployable & the company incurs costs on it. As the Company incurs cost on training, & the person benefits out of it so a reasonable time should be allowed to the company to recover its costs and I do not see anything wrong in the 2-year service bond.

As far as I am concerned; I have simply no issues and I am perfectly ready to sign the bond. In fact, I am delighted by the company's work culture and HR Policies and I am looking

for a long term commitment to learn and contribute and grow – so 2 yrs bond is just not an issue with me.

Q). Can you work under pressure? Any example you can quote in support of your claim?
A Sample Answer: Yes, I am confident I can handle pressing situations and deliver the results. As a cricket player also I have faced pressing situations and thought and excelled. I believe in accepting all challenges that can reasonably be met; and I remain calm and focused and proceed methodically to quickly solve and overcome the problem. However, the extra concern does create extra eagerness to respond quickly & does create some amount of stress, but I think some stress is good.
(Quote some believable example from your life or of those whom you know closely saying that in your own life – you have not faced a really pressing situation – but you have observed closely a case which taught you the way one should handle pressures & narrate)

Q). Why did you choose to attend this college?
A Sample Answer: This is a premier and highly rated college of this region; and academic standard is high; and discipline and ambience is very good and infrastructure, labs, workshop, libraries are all well equipped and best part is that faculty is knowledgeable and very helpful. And the placement opportunities are very bright as several very good companies come here for campus recruitment and our seniors are working in all the top class well known companies & many are abroad.

Q). How has your education prepared you for your career ?
 A Sample Answer: The education I have undergone has given me the conceptual clarity & technical (domain) knowledge about my professional field & groomed my personality and attitudes. Given these inputs with some application experience and process ability that I can gain by initial training in a good organization, I am confident of pursuing a good career.

Q).Are you satisfied with your academic performances till now?
A Sample Answer: Our college schedule is quite demanding. Besides curriculum studies, we have to attend many co-curricular activities like seminars and PDP classes & Sessions and also participation in extra curricular activities is also mandatory. So I have done reasonably well, though I think with a little better time management and extra focus I could improve by another 3% to 4%. – which now I am trying to do.
(Sometimes if you're academic scores has gone down over the years or fluctuated there may be questions aimed at this and you have to include a viable explanation for the same which is believable)

Q). What qualities do you feel a successful manager should have?
A Sample Answer: The job of a manager is to bring out the best results through his people making optimum use of resources available and so he should have. good leadership skills, be people friendly and capable of motivating his team, result oriented and a sound decision maker. Further he should judge his subordinates based on the performances they deliver and not on other extraneous considerations. Also he should be a balanced & good person.

Q). Do you have any plans for further education?

A Sample Answer: Yes: I believe learning is a continuous process and I would want to add to my qualifications. But right now I am looking for a job and acquiring application and process abilities. Sometime in future when I am on the threshold of a managerial responsibility I may definitely want to go for further education through On-line / distance learning mode (lot of universities are providing such courses nowadays). But right now it's the job that I want. (Too-often- We have seen the MBA lure is taken to mean the applicant will use the job as a stopgap arrangement or just a stepping stone) and otherwise certain offers are withdrawn due to this lack of priority on the part of the student.

Q). Do you have any location preference? Are you willing to relocate?

A Sample Answer: No; I do not have any strong location preference and can work anywhere in India or abroad. However, if I have a choice available then I will opt for (Noida or Gurgaon in preference to Bangalore (or Vice-Versa) as it

is nearer home and I could meet parents and relatives more frequently; but it's not a

precondition.

I am ready & willing to relocate as per my companies' requirement; it is only a preference I have indicated.

Q). (a). What do you know about us?

Purpose: In this, the interviewer checks if you have done your homework & have cared to know about the company or by some nonchalant attitude on your part in this regard wishes to assess what esteem the candidate feels about the job and the company; and the approach has to be reaffirm that you have cared to know about the job and the company and that you admire and appreciate the company and the job.

Generally if you have studied the company website and / or gone through a company brochure and briefing etc. you would know well what to speak.

Sample Answer (a). I am keenly interested in the company & the job. It's one of the best known companies in the field………….(Telecom/Aviation/FMCG/Retail……as the case may be) with an annual turnover of.................... The company has ……(so many) branches (&

overseas centers & offices) and offers… (product & service details-mention a couple of its

best known offerings/product). The company's vision…….(employment ethics)….makes it a

highly respected company.

You can thus add a couple of salient features about the company/Chief Executive) special recognitions/products & offerings etc…………

(b). Anything you would want to know about us?

Purpose: It is more of a courtesy question to give the applicant an opportunity to clear his doubts-though after very long questioning most of the interviewers will hardly have the capacity to respond to some true & sensible query by the student, especially if it requires a long elaboration; so some sincere answers/queries could be clarified.

Sample Answer 1: Sir,/ Ma'am; this being a very important opportunity; I already have a lot of information gathered. Some small doubts that I had were settled when you delivered the pre- placement talk which was very informative and therefore, I have no more queries to make Sample Answer 2:Thank you Sir / Ma'am; I am already impressed by the Company as it is so successful and doing so very well. However, I am just curious to know how you see your operations growing over the next decade – as fast as now or likely to slow down. (under the effect of Worldwide economic constraints, a stronger rupee; U.S.   Congress imposing restrictions…etc.)

Some other related questions :

Management/ Executive capabilities:

What are the qualities of a good manager?

What is Management & How do you think you will make a good Manager? What is leadership- what exactly does a good leader do?

Refer Question Bank of Management Interview question.

Conflicts

Are they essential ? How do you resolve them?

Have you ever had a conflict with the boss or professor? How did you resolve it?

Can you handle pressure & stresses? Why do these arise? How do you think you should handle?

What are the qualities of a team & what in turn you see as important to become a good team player?

Do attitudes have an effect on work performance-Name a few such attitudes What is Positive Mental Attitude?

What is Proactive-ness? How is it different from reactive? In business negotiations is it good so be aggressive?

Small Talk

What is small talk?

Small talk is light conversation between people who don't know each other well. For people with social anxiety disorder (SAD), making small talk can be anxiety-provoking. One good way to alleviate anxiety is to prepare for the types of topics that are likely to come up during small talk. It is informal conversation about common interests.

Why is small talk difficult for some English learners?

First of all, making small talk is not difficult only for English learners, but also for many native speakers of English. However, small talk can be especially difficult for some learners because making small talk means talking about almost anything - and that means having a wide vocabulary that can cover most topics. Most English learners have excellent vocabulary in specific areas, but may have difficulties discussing topics they are unfamiliar with because of a lack of appropriate vocabulary.

This lack of vocabulary leads to some students 'blocking'. They slow down or stop speaking completely because of a lack of self-confidence.How to Improve Small Talk Skills

Now that we understand the problem, the next step is to improve the situation. Here are some tips to improve small talk skills. Of course, making effective small talk means lots of practice, but keeping these tips in mind should improve overall conversational skills.

Do some research?

Spend time on the Internet, reading magazines, or watching TV specials about the type of people you are going to meet. For example: If you are taking a class
with students from other countries, take time after the first few days of class to do some research. They will appreciate your interest and your conversations will be much more interesting.

Stay away from religion/strong political beliefs

While you may believe in something very strongly, beginning conversations and making small talk about your own personal convictions may abruptly end the conversation. Keep it light, don't try to convince the other person that you have the 'correct' information about a higher being, political system or other belief system.

Use the Internet to gain specific vocabulary

This is related to doing research about other people. If you have a business meeting, or are meeting people who share a common interest (a basketball team, a tour group interested in art, etc.), take advantage of the Internet to learn specific vocabulary. Almost all businesses and interest groups have glossaries on the Internet explaining the most important jargon related to their business or activity.

Ask yourself about your culture

Take time to make a list of common interests that are discussed when making small talk in your own culture. You can do this in your own language, but check to make sure that you have the English vocabulary to make small talk about those subjects.

Find common interests

Once you have a subject that interests both of you, keep to it! You can do this in a number of ways: talking about travel, talking about the school or friend you have in common, talking about the differences between your culture and the new culture (just be careful to make comparisons and not judgments, i.e., The food in our country is better than the food here in England").

Listen

This is very important. Don't get so worried about being able to communicate that you don't listen. Listening carefully will help you understand and encourage those speaking to you. You might be nervous, but letting others state their opinions will improve the quality of the discussion - and give you time to think of an answer!

Appropriate topics for small talks

Here is a list of common small talk subjects. If you have difficulties speaking about any of these topics, try to improve your vocabulary by using the resources available to you (Internet, magazines, teachers at school, etc.)

- Sports - current matches or games, favorite teams, etc.
- Hobbies
- Arts and Entertainment
- News
- Work
- Travel
- Weather - boring, but can get the ball rolling!
- Family - general questions, not questions about private matters
- Media - films, books, magazines, etc.
- Holidays - where, when, etc. but NOT how much!
- Home town - where do you come from, how is it different/similar to this town
- Job - once again, general questions not too specific
- Latest fashion and trends
- Celebrities - any gossip you may have!

CRC WISHES ALL THE STUDNETS VERYT BEST FOR THEIR FURURE CAREER

Guidelines for Permission to join a company before completing Final Semester.

It is a matter of great pleasure and honor to the University that large number of students get selected in companies every year, but sometimes the company requires them to join as Trainee/ Intern/ Project/Under Probation before the completion of Final Semester of the Program.

Format & Process for granting permission to join a company as Trainee followed by Placement, before completing the program

OFFICE OF THE CORPORATE RESOURCE CENTER GD GOENKA UNIVERSITY, GURUGRAM

Name of the Student:
Name of Programme:
Semester:

Subject: Permission to Pursue Training/Internship/Project/Under Probation

This is with reference to your application on the subject cited above. CRC on recommendation of the Dean/HoD is pleased to grant NOC to pursue Training/Internship with (Name of the Company with Address) from to.You have been given NOC subject to the fulfillment of below mentioned conditions :

1.   You must appear in Mid Semester/End Semester Examinations strictly as per examination schedule and no special provision will be made in this regard.

2. You will mandatorily submit the Attendance Certificate/Completion Certificate from company/organization concerned to office of the Dean/HoD with a copy to CRC before the commencement of the examinations. Non submission of attendance certificate will lead to 'Debarred Status' from Examinations.

3. The student shall take appropriate measures to continue academic learnings simultaneously with training/internship in consultation with his / her Mentor or concerned faculty.

Best Wishes

Corporate Resource Center GD Goenka University

I have read the conditions given above, under which I am granted NOC/permission to join the Company/organization as Trainee/ Intern before completing the program. I hereby undertake to abide by all the conditions, and will be solely responsible for completing the program as per University regulations.

(Name & Signature of Student) Enrollment number -

Procedure:

• Each Students should submit request along with offer letter to grant NOC to CRC, through office of Dean/HoD with their recommendation to issue NOC if there is no pending fee and disciplinary issue at respective school. Number of backlogs to be decided by Dean/HOD for recommendation of NOC.

• Based on above CRC shall issue the NOC and maintain the records for various purposes.

• The students will give an undertaking accepting all the conditions mentioned in the NOC draft attached.

1.2 Policy:

1. Any Student Placed in Category - A or D will not be considered for additional opportunity and for him / her the cycle will be complete. However, students placed in Category-B, will be allowed for one additional opportunity at a higher salary level in Category- A or D and once he / she secures a Job in Category – A or D will be considered to complete the cycle and will not be considered for further opportunities.

2. It is mandatory to have offer in Category-A or B Company to become eligible for appearing in Category- D Company.

3. Our University follows "One student one job" policy. No student, who has got one placement offer through Campus Placement Drive, is permitted to appear in subsequent placement interviews, unless the package offered by the new company is at least 1.5 times the package/Category change for which he was selected. The decision on the matter of establishing the eligibility of student shall be taken by CRC, which shall be final & binding on all the students.

4. Student's needs to register for all drives conducted by CRC for which he is eligible as per company requirements and complete the placement process. If student registers for the drive and don't appear for further selection process of companies for more than 3 companies he will be treated under "Non Placement Seeker" category

and will be debarred from future placement drives

5. When receiving 2 or more opportunities from organizations that have parallel recruitment process (i.e.) [2 or more organizations on a single day for campus recruitment], the student will make a decision on attempting 1 of them. This decision is final and binding on the student to maintain professional ethics For providing placement assistance to students CRC will be asking various data's and formats to be completed by students. He must regularly check his mails and comply immediately as desired for the same. If he fails to do the same than he will lose the opportunity.

6. Students registered for the drive must appear in all the placements steps for the drives & complete the selection process of company, attendance will be marked accordingly. Sometimes in case of direct information to students by company for any placement step he must inform the same to the manager concerned for that opportunity.

7. Participation in core placement drives is mandatory for all placement seeking students with same specialization or domain, e.g. Finance students must appear for all job profiles floated for Finance profiles. Attendance will be marked for the day accordingly. Not appearing for core job profiles will be treated as student "Not Seeking Placement".

8. Working on a full-time basis during the final semester of the program may be allowed only under exceptional cases and requires the approval of the Dean or higher authority.

9. The Dean/CRC or his/her designee on his/her sole discretion can allow exceptions to the policy requirements for students.

10. A student can have maximum three offer, one from Category-A or D and one from Category-B based on jobs opportunities available during the period.

11. Pre Placement Offer (PPO) along-with Training/Project/Probation is equivalent to a job offer and hence the same policy shall be applicable.

12. All the placement opportunities will be floated through CRC only for proper records of all the placement drives.

13. If a student's gets a placement offer on his own or through a reference he should immediately inform CRC with a copy of offer for records/NOC or any purpose within a weeks' time.

14. Student who is debarred or falls in the Non Placement Seeking Category can appear in future drives only after recommendation of Dean with justified reasons to CRC and approval from Competent Authority by CRC.

15. Students must prepare for each interview process, read JD, about organization and prepare CV as per job profile and organization requirements which makes him best to be suited.

16. Any exception to the policy requires approval of Honorable Vice Chancellor.

DRESS CODE FOR APPEAR ING IN PLACEMENT INTERVIEW
For Male Students:
- Suit or Blazer and complimentary trousers
- Collared Shirt with a matching tie
- Clean Shoes with appropriately matching socks
- Hair must be kept clean and tidy
- NO jeans/ T-shirts/ casuals

For Female Students:
- Business suit or collared blouse with matching trousers(Indian/Western)
- Salwar Suit/ Saree
- Clean formal shoes or sandals.
- Hair must be kept clean and tidy.
- NO jeans/ T-shirts/ casuals

CHAPTER 7
RESEARCH AND DEVELOPMENT

Chapter 7.1
Research and Consultancy Promotion Policy, GD Goenka University

INTRODUCTION

The principal discipline clusters in GD Goenka University are medical and allied sciences, basic and applied sciences, agricultural sciences, Humanities & social sciences, communication and media, management, engineering, teacher education, law, hospitality, design and architecture. Research activities take place across the University either in the form of doctoral research, competitively funded projects, contract research projects, projects in collaboration with international partners, research dissemination such as publications and patent applications and registrations, Masters & Bachelors research dissertations and other activities undertaken by faculty and students.

The University encourages, supports and incentivizes academic staff and students to engage intensely in research, research dissemination and teaching-learning engagements that are informed by research.

PURPOSE

The purpose of the Policy for Research Promotion is to promote high quality research in the University. It provides direction to the research endeavors of all stakeholders. The University supports academic staff to develop high quality research proposals and tender for nationally and internationally competitive research grants and contract research projects funded by business corporations, not-for-profit organizations, industry associations and charitable organizations. It also works with its international partners in research and research dissemination activities.

The University's research endeavors are through doctoral projects, competitive and contract research projects, research dissemination and research patents filed by faculty, staff and students and it fosters' a research culture through provision of training and incentives.

OBJECTIVES

a) To provide excellent research environment and infrastructure
b) Translate new knowledge, innovations, technologies and tools emerging out of research conducted into products and processes for commercialization or for societal benefit
c) To establish Research centers within University with potential for excellence
d) To forge interdisciplinary collaborations and partnerships
e) To encourage faculty and students for ethical and quality publications.
f) To encourage applications for competitive funded research grants
g) To develop mutually beneficial research and development projects with industrial collaborations.
h) To encourage the faculty members for creating, protecting and leveraging Intellectual Property Rights.
i) Create transparent, effective and efficient systems for maximizing research outputs;

j)   Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the University in alignment with the national thrust areas,

k)   Create, maintain and enhance infrastructure to enable conduct of state-of the-art research,

l)   Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;

m)   Create a rational, transparent and efficient system for management of all research processes;

n)   Encourage and facilitate research collaborations within different Institutes of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad,

o)   and Enhance the research profile of the University by effective dissemination of research activities and achievements of the University at all levels to maximize the impact and recognition of research done at national and international levels

SCOPE OF THE POLICY

This document will be applicable to all faculty, staff and students involved in any form of research activity at the University or outside.

RESPONSIBILITY

The 'University Research and Innovation Council' (URIC) oversees and directs the research activities at the University. URIC will have an advisory role, and the Standing Committee of the URIC will be responsible for regular monitoring of all research activities.

POLICY GUIDELINES

1.   Faculty members are eligible to seek financial and in-kind support for research, consultancy and external engagement. Research endeavors are recognized as part of faculty workload.

1.1.   Research endeavors would be included in assessing the workload and contributions of faculty members. Research outcomes (such as success in grant applications, organizing research forums, scholarly publications in appropriately tiered academic journals, organizing research training activities etc) and professional contributions that would Improve the University's esteem (editorship in appropriately tiered scholarly journals, appointments in national and international scholarly committees, membership in editorial board of appropriately tiered journals etc.) would be an integral component of performance reviews and promotions.

1.2.   Both in-house and external training is offered to develop the research and research dissemination competencies and capabilities of faculty.

1.3   Academic staff is offered support to organize Doctoral colloquia, engagement in scholar research advisory committees, participation in doctoral research committees, and support for participating in appropriately tiered national and international conferences, and engaging with international partners in research endeavors.
        The University also encourages continuous learning through professional development, conference and FDP participation and advanced study.

(Annexure 1).

1.5.   Faculty are encouraged to undertake consultancy work and thereby develop linkages with industry. The University has instituted a Consultancy Policy whereby the Faculty undertaking research assignments that do not fall under the category of clash of interest, shall be, with prior permission from the HoI, permitted to take up consultancy assignments for which, they will be eligible to claim 67% of the total consultancy amount.

1.6.   Individual faculty or groups of faculty Members are encouraged to seek competitive grants from various funding agencies and are supported in this endeavor by the office of Dean R&D (Annexure 2).

1.7.   Faculty that pursue PhD at the University are accorded tuition fee discount.

2.   Research Scholars:

The University conducts research seminars, conference and colloquia and the participation of the research scholars is encouraged in both in-house as well as external events. The University also aides the scholars in accessing the laboratory and library facilities of government and non-government organizations, in addition to usage of the University's facilities.

2.3   Through its policy for Doctoral and Post-doctoral teaching fellowships (Annexure 3) endeavors to provides various engagement opportunities to research scholars during and post their PhD research work.

2.4   The University periodically organizes guest lectures by senior research professionals from various domains.

2.5   Scholars enrolled for PhD programs are guided by Supervisors. Progress is monitored by the 'Scholar Research Advisory Committee as well as the 'Doctoral Research Committee'. All necessary support is provided to the scholars for completion of their research work.

2.   General Policies: Following policies are applicable to faculty as well as research scholars. Code of Ethics (Annexure 4) is applicable to faculty as well as scholars pursuing research at the University. Academic integrity requires that academic research follows professional standards including appropriate research design and frameworks, conforms to practices that govern research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas. Policy for Academic integrity & Plagiarism is applicable for all faculty, employees and students (Annexure 5)

3.1.   The IPR policy of GD Goenka University GDGU has been formulated to:

●   Proactively create an environment that promotes, encourages and support research and innovation

●   Promote Intellectual Property awareness among students, faculty members, nonteaching staff and researchers.

●   Develop procedures for data mining, identification, commercial utilization, licensing, and other means of disseminating the technologies of IP developed in the various research, consultancy, educational, and all other academic activities of GDGU.

●   Safeguard the interest of intellectual property creators and provide fair distribution of returns accruing from the commercialization of IPR.

- Provide legal support, wherever necessary, to defend and to protect the intellectual property obtained by GDGU against any infringement or unauthorized use.
- Provide a transparent administrative system for the ownership, control and transfer of the intellectual property created and owned by the University.
- University's Intellectual Property Rights cell shall support a) Filing of Patents, patent searches patent specification drafting, patent filings and related works, Trademarks, Copyrights and shall periodically conduct Awareness Programmes for faculty, students, research scholars, R&D institutions,
- SMEs, large establishments, etc. If the patent is commercialized the earning is to be shared between researcher and the University on an70:30 basis. The University shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

3.2. International Partnerships with reputed Institutions across several countries helps in fostering research capability and the University encourages collaborative research dissemination with its partner institutions.

3.3. The University encourages collaborative engagement in research through jointly hosting research conferences, grant applications and publications with various institutions and agencies.

3.4. In order to develop research orientation of students at undergraduate and graduate levels, students are taken through several research-intensive courses and are required to submit project reports and dissertations that are graded. Their participation in conferences and seminars is also encouraged.

3.6. The University plans to establish innovation and incubation centres in order to network with multiple stakeholders like Industry, R&D Labs and Government agencies for the purpose of leveraging innovation, entrepreneurship and outreach.

3.7. The University would create an environment for each department wherein all the faculties work in a specific research area. This will facilitate specific research activities such that the unit will progressively evolve into a Centre of Excellence in due course for the specialized thrust area. The University shall develop Excellence centres in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.

3.8. The University shall, from time to time, announce appointment of endowed chairs and professorships, including those established by gift received from a trust or otherwise to honor extraordinary academic achievement and to recruit and retain the most distinguished scholars. An endowed chair is a perquisite that is supported by income from an endowment fund established by a gift or gifts from private or public sources and is made available to a distinguished faculty member in support of his/her teaching, research, and service activities. An endowed chair may be assigned to a department, organized research unit, division, or school. Appointment of Endowed Chair is subject to approval by the Academic Council.

3.9. For encouraging outstanding research publications and recognizing contributions of select faculty in their respective domains of research, the University, through its policy for 'Incentives & award for Publications (Annexure 6) recognizes scholarly contributions and incentivizes outstanding research contributions and publications. A stipulated number of high-quality publications shall be, upon the recommendation of a committee, incentivized

and Faculty with the highest number of quality international publications, will be awarded.

For encouraging young Faculty members to develop a research orientation and induct them into the University's research-intensive culture, the University has a policy for 'Seeding Grant' Annexure 7). The seeding grant aims to support research expense for early career researchers to undertake exploratory research that could position them to submit proposals for nationally and internationally competitive grant

Chapter 7.2
Seed Grant Policy V 3.0

Preamble

Early career researchers (faculty with at least six months of tenure) are eligible to apply for 'Research Seeding Grant'. The 'Seeding Grant' scheme will be administered by the URIC. It aims to support early career researchers to undertake studies that can be potential pathways to develop proposals for nationally and internationally competitive research projects. For purposes of this policy, the term 'early career researchers' is defined as a faculty at the 'Assistant Professor' level who earned the PhD within five years prior to applying for the 'Research Seeding Grant'.

Opportunity for Seed Grant shall also be provided to 'five' faculty members that do not qualify to be early career researchers (are experienced) but demonstrate potential to convert the seed grant into a fully externally funded project.

1.   Scope of the policy

Funding is limited to Rs 1 Lac per project with project duration of two years. If the project duration exceeds one year, funding will be disbursed in two equal annual tranches. In exceptional cases, funding of up to Rs 2 Lacs with project duration of two years will also be considered. In this case, funding will be disbursed in two equal annual tranches.

Joint proposals, particularly in collaboration with the University's international partners, are encouraged. The Chief Investigator/Principal Investigator (PI) must be from the University.

1.1   The project proposal should clearly articulate the justifications for the study and explain how the study will lead to actions on proposals for nationally or internationally competitive grants.

1.2   The University would fund a maximum of ten research projects annually. Additionally, URIC may recommend up to 5 projects for experienced faculty members upon demonstration of potential for grants.

1.3   Only one project for early career researchers shall be approved per School.

1.4   The selection and subsequent monitoring of project progress will be the responsibility of a specially constituted Committee. Funding for the second year will only be disbursed on evidence that project milestones for the first year had been achieved.

2.   Application process

2.1   The call for proposals may limit research funding to a few strategic areas. In case no specific call for proposals is announced, the proposals shall be submitted before the semester commencement dates.

2.2   Preliminary proposals of no more than 1 page (approximately 500 words) should be submitted for short-listing.

2.3   Short-listed applicants will be invited to submit a full proposal of about maximum 7 pages including figures and references typed single-spaced (approximately 3,500   words).

2.4   Full proposals will be reviewed by a committee. The Principal Investigator/Chief Investigator (PI/CI) will be invited to make a presentation to the selection committee.

2.5   Decision on the grant award will be announced.

3.   Selection Criteria

3.1   Contribution to advancement of theory and practice

3.2   Expertise of the research team

3.3   Potential to expand the scope of the research and attract external funding

3.4   Project budget - line items and whether costs are realistic

3.5   Potential to generate patents, intellectual property, including product and process development.

3.6   Potential for high quality paper publication.

4.   Conditions

4.1   The decision of the selection committee will be conveyed to the PI/CI who will be the contact person for all administrative matters regarding the project.

4.2   The PI/CI is responsible for the conduct of the research in accordance to the University's research policy.

4.3   Procurement, utilization and maintenance of equipment will be as per University policy

4.4   Funds have to be drawn-down in conformity to the project schedule and budget

4.5   PI/CI should submit a progress report every six months in the prescribed format

4.6   PI /CI will also be required to report progress or outcomes at the end of one year after the termination of the 'Seed Grant' including grants received and patents, publication/IPR arising out of the seed grant.

4.7   In any research communication arising out of the funded project, the contribution of the University should be acknowledged.

4.9.   If the PI/CI ceases to work in the University before the completion of the project, a co-investigator from the University will assume responsibility as PI. In case there is no coinvestigator, the Head of the academic Unit shall be handed over all the outcomes and rights of the project.

5.   Deliverables

5.1   Externally funded projects should be generated as an outcome of the 'Seed Grant' scheme.

5.2   Publication in peer-reviewed journals/intellectual property generation including product/process development would be expected as outcomes of the project. Further, it is understood that any IP emerging out of research funded GDGU will be owned by GDGU. Such IPR will recognize contributions by all researchers as 'inventors' and any resulting royalties will be shared by GDGU with the inventors.

Chapter 7.3
Faculty Incentives 2024 (with effect from April 1, 2024)

Preamble:
GD Goenka University fosters research intensity through encouraging faculty to compete for nationally and internationally competitive research grants, supervise PhD scholars and disseminate research findings through publishing in appropriately tiered scholarly journals.

Objectives:
- To nurture an environment for undertaking socially useful, scientifically rigorous research and pursue research commercialization
- To encourage cross-disciplinary research and research outputs in partnership with GDGU's international partners
- To encourage consultancy/ corporate training projects to be taken up in collaboration with industry/ academic/ research institutes.

1. Incentive Schemes

Sr. No.	Category	Incentive Amount	Remarks
A. Patents			
A.1	Patent Publication & Grant assistance	Rs. 4,000/- will be paid by GDGU for filling and publishing and balance Rs.4000 to be paid by faculty.	To be equally divided among inventors GDGU as sole applicant.
A.2	**Commercialization of Patent:** Royalty/ technology transfer sharing model will be as follows: -		
	Revenue generated up to Rs. 1 lakh	100% of it will be with the inventor.	In order to enhance the value of the IP created and effectively generate revenue GDGU and the university IP creator may at any time on a case-by-case basis come into an agreement for IP utilization under mutually agreed terms and
	Between Rs.1 lakh-Rs.5 Lakh	80% (inventor)-20% (GDGU)	
	Between Rs.5 lakh- Rs.15 Lakh: -	70% (inventor)-30% (GDGU)	conditions without any prejudice to any other terms and conditions.

	Rs. 20 lakh and above	60% (inventor)- 40% (GDGU)	
B. Research Papers			
B.1	SCOPUS / SCI/ UGC Care Listed Journal	Rs 3,000/	The reward money will be equally divided among all faculty coauthors if any. The reward money will be 50% if the publication is co-authored with PhD scholar.
	Journals with ABDC/WoS	Rs 5,000/	
B.2	Citations of Publications for Publication in Scopus, WoS, PubMed	Rs 5,000/	For a bunch of 10 citations by outside authors. First or corresponding author on submitting valid proof may be

			eligible for this claim.
Paper for which incentive is claimed by the faculty should be available in the relevant indexed journal. Each faculty can claim maximum of two papers and book or chapters in the calendar year.			
C. Book/ Book Chapters			
C.1	Book Publication as Author (s) International Publishers – Springer, Elsevier, IEEE, Wiley, PHI, Taylor & Francis, Pearson (> than 200 Pages)	Rs. 10,000/-	To be equally divided among authors with GDGU affiliation. Provided any publication charges has not been claimed.
C.2	Book Publication as Editor (s) International Publishers – Springer, Elsevier, IEEE, Wiley, PHI, Taylor & Francis, Pearson (> than 200 Pages)	Rs. 10,000/-	To be equally divided among editors with GDGU affiliation. Provided any publication charges has not been claimed.
C.3	Book Publication as Author (s) National Publishers – (> than 200 Pages)	Rs. 5,000/-	To be equally divided among authors with GDGU affiliation. Provided any publication charges has not been claimed.
C.4	Book Publication as Editor (s) National Publishers – (> than 200 Pages)	Rs. 5,000/-	To be equally divided among editors with GDGU affiliation. Provided any publication charges has not been claimed.
C.5	Book Chapter Publication as Author (s) By international Springer, Elsevier, IEEE, Wiley, PHI, Taylor & Francis, Pearson etc.	Rs. 2500/-	To be equally divided among authors with GDGU affiliation. Provided any publication charges has not been claimed.
C.6	Book Chapter Publication as Author (s)	Rs. 1000/-	To be equally divided among authors with GDGU affiliation.

	National Publishers.		Provided any publication charges has not been claimed.

Responsibility

A. The corresponding author will be held accountable for screening manuscripts for unethical practices such as plagiarism and falsifying research data, research findings, choice of research outlet etc. Publications in discontinued Scopus journals or those not listed in the latest release of UGC CARE list or ABDC list at the time of communication will not be considered for incentives

B. GDGU shall reserve the rights to revise the incentive policy periodically.

Plagiarism and related Issues

In the event of any conflict about authorship, challenges pertaining to professional misconduct etc. a committee constituted by the Dean, Research and Development will investigate the alleged misconduct and decide on the actions to be instituted after the approval of the Vice Chancellor. Incentive will be disbursed quarterly after verification and approval of the competent authority. In addition to the per publication monetary incentive detailed above, faculty will be eligible for the 'Annual Research Excellence Award' detailed in section G for a given calendar year.

D. Non-Government Projects

D.1	Projects	1% of the project fund granted.	To be equally divided between Pl & Co/PI
E. Financial Assistance to attend Conference/ Seminar			
E.1	Financial Support to attend conference/ seminar	Full Registration Fee 50% of travel cost and daily allowance	Financial assistance claim should not be less then **Rs. 5,000/-.** Only conference that will culminate in publication of paper in the relevant indexed journal.
F. Consultancy & Corporate Training			
F.1	Corporate Training – MDP's	Sharing of 30 % of net profit with the faculty	Net Profit excludes the GST amount and the cost incurred, if any, by the University in execution of Corporate Training
F.2	Consultancy for any work assignment only if the project/ proposal is in the name of GDGU or in the name of GDGU affiliated faculty	33% of the total proceeds through consultancy will be paid by faculty to the University or if the project is the name of GDGU then the assigned faculty or faculties will get 67% of the total proceeds through consultancy. This amount will be paid	Turnover and service tax/GST need to be filled and declared accordingly.

	by university to faculty.	

*Prior permission from the respective regulatory committee comprising of VC is required before attending any conference/seminar/workshop or signing for any consultancy or corporate training.

G. Annual Research Excellence Award: Only full-length research articles published in High Quality Journal list would be considered for the incentive itemized in the schedule hereunder:

Journal	h Index	Incentive Amount#
Outstanding Publications annually in Journals such as Nature, ABDC List A, Scopus Q1 shall be eligible for **Research Excellence Award** and incentive amount	250 and above (4 awards)	INR 50,000
Scopus, WoS, Elsevier, Emerald, ABDC List A Category, Taylor Francis	150 and above (3 awards)	INR 20,000
Scopus, WoS, Elsevier, Emerald, AB Category in ABDC List, Taylor Francis	75 and above (3 awards)	INR 15,000
Scopus, WoS, Elsevier, Emerald, AB Category in ABDC List, Taylor Francis	30 and above (5 awards)	INR 10,000

- ☐ Author will be eligible for a single Research Excellence award in a calendar year
- ☐ If the first author and corresponding author are the same then he/she will be paid the full amount. While the first author and the corresponding author are eligible for the award incentive, co-authors (students as well as faculty) will share the specified incentive equally

- ☐ Annually, a maximum of fifteen Researchers would be selected by a committee constituted by the Dean (R&D) and approved by the Vice Chancellor for this award. Additionally, the awardee will be honored with a certificate and a special memento
- ☐ Short surveys, letters to the editor, book chapters, erratum, replies, and conference papers (abstracts, proceedings) etc. **do not** qualify
- ☐ The faculty research articles published (online/ print) after July 1, 2021 having GDGU affiliation where the faculty author has been relieved (on retirement/ resigned) from their duty shall not be considered for the award.

H. Seed Grant			
1.	**Scope of the policy:**		

A) Funding will be for a minimum amount of Rs 1 Lac per project (Management & Social Science) and up to Rs.2 Lac (Science) with a maximum project duration of one year. If the project duration exceeds one year, funding will be disbursed in equal annual tranches.

B) In exceptional cases, funding of up to Rs 2 Lacs with project duration of two years (Management & Social Science) and up to Rs.5 Lac (Science) will also be considered. In this case, funding will be disbursed in two equal annual tranches.

	C) Joint proposals, particularly in collaboration with the University's international partners, are encouraged. The Chief Investigator/ Principal Investigator (PI) must be from the University.
	The project proposal should clearly articulate the justifications for the study and explain how the study will lead to actions on proposals for nationally or internationally competitive grants.
1.2	The University will fund a maximum of 15 research projects annually. Additionally, URIC may recommend up to 8 projects for experienced faculty members upon demonstration of potential for grants.
Prior permission from the respective regulatory committee comprising of VC is required before the grant of seed money.	

Eligibility for seeking above Incentive is only for the full time confirmed GDGU Academic Staff.

Incentive for full time Academic Staff on probation will be released at the time of the confirmation of the appointment status.

Chapter 7.4
Intellectual property rights (IPR) policy

INTRODUCTION

An educational institution needs to initiate creativity and research by providing a conducive environment. For such activities along with teaching, IPR plays an immense role in the research domain which essentially helps in enhancing the teaching learning process giving the institution an edge over the other existing institutions.

Intellectual Property (IP) signifies the product designed by the intellectual creativity of a person and about the ownership of the creator.

Intellectual property rights (IPR) comprise of patents, trademarks, Copyrights, trade secrets and other types of property rights like computer software or printed material, innovative techniques, inventions related to machine, matter or environmental elements and findings related to all possible domains.

IPR CELL

Indian government revised the National IPR policy in May, 2016. The Policy acknowledges the creativity and innovation which come in India by implementing them to build an enriched nation. The National Intellectual Property Rights (IPR) policy was approved on May 12, 2016 by the Union cabinet.

To employ the IPR efficiently, this National Intellectual Property Rights (IPR) policy, has built a web of IPRs which could cater to all the need of protecting creative practices by interconnecting the various monitoring mechanisms of the institutions under the umbrella of one regulatory framework, thus, safeguarding the creative interests. It is trying to implement the global regulatory framework related to IPR in India.

In this direction G D GOENKA UNIVERSITY (hereinafter referred as GDGU) initiated the formation of IPR Cell to encourage research and provide conducive environment to researchers. The IPR cell of GDGU aims to create awareness on IPR among the stakeholders of GDGU.

OBJECTIVES

a. To provide a framework to foster innovation and creativity in the areas of technology, sciences, and humanities by nurturing new ideas and research by an ethical practice.

b. To protect intellectual property (IP) rights generated by faculty/ personnel, students, and staff of GDGU.

c. To lay down an efficient, fair, and transparent administrative process for ownership control and assignment of IP rights and sharing of revenues generated by IP, created and owned by GDGU.

d. To promote more collaborations between academia and industry through better clarity on IP ownership and IP licensing.

e. To create a mechanism for knowledge generation and its commercial exploitation.

SCOPE

This IPR Policy shall apply to all Intellectual Property created at the GDGU, as well as, all IP

rights associated with them, from the date of implementation of this policy. The implementation and enforcement of this policy is with respect to the notification/circular issued by GDGU.

This IPR Policy shall apply to all Staff Members, Students and Visitors, who have established a relationship with the institution, based on which the researcher is bound by these guidelines. Such relationship may arise pursuant to the provisions of law, collective agreements or individual agreements.

Implementation of this policy is the responsibility of the Coordinator of the IPR Cell of the GDGU under the guidance of Vice Chancellor of GDGU. The Vice Chancellor of the University is the responsible officer for the administration of this policy. The University shall take all the factors into consideration for utmost societal benefits for industries situated in India and across the world.

OWNERSHIP OF IP

IP generated from research conducted by utilizing resources of the G D Goenka University

I. PATENTS

i. All inventions whether made by student/ researcher/ faculty by utilizing the resources of the GDGU or with the mix of funds, resources and/or facilities of the GDGU, shall ordinarily be vested with the GDGU. ii. If the GDGU determines that an invention was made by an individual(s) on his/her own time and unrelated to his/her responsibilities towards the GDGU and was conceived or reduced to practice without the use of resources of the GDGU, then the invention shall vest with the individual(s)/ inventor(s).

II. COPYRIGHT

i. The ownership rights, in scholarly and academic works generated utilising resources of the GDGU, including books, articles, student projects/dissertations/ theses, lecture notes, audio or visual aids for giving lectures, shall ordinarily be vested with the author(s).

ii. The ownership rights in lecture videos or Massive Open Online Courses (MOOCs), films, plays, and musical works, institutional materials including, but not limited to, course syllabi, curricula, exam questions, exam instructions, and papers/ reports specifically commissioned by the GDGU, shall ordinarily be vested with the GDGU. The moral rights shall continue to vest with the author(s) wherever applicable.

III.   TRADE MARKS

i. The ownership rights in all trademarks involving the GDGU shall ordinarily be vested with the GDGU. The GDGU may formulate necessary guidelines regarding the usage of the name of the GDGU through their trade mark.

ii. If the GDGU determines that the creator of the trade mark was created by an individual(s) on his/ her own time and unrelated to his/ her responsibilities [e.g. name of a company/ startup venture by the student(s)], then the right to the same shall ordinarily be vested with the said individual(s).

IV. INDUSTRIAL DESIGNS

i. All industrial designs whether made by student/ researcher/ faculty (in furtherance of their responsibilities with the GDGU) developed by utilizing the resources of the GDGU, or with the mix of funds, resources and/or facilities of the GDGU, shall

ordinarily be vested with the GDGU.

ii.   If the GDGU determines that the industrial design was created by an individual(s) on his/her own time and unrelated to his/her responsibilities towards the GDGU and was conceived or reduced to practice without the use of resources of the GDGU, then the industrial design shall vest with the individual(s).

COMMERCIALIZATION AND BENEFIT SHARING
Encouraging Entrepreneurship and Start-ups

To promote and encourage entrepreneurial activities by its staff, the GDGU, may reassign, under an agreement, its ownership of an intellectual property to the inventor(s) or creator(s) of the property, who opt to market, protect and license it on their own with minimal involvement of the GDGU. The fees to be paid to the GDGU by the assignee consist of all patenting and licensing expenses and appropriate amount of royalties, equity or other value received by the inventor(s) or creator(s).

The GDGU would endeavor to exploit the IP either by itself or by commissioning an agency to bring to fruition the IP produced by its personnel. The inventor(s)/creator(s) may seek the GDGU, to assign the rights to them after a certain holding period.

To promote a start-up/ venture set up by a researcher, it may be exempted from any upfront fee and/or royalty accrued to the GDGU for a certain period.

Licensing Agreements and Revenue Sharing
Research outputs generated as a result of utilization of resources of the GDGU

i.   The GDGU is free to enter into revenue sharing agreement(s) with the researcher(s), in cases of commercialization of innovation(s), creation(s), etc., as per the advice of the IPR cell. The details of revenue sharing may be decided, based on the type of IP and the nature of commercialization. The GDGU may adopt various models for royalty sharing amongst creator(s)/ inventor(s) and institution/ organization; a suggestive arrangement is given below:

a)   60:40 ratio of revenue sharing: 60% of the royalty/ technology transfer amount with the researcher and 40% with GDGU.

b)   Deciding the division of royalty/ technology transfer amount on fixed slabs:

Case	Net earnings	Inventor(s)	Institution's Share	Service Account**
1.	For the first amount Q	65%	25%	10%
2.	For the next amount Q	45%	45%	10%

*Q = 50 Lakh

**Service Account – Money may be used for the promotion and upgradation of the invention. Unused funds from the service account will be used for promotion of commercialization, IP protection and any other related activities. **

i.   In case the IP filing costs were not borne by the GDGU, the researcher may be allowed to first deduct the costs incurred for filing of applications and maintenance of such IP, from any income accruing from the commercial exploitation of the IP. This is particularly relevant, as provisional patent applications may have to be filed by the innovators before any disclosure of the innovation. Only the income beyond such costs needs to be shared with the GDGU.

ii.   The researcher's share may continue to be paid, irrespective of whether or not the individual continues as a researcher at the GDGU.

iii.   If more than one researcher is involved in the generation of IP, all the researchers who qualify for benefit sharing in that IP may sign at the time of filing the application (for example, at the time of filing of patent application), an agreement outlining the proposed distribution of any IP related earnings based on their contribution. The agreement should specify the proportional percentage of distribution of earnings from IP to each of the researchers. The researcher(s) may, at any time, by mutual consent, revise the distribution of IP earnings agreement, and the GDGU, may approve the revised agreement, subject to the advice of the IPR cell

iv.   With regard to the IP-related revenues earned by the GDGU, 50% of the revenue may be used for creating the GDGU IP management fund. This fund may be utilized for any activity relating to commercialization and maintenance of IPR or obtaining IPR in any other country, or for capacity building in the area of IP protection. Further, 10% of the share may be paid to the GDGU as administrative charges, and 40% may be made available to the concerned department for the purchase of equipment or materials, including Annual Maintenance Contracts (AMC), or for any other academic/research activity, including promotion of science and innovation.

In the case where the copyright vests with the author(s) [as mentioned under "IP generated from research conducted by utilizing resources of the GDGU>II. Copyright"], the GDGU shall have a non-exclusive, royalty free, irrevocable, and worldwide license to use the IP for research, non-commercial and educational purposes. Additionally, in cases where the GDGU is the owner of copyright in lecture videos and/or MOOCs, the author(s) shall have a non-exclusive, royalty free, irrevocable, and worldwide license to use the IP for research, non-commercial and educational purposes.

Research outputs generated in collaboration with external partners

i.   The revenue sharing on any IP generated from a partnership between the GDGU and external partners may be based on the agreement signed between the GDGU and the external partner at the beginning of such collaborations.

ii.   In circumstances wherein, the assignee or the licensee has not taken adequate steps for the commercialization of the GDGU – owned intellectual property, the GDGU may consider revocation of the license and assigning it to another party, after following due process. It is important to add this as a clause in any agreement entered into by the GDGU, with regard to commercialization of technologies.

Waiver of IP rights by the GDGU

1. Subject to any associated agreements, or any other agreement thereof, the GDGU may waive its rights, if the GDGU decides not to pursue the protection of IP within a period fixed by the GDGU, from sufficient disclosure by the researcher(s) to the GDGU (for example: nine months).

2. The GDGU shall take all efforts to convey the decision to the researcher, whether to pursue or not pursue the protection of IP, within a stipulated time period, after sufficient disclosure by the researcher, to the GDGU. Under all such circumstances, unless explicitly agreed to, the GDGU, shall retain a non- exclusive, royalty-free, irrevocable, and worldwide license to use the IP for research and educational purposes.

DEALING WITH IP RIGHTS OWNED BY THIRD PARTIES
Use of technology protected by IPRs like patents and designs

It is possible that researchers may have to use diverse technology/ design/ software, as part of their research. Under all such circumstances, due care and attention must be given, for not infringing the IP rights of third parties. Some of the licenses may have restrictions with regard to kind of usages permitted. It is important to ensure that due and necessary permissions are obtained from IP owners prior to engaging in any use which moves beyond the terms of license or as permitted under the relevant statute(s) in India.

Use of copyrighted materials

Whenever researchers use copyrighted material for teaching or research purposes, it needs to be ensured that the use is within the permission obtained from the concerned copyright holder(s) or is within the boundaries of exceptions provided under the Indian copyright law. The scope of different educational use-related exceptions under Indian copyright law have been interpreted by different courts in India.

i) The GDGU may create an Institutional Repository and a link to the same may be provided on their official website. This repository shall include dissertations, theses, papers, publications, and other in-house publications. In the absence of an institutional repository, the researchers may submit such works in other open repositories in the relevant subject area.

ii) The researchers may be encouraged to license their works under an open license so that other researchers can also use the research outputs by providing appropriate attribution to the researchers.

Chapter 7.5
General Guidelines for Consultancy Projects

General Guidelines for Consultancy Projects Research & Development (R&D) 13.07.2015

1.   Role and Impact of Consultancy Projects

Consultancy constitutes an important activity in any university which is devoted to education and research. Consultancy assignments provide wide exposure to real life problems which require solution in specified time frames. Consultancy can provide clues for identifying R&D problems. Consultancy assignments can be professionally enriching and they can help in elevating the qualities of teaching, learning and research and development. On the whole it can aid in technological growth.

In consultancy assignments, not only the problems of the industries are addressed but the societal problems faced by the Governments are also addressed through technical solutions and decisions aimed at corrective measures. Professional status and recognition attained through consultancy can bring immense satisfaction to the individual faculty member/staff and immense credit to the university. Consultancy assignments open the doors for university-industry interaction, practical training, and project work and placement opportunities for the students. In addition, there are opportunities for income generation for the individual faculty member and staff and the university. It could be planned in such a way that this income may be utilized for the professional growth of the individual faculty member and staff and the university.

In a university devoted to teaching and research, it is vital to ensure that the key objectives are always kept prioritized in mind and relentlessly pursued. Consultancy in spite of its beneficial facets has to be remembered as an able ally to our key objectives of teaching, and research.

Keeping its key objectives and the advantages in mind, consultancy needs to be recognized as an important facet of the university and it should be provided with requisite support and recognition as a performance indicator.

2.   To Whom the Consultancy Projects are offered

Consultancy projects may be offered to industries, service sector, Government departments, and other National and International agencies in niche areas of expertise available in GD Goenka University (hereinafter called GDGU).

3.   Types of Consultancy Projects

The faculty of GDGU is competent to provide a wide variety of consultancy projects in almost every discipline, which can be grouped in to the following four types

Type I - Testing of materials in the laboratory/ field

Type II - Analysis / Design of systems/products/components/ processes/ projects

Type III - Offering short term courses/ training programs under continuing education program on request of any industry/organization or otherwise – HRD Consultancy

Type IV – Site visit Type V - Any other

4.   Time Allocated for Consultancy Projects

A maximum of 52 working days per calendar year, may be allocated for consultancy work for each faculty member/staff keeping in mind the fact that such consultancy work should not in any way adversely affect academic responsibility of the concerned person.

5.   Staff for Consultancy Projects

Regular confirmed faculty, research scholars, technicians and students (PG and Ph.D.) will be eligible for carrying out consultancy projects.

6.   Rules for Consultancy Projects

6.1   Project Initiation

The client (sponsoring organization which gives the consultancy project) usually approaches the GDGU for consultancy work through a faculty member or a functionary of the GDGU (i.e. Head of the Department, Dean, Research & Development (R&D), Director, and/or Vice Chancellor). The client should submit a written application to the concerned Head of the Department or to the Dean (R&D), who will forward the application to the concerned Head of the Department. Continuing Education Programs or HRD (Type III) Consultancy Project can also be initiated by any faculty member / any other officer of GDGU or the Head of the Department (HOD) for the benefit of industry and other organizations. The HOD will appoint one of the faculty members in the service of the GDGU as the Principal Consultant (hereinafter called PC) for the consultancy project.

The PC will be responsible for

(a)   Formulating the project proposal which may include
(i)   Planning of the work to be done
(ii)   Estimating costs according to the guidelines provided in the later section, and
(iii)   If necessary, identifying other Co-Consultants,
(b)   Coordination and execution of work,
(c)   Handling all communications with the Clients/Participants,
(d)   Writing of intermediate and final reports according to the project proposal,
(e)   Making recommendations to the Dean (R&D) regarding expenditure from the Project and remuneration to be paid to faculty, staff and students,
(f)   Ensuring that all reports / certificates bear the name of the Principal Consultant and his/her signatures and the name(s) of the Consultant(s) who participated in the project,
(g)   Signing the Memorandum of Understanding (MoU) or Agreement with the client/ sponsor, if required.

6.2   Fixing Consultancy Fees

6.2.1   General

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the PC should keep in mind that

only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff /students as per norms and on the recommendation of the PC. Saving from the Consultancy charges will be divided between the GDGU and the faculty/ staff after taking into consideration all expenses as per norms for the purpose.

6.2.2. Budgetary Norms

The total agreed charges of a Consultancy project will consist of the GDGU share, actual expenses, service tax, if any, and the man-day cost for the consultants. The actual expenses should cover the following costs related to the project:

(i)   For Type – I, II, IV and V consultancies, man-day cost of a consultant can be calculated from the average monthly salary paid to the faculty member acting as consultant in the following manner:

Cost of one man-day = (1.5 x average monthly salary)/23 – rounded off to nearest Rs.500/- At the current level of salary, the calculated cost of one man-day for different staff members as follows:

Cost of one man-day (Rs.)

Senior Professor/Professor	10000
Associate Professor	8000
Assistant Professor	5000

The man-day cost should be revised periodically.

For HRD (Type-III) consultancy projects, honorarium to resource persons from GDGU will be calculated following the guidelines of GDGU for guest lectures.

(i)   Expenses for work to be carried out on payment basis, remuneration to student assistants/project staff and honorarium to outside resource persons.

(ii)   Computational or other charges the PC may have to pay to the GDGU or any other outside agency in the course of the execution of the work.

(iii)   Travel expenses in connection with the Consultancy Project work.

(iv)   Hospitality expenses (tea, lunch, dinner and hotel) connected with the project

(v)   Consumable materials to be used for the Consultancy Project.

(vii)   Charges to be paid for the use of specific equipment and GDGU class rooms and space in the departments or central facilities for Consultancy Project.

(viii) Expenses for publicity and printing of course material for HRD (Type III) Consultancy projects.

(ix)   Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.

(x)   Permanent equipment to be procured / fabrication of equipment or models for the Consultancy Project.

(xi)   Any other costs considered appropriate.

Estimates for the above expenses should be carefully prepared by the PC using Annexure – A keeping in mind the market rates for equipment, material and services to be procured from market and the time required for the project.

6.2.3 Expenditure Norms Job Work

The Principal Consultant may get specific job work done on payment from outside. However, such payment may not exceed 5% of the total amount contracted for the project.

Student Assistants

The Principal Consultant may engage GDGU students (who may or may not be getting fellowship) as Student Assistants for consultancy and testing work on payment of Rs.150/- per hour subject to a maximum of 50 hours per month.

Hospitality

Expenses incurred on reasonable hospitality not exceeding Rs.800/- per head per meal and Rs.300/- per head for snacks etc. in connection with the consultation work can be charged as expenses.

Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from the GDGU. There will be no restriction placed by the GDGU on the mode of travel. In addition to T.A. and admissible DA as per rules of the GDGU, actual boarding & lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the Consultancy project funds.

The journey by hired-taxi as normal travel by the faculty member/resource persons for the project work for the following nearby stations will be approved at GDGU approved rates :-

1. Delhi 2. Kurukshetra 3. Chandigarh 4. Noida 5. Roorkee

Out of Pocket Expenses for Field Work The payment of "Out of Pocket Expenses" to the faculty and other Institute staff, project staff, and person engaged on work hire basis sent for field work connected with the sponsored research or consultancy projects will be admissible on the following conditions:

(i)   Out of pocket expenses will be admissible for the "field work" which will comprise collection of field data from natural environment, mapping of an area, installation and maintenance of instruments in the field, performance of test in the field etc. for the purpose of sponsored research or industrial consultancy.

(ii)   Out of pocket expenses will be payable for the actual period of work at the workplace and will not be admissible for the journey period.

(iii)   Out of pocket expenses will be permitted in addition to D.A.

(iv)   The rate of payment of Out-of-pocket expenses will be as per the GDGU norms.

6.3   Time Frame and Payment Schedule

a)   Time Frame

The PC shall prepare the time frame for completing the Consultancy Project.

b)   Payment Schedule

Normally the agreed charges of the project are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial cost deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance. For HRD (Type III) Consultancy projects, the participation fees from the individual participants or sponsoring industry/ organization must be received in advance. All payment from a client/ participant will be received by the Dean (R&D) on behalf of the GDGU, or Head of the Department, if accounts are maintained by the Department.

6.4   Starting of Execution of Consultancy project-Memorandum of Understanding (MoU)/ Agreement

Once the consultancy charges, time frame and payment schedules are finalized by the PC, the Principal Consultant will take approval for undertaking the Consultancy project from the Vice-Chancellor through the H.O.D. and Dean-R&D. A MoU/agreement (Annexure B) is to be signed between the PC and the client depending on the nature of the consultancy project. The PC will send the MoU/Agreement to the Dean-R&D, who will then assign a number to the project and inform the Principal Consultant and the Head of the concerned Department. The execution of the consultancy project is then to be started by the PC. The above project number must be quoted in all subsequent correspondences within the GDGU.

6.5   Mode of Payment of Fees

All consultancy charges should be paid by the client in form of bank draft on a local scheduled bank at Gurgaon in favour of GD Goenka University, Gurgaon.

6.6   Completion / Closure of Project

6.6.1   A project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted. For the consultancy projects, which are not closed by the PC as expected, the R&D office will take action for project closure at the end of the financial year in which the stipulated date of completion falls. The unspent balance in such cases will be transferred to the Department Development Fund (DDF) after due notice to the PC and HOD/DOS.

6.6.2   All stock registers pertaining to projects will be deposited in the Departmental Office when the concerned project is completed and closed.

6.7   Distribution of Amount Received for Consultancy Projects

6.7.1   Consultancy work involving use of GDGU laboratory facilities (Type-I)

For Consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follows:

Total money received from client = A Total expenditure on the project = E Savings (S) = (A – E)

Amount to be paid as GDGU share = 0.40 S Remaining amount (F) = 0.60 S

Amount F is to be distributed to Consultants, technical and other staff on the recommendation of PC and HOD/DOS

6.7.2   Consultancy work without use of GDGU facilities (Type-II, Type-III, Type-IV & Type-V)

Total money received from client = A Total expenditure on the project = E Savings (S) = (A – E)

Amount to be paid as GDGU share = 0.30 S Remaining amount (F) = 0.70 S

Amount F is to be distributed to Consultants, technical and other staff on the recommendation of PC and HOD/DOS

6.7.4   However, in case of a large consultancy project to be funded by a Government Organization, GDGU share may be determined with the approval of the competent authority.

6.7.5   Sale proceeds of software products developed by a faculty member/ Scientist/ Research Worker, will be shared between the GDGU and the individual as per the norms of Type-II Consultancy Project. If a student is involved in developing a software, he/she will be paid due share. A list of computer programs developed by a student as a part of the thesis will be included in the thesis as an Annexure.

6.8   Claim of Share of Consultancy Fees

The project will be deemed to be successfully completed on submission of the final project completion report to the client, acceptance of the report by the client and receipt of full consultancy charges. At the successfully completion of the Consultancy Project, the claim forms (Annexure-D) will be submitted by the PC countersigned by the HOD/DOS to the Dean (R&D) for getting approval of the competent authority and remuneration will be paid to the faculty/ staff/students as per the approval.

6.9   Distribution of GDGU's Share

The amount received as GDGU's share from Consultancy Projects will be distributed for the following purposes.

c)   University Development Fund (UDF) – The objective of this fund is to form the corpus fund of the GDGU.

d)   Department Development Fund (DDF) –The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding

its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/ workshops and seminars etc. The budget for utilizing DDF will be recommended by the Department Research Committee of the Department and approved by the competent authority.

e) Professional Development Fund (PDF) –. The objective of this fund will be to help the individual academic staff members in their professional development like purchase of research books, conference attendance, etc. A part of the Institute share from Consultancy Projects will be transferred to the PDF of the concerned academic staff and utilized by them after taking due approvals as per GDGU norms.

The following table gives the % distribution to the various funds.

Type of project	% Distribution			
	UDF	DDF	PDF	Incentive to office staff and staff welfare fund
Type I	70	10	10	10
Type II & Type III	60	20	15	5
Type IV & Type V	60	20	15	5

6.10 Distribution for Project Staff
The following table gives the % distribution of the amount payable to the staff engaged in the consultancy project.

Category of staff	% Distribution
HOD/DOS	5
Faculty	60
Technician	Up to 30*
Helper	5

Note (*) – Difference between 30% and actual distribution is to be credited to the Professional Development Fund

6.11 **Limitation**
It is expected that only those Consultancy projects will be accepted by the GDGU, which provide challenge befitting professional competence of the faculty members.

6.12 **Liability**
In case any legal dispute arises between the Consultant(s) and the client such that the Consultant(s) are in any way, held responsible to make good the losses incurred by the Client, such liability will be restricted to a maximum limit, which will be calculated as follows:
Maximum Liability = The total amount charged for the project – the expenditure liabilities on the project.

The PC shall bring this fact to the notice of the client. The expenditure / liabilities as determined by the Institute will be calculated as the expenditure / liability till such date on which the client informs the Consultant in writing to stop work on the project for on-going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Consultant(s) and staff of the Institute.

The Institute may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the UDF. The amount charged by the Institute is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

6.13   Conditions for Accepting Consultancy Project

The conditions for accepting any consultancy project are given in Annexure – C and they should be conveyed to the client and signature of the client should be taken in that form.

Estimation of Cost for Consultancy Project CALCULATION OF CONSULTANCY PROJECT COST

Title of Consultancy/CEP _____ Client Name: ___

DETAILS OF THE PRINCIPAL CONSULTANT (PC) AND CO-CONSULTANT(s) (Co-C)

	Employee's Name and ID	Designation	Dept/School	Actual Load* of this Consultancy (in days) in each Financial Year		Signature
				Current FY	Next FY	
PC						
Co-C						
Co-C						

Consultancy Value (excludingService Tax)	Minimum Load for	
	PC	Co-C
Upto Rs. 1.0 lakh	0.5 day	0.5 day
Rs. 1.0 – 5.0 lakhs	1 day	1 day
> Rs. 5 lakhs	2 days	2 days

AGREEMENT BETWEEN CLIENT AND PRINCIPAL CONSULTANT

This agreement is subject to Standard Terms and Conditions contained herein (overleaf) for undertaking consultancy projects at GDGU, Gurgaon. The Principal Consultant (s) certify that these terms and conditions have been made known to the client organization and it has agreed to adhere to the same.

Signature of Principal Consultant   Signature of the Client
Date: Date:

Annexure C

TERMS AND CONDITIONS FOR UNDERTAKING CONSULTANCY PROJECT STANDARD TERMS AND CONDITIONS OF CONTRACT FOR CONSULTANCY

These terms and conditions are to cover projects for development of products, processes, field studies, model studies, calculations, economic and technical consulting and other forms of project of specific interest to the Client. The conditions are binding unless otherwise agreed upon in a separate document.

1. PROJECT PLANNING: GD Goenka University (hereafter referred to as "the University") shall, together with the Client, prepare a work plan and budget for the project or parts of the project whenever the project size or subject makes this necessary. This plan shall normally be accepted by the Client before commencement of the work of the project. The University shall supply information regarding progress of the project at any time at the Client's request. The Client may, with agreement of the University, follow the progress of the project personally or through a third party named by the Client. The University and the Client shall agree on the form and frequency of formal reports concerning the progress and the results of the project.

2. RESPONSIBILITY: The University undertakes to carry out the project as conscientiously as conditions allow, but accepts no economic responsibility, should the work not lead to expected results. The University accepts the project on the condition that the Clients renounces all right to claim damages for losses sustained directly or indirectly in consequence of the work done by the University.

3. DISCRETION: The University undertakes to handle with discretion reports, results, the identity of the Client and all materials which the Clients places at the disposal of the University in connection with the project.

4. SUB-CONTRACTING: The University reserves the right to allow any work, experimental or otherwise to be carried out by a third party provided this does not result in danger of information of a confidential nature coming to the hands of unauthorized persons.

5. RESULTS OF THE PROJECT: The results of all work done by the University in connection with the project, incorporated in written report in accordance with paragraph 1, shall remain property of the Client. Results arrived at with little or no involvement on the part of the Client are available free of charge for the Client's own use. However, the University reserves the right to use such results in connection with activities outside the scope of the project. Inventions are covered in paragraph 6. If the Client consists of several individuals, all questions of Client, rights between the Clients must be settled between such individuals, and are of no concern to the University. Unless otherwise agreed, all report are to be sent to Clients in triplicate. The University has the right to retain a copy.

6. INVENTIONS: All reports of the University on the project are property of the

Client, This includes inventions while working on the project.

7.   PUBLISHING THE RESULTS/OUTCOME OF THE CONSULTANCY: The results/outcome of the consultancy must not be exploited by the Client organization for its business interests by using the University's name/logo through press advertisements/publicity material or in any other manner. Manuscript of academic papers, brochures, advertisements or other forms of published material which refers to or quotes the propriety results of the project shall be vetted by both parties before publication.

8.   COMMUNICATIN OF RESULTS TO A THIRD PARTY: The University may not, without written agreement of the Client, communicate the results of the project to a third party. The Client shall arrange necessary agreement of all parties on the Client's side who may have publication rights with respect to the project.

9.   PROJECT FOR OTHER CLIENTS: The University may normally undertake other projects in the same field provided – to the best of the University's knowledge and belief – there exists no danger of information of a confidential nature coming into hands of a third party. Any agreement to restrict the University from undertaking similar projects during or after the life of the project, shall be covered by a separate contract.

10. APPARATUS: Instrument and/or equipment obtained in connection with the project and charged to the Client shall remain the property of the University unless otherwise it is specifically agreed by the University.

11. SERVICE TAX: As per Service Tax Act of Govt. of India, the service tax plus education cess @ 10.3% (or at any other rate prevailing at the time of payment of the consultancy charges as per government rules) will be levied on the total consultancy charges and this amount will be borne by the Client organization.

12. NORMAL TERMS OF PAYMENT: The payment of the University charges for the consultancy projects are required to be deposited in full (unless otherwise it is specifically agreed by the University) before the start of the work, through bank draft. The draft in favour of "GD Goenka University" should be sent to Dean, Research, Development and Industrial Liaison, GD Goenka University, Sector 23-A, Gurgaon – 122017, Haryana, India and drawn on any scheduled bank at Gurgaon.

13. NOTICES: All notices and other communications required to be served on the University or the Client under the terms of this agreement, shall be considered to be duly served if the same shall have been delivered by hand or posted by registered mail to the University or the Client at its last known address of business

14. AMENDMENTS TO THE AGREEMENT: No amendment or modification of this agreement shall be valid unless the same is made in writing by both the University and the Client or their authorized representatives and specifically stating the same to be an amendment of this agreement. The modifications/changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.

15. TERMINATION OF THE PROJECT: The Client has the right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work programme. The University has the right to terminate the project with three months'

notice except where otherwise agreed upon. The Client in this case will not be liable for any expenses incurred after the period of notice.

16. DISPUTES: In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right

   and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award

17. LIABILITY: In case any legal dispute arises between the Consultant(s) and the sponsor such that the Consultant(s) are in any way, held responsible to make good the losses incurred by the Client, such liability will be restricted to a maximum limit which will be the total amount charged for the project less the expenditure / liabilities on the project.

18. FORCE MAJEURE: Neither party shall be held responsible for non- fulfilment of their respective obligations under this agreement due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, riots, civil commotion, etc. provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continued beyond six months, the parties shall then mutually decide about the future course of action.

Signature of Principal Consultant: Signature of the Client:
Date: Date:

Format for Project Proposal to be given by Research Associate

1.   Name of the Candidate:

2.   Address of the Candidate with email and mobile no.

3.   Area of Specialization:

4.   Department for which proposal is given:

5.   Proposed Supervisor at GDGU, if any:

6.   Topic of the Research Proposal

7.   State of the art in the area with complete literature and patent survey

8.   Objective of the Present Research Proposal

9.   Benefit of the Possible outcome of the Research Proposal

10. Detailed Work Plan

11. Collaborations, if any

12. Activities and Time Schedule (Bar Chart)

Annexure –A – Flow diagram of Formulation and
Operation of a Sponsored Research
Project

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                        ┌─────────────────┐
                        │  Start of Year  │
                        └─────────────────┘
                                 │
                                 ▼
        ┌───────────────────────────────────────────────┐
        │ Documents required from PI on                 │
        │   completion of each year of Project          │
        │ 1.  Progress Report                           │
        │ 2.  Utilization Certificate for the past      │
┌──────────┐    year                                    │
│ Accounts │──▶ 3.  Statement of Accounts – Receipt &   │
└──────────┘        Expenditure for the past year       │
        │ 4.  Statement of Assets acquired (if          │
        │        needed)                                │
        │ 5.  Request for release of funds for          │
        │        next year                              │
        └───────────────────────────────────────────────┘
                                 │
                                 ▼
        ┌───────────────────────────────────────────────┐
        │ Submission to VC through RDIL for approval    │
        └───────────────────────────────────────────────┘
                                 │
                                 ▼
        ┌───────────────────────────────────────────────┐
        │ Submission to Funding Agency by PI            │
        │        and Presentation to PAC               │
        └───────────────────────────────────────────────┘
                                 │
                                 ▼
        ┌───────────────────────────────────────────────┐
        │ Permission of Funding Agency                  │
        │ for continuation and release of               │
        │              funds                            │
        └───────────────────────────────────────────────┘
                                 │
                                 ▼
                ┌─────────────────────────┐
                │ Completion of Project   │
                └─────────────────────────┘
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<div align="center">

Standard Operating Procedure of Reimbursement of Contingency Expenditure of Doctoral Students at GDGU

</div>

Aim:

GD Goenka University has started a scheme under which each doctoral student can be reimbursed for contingency expenditure up to an amount of Rs.25,000/- per financial year (01 April to 31 March). The purpose of the scheme is to facilitate carrying out research work by doctoral students and for promoting their overall excellence in academic research. The followings are the conditions of the scheme.

- The doctoral student must be a full time student working towards his/her Ph.D. degree at GD Goenka University.
- The doctoral student should not have any other access for funding such contingency expenditure like a Govt. fellowship or sponsored project funding.
- The contingency expenditure will be used for doctoral research work only on the recommendation of the concerned Supervisor, the concerned Head of Department (HOD).
- The maximum reimbursement of contingency expenditure per student will be Rs.25,000/- per financial year. In case, the student joins the doctoral program in the middle of a financial year, the maximum reimbursable amount will be proportionally reduced.
- The student must keep a record of the contingency expenditure for each financial year.
- The bills for these contingency expenditures by doctoral students must be recommended by the concerned Supervisor and the concerned HOD.
- The items for which contingency expenditure can be adjured are chemicals, glassware, consumables, testing charges, spare parts, pen drive, CD's, stationary, postage, survey expenditure (with prior approval of the Director of the School), repairs, conference attendance expenditure and any other item that is consumable in nature specifically recommended by the concerned Supervisor and the concerned HOD.

Process of Reimbursement:

1. The contingency expenditure will be divided equally in four parts and the reimbursement of expenditure will be done quarterly, i.e.in October, Jan, April and July each year. The bills in support of this expenditure after due recommendations of the Supervisor and the HOD are required to be submitted within the first 10 days of the month mentioned in each quarter.

2. A Faculty Research Coordinator will be identified by the concerned HOD/Director for each Department/School. The Faculty Research Coordinator of the Department/School will be given all the bills by the doctoral student, duly signed, attached with filled Reimbursement form **(Annexure-1)**by the 10th working day of each quarter. The bills will be submitted by Faculty Research Coordinator of each Department/ School on 15th working day of each quarter, to the Accounts Department with a covering letter **(Annexure-2)** mentioning the summary of bills. Signature of Accounts Department at the bottom of the covering letter shall form the receipt of the said bills by the Account dept.

3. Signatures of the doctoral student concerned, duly countersigned by their Supervisor and the Head of Dept. will be required on each bill to authenticate the correctness of bills and of items purchased.

4. All the purchase bills shall be in name of **GD Goenka University** and should in an auditable form the CST/VAT registration number of the Vendor on the bill. All travel expenditure must be backed by an auditable bill.

5. CFO will scrutinize and release the amount by cheque within 15 days of the deposition of bills. Cheques will be issued by the Accounts Dept. directly to the doctoral student.

6. One Accounts executive/ staff will be nominated by CFO for deposition and receipt of all bills and reimbursement issues.

7. In case an amount is not spent in a quarter, the balance amount can be carried forward to the next quarter, along with the current quarter amount. However, for any financial year, the maximum amount of Rs.25,000/- has to be spent within the stipulated time (01 April - 31 March), after which the balance amount will lapse and Accounts dept. shall not entertain any claim of the remaining amount, whatever the reason may be.

8. Any detection of incorrect or fake bills, at any stage will be treated as a serious discipline case and will be dealt with accordingly.

9. Variation of above procedure can be incorporated as and when necessary, subject to approval of Governing Body.

Chapter 7.6
Norms for Acceptance of Honorarium by Faculty and Staff of GD Goenka University Research & Development (R&D) 14 July, 2015

1.0   Introduction:

On many occasions, the faculty members and staff members are invited to take part in some activities of an outside organization for any of the following:

i)   Doing Examination Duty (B.Tech., M.Tech., Ph.D. or any other class) for another institute, university or organization

ii)   Delivering an Invited Lecture of any kind in Workshops/Seminars/FDP's/CEP's

iii)   Acting as Expert for Recruitment Interviews

iv)   Acting as a Member of any academic committee or management committee of another institute, university or organization

v)   Any other activity

The faculty /staff members receive an honorarium directly from the outside institute, university or organization. Since the faculty /staff members is in the employment of the GDGU and may be on special casual leave for undertaking such activity, following sharing of the honorarium and modality for such sharing may be followed.

2.0   Sharing of the Honorarium:

If a faculty /staff member earns more than Rs.20,000/- as honoraria in a financial year, the concerned faculty /staff member keeps 70% of the honoraria received and surrenders 30% of the honoraria after deducting any expenses (including income tax) that the faculty/staff member may have incurred for carrying out the task for another institute, university or organization.

3.0   Modalities of Operation:

In order to simplify the process following modality is to be followed:

i)   A faculty/staff member needs to take necessary permission to undertake these outreach activity from the GB through VC.

ii)   A faculty/staff member need not give account of the honorarium received for each outreach activity separately.

iii)   In the month of August every year, the concerned faculty / staff member should to submit an annual statement of honoraria received where he/she will provide all details of honoraria received for the previous financial year in case his/her earning from honoraria has been more than Rs.20,000/- in the previous financial year.

iv)   A form enclosed needs to be filled up and the share of the university should be calculated by the faculty / staff member.

v)   The amount due to the university must be enclosed in form of an account payee cheque in favour of GD Goenka University and the form along with proof of payment of GDGU hare should be submitted to the Registrar, GDGU by the faculty / staff member.

Signature of the Faculty/Staff Member Date:

To

Registrar, GDGU

Forwarded to CFAO by Registrar on:

Format for Project Proposal to be given by Research Associate

1.   Name of the Candidate:
2.   Address of the Candidate with email and mobile no.
3.   Area of Specialization:
4.   Department for which proposal is given:
5.   Proposed Supervisor at GDGU, if any:
6.   Topic of the Research Proposal
7.   State of the art in the area with complete literature and patent survey
8.   Objective of the Present Research Proposal
9.   Benefit of the Possible outcome of the Research Proposal
10.   Detailed Work Plan
11.   Collaborations, if any
12.   Activities and Time Schedule (Bar Chart)

Chapter 7.7

Annexure – D - Emoluments of Research Fellows & Research Associates

8.   **Encouragement for pursuing higher degree:** Students selected as JRF/ SRF may be encouraged to register for higher degrees and the tuition fees to undertake these studies may be reimbursed to the student from the contingency grant sanctioned under the project grant, if required.

9.   **Obligations of JRF/ SRF/ RA:**
    a)   He/She shall be governed by the disciplinary regulations of the host Institute where he/she is working.
    b)   The JRF/ SRF/ RA must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/ resignation of the Fellowship at the earliest.

10.   Date of Effect: **The revision in emoluments come into effect from 1.4.2010 for all categories of JRF/ SRF and Research Associates.**

11.   Central Government Departments / Agencies are requested to ensure that the above guidelines are followed in regard to the remuneration and other benefits to the research personnel engaged in R&D projects funded by them. They are also requested to circulate these orders to their attached and subordinate offices and also to the autonomous institutes funded by them.

12.   The above may be used as guidelines by CSIR, UGC etc.

(L INDUMATHY)
Director (Finance)

To
1.   All Ministries / Departments of the Govt. of India.
2.   All Heads of Divisions of DST

Chapter 7.8
General Guidelines for Sponsored Research Projects

General Guidelines for Sponsored Research Projects Research & Development (R&D) 13 July, 2015

1.   INTRODUCTION:

GD Goenka University (hereinafter called GDGU) encourages its faculty members to undertake sponsored research project funded by industry and funding agencies (hereinafter called sponsoring agency) since this activity brings academic excellence to the university, helps the country and society, helps industry to meet its business needs and further improves the quality of our students and faculty and the community we serve. The entire expenditure for the operation of the sponsored research project is required to be met by the Sponsoring agency unless it is specified otherwise in the project document. GDGU will provide infrastructural facilities to the project as given in the project document. The Principal Investigator (hereinafter called PI) of the project is primarily responsible for progress and completion of the project. Research & Development (R&D), Administration and Account Branch will provide the necessary support for the success of the projects.

The general flow diagram for preparation and operation of a sponsored research project is given in Annexure 'A'.

2.   PREPARATION OF SPONSORED RESEARCH PROJECT PROPOSAL

- The PI is required to do a thorough literature search and patent search before the PI writes up the Research proposal. It is also important to look at the thrust areas spelled out by the funding agency and align the Research proposal accordingly. It is also worthwhile to scan the website of the sponsoring agencies to know about the projects already funded in that area so that one does not send a duplicate or similar project. This is essential so that the project does not get rejected by the funding agency as an old idea.
- The proposal should be formulated as per the prescribed format of the sponsoring agency, to which the proposal is to be submitted. The formats are available on the website of sponsoring agency. Websites of some of the major sponsoring agencies are given in Annexure – B.
- PI should bring out the present state-of-art for research in the area world-wide and in India, objective of the project, probable outcome of the project and its usefulness, methodology, detailed work plan, bar chart or PERT chart for activities, budget and infrastructural facilities available at GDGU. Most project proformas of funding agencies need these   information in one form or other.
- Budget: While preparing the budget for the project proposal, the following budget heads (as per the funding agency needs) must be taken care of.
- a)   Salary of Project Staff (JRF/SRF/Project Assistant/Project Associate)
- b)   Equipment to be purchased (with quotations)
- c)   Chemicals and Consumables
- d)   Testing charges
- e)   Travel (specify if international travel is needed)

f)   Contingencies

g)   University overhead @ 20% of (a+b+c+d+e+f)

Honorarium to GDGU staff can be paid from project funds only if there is specific sanction by the sponsoring agency. If required, it must be reflected in the project proposal.

●   The PI should submit project proposal to the concerned Head of Department (HOD) and make a presentation before the Department Research Committee (DRC) for its recommendations. If the Co-PI is from a different department, the proposal must be recommended by the HOD of the Department of the Co-PI. In such a case, the HOD of the Co-PI will be co-opted as member of the DRC of PI for consideration of the proposal.

●   Two copies of the proposal duly recommended by DRC should be sent to Dean, Research, Development & Industrial Liaison (R&D) along with the following documents:

a)   A copy of the DRC recommendation as per format (Annexure- C)

b)   A 200 word summary of the research proposal with 5 key words (to be sent by email to assistantregistrar.research@gdgu.org for record of R&D.

●   Dean-R&D will examine the proposal and may ask the PI to make amendments if the proposal is not prepared as per the norms of R&D.

●   After the proposal is ready, Dean-R&D will take the approval of Vice-Chancellor for submission of the proposal to the chosen funding agency or industry.

●   After getting approval of the Vice-Chancellor, Dean-R&D will make a forwarding letter for the proposal and hand over the forwarding letter and one copy of the proposal approved   by the Vice-Chancellor to the PI. The PI will send the forwarding letter and required no. of   copies of the research proposal (after Xeroxing) to the sponsoring agency.

3.   OPERATION OF THE PROJECT

When the project is sanctioned by the sponsoring agency and the sanction letter and funds for the first year is received, Dean-R&D will take the permission of Vice-Chancellor for executing the sponsored research project. Dean-R&D will then notify the PI, the concerned HOD's, Administration and Accounts about the commencement of the project through an office memo stating R&D Project code, names of PI and CoPI, date of start of project, duration of the project, sanctioned budget item-wise and year-wise, sanctioned project staff and list of equipment's sanctioned.

3.1   Appointment of Project Staff

Any project staff (Research fellow, Project Assistant or Research Associate) approved for the project will be appointed as per the norms of GDGU through HR. The available positions should be advertised through the website circulation and through newspaper advertisement (if required). The selection committee for appointment of project staff will consist of Dean-R&D, PI and one outside expert. The recommendation of the selection committee will be sent for approval by the competent authority. On obtaining the approval, the project staff will be appointed for a period sanctioned by the sponsoring agency

For Junior Research Fellows, Senior Research Fellows and Research Associates appointed in Government funded projects, the minimum qualifications and compensation will be as per the norms notified periodically by the Department of Science & Technology, Government of India. The compensation recommended by Department of Science & Technology, Govt. of India at present is given in Annexure - D.

For appointing Project staff, following consolidated pay structure may be followed:

Sr. No.	Designation	Minimum Qualifications	Consolidated Pay		
			1	2	3
1	Project Associate	M.Sc./ B.Tech. (1st class) or equivalent + 4 years' experience	20,000	21,000	22,000
2	Senior Project Assistant	M.Sc./ B.Tech. (1st class) or equivalent + 2 years' experience	16,000	7,000	18,000
3	Project Assistant	M.Sc./B.Tech. (1st class) or equivalent	13,500	14,400	15,300

3.2   Purchase of Equipment and Stores

Purchase of equipment and other stores from the funds provided by the sponsoring agency will be done by the PI as per the GDGU norms. Any purchase committee to be formed should be approved by Dean-R&D. The PI must maintain a stock register for non-consumable items purchased from the project funds provided by the sponsoring agency.

3.3   Travel inside India and abroad

The PI and other members of the project team can visit any place in India for project related activities by taking permission of the HOD and the Vice-Chancellor. TA/DA rules of GDGU will apply for such travel. This is subject to availability of funds under the head 'Travel' of the received funds from the sponsoring agency.

For travel abroad for project related activities, specific permission of the sponsoring agency must be taken and funds for such international travel must be separately provided by the sponsoring agency. Permission of the Vice-Chancellor is also required for such international travel.

3.4   Institute Overheads:

Funds received under Institute overheads from the sponsoring agency should be transferred to GDGU immediately after receipt of funds. Out of this 25% should be kept in the Professional Development Fund that will be used for professional development of the faculty members as per GDGU norms.

3.5   Monthly Progress Review:

The progress of the on-going projects will be reviewed on monthly basis by an R&D Project Review Committee of GDGU chaired by the Vice-Chancellor on a monthly basis.

3.6   Submission of Progress Report to Sponsoring Agency

The PI is mainly responsible for the smooth running of the project. It is his/her responsibility to prepare periodic progress reports, utilization certificate, statement of accounts and other documents for the project as required by the sponsoring agency/industry.

The PI is required to submit the progress reports, utilization certificate, statement of accounts and other documents for the project through Dean-R&D. The PI can obtain the provisional statement of accounts or audited statement of accounts from the Accounts Branch of GDGU as and when required.

3.7   Financial Report of the Project

The financial position and record of submission of required documents to the sponsoring agency for each project must be maintained year-wise as per the forms given in Annexure-E by the PI and Dean-R&D.

3.8   Auditing of Funds / Issue of Utilization Certificate

The Accounts Branch will get the accounts of all sponsored research projects audited by the GDGU appointed External Auditors at the end of every financial year and send the audited statement of accounts and utilization certificate for the financial year to the Dean-R&D. Dean-R&D will then send these to the respective PI's.

3.9   Request for Extension of the Project Duration

Request for any extension of the project duration with full justifications should be prepared by the PI in the format of the funding agency. It must be recommended by the concerned HOD and R&D Project Review Committee and sent to Dean-R&D for approval of the Vice- Chancellor. Dean-R&D will then forward the request to the sponsoring agency.

4.   PROJECT COMPLETION

The Principal Investigator shall prepare the final report of the project as per the format of the sponsoring agency within one month of the completion of the project. The PI should also prepare the Final Utilization certificate, Statement of accounts and other documents needed by the sponsoring agency to close the project. These documents should be recommended by the DRC and the final document with recommendations of DRC should be sent to Dean-R&D for approval of the Vice-Chancellor. After approval of the Vice-Chancellor, these documents will be forwarded by Dean-R&D to the PI, who will submit required number of copies of these reports to the sponsoring agency.

Annexure –B – List of Websites of Major Funding Agencies

1. All India Council for Technical Education (AICTE) - http://www.aicteindia.org/downloads/All_scheme_applications_format.pdf

2. Council of Scientific and Industrial Research (CSIR) - http://csirhrdg.res.in/

3. Defence Research and Development Organization (DRDO) - http://drdo.gov.in/drdo/English/index.jsp?pg=grantinaid.jsp

4. Department of Atomic Energy (DAE) – Board of Research in Nuclear Sciences - http://www.barc.ernet.in/webpages/brns/brns1.html

5. Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH) - http://indianmedicine.nic.in/index2.asp?slid=394&sublinkid=159&lang=1

6. Department of Biotechnology (DBT) - http://dbtindia.nic.in/downloadform1/viewdownloadform2.asp

7. Department of Coal (DOC) - http://www.coal.nic.in/welcome.html

8. Ministry of Earth Sciences (MoES) - http://dod.nic.in/

9. Department of Science and Technology (DST) - http://www.dst.gov.in/

10. FIST Programme of DST - http://www.fist-dst.org/html-flies/about-us/programm.htm

11. Department of Science and Technology – Science and Engineering Research Council (SERC)
- http://www.serc-dst.org/index.asp

12. Department of Scientific and Industrial Research (DSIR) - http://www.dsir.gov.in/

13. Indian Council of Medical Research (ICMR)- http://www.icmr.nic.in/

14. Indian Space Research Org. (ISRO) http://www.isro.org/scripts/srrespond.aspx

15. Ministry of Communications & Info. Technology (MOCIT) - http://www.dot.gov.in/

16. Department of Information Technology - http://www.mit.gov.in/content/scheme-forms

17. Ministry of Environ. & Forests (MOEF) http://www.moef.nic.in/funding/funding.html

18. Min. of Food Proc. Indus. (MFPI) - http://mofpi.nic.in/guidelines/guidelines09-r&d.pdf

19. Ministry of New and Renewable Energy - http://www.mnre.gov.in/rdmenu.htm

20. Central Power Research Institute (CPRI) - http://www.cpri.in/corporate/aboutus.html

21. Ministry of Social Justice & Empowerment (MOSJE) - http://socialjustice.nic.in/downloadforms5.php

22. Ministry of Water Resources (MOWR) - http://wrmin.nic.in/writereaddata/whats/11.pdf

23. Mission REACH - http://missionreach.org.in/index.php

24. Petroleum Conservation Res. Asso.(PCRA) http://www.pcra.org/English/rnd/default.htm

25. University Grants Commission (UGC) - http://www.ugc.ac.in/financialsupport/xiplan/guideline.html#univ

Chapter 7.9
Guidelines for participation in FDPS, Conferences, Seminars, Workshops etc.

GUIDELINES FOR FINANCIAL SUPPORT FOR PARTICIPATION OF FACULTY IN SEMINARS, CONFERENCES, WORKSHOPS, QIPS, TEACHERS' TRAINING PROGRAMMES ETC.

G.D. Goenka University is conscious about achieving excellence in teaching and also upgrading skills of the teachers to keep them abreast of latest technological changes & innovations in pedagogic process so that they can plough back the renewed knowledge into academics. Therefore, all the Faculty members should participate in the following:

• In-house FDPs
• FDPs conducted by Statutory Bodies
• International /National Conferences in India & Abroad
• International/National Conferences organized by GD Goenka University
• Online Courses

- Participation in such events will be considered as one of the major criteria in the Annual Appraisal.
- Faculty members should undergo training for at least 40 hrs/year from the above.
- One Full day Program will be considered equal to 6 hrs. Half day Program will be considered equal to 3 hrs in case the hours are not specified.
- Financial Support will be given to faculty members for attending FDPs, Conferences, Workshops, Seminars etc. as per the policy of the University for Participation in FDPs
- In order to encourage its teachers to go for higher education, to be actively engaged in research and also enhance and broaden their knowledge by attending various training programs and academic research works in the allied fields, the University has laid down the following guidelines for providing financial support to faculty members for attending Conferences / Seminars/Workshops in India and abroad:

1. Eligibility
    Teachers who are confirmed should only be allowed in such development programs Maximum twice in an academic year. Teachers desirous of attending such programs should make/suggest alternative arrangements to conduct the classes and academic assignments   without any inconvenience to the students.
    Nomination for participation in such training programmes must be recommended by the concerned Head / Dean of the School. Also, relevance of such programmes has to be established by the forwarding authority with regard to academic applications, relevance, reputation/standing of the Organization and benefit to institution as to how such participation would improve the teaching and pedagogic process. Also such programmes must relate to the field / branch of the faculty member.

2.   Frequency and Duty Leave
        Financial support may be provided as given below:

(i)   For the first National Conferences / Seminar: Not more than once a year

(ii)   International Conferences / Seminars: Not more than once in two years. These opportunities will not be accumulative.

        Duty leave may be sanctioned on the recommendation of respective Head of School/Dean for attending Seminar, conference, workshops etc. Faculty member(s) attending Conferences/Seminars may be granted "duty leave" for the period of Conferences/Seminars and actual journey period.

3.   Level of Conferences / Seminars
        The Conference/Seminar, to have an assurance that they are well recognized and are of high standard, are expected to be organized by an Institution of good standard or of a professionally high repute or a Statutory Body. Where such indicators are not conclusively clear, the standard and quality of the paper accepted for presentation will reflect the standard and level of the Conference / Seminar.

4.   Requirements for Participation

(i)   Essential

(a)   The paper should have been accepted for presentation.

(b)   The paper must be peer reviewed in the Institution/Department to ensure that it is of sufficiently high quality and standard.

(ii)   Preference Criteria

(a)   The applicant has been invited to chair one or more sessions.

(b)   The applicant has been invited to deliver a keynote / plenary/ inaugural address.

(c)   The applicant has been invited to present the paper / papers in the International /national conference Financial Support from Research Organizations

Several organizations support participation in Conferences / Seminars being held in India and abroad such as DST, INSA, UGC CSIR, DBT, etc. The faculty concerned should apply for financial support from such organizations. The copy of such application with the status of progress should be enclosed with the request to the University.

5.   Financial Support from University
        As a policy, partial financial support will be provided to faculty members. The partial support will normally cover:

(a)   Full Registration Fee.

(b)   50% of travel cost and daily allowance.

6.   Bond for Continued Service
        The faculty who is sanctioned financial support for conferences / seminars abroad is also required to furnish a Bond for continued service for two years at G.D Goenka University on returning from the conference. The proforma for the Bond is given at Annexure - I.

7.   Procedure
        Along with the application in a prescribed format (attached as Annexure - II), the

following documents will be forwarded to Dean Academics through the Head/Dean of the School for approval at least 15 days in advance to give time for proper processing:

Synopsis and a copy of the Paper to be presented

(a).   Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any

(b)   Brochures of Seminar / Conference

(c)   Letter of Acceptance / Invitation from the organizers

(d)   Detailed information about the organizers of the International Conference/ Seminar and their credibility

(e)   Expenditure details as under:

(i)   Registration Fee

(ii)   Fare

(iii)   Board & lodging / other expenses

(f)   Detailed recommendation of the Head of the School/Dean

(g)   Documentary proof of action taken on Para-6 above for complimentary financial support and progress thereafter.

In exceptional cases, if recommended by the Head of School/Dean, the Vice Chancellor may waive certain conditions for granting permission and financial support.

Study Leave (For Higher Education / Research)

If a staff (Academic or Non-Academic) wishes to go on an long-term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.

8.   Permission to Pursue Higher Studies

        Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in Examination on scheduled days. Prior permission is mandatory for enrolment for further studies.

        No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

9.   Consultancy Work

a)   Faculty members are encouraged to take up consultancy assignments. 33% of the total proceeds through consultancy, after deducting the related expenses, will be paid by the faculty to the University. If a faculty pays back his/her annual salary, the net proceeds to be given to the University will be reduced to 20% in that year

b)   For any Projects, Consultant Work Orders, Project Bidding etc. the Signatory will be Registrar of the University.

c)   Projects/Proposals to be bid in the name of respective Schools or G.D Goenka University. Turnover and Service Tax records need be filed and declared accordingly.

10.   Incentive for Publication in a Refereed International Journal of Repute
       If a faculty member publishes a research paper in a refereed international journal of high
       reputation, he / she may be awarded cash prize of upto Rs. 10,000/- on recommendation
       of Head of School/Dean to Vice Chancellor.

Chapter 7.10
Regulations For Research Degree Programmes M.Phil., Ph.D. & Post-Doctoral Programmes

1.   DEFINITIONS

(a)   "Act" means the Haryana Private Universities Act,2006

(b)   "Academic Expert Committee" shall mean the Committee constituted by DRC for the PostDoctoral Research Degree Programmes.

(c)   "Applicant" shall mean an individual who applies on a prescribed application form for admission to M.Phil/Ph.D/Post-Doctoral Degree Programme of the University.

(d)   "Candidate" shall mean a person registered for M.Phil/Ph.D/Post-Doctoral Degree Programme.

(e)   "CoE" shall mean Controller of Examinations of the University.

(f)   "Co-Guide" shall mean an additional Guide from the University Teaching Department/ Constituent Unit or an outside organization approved by URIC on the recommendations of DRC, to help in the accomplishment of the research work of the candidate.

(g)   "Comprehensive Examination" shall mean a comprehensive examination required to be taken by each candidate to test comprehension of his broad field of research, academic preparation and potential to carry out the proposed researchplan.

(h)   "Course Work" shall mean course units prescribed by DRC to be completed by a candidate towards fulfillment of requirements of M.Phil/Ph.D. degree programme.

(i)   "Credit" shall mean a number indicating the weightage assigned to a course unit, project, research work or any other academic component, on the basis of contact hours per week for the learning activity.

(j)   "Departmental Research Committee (DRC)" shall mean a Research Committee of the Department/Constituent Unit of GD Goenka University.

(k)   "Department" shall mean a University Department (School/Research Centers) established by the University to carry out teaching and/or research.

(l)   "Full-time Candidate" shall mean a candidate registered for aM.Phil/Ph.D/Post- Doctoral degree programmes devoting full time for completing the requirements of the programme.

(m)   "Guide" shall mean a member of the academic staff of the University/Constituent Unit, approved by URIC on the recommendations of DRC to guide/supervise the research work of the candidate.

(n)   "HOI" shall mean the Head of Institution i.e. University Teaching Department (School) /Constituent Unit of the University.

(o)   "Minimum Registration Period" shall mean the minimum length of time span prescribed by the Academic Council required for research degree programmes.

(p)   "M.Phil Degree" shall mean Master of Philosophy degree of GD Goenka University.

(q)   "Oral Defense Committee (ODC)" shall mean a committee constituted for the oral examination of an M.Phil/Ph.D.thesis.

(r)   "Part-time Candidate" shall mean a candidate who is registered for the M.Phil/Ph.D/PostDoctoral Degree devoting only a part of his time towards the pursuit of M.Phil/Ph.D./Post- Doctoral Programme while discharging his official/employment obligations.

(s)   "Ph.D." shall mean the degree of Doctor of Philosophy of GD Goenka University.

(t)   "Post-Doctoral Degree" shall mean the degree of Doctor of Letters (D.Litt.)/Doctor of Science (D.Sc.)/Doctor of Laws (LL.D.) or any other post Ph.D. degree offered by GD Goenka University.

(u)   "Registration" shall mean formal enrolment of a candidate for M.Phil/Ph.D/Post-Doctoral Degree Programme.

(v)   "Registration Period" shall mean the length of time span commencing from the date specified by DRC after its approval of the research proposal of the candidate and ending on the date of submission of the thesis/dissertation.

(w)   "Residency Period" shall mean the minimum period for which a candidate must work at the Department/Constituent Unit on full time basis.

(x)   "Sponsored Candidate" shall mean a full time/part time candidate who receives financial support from the sponsoring organization/employer for pursuing his M.Phil/Ph.D/PostDoctoral programme.

(y)   "Standing Committee" shall mean a committee constituted and empowered by University Research and Innovation Council for considering the reports of Oral Defence Committee on behalf of the University Research and Innovation Council.

(z)   "Scholar Research Advisory Committee (SRAC)"shall mean a committee constituted by the DRC for each Ph.D. candidate to scrutinize the research proposal, monitor the progress and perform other functions specified in these Regulations and in Guidelines framed under these Regulations.

(aa)   "University" shall mean GD Goenka University, Sohna Gurgaon Road, Gurgaon, Haryana

(bb)   "URIC" shall mean University Research and Innovation Council to formulate policies for research degree programmes ensuring highest standards of research.

Notes:

(i)   Definitions specified in the Act, the Statutes, the Ordinances and the Regulations shall apply unless the context requires otherwise

(ii)   In these Regulations wherever the context 'He', and 'His, Him' arises shall mean to imply 'He'/'She' and 'His, Him/Her' respectively.

2.   MANAGEMENT AND COORDINATION

(a)   Academic Programmes leading to the award of M.Phil/Ph.D./Post-Doctoral Degrees shall be organized and managed by the Academic Council, University Research and Innovation Council (URIC), Research Committee of the Department (School)/Constituent Unit i.e. Department Research Committee (DRC), SRAC and any other Committee(s) constituted by the authority empowered under the Statutes, Ordinances and Regulations.

(b)   The overall coordination of the research programmes shall be done by the Dean, Research & Development.

(c)   Constitution, composition, functions and powers of these bodies will be as specified in the Act, the Statutes, the Ordinances and the Regulations.

3.   MASTER OF PHILOSOPHY(M.PHIL)

3.1   Organisation of M.PhilProgramme:
M.Phil Degree Programme shall be run by the University in its Departments/Constituent Units in the disciplines approved by the Academic Council on the recommendation of the Board of Studies.
Further provided, that two or more Departments/Constituent Units of the University may have an Inter-disciplinary M.Phil Programme with the approval of the Academic Council.

3.2   Duration of theProgramme:
The M.Phil Programme may be run on a full time basis or a part time basis, or both, depending upon the facilities available in the Department/Constituent Unit to run the programme.

(a)   Full Time Programme:
M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

(b)   Part Time Programme:
The duration of the part-time M. Phil Programme shall be two continuous academic years or as prescribed by the Regulatory authority, if any.

The part-time students shall have to fulfill the requirement of a minimum residency period of one semester for their studies at the University Department/Constituent Unit. Summer vacations or other vacations can also be utilized for this purpose.

3.3   Maximum duration of M. Phil Programme:
The maximum period for completing the M.Phil Programme shall be (n+1) year from the date of registration where 'n' is the prescribed duration.
Extension in the maximum time period may be allowed by the Vice Chancellor on the recommendations of DRC in each individual case on merit.

3.4   Credits for the Programme:
        The M.Phil Programme shall require a minimum of 25 Credits of which at least 10 Credits shall be for Course Work (related to research methodology and Review of Literature) and 15 Credits for research and dissertation.

3.5   Admissions:

(a)   Applications for admission to M.Phil programmes shall be received by the University through an open advertisement for pre-determined intake as per guidelines prescribed by the University through entrance test followed by interview within the due dates notified.

3.6   Qualifications Required for Admission to M.Phil.:
        Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
        A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allow for those belonging to SC/ST/OBC (non-creamy layer)/Differently- Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained heir Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3.7   Attendance:

(a)   Every candidate shall be required to attend lectures, tutorials and practical and participate in seminars arranged in the Department/Constituent Unit during the Programme. However, to account for contingencies such as illness, hospitalization, accidents, tragedy in family etc., the attendance requirement for appearing in the examinations shall be a minimum of 75% of the classes actually held. Attendance in Seminars is compulsory. In exigencies, the candidate shall take permission for absence from a Seminar

(b)   Students are not supposed to remain absent from the classes without prior permission of the HOI. If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. The request for re-admission may be considered by the HOI, and may recommend re-admission of the candidate to the Admission Committee. If

approved by the Admission Committee, the student shall be re-admitted on payment of prescribed re-admission fee.

(c)   A student with less than 75% of attendance in the lectures, seminars and practical, separately in each course unit in a semester, shall be detained from appearing at the Semester examination. The Vice Chancellor may consider written requests made on genuine grounds for the condonation of attendance up to 5% on the recommendations of the HOI.

(d)   A student, who has fulfilled the attendance requirements and is eligible to appear in the examination, fails to appear at the examination or fails in the examination, shall be required subsequently to appear/reappear in a second examination on payment of prescribed fee in accordance with the Examination Regulations.

3.8   Supervision &Guidance:

(a)   Every student registered for M.Phil programme shall be required, in addition to the prescribed course work, to pursue research work and write a dissertation under the supervision of guide(s), not more than two.

(b)   Guide(s) for the candidate shall be approved by the Vice Chancellor on the recommendation of the DRC concerned.

(c)   The Teachers of the Departments/Constituent Units having an experience of not less than ten years in teaching and research, those with M.Phil. at least six years of experience and those with Ph.D. at least two years of experience, shall normally be eligible to become Guides.

(a)   An external person with proven merit and experience in the subject area may be appointed as a Co-Guide subject to the approval of URIC.

(b)   The maximum number of M.Phil students who can be supervised by a faculty member at any time in the University will be five.

3.9   Evaluation:

The Board of Studies of the Department/Constituent Unit concerned shall prescribe an evaluation scheme for evaluation of performance of the students with the approval of the University.

3.10   Passing Criteria:

(a)   Students have to obtain a minimum of grade C+ to pass in an individual unit and CGPA 6.0 (on a 10-point scale) for qualifying for the award of the Degree.

(b)   A student who has failed in one or more Course Units shall be required to secure passing grade by repeating the Course Unit(s) in which he has failed when they are offered

(c)   A student, who has failed to secure the required passing CGPA has options to:

(i)   Re-appear in the End Semester Examination (ESE) of such Course Units in which he wants to improve his score, when these examinations are held on normal schedule, OR

(ii)   Repeat the Course Unit (s) when these are offered.

3.11   M.Phil. Dissertation:

The M.Phil Dissertation work shall involve in depth study and critical review of the area of the topic and creation of new knowledge in the area. It may include results of original research, a fresh interpretation of existing facts and data or a critical analysis of the state-of- art in the area.

3.12   Submission and Evaluation of M.Phil. Dissertation:

(a)   The M.Phil dissertation will be allowed to be formally submitted only after the completion of the required Course Units.

(b)   Before submission of the dissertation, the student shall submit to HOI a long abstractofthedissertationanditsproposedfinaltitlethroughtheGuide(s).

(c)   The HOI shall constitute a Committee of two faculty members and the Guide(s) to scrutinize the contents of the abstract and the proposed title of the dissertation. The Committee shall consider the abstract and the title for approval. The Committee will also recommend a panel of external examiners to DRC.

(d)   The Committee shall submit its report in the prescribed proforma to HOI who will countersign the proforma and forward it to the CoE.

(e)   The DRC will prepare a Panel of Examiners (one of the examiners to be from outside the state) which will be submitted to the CoE who shall submit the same to the Vice Chancellor for his approval.

(f)   The Dissertation prepared in the prescribed format, will be submitted to the Department/Constituent Unit by the candidate by the last date of submission announced by the Department/Constituent Unit. In exceptional circumstances, the HOI may permit submission of dissertation within a maximum period of three months after the last date fixed by DRC.

(g)   The M.Phil Dissertation will be evaluated by the approved Evaluators as per guidelines prescribed by the University.

3.13   Resubmission of Dissertation:

(a)   In case a candidate is required to resubmit a dissertation after revision, an additional fee for re- evaluation shall be payable by the candidate.

(b)   The revised dissertation may be submitted normally within a period of six months from the date of intimation for submission of a revised dissertation.

3.14   Disciplinary Regulations:
       If an M.Phil candidate is found to be involved in an act of misconduct and/or indiscipline, disciplinary action will be taken by the University as per Regulations and Guidelines relating to maintenance of discipline among students.

3.15   Award of M.Phil Degree:

(a)   A candidate, who has successfully completed all the requirements of the M.Phil degree programme, shall be eligible for the award of degree after the approval of the Academic Council.

(b)   On successful completion of the evaluation process and announcement of the award of the M.Phil, the Head of the Institution (HOI) shall submit a soft copy of the M.Phil

thesis to the University within a period of 30 days for onwards transmission to UGC for hosting the same in INFLIBNET, accessible to all authorities / University. Hard copy of the same will be placed in Central Library.

4. DOCTOR OF PHILOSOPHY (Ph.D.)

4.1 Organization of the Ph D Programme:

(a) Programmes leading to the Degree of Doctor of Philosophy will be offered at the Departments/Constituent Units of the University.

(b) Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy (Ph.D.) shall be overseen by the University Research and Innovation Council (URIC).

(c) The Ph.D. Programme shall be organized on full time and part time basis.

4.2 Minimum qualifications for admission:

The following are eligible to seek admission to the Ph.D. programme:

(1) Candidates who have completed:

1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(2) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its 10 equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be

allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

An Equivalence Committee will be constituted by the Vice Chancellor to consider applications other than covered under section 4.2(a) who may propose other qualifications/requirements in specific areas, consistent with the norms of the statutory bodies, to the URIC for its recommendation to the Academic Council for approval.

If considered necessary, DRC may propose other qualifications/requirements in specific areas, consistent with the norms of the statutory bodies, to the URIC for its recommendation to the Academic Council for approval.

4.3   Eligibility conditions for admission:

(a)   It is desirable that the applicants, who possess minimum prescribed qualifications for admission to Ph.D. programme, should have an excellent academic/professional track record in the relevant discipline.

(b)   The applicant for Part-time Ph.D. should:

a)   Prove to the satisfaction of DRC that his official duties permit him to devote sufficient time to research.

b)   Ensure that facilities for pursuing research are available at his place of work in the chosen field of research, where required.

c)   The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

   i.   The candidate is permitted to pursue studies on a part-time basis.

   ii.   His/her official duties permit him/her to devote sufficient time for research. I

   iii.   If required, he/she will be relieved from the duty to complete the course work

4.4   Application for Admissions:

(a)   Applications for admission to Ph.D. programmes shall be invited through an open advertisement, for pre-determined intake for each programme in the prescribed form as laid down by the University.

(b)   An 'Admission Committee' for Research Programmes shall be constituted by the Vice Chancellor to execute and oversee the entire admission process.
         The admission to PhD will be a two-step procedure

   i)   Entrance Test (based on 50% Research Aptitude and 50% Domain knowledge) followed by a presentation to the DRC on applicant's research intent/aptitude ii) Subsequent Interview by the panel of experts headed by the Vice Chancellor or his/her nominee

   ii)   The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time

   iii)   Provided that for the selection of candidates based on the entrance test conducted by

the HEI, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given

(c)   The university will display the lists of short-listed candidates to be called for interview. The applicants are expected to be aware of the literature and issues in the area of their research interest.

(d)   Admission is based on satisfying the requirements of minimum qualifications as mentioned in section 4.2 and performance in the Entrance Test and presentation.

(e)   Entrance Test may be exempted for the following cases:
Candidates with M.Phil. Qualification provided they were admitted to the M.Phil. Programme through an Entrance Test. They will need to pass the interview.

b)   Candidates who were admitted previously to a Ph.D. Programme at a recognized university through an Entrance Test and wish to transfer to the Ph.D. programme at GDGU. They will need to pass the interview.

c)   students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview. They will need to pass the interview.

(f)   In the case of international students, the Entrance Exam may be arranged online and subsequent presentation/interview be held through video conferencing. In addition, the students will normally be required to submit three letters of recommendation.

(g)   The University reserves the right to limit the number of scholars to be admitted to the University at any time. The resources and other facilities/fiscal constraints would guide this decision.

(h)   Non-Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign Nationals may be admitted to the programme in accordance with the policy guidelines laid down by the Government of India.

(i)   DRC shall for each applicant, constitute a Scholar Research Advisory Committee (SRAC)

4.5   Constitution & Functions of Scholar Research Advisory Committee e (SRAC):

(a)   The Student Research Committee shall comprise Guide(s), two other teachers in the related area and HOI as the Chairman. Each member of SRAC must possess an earned PhD degree. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee

(b)   SRAC shall perform the following functions:
- ascertain the availability of facilities required for the proposed research
- scrutinizing the research proposal of the candidate to ensure that the proposal is suitable
- recommend to DRC about the suitability or otherwise of the candidate and his proposal along with relevant details and documents
- prescribe the Course Units to be taken by the candidate, recommend exemption from the requirement with justification
- periodically monitor the performance of the work of the candidate and provide advice to candidate, where necessary

- Approve the long abstract of the thesis on its completion and the final title of the thesis.
- Recommend the panel of examiners.

4.6 Registration:

(a) The University after considering the recommendations of DRC shall approve or otherwise the registration of the candidate.

(b) The University shall convey the approval for registration of the candidate to the HOI who will convey the approval to the candidate as per the guidelines issued by the University.

(c) A summary report of the candidates registered for Ph.D. shall be duly sent to the Registrar and Controller of Examinations of the University for Enrolment of the candidate.

4.7 Registration date:

The date of regular registration of the candidates shall be the date of payment of fee.

4.8 Renewal of Registration:

Candidates will be required to renew their registration every semester by the specified date till the submission of their thesis. The renewal of registration shall be subject to completion of specified number of credits/course work and /or satisfactory progress in his/her research work as recommended by the DRC. Student who fails to fulfill the above conditions will not be re-registered and will cease to be a student.

4.9 Time Period Requirement for submission of the Ph.D Thesis:

Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

- Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

4.10   Re-Registration:
After the expiry of the maximum period of Ph.D. registration, a candidate will be allowed to reregister only if the Vice-Chancellor approves an extension of registration

4.11   Residency Period:
A full-time Ph.D. candidate is expected to devote his time in the Department/Constituent Unit during his entire period of study. However this period, in exceptional circumstances, can be reduced by URIC on the recommendations of DRC. The minimum Residency Period for part-time Ph.D. candidates in the Department/ Constituent Unit shall ordinarily be one semester at the University Department/Constituent Units. Summer Term can also be utilized for this purpose.

4.12   Change of Registration:
A candidate may be allowed for valid reasons to change his status from part-time to full-time or vice-versa on the recommendations of DRC and with the approval of the University.

4.13   Course Credit Requirements and Registration for Courses:

(a)   Departments/Constituent Units shall draw a list of postgraduate Course Units, which can be offered to Ph.D. candidates.
(b)   Each registered student shall undertake course work as prescribed by the SRAC for a minimum period of one semester. The course work shall be treated as pre-PhD preparation.
(c)   A minimum 12 credits course work is mandatory for all the students provisionally admitted/registered in the M Phil/PhD Programs as per the following details:
i.   Research Methodology – 5Credits
ii.   Secondary Research – 5Credits iii. Research & Publication Ethics-2 credits
(d)   However, SRC may assign additional courses to be taken by the student based on his/her research intent and academic background.
(e)   The examination/evaluation scheme for the courses shall be as per the existing regulation of the university on examinations.
(f)   A candidate will earn credits for a Course Unit only if he obtains a minimum of Grade B. Further, if a candidate fails to get qualifying Grade B will be given second opportunity to improve his minimum qualifying Grade B, failing which his registration will be liable to be terminated. The Candidates will be awarded Grades as per the following rules:

Letter Grade	Grade Point	Pre-determined class interval for absolute grading
O (Outstanding)	10	95 and above
A+ (Excellent)	9	85 and less than 95
A (Very Good)	8	75 and less than 85
B+ (Good)	7	65 and less than 75
B (Above Average)	6	55 and less than 65
F (Fail)	0	Less than 55
Ab (Absent)	0	Absent

(g) The candidates registered for Ph.D. Programmes in Departments/Constituent Units can be allowed to complete the Course Unit requirements, if considered necessary, through outside department courses.

(h) Equivalent course credits may be transferred to GDGU if recommended by the Equivalence Committee constituted by Vice Chancellor for evaluation of the course work done by the candidate at a recognized university at the similar level.

(i) Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the prescribed Ph.D. course work.

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

4.14 Comprehensive Examination:

(a) Each candidate, normally after one semester, shall be required to take a comprehensive examination, which will test his comprehension or knowledge in his broad field of research and his academic preparation and potentials to carry out the research work. The comprehensive examination shall be a combination of both written and oral examination and shall be conducted by the Department/Constituent Unit. The candidate should secure at least Grade B i.e. 55% marks in comprehensive examination.

(b) Unsuccessful candidates shall be allowed a second opportunity to clear the comprehensive examination. If a candidate is unsuccessful again, his Ph.D. registration shall be cancelled.

4.15 Guide(s)/Co-Guide(s)

(a) Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research

publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co- supervisors.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

(b)   Regular/full time faculty members who do not have Ph.D. degree may be appointed as Guide/Co-guide by the Vice Chancellor upon the recommendation of the HOI, provided such faculty members have at least ten years of teaching and/or research experience as evidenced by publications in referred/reputed journals.

(c)   An external person with an earned Ph.D. degree and proven track record in the subject area may be appointed as a Co-Guide.

(d)   No person who himself is registered for Ph.D. degree at the University or any other Institution would be eligible to act as a Guide.

(e)   At any given time, a Professor shall not have more than 8 PhD candidates, an Associate Professor more than 6 candidate, and an Assistant Professor more than 4 candidate registered under him/her, however, in such cases where teachers are retiring or leaving, the Vice Chancellor may decide to relax the norm on recommendation of the HOI.

(f)   Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. In other cases, a faculty member on retirement may continue as a Guide, if re-employed or appointed Emeritus Fellow; or, if the long abstract of the thesis has been submitted by the candidate. Appointment of another Guide, if necessary, will be as per provisions made in these regulations.

(g)   In case the Guide proceeds on leave for twelve months or more, resigns or expires, an arrangement shall be made by the DRC with the approval of the Vice Chancellor will appoint a new Guide.

(h)   In case the scholar is at terminal stage of research when the Guide leaves, the allocation may take place as per the University's policy on change of guide at late stage of research, post the Vice Chancellor's approval.

(i)   Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars

4.16   Appointment of Guide(s) /Co-Guide(s):

(a)   The Vice Chancellor will approve the appointment of Guide(s)/Co-Guide(s) on the basis of recommendations of the DRC.

(b)   The DRC with the approval of the Vice Chancellor may appoint more than one Guide(s)/ CoGuide(s) not exceeding a total of three to guide a candidate. Normally, there should not be more than two Guides from within the Department/Constituent Unit. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

(c)   A faculty member appointed as a Ph.D. Guide/Co-Guide is normally expected to be available to a research candidate in the University Department/Constituent Unit till the thesis is submitted.

4.17   Performance Monitoring:
        The academic/research progress of each candidate shall be monitored by DRC. For this purpose each candidate shall submit a progress report at the end of each Semester to the Chairman, DRC through his Guide(s). DRC shall evaluate the work of the candidate and awards (Satisfactory) or U (Unsatisfactory) grade.

(a)   If the progress is "unsatisfactory", on the first appearance of "U" grade, a warning would be issued to the candidate.

(b)   If a candidate gets three "U's" or two successive "U's", his registration will be liable to be terminated.

4.18   Publication:
        The student before submission of his Ph.D thesis/monograph are encouraged to published minimum of two research papers in high quality refereed journal for adjudication and is expected to make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates, acceptance letters and/or reprints

4.19   Long Abstract (Synopsis):
(a)   On completion of research work, the candidate shall submit to DRC through Guide(s), eight copies of the long abstract of his thesis.

(b)   DRC shall, in a meeting in which the candidate shall be required to be present, scrutinize the long abstract for approval and approve the title of the thesis after its revision, if necessary. The candidate shall then be excused and DRC shall prepare panel(s) of examiners as specified in the Guidelines for Research Degree Programmes.

(c)   The DRC will forward the long abstract with its recommendations to the University Research and Innovation Council for appointment of the thesis examiners.

(d)   If a candidate fails to submit his thesis within four months of the approval of long abstract, he shall be required to submit a fresh abstract. However, in case a candidate fails to submit his thesis within the stipulated time and has proper justification for the delay, the Head of Department/ Constituent Unit may, on the recommendations made by the DRC and on individual merits of each case, grant him an extension of not more than two months.

4.20   Panel of Examiners for Ph.D.:
(a)   A Ph.D. thesis shall be evaluated by three examiners, two of whom shall be external experts and the third shall be guide or guides (to be counted as one examiner). Wherever possible, At least one of the External Experts should be from outside the state/country.

(b)   The DRC shall prepare the panel of examiners and the HOD shall submit the panel of examiners to Controller of Examinations for seeking approval by the Vice Chancellor.

4.21   Thesis Preparation and Submission:
(a)   The thesis shall be written in English or in any other language, format and style as

approved by the DRC.

(b)   No part of thesis shall have been submitted for the award of any other degree or diploma.

(c)   The thesis shall involve in depth study and critical review of the area of his topic and creation of new knowledge in the area. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these.

(d)   Prior to the submission of the thesis, the student shall make a pre – Ph.D. presentation in the department that may be open to all the faculty members and research students for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Guide(s).

(e)   At the time of submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

(f)   After clearing the viva-voce examination, two copies of the thesis in hard cover binding must be submitted. These hardbound copies shall include supplements if required in viva-voce examination, with a covering certificate of guides in prescribed proforma. For external examiner (s), the candidate shall provide additional copies of the supplement.

4.22   Thesis Evaluation:

(a)   Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed Performa within six weeks of the date of receiving the thesis.

(b)   If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner shall be appointed from the approved panel

(c)   Each Examiner will examine the thesis to judge that the thesis is a piece of research work characterized by:
  i.   the discovery of facts; or
  ii.   a fresh approach towards interpretation and application of facts or theories, and creation of new knowledge, and give his opinion on the candidate's capacity for critical examination and sound judgment.

(d)   All examiners will submit the reports on the prescribed form clearly stating one of the following:
  i.   The thesis is recommended for the award of Ph.D., or
  ii.   The thesis is recommended for the award of Ph.D. Degree subject to the candidate
  iii.   giving satisfactory answers to queries specifically mentioned in the report, at the time
  iv.   of Viva Voce examination, or
  v.   The candidate be allowed to resubmit his thesis in a revised form, or
  d)   The thesis be rejected.
  e)   The examiner's reports shall be forwarded to the Guide(s) who will inform the

candidate eligible for oral defense only those comments and queries in the reports which require explanation and answers without disclosing the identities of the examiners.

f)   The reports of all internal examiners shall be counted as one report.

g)   If all the three reports recommend acceptance of the thesis, the candidate shall be eligible for oral defense.

h)   In case one of the reports recommends revision of the thesis, Sub-Clause (d)(iii) of Clause 4.22 shall be applicable, and the candidate will have the option to revise the thesis within six months. The revised version of the thesis would be sent to all the examiners for their recommendations. If the candidate does not agree for revision, he may ask for appointment of a fresh examiner, under the provision (j) below.

i)   If two of the three reports recommend revision of the thesis, the candidate will be given opportunity to revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiners.

j)   If one of the reports recommends rejection, the comments and queries in the report, shall be communicated to the candidate, and the candidate shall be given an opportunity to give replies to the comments made in the report. Such reply of the candidate and his thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected.

k)   If two of the three reports recommend rejection, the thesis shall be rejected. The candidate may, however, be allowed to re-submit the thesis normally after one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis.

l)   The reports of all the examiners will be sent to the new examiner without revealing the identity of the examiners along with the response of the candidate, if any, to these. The thesis shall be deemed to be acceptable if three out of four examiners recommend acceptance.

m)   If the fourth examiner recommends revision, the thesis would be suitably revised and resubmitted normally after three months and sent for examination to all the examiners except to the one in whose place the fourth examiner was appointed. In case the fourth examiner recommends rejection or the candidate does not accept revision, the thesis shall be rejected.

(n)   Any doubt arising out of the procedure laid down in these regulations shall be referred to the Vice Chancellor for a decision.

(o)   In case of ambiguous recommendations by the examiner, the HOI will approach the examiner for a clear recommendation. In case, a clear recommendation is not forthcoming, the matter may be referred to the Vice Chancellor for his decision.

4.23   Re-submission of Thesis:

(a)   In case of resubmission of a thesis after revision, an additional fee for the re- evaluation of the thesis shall be payable by the candidate;

(b)   The revised thesis may be submitted normally in one year from the date of intimation for resubmission.

4.24   Oral Defense Examination (Viva-Voce):

(1)   If the thesis is recommended for award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted Committee hereinafter referred to as the Oral Defense Committee (ODC). The date and time and mode of the viva-voce shall be duly notified by HOI to enable the interested faculty members, staff members and students to attend it.

(2)   Composition of ODC:

(a) For the candidates who get unconditional recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be

(i)   HOI - Chairman

(ii)   Guide(s)

(iii)   Two faculty members with specialization in the related area to be appointed by HOI with the approval of the Vice Chancellor.

(b)   For candidates who do not get unconditional recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be

(i)   HOI - Chairman

(ii)   Guide(s)

(iii)   External Examiner

(c)   In case of non-availability of the External Examiner for conducting the Viva voce examination, the next person on the approved panel of examiners shall be appointed to be on ODC.

(3)   HOI shall convene a meeting of ODC on an appropriate date. The date of viva-voce shall be communicated to the candidate at least fifteen days in advance.

(4)   In the viva-voce examination, the candidate shall be required to give his response to comments and questions arising out of the examiners reports apart from the queries and questions raised by members of ODC and, with permission of HOI, questions asked by others who are present.

(5)   The ODC shall give its recommendations in the prescribed Performa. The ODC shall have the following options for its recommendations:

(i)   Ph.D. degree be awarded for the reasons to be recorded

(ii)   Ph.D. degree be awarded. However, the candidate should prepare a supplement to be added to the thesis document as specified in the report of ODC and or textural corrections, if needed.

(iii)   Ph.D. degree be not awarded for the reasons to be recorded in the report.

(6)   In case of difference of opinion among the members of ODC, separate reports shall be submitted.

(7)   HOI shall forward the report(s) of ODC to COE in a folder, which shall also contain,

(a)   A copy of the thesis along with the Supplement, if required, in the report of ODC and

(b)   All the reports of the examiners of the thesis.

(8)   COE shall obtain the recommendations of the Standing Committee of URIC on the report

of ODC and its accompanying documents.

(9)   The recommendations of the Standing Committee shall be submitted to the Vice-Chancellor for final decision, which shall be reported to URIC and the Academic Council.

(10)   If any other matter not explicitly provided herein or of an exceptional nature arises, it may be referred to the Vice Chancellor for his decision.

4.25   Attendance:

For Ph.D. students, the minimum requirement of attendance for completing the Course Units, prescribed by Student Research Committee, shall be the same as laid down in the Attendance Regulations for other students.

4.26   Passing Grades:

For Ph.D. students, the minimum passing grade in each Course Units is B

4.27   Cancellation of Registration:

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Vice-Chancellor:

(a)   If his academic progress is found unsatisfactory in three consecutive monitoring reports.

(b)   If he absents himself for a continuous period of six weeks without sanction of leave.

(c)   If he withdraws from the Ph.D. programme and his request is duly forwarded by HOI.

4.28   Disciplinary Regulations:

If a Ph.D. candidate is found to be involved in an act of misconduct, misbehavior and/or indiscipline, disciplinary action will be taken by the University as per Regulations relating to maintenance of Discipline by students.

4.29   Award of Ph.D. Degree:

(a)   A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice Chancellor has, on the recommendations of the Standing Committee of URIC, approved that the degree be awarded and the Academic Council has subsequently endorsed the approval.

(b)   On successful completion of the evaluation process announcements of the award of the Ph.D., the Head of the Institution shall submit a soft copy of the Ph.D. thesis to the University within a period of 30 days for onwards transmission to UGC for hosting the same in INFLIBNET/Shodhganga, accessible to all authorities / University. Hard copy of the same will be placed in Central Library.

5.   POST DOCTORAL PROGRAMMES

5.1   Preamble:

The Degrees of Doctor of Letters/ Doctor of Science/Doctor of Laws are the highest Post-Doctoral degrees of this University in respective disciplines, which are awarded to a candidate who has earlier acquired a Ph.D. degree. This Post-Doctoral degree is awarded on the basis of

original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.

5.2   Administration of the Programme:

(a)   Subject to the general guidance of the Academic Council, research work in the University leading to Post-Doctoral degrees shall be overseen by the University Research and Innovation Council;

(b)   The Programme shall be offered on full time and also on part-time basis

5.3   Duration of the Programme:

The duration of the Programme is three years from the date of enrolment. Provided, however, that the University Research and Innovation Council may on the recommendations of DRC, permit a Post-Doctoral degree thesis to be submitted in less than three years from the date of enrolment.

5.4   Eligibility Conditions:

The applicant for enrolment must have

(a)   A Doctoral degree from a recognized Indian or foreign University in the relevant discipline and

(b)   At least three years teaching/research experience after the award of the Ph.D. Degree and active engagement in research work.

5.5   Enrolment for the Programme:

(a)   An applicant for enrolment under this programme shall submit his application in the prescribed form to the concerned Institution/Constituent Unit. Non Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign Nationals will, however, apply for admission to the programme in accordance with the policy guidelines laid down by the Government of India.

(b)   The applicant for enrolment to Post-Doctoral Programme shall submit the following:

(i)   a list of his publications in standard format;

(ii)   reprints of his three best papers;

(iii)   a copy of his Ph.D. thesis

(iv)   The research proposal recording an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in the particular field of his Post-Doctoral work.

(c)   The DRC concerned shall constitute for each candidate an Academic Expert Committee (AEC) of four members including the HOI who shall chair the Committee. The remaining three members shall be reputed scholars in the relevant area, at least one of whom shall be from outside. The Academic Expert Committee shall consider and recommend the suitability of the applicant.

(d)   The Academic Expert Committee, while considering the proposal shall invite the applicant for detailed discussion, and make a recommendation with a provisional date of registration for starting of the Post-Doctoral programme.

(e)   The HOI after considering the recommendations of the Academic Expert Committee shall recommend to the University Research and Innovation Council for approval of the applicant for registration to the Post-Doctoral Research Degree Programme.

(f)   The date of registration for the Programme will be finalized by the DRC after the approval of the candidature by the URIC.

5.6   Preparation & Submission of Thesis:

(a)   Post-Doctoral candidates will not have guides and will do research on self- guidance basis.

(b)   The candidate shall submit his thesis, which must be on one main theme and should not be derived from a series of unconnected papers of the candidate.

(c)   The thesis shall comprise a holistic document to include in a self-contained manner the research done for the award of the post-doctoral degree. Publication of papers in reviewed journals is essential. Reprints of published papers and manuscripts of the communicated papers shall be appended in the thesis volume. The thesis shall be submitted in a format as prescribed in the guidelines.

(d)   The thesis shall be accompanied by a declaration signed by the candidate that he has composed the thesis independently and a certificate that the contents of the thesis have not previously formed the basis for the award of any other Degree or Diploma or Fellowship or any other similar title.

5.7   Seminar:
        The candidate, before submitting his thesis and its long abstract, will present his work in a Seminar in which DRC, members of Academic Expert Committee and other faculty members, Ph.D. Scholars and Post-graduate students are expected to be present.

5.8   Long Abstract:

(a)   On completion of research work, the candidate shall submit to DRC four copies of the long abstract normally within two months after the presentation in the Seminar and also suggest the title of the thesis.

(b)   The candidate shall prepare a critique on his thesis and submit four copies along with the long abstract. The critique is an assessment by the candidate of his post- doctoral work to present the high points of his research, their significance in terms of original contribution and advancement of knowledge, and new area, if any, the research has opened up.

(c)   The HOI will convene a meeting of the Academic Expert Committee in which the candidate shall be required to be present. The Academic Expert Committee will scrutinize the long abstract for approval, study the critique, and approve the title of the thesis after its revision, if necessary.

(d)   The Academic Expert Committee shall recommend a panel of at least six examiners of both Indian and foreign origin. The HOI shall forward the panel of Examiners to the CoE.

(e)   The CoE shall get the panel approved by the Vice Chancellor.

5.9   Evaluation of Thesis:

(a)   The candidate shall submit four copies of his thesis, which shall contain its long abstract.

(b)   The CoE shall obtain consent from three examiners from the approved panel one of whom may be a foreigner, for evaluation of the thesis. He shall send the thesis to the Examiners for evaluation.

(c)   If two or all the three examiners declare that the work submitted by the candidate is not a distinguished and significant contribution to knowledge and does not merit the award of the Degree of Doctor of Letters/Doctor of Science/Doctor of Laws, the thesis will be rejected.

(d)   In case one of the examiners out of the three, declares that the work submitted by the candidate is not a distinguished and significant contribution to knowledge, the CoE will appoint a fourth Examiner Indian or foreigner, as the case may be and will forward the thesis to the fourth Examiner for evaluation. The recommendation of the fourth examiner shall be treated as final for award of degree.

(e)   The CoE shall place the recommendations of all the examiners before the University Research and Innovation Council. The Council, after considering the reports of the examiners may recommend that the candidate is worthy of the award of the Post-Doctoral degree. If the University Research and Innovation Council recommends that the candidate be asked to improve the thesis, the candidate shall be permitted to resubmit his thesis not earlier than six months and not later than one year, from the date notified by the CoE

(f)   The recommendations of the University Research and Innovation Council shall be placed before the Academic Council for information.

(g)   The candidate shall, if he publishes the thesis, state on the title page that it was a thesis approved for the award of the concerned degree from GDGU.

6.   GENERAL PROVISIONS FOR RESEARCH DEGREEPROGRAMMES:

6.1   Issuance of Provisional Certificates:
        After the endorsement of the Academic Council for the award of Ph.D./Post-Doctoral degree, the candidate shall be issued a Provisional Certificate for having completed the requirement of the degree on the condition that the candidate has submitted two hardbound copies of the final version of his thesis and has cleared all the dues.

6.2   Residual Clause:

(a)   Notwithstanding anything contained in these Regulations, all categories of candidates shall be governed by the Regulations and Guidelines.

(b)   Notwithstanding anything stated in these Regulations, for any unforeseen issues arising and not covered by Act, Statutes and Ordinances, or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. The decision of the Vice-Chancellor shall be final.

6.3   COMPOSITION OF COMMITTEES AND THEIRFUNCTIONS:

6.3.1   DEPARTMENTAL RESEARCH COMMITTEE(DRC)

(a)   The composition of the Departmental Research Committee will be asunder:

(i)   The Head of the Institution/ Constituent Unit -Chairperson

(ii)   Maximum three Professors and two other faculty members of the Department by

rotation

(iii)   Maximum three external experts including those from other Departments / Constituent Units, nominated by the Vice Chancellor.

Provided, however that the total number of internal and external members shall not exceed six.

(b)   The functions of Departmental Research Committee shall be asunder:

 (i)   Invite and scrutinize applications for admissions in Ph.D. Programmes

(ii)   Constitute Student Research Advisory Committee for each candidate

(iii)   Perform such functions as are required for operationalization of the research degree programmes subject to the overall supervision and guidance of the University Research and Innovation Council(URIC) (iv) Consider the recommendation of SRAC for action as required.

(c)   The Departmental Research Committee shall meet as and when necessary.

(d)   Fifty percent of the membership shall form the quorum for the meeting.

(e)   The tenure of members of the DRC other than the Head of Institution/ Constituent Units shall be two years. A member can be re-nominated for another term.

6.3.2   UNIVERSITY RESEARCH AND INNOVATION COUNCIL(URIC)

6.3.2.1 Role:

The role of URIC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post Doctoral degree programmes, and to ensure high standards of research work in such programmes. 6.3.2.2 Composition:

(a)   The composition of the University Research and Innovation Council shall be as follows:

 (i)   The Vice Chancellor or his nominee - Chairperson

(ii)   Two external experts nominated by the Vice Chancellor - Members

(iii)   Three Deans/Heads of Institutions/Constituent Units to be nominated by the Vice Chancellor -Members

(iv)   Two teachers of Institutions/Constituent Units to be nominated by the Vice Chancellor - Members

(v)   CoE -Member

(vi)   Dean R&D - Member Secretary

(b)   The term of office of the members (other than ex-officio members) will be two years from the date of nomination.

(c)   The University Research and Innovation Council will generally meet at least once in an academic year.

(d)   Fifty percent of the total membership shall form the quorum for any meeting.

6.3.2.3 Functions:

Subject to the provisions of the Act and Statutes, the University Research and Innovation Council shall perform the following functions:

(a)   Formulate policies related to and oversee research for Ph.D. and post- doctoral degree programmes;

(b)   Formulation of guidelines for registration of students, thesis supervision, programme

design, and thesis evaluation;

(c)   Monitoring of research indicators for such evaluation

(d)   Review and recommend areas/themes/topics for research

(e)   Consider evaluation reports of Examiners for award of Ph.D. and Post- Doctoral degrees.

(f)   To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.

(g)   Delegation of any of its functions to the concerned DRC.

(h)   Preparation of the consolidated reports on research efforts of the University

(i)   Any other work related to research development and coordination.

7.   RESIDUALPROVISIONS

(1)   Any person who himself or any of his relatives, as defined below, is a candidate under consideration shall not participate at any level of the decision making process:
Spouse, son, daughter, brother, sister, spouse's brother/sister, brother's son/daughter, sister's son/daughter, first cousin, grandson, grand daughter

(2)   The Academic Council may, grant exemption in exceptional cases, from the operation of any of the Regulations, where necessary in special cases with valid reasons and without diluting Academic standards.

(3)   Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations or in the event of differences of interpretation, the Vice- Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Heads of Departments/Heads of constituent Units. The decision of the Vice-Chancellor shall be final.

CHAPTER 8
HR REGULATION

Chapter 8.1
Service Regulations for GDGU Employees

1. **SHORT TITLE, APPLICATION AND COMMENCEMENT**

a) Short Title

These Regulations shall be called the G.D. Goenka University Service Regulations for GDGU Employees.

b) Application

These Regulations shall apply to all the teaching and non-teaching staff on regular rolls of the University (other than those engaged on contract or part-time basis). Such employees will be governed by these Service Regulations including the administrative orders, which are presently applicable to the employees of their status at the place of posting; and which may be added, modified, altered, changed or replaced by the management, from time to time, in addition to statutory requirements and/or other conditions specified in individual letters or contracts of service. These will form an integral part of all employment contracts with the University.

c) Commencement

These Regulations shall come into force from the date of their notification.

2. **CLASSIFICATION OF EMPLOYEES**

Employees shall be classified into any of the following categories:

a) Regular

Regular employee is one who is employed against a regular post for an indefinite period, and includes an employee initially appointed on probation who has satisfactorily completed the period of probation.

b) Probationer

Probationer is an employee who is provisionally employed on a regular post and is required to complete the probation period to the satisfaction of the management before regularization of his/her appointment.

c) Temporary

A temporary employee includes a person who is appointed for a limited period mentioned in the appointment letter for work of an essentially temporary nature.

d) Casual/Ad-Hoc

Casual / Ad-hoc means the employee who is employed to fulfil unexpected requirement due to unusual or seasonal work, or for work of an occasional or casual nature.

e) Part-time

Part-time employee means a person who is engaged for work for less than the normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are allowed such benefits as are specifically determined by the management.

f) On Contract

The tenure of employment of an employee on contract is for a specified period of time and he is entitled to only the benefits specified in the contract of appointment. Such an

employee shall have no right to claim regularization of his employment after expiry of the specified period. Unless terminated earlier by one month's notice or salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

3.   ADHERENCE TO MANAGEMENT'S PHILOSOPHY

The management expects employees at all levels to maintain absolute integrity and devotion to duty, and to work with a high standard of initiative, efficiency and economy; and conduct themselves in an exemplary manner so as to enhance the image of the University for its Growth into the most sought after organization to work for. An employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employee for the time being under his control/authority.

All employees are expected to ensure that hey comply with tax, exchange control and other legal requirements applicable to them at all times. As employees of the organization of outstanding integrity, they should take care that their actions do not reflect adversely on the reputation of the organization and the highest ethical standards are followed, always. They are also expected to comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and efficient use of resources and energy

All employees are reminded of certain sensible measures which they should take to ensure that they never breach the confidence placed in them by the management/clients and upon which they are entitled to rely. The nature of work of the University is not a matter to be discussed generally. They should remember that they have access to certain information because the management trusts their discretion. They should do nothing to injure this trust.

It is also important to communicate ideas, suggestions, personal goals or problems, as they affect the employees' and the organization's performance.

The University encourages all employees to bring forward their suggestions and good ideas about making the University a better place to work and enhancing service to the community. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. All suggestions are valued.

4.   CREATION OF POST SANDPAYS CALES

The requisite posts shall be created by the Board of Management in accordance with provisions contained in the Act, Statutes and Ordinances. The eligibility criteria, qualifications, pay scales, experience, etc., for various categories of the posts will be such as may be fixed by the Management from time to time, in accordance with the guidelines laid down by UGC or any other relevant statutory body, as adopted by the University.

5.   MODE OFRECRUITMENT

The appointment of every teacher and Head of Institution shall be made by the Management, on the recommendations of the Selection Committee in the manner hereinafter provided.

a)   **Direct Recruitment**

Direct recruitment will imply issue of an open advertisement through leading newspapers and/or inviting applications through website, or other means, followed by interviews

conducted by Selection Committees (as provided in Clause 12 of these Regulations), on the basis of whose recommendations all appointments will be made; provided that whenever necessary, preliminary selection can also be made through Campus placement of the students passing out from leading higher education institutions in the relevant areas, followed by interviews conducted by Selection Committees.

In exceptional cases, appointment may also be made by the Vice Chancellor or on the recommendation of the Selection Committee for a particular post by considering the candidature in absentia.

b) **Promotion**

Promotion of teachers from their existing level to the next higher position – whether on regular basis or in an officiating capacity – shall be based on merit-cum-length of service at the relevant level on the recommendation of the Selection Committee as per Clause12 of these Regulations, in accordance with the criteria laid down/adopted by the University.

6.   AGEOFSUPERANNUATION

a)   Every employee of the University will retire from service in the afternoon of the last day of the month in which he/she attains the age of 65 years.

b)   However, management may relax the age of retirement of an employee and communicate to the employee in advance.

7.   PRE-MATURERETIREMENT

An employee may also be pre-maturely retired:

a)   If, due to a physical or mental infirmity, he/she is declared medically un fit for service by a Medical Board/Registered Medical Practitioner nominated by the management in this behalf; or

b)   On imposition of the penalty of compulsory retirement; or

c)   When the competent authority has occasion to believe that he/she is suffering from a contagious disease; or a physical or mental disability or incapacity to work; which, in its opinion, interferes with the efficient discharge of his duties;

d)   For any other reason;

The decision of the management in regard to premature retirement of an employee will be final and binding.

8.   ADVISORS/   CONSULTANTS/   OSD'S/   PROFESSOREMERITUS/ PROFESSOR IN CHAIR

Eminent scholars with significant contribution to educational innovation research and design of new curricula/courses, etc.; and/or outstanding professionals with established reputation in the relevant field who made significant contributions to the knowledge in the concerned/allied/relevant discipline as substantiated by credentials, may also be employed / associated with the University through engagement as teaching faculty, consultants, advisors, Professor Emeritus, Officers on Special Duty (OSDs) as the case may be, on contract basis on mutually acceptable terms and conditions.

Apart from the essential qualifications specified in the UGC Regulations, the following

conditions may be considered desirable for such appointments:

a)   Teaching, research and/or professional experience in a reputed organization;
b)   Published work, such as research papers, patents filed/obtained, books and/or technical reports;
c)   Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry;
d)   Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities;
e)   Capacity to undertake/ lead sponsored R&D consultancy and related activities; and
f)   Administrative experience in senior level responsible position

9.   HONORARY PROFESSORS

a)   Any person who is a distinguished scholar and has been or was a University Professor or a person who has attained national/ international recognition for his contribution in the field of academics /research and whose association with the University would help furtherance of the academic life and activities of the University, may be considered for appointment as Honorary Professor in the University for such period as may be determined by the Board of Management.

b)   The Head of the institution concerned, in consultation with his colleagues in the institution may propose to the Vice-Chancellor the appointment as Honorary Professor, of a person and the Vice-Chancellor may, after satisfying himself, approve the appointment.

c)   An Honorary Professor will be expected to associate himself with academic activities of the Institution to which he is attached.

10.   PROFESSOR OF PRACTICE
Objectives:

a)   To develop courses and curriculum to meet the industry and societal needs and enable the HEIs to work with industry experts on joint research projects and consultancy services which will be mutually beneficial;

b)   To bring in distinguished experts from various fields such as engineering, science, technology, entrepreneurship, management, chartered accountancy (CA), commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration into the academic institutions;

c)   To enable the higher education institutions to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

Eligibility:

a)   Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal

planning, community participation, gender budgeting/planning, inclusive development of tribal and public administration among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.

b) A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.

c) The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the sanctioned posts in a HEI.

Duties and Responsibilities:
a. Involve in the development and designing of courses and curriculum.
b. Introduce new courses and deliver lectures as per institutional policies.
c. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
d. To focus on enhanced industry-academia collaborations.
e. Conduct jointly in collaboration with regular faculty member of the institution, workshops, and seminars, deliver special lectures and training programmes.

General Conditions:
The engagement of Professor of Practice will be for a fixed term.
The engagement of Professor of Practice will be exclusive of the sanctioned posts of a university/college. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.

Professor of Practice is not open for those in teaching profession- serving or retired.
Categories of Engagement:

It is envisioned that Professor of Practice can be engaged in one of the following categories:
A. Professor of Practice funded by Industries
B. Professor of Practice funded by HEIs from their own resources
C. Professor of Practice on Honorary basis

Professor of Practice funded by Industries:
Today's industry looks for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, HEIs may collaborate with the industries to support the Professor of Practice positions.

Professor of Practice funded by HEIs from their own resources:
As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and

multidisciplinary approach. HEIs may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the remuneration for the Professor of Practice is made by HEIs from their own resources as indicated below:

Remuneration: Part-time/Full-time engagement: Consolidated amount, mutually agreed between the institution and expert.

Professor of Practice on Honorary basis:

Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students.

The HEIs may decide on the amount of honorarium to be paid to the Professor of Practice in this category from their own resources.

Procedure for selecting Professor of Practice

a)   The Vice-Chancellors/Directors may invite nominations from eminent experts for Professor of Practice positions.

b)   The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor/Director with a detailed bio data and a brief write-up about their potential contribution to the HEI.

c)   Such nominations will be considered by a selection committee consisting of two senior Professors from the HEI and one eminent external member. Based on the recommendations of this committee, the Academic Council and the Executive Council or statutory bodies of the HEI will decide on the engagement.

Tenure

The engagement may be initially for up to one year. At the end of the initial engagement or subsequent extension, the HEI will make an assessment and take the decision about extension. The HEI will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Professors of Practice. The maximum duration of service of Professor of Practice at a given institution should not exceed three years and is extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.

11.   RE-EMPLOYMENT OF RETIRED TEACHERS

d)   In order to meet the situation arising from the serious faculty members crunch faced by the Universities in India, the Vice Chancellor may – if it is satisfied that such an appointment is in the interest of the University - re-employ a distinguished superannuated employee on the post held by him, if he/she is in sound health, has contributed substantially to the proper and efficient functioning of the University, and is able to perform his/her duties satisfactorily. Such re-employment would be on annual contract basis for a total period not exceeding five years i.e. up to the age of 70 years, on

such terms and conditions as may be specified. As per the UGC guidelines in this regard, the total amount of salary plus the gross amount of pension (as applicable) should not exceed the pay drawn by him/her before retirement.

e)   Such appointments will be made initially for a period of three years and then for another period of two years purely on the basis of merit, experience, area of specialization and peer group reviewed, and only against available vacant positions without affecting selections or promotions prospects of eligible teachers, and the academic performance of such teacher should be reviewed before renewing his contract for another year, up to the maximum age of 70 years.

f)   In case the date of superannuation or the expiry of the term of re-employment of an employee falls due during the course of a semester, the Vice Chancellor may allow the employee to continue in service on re-employment basis till the end of the semester.

SELECTION COMMITTEE

a)   The Selection Committee for the appointment of Teachers in the University shall have the following composition:
   (i)   Vice-Chancellor Chairperson:
   (ii)   Dean of the concerned School;
   (iii) Head of the Department (HOD) concerned, if applicable;
   (iv)   Subject expert (s) nominated by the Vice Chancellor.

Provided that no person who himself is a candidate for appointment shall associate with the Selection Committee, or when the Post under consideration is of a rank higher than his/her post; and in that event the Professor in the department and, if there is no Professor, the Dean of School (other than concern) or any other functionary nominated by the Board of Management, shall be co-opted by the Committee.

Provided further that where the Chancellor/Vice Chancellor is satisfied that in the special circumstances of the case, a Selection Committee cannot be constituted in accordance with the preceding proviso, he may direct the constitution of the Selection Committee in such manner as he deems fit.

   (v)   In the case of Professor or Associate Professor two experts, and in any other case, one experts to be nominated by the Vice Chancellor.
          The University shall maintain a standing panel of experts in each subject of study and every expert to be nominated by the Vice Chancellor shall be a person whose name is borne on the panel. Three members shall form the quorum of the Selection Committee.

b)   The Selection Committee for the appointment of Non-Academic Staff in the University shall have the following composition:
   (i)   Vice Chancellor or his nominees Chairperson;
   (ii)   The Registrar;
   (iii) The Supervisor of the position be in g filled.

12.   **MEDICAL FITNESS**
c)   On First Appointment
Every person, on his first appointment in the University through Direct Recruitment on regular basis shall be required to produce a Medical Certificate of Fitness from a registered medical practitioner in a Govt. hospital or a medical practitioner nominated by, or acceptable, to the University.

Provided that in case where a teacher has already been medically examined by a medical authority for his previous appointment and if the required standard of medical fitness for the new post is the same, he may not be required to undergo a fresh medical examination.

d)   For efficient discharge of duties
The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employees physical or mental fitness necessary for the efficient discharge of the duties of his post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding. In case the member is found medically unfit to perform the assigned job satisfactorily, he/she will lose lien on the job.

e)   Incapacitation
In case an employee is incapacitated by reasons of illness, accident or any other cause and cannot perform his/her duties, the management may, at its sole discretion, grant leaveforareasonableperiodonfullpay,orhalfpayorwithoutpay,orterminatehis/her   services
In case an employee is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

DATE OF BIRTH
Every employee will indicate his/her exact date of birth at the time of entering service of the University. The age mentioned in the Matriculation/ Higher Secondary Certificate/School Leaving Certificate will be the conclusive proof of the date of birth. Where the date of birth is not available but the year of birth is only established, 1st July of the said year shall be taken as the date of birth. After the declaration of age and acceptance of the same by the University, it shall be legally binding on the employee and no revision of age shall be allowed to be made, at a later date for any reason or purpose whatsoever.

13.   **RESIDENTIAL ADDRESS**
Every employee is required to indicate his/her permanent as well as current residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through courier at the latest residential address available in the service record. A copy of the letter may also be pasted on the Notice Board which shall be considered to be sufficient service on the employee. No employee will refuse to accept personal delivery of any

communication addressed to him/her by the University.

14.   VERIFICATION OF EMPLOYEES PARTICULARS
An employee is offered appointment on the belief that the particulars furnished in his/her application/Personal Data Form/Interview and otherwise are factually correct and nothing material has been concealed. In case it is subsequently found that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void ab initio. In that eventuality, the management may terminate the employee's service forthwith without any notice and may recover the payment made towards his/her remuneration during employment.

15.   TERMS AND CONDITIONS OF SERVICE
Every employee of the University shall be bound by the Act, Statutes, Ordinances, Service Regulations and other Rules & Regulations for the time being in force in the University

16.   WHOLE-TIME EMPLOYEE
Unless otherwise expressly provided for, the whole time of an employee shall be at the disposal of the University and he/she shall serve the University in such capacity, in such a manner and at such places as directed by the University from time to time. No employee shall, without prior permission of the Vice Chancellor, engage directly or indirectly in any trade or business, or any private tuition, or any other work to which an emolument or honorarium is attached: Provided that nothing contained herein shall apply to the work undertaken by an employee in connection with the examination of the Universities/educational institutions, or Public Service Commissions, or to any literary work or publication or radio talk or extension lecturers, or to any other academic work, with the permission of the Vice Chancellor.

17.   NATURE OF DUTIES
Every employee shall take part in the teaching, research programme and administrative activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes, Ordinances, Regulations and Rules framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

PROBATION & CONFIRMATION
a)   All initial appointments, except where otherwise stipulated, shall be made on probation for as pacified period of one year, provided that the appointing authority may extend the period of probation up to a period of another twelve months. A probationer shall continue to be on probation unless he/she satisfactorily completes the period of probation including extended period of probation.

b)   During the initial or extended period of probation, if an employee is found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the appointing authority may, in case of a teacher appointed through direct recruitment, terminate his / her services in the University without assigning any reason and without giving any notice.

c)   In case of Promotion on probation, if the probationer's performance (work and conduct) is

not found satisfactory, he may be reverted to the post held by him immediately before such appointment on promotion.

d)   On satisfactory completion of the period of probation, an employee shall be eligible for confirmation on that post subject to the conditions laid down by the University.

18.   PAY, ALLOWANCES & PERQUISITES

e)   Pay-Scales

The employees appointed by the University shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers and others whose terms of appointment specify otherwise, be paid salaries on such pay-scales, or at such stage of such pay-scales and allowances, as the University may adopt or decide from time to time, after taking into consideration the UGC guidelines, if any.

f)   Salary Payment

Salaries are paid monthly preferably by bank transfer by the fifteenth day of the following month. Each employee should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

g)   Allowances & Perquisites

An employee will be entitled to such allowances and perquisites as may be specified in the letter of appointment and/or as notified through any subsequent

Communications in this regard. The following perquisites are admissible to the categories of employees specified hereunder:

(i)   Employee Provident Fund

All the members of staff other than those who joined in the University after completing the age of 58 years or staff appointed as Apprentice or Adhoc appointments are enrolled under the EPF scheme from the date of joining in service. Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed thereunder by the Govt. of India from time to time.

(ii)   National Pension System (NPS)

Employees are eligible for NPS as introduced by Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003-ECB & PR dated 22nd December, 2003 and now regulated under PFRDA Act, 2013 and regulation framed thereunder by Department of Financial Services and PFRDA (Pension Fund Regulatory and Development Authority)

(iii)   Transport facility

GD Goenka University runs more than 30 fully air conditioned buses across the city. The service is offered ensuring hassle free and safe transportation. The transport services are provided to the students and staff at reasonable charges.

(iv)   Free / subsidized accommodation

Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free / subsidized rent basis.

(v)   Medicare benefits

Employees are provided subsidized health-care in the multi-specialty facilities like Paras

Hospitals (owned by Paras Healthcare Private Limited) & Artemis Hospital, Gurugram due to institutional tie up with GD Goenka University.

(vi)   Children's Education

Employees may be allowed concession up to 2/3rd tuition fees in G.D. Goenka World School, Sohna Road, Gurgaon for education of upto two children;

(vii)   Reimbursement of Expenses

The University will reimburse any reasonable expenses that are the direct result of the development and operation of the business and consistent with its policies, provided these are authorized by the management in advance.

(viii)   Conveyance Expenses

All employees are personally responsible for pay in the cost of travel for getting to and from the place of work. The University will reimburse approved costsb

S. No.	Conveyance used	Mileage Rate per km.
1.	Motor Car	Rs.16 per km.
2.	Scooter/Motor-Cycle	Rs. 8.50 per km.

Incurred in excess of their round-trip from home to office, for official purposes, if undertaken by the employee using their own vehicle, at the following mileage, rates, or as notified by the management from time to time:

(ix)   Gratuity

All employees are entitled to Gratuity under the Payment of Gratuity Act, 1972.

19.   LAPTOP POLICY

Official Laptops are issued to select officials. Faculty members are offered financial assistance of Rs.1000/- monthly (maximum of Rs.48000 /- including the cost of Laptop and its repair/maintenance) on the purchase of any such laptop.

The ownership of the Laptop will be with the employee. However the ownership of the data will be with the University. The employee is responsible for the privacy and maintenance of the data. The employee is bound to submit the data in case he leaves the University.

20.   INFRASTRUCTURE

GD Goenka University has state-of-the-art infrastructure, salubrious, air-conditioned and well-maintained Wi-Fi enabled campus, well-equipped libraries and hi-tech laboratories. The residential facilities are world class and students have access to a half Olympic size swimming pool, gym with latest equipment and squash courts in the ultra-modern fitness canter.

21.   CONFIDENTIAL APPRAISAL REPORTS

In order to maximize the potential of its faculty members, the university has a Comprehensive Performance Evaluation System (CPES) Annexure - 1. CPES is a 3600 performance evaluation system which involves self-evaluation, feedback from all the stakeholders and evaluation by

the supervising officers. The broad parameters in which faculty members are evaluated are - Teaching, Research, Service and other contributions.

The performance review of the faculty members is conducted on an annual basis. The faculty members are asked to provide details of their teaching, research and service contributions in the academic year covering the review period by filling the information on the template and by completing the self-appraisal section of the performance appraisal form. On each broad parameter of teaching, research, service and other contributions, they will rate their own performance as per the guidelines provided. The concerned Dean will provide his/her evaluation taking into account the performance of the faculty member in comparison to their peers in the school. The review and evaluation of the faculty members is conducted periodically.

Annexure – I provide the template of performance appraisal form along with the guidelines of score awarding criteria for reference.

Annual increments and performance incentives are awarded based on the points scored by the faculty members.

22.   ANNUAL INCREMENT

Annual increment shall be granted to each employee usually from the 1st of the month in which it falls due, unless it is advanced, with-held or postponed if his/her performance (work and conduct) has not been good/satisfactory, in the opinion of the competent authority. No increment shall, however be with-held without assigning the specific reasons in writing. A teacher shall have the right to appeal to the higher authorities against the decision to withhold his annual increment.

Provided that over and above the normal annual increment, the management may grant special pay/allowance or perks based on the exceptional performance appraisal report of the employee.

23.   WORKING HOURS, ATTENDANCE & HOLIDAYS

a)   All employees will record their attendance in the manner provided by the University and would record both incoming and outgoing timings; or as may otherwise be directed in case of posting at a School/Institution/Department.

b)   The normal working hours are from 9.00 am to 4:30 pm with lunch-break from 01.30 to 2.00 pm. The management may regulate/stagger the hours of attendance to suit the duties entrusted to an individual employee. All are expected to strictly observe punctuality. During work-hours, each employee should ensure that the office knows, at all times, where he/she can be reached.

c)   On occasions when an employee is late for some unavoidable reason, or is away from office for any reason, he/she should inform the office accordingly.

d)   An employee coming after fifteen minutes of the commencement of the working hours shall be marked late. Leaving office earlier than the scheduled time of departure and any failure to record the time of arrival and departure shall render the employees liable to disciplinary action, apart from debiting their leave account in accordance with the University's Leave Regulations.

e)   Unless otherwise stated specifically in the terms of appointment, every employee may be

called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, 1st, 3rd and 5th Saturdays and Sundays.

f)   Holidays

The holidays to be observed by the University during a calendar year are approved annually in advance by the Vice Chancellor and notified by the Registrar of the University.

g)   Teaching Days

The University must observe at least 180 actual teaching days. The academic programmes will follow the semester system unless otherwise specified by the relevant regulatory body. A semester generally will have 16 to 17 weeks excluding examinations.

24.   WORKLOAD

The workload of the Faculty-member in regular full-time employment should not be less than 40 hours a week. It shall be necessary for the employees to be available for at least 8 hours daily in the University for which necessary space and infrastructure shall be provided by the University.

The Direct Teaching Hours shall be as follows:

Assistant Professor	…	18-20 hours
Associate Professor & Professor	…	16-18 hours
Professor	….	14-16 hours
Director/ Deans	….	12-14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration activities.

25.   CODE OF ETHICS

The code of professional conduct as laid down by the University shall be applicable to all the teaching staff of the University.

26.   OBLIGATIONS

a)   Personal Conduct

From the very first day, every employee is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to his/her advancement and to the continuing development of the University's Image and reputation.

While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

b)   Harassment of Female Employees

All employee shall strictly refrain from sexual harassment of any female employee and endeavour to prevent and deter the commission of any act of sexual harassment in the work-place. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities, for action as per guidelines/regulations laid down by the University.

c)   Secrecy Maintenance Agreement
Except to his/her direct superior authority, an employee will not give out to any person anyoftheadministrativeand/ororganizationalmattersofconfidential/secretnature which it may be his/her personal privilege to know by virtue of being an employee of the University. All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the competent authority.
No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

d)   Acceptance of Outside Assignment
During the period of employment with the University, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remunerator – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the Vice Chancellor. The employee will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the University.

e)   Taking Part in Politics Elections
(i)   No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
(ii) No employee shall, without prior approval of the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

f)   Demonstrations and Strikes
No employee shall engage himself/herself participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

g)   Joining of Association by Employee

No employee shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

h)   Criticism of University, School, Department or Government

No employee shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the Press, or in any public utterance, make any statement or express an opinion:

    (i)   Which is in the nature of character assassination, reflection on the personal life of other employees of the University.

    (ii)   Which is in the nature of criticism of an individual as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

i)   Private Trade Employment or Tuition No employee:

    (i)   except with the prior approval of the Vice Chancellor, engage directly or indirectly in any trade or business or under any other employment.

    (ii)   borrow money from his subordinate or students.

    (iii)   enter into any pecuniary arrangement with any other faculty or student of the University, as the case maybe, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.

    (iv)   engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University.

j)   Articles/Talks/Interviews, etc.

While all employees are encouraged to write articles, participate in professional forums and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines.

In all matters connected with the media, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the organization.

k)   Canvassing Outside influence

No employee shall bring or attempt to bring any political or other influence to bear upon a senior executives to further his/her interests in respect of matters pertaining to service in the organization.

l)   Office Property

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.

    aa)   Office Stationery

       As a matter of policy, office letterheads and stationery are not to be used for

            personal correspondence.

bb)   Liability to Search

On entering or leaving the office premises, all employees are liable for search by the Administration and Security personnel, provided that the female employees can be searched by female staff, or such other persons as may be nominated in this behalf by the organization.

cc)   Transfer

As the University practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of incentive, etc.

Every employee is also liable for transfer to any of the University's offices, Schools/Department/Institution, associate or affiliate, sister organizations located anywhere in India or abroad presently existing or which may come to existence in future. Management reserves the right to re-designate the posts, and/or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and/or of the employee concerned, without adversely affecting his/her job-status. In such a case, the employee concerned will be governed by the terms and conditions of service applicable for the new assignment.

An employee may, during the course of his employment, be given any assignment that the University, in its subjective judgment, feels is suited to his/her background, qualifications and expertise.

27.   MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term Misconduct, the following acts of omission and commission shall be treated as misconduct:

a)   Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.

b)   Wilful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.

c)   Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.

d)   Habitual negligence or neglect of work including slowing down of work.

e)   Habitual Late or Irregular attendance.

f)   Interference or tampering with any devices installed in or about the premises of the organization, or wilful damage to any property of the organization.

g)   Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or

during the course of employment.

h)   Drunkenness or riotous or disorderly behaviour in the office premises or outside such premises where such behaviour is related to, or connected with, the employment.

i)   Gambling Within the Office Premises.

j)   Smoking Within the Office Premises Where It Is Prohibited.

k)   Sleeping Or Dozing While on Duty.

i)   Commission Of any act which amounts to criminal offence involving moral turpitude.

m)   Commission Of any act which is generally subversive discipline or good behaviour.

n)   Breach Or violation of the rules, regulations or orders applicable to the employee.

o)   Commission of any act of sexual harassment of female employees such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

p)   Abetment, of attempt at abetment, of any act which amounts to misconduct.

q)   Obtaining attempting to obtain leave of absence on false pretext.

r)   Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.

s)   Eve-teasing or sexual harassment in the Breach of confidentiality or loss of confidence by an act against the interests of the organization.

t)   Absence from Work-place without permission of the HOD.

u)   Interference, tampering with records, attendance register, etc., either pertaining to himself or to any other employee.

v)   Wilful Non-cooperation with fellow employees for proper discharge of duty anytime

w)   Not wearing the complete uniform provided by the management, if any, during working hours, or wearing the uniform improperly while on duty.

x)   University's premises, or transport provided by the employer, if any.

y)   Attempting To obtain any benefit under false pretext, or by making false statements.

z)   Refusal to accept any communication/order from the management either in person, or by post.

aa)   Interfering In the work of any other employees and/or the management.

ab)   Wilful Slowing down performance work, or abet mentor instigation thereof.

ac)   Going on, or participating in an illegal strike or abetting for the same.

ad)   Copying Or Otherwise taking the extracts of official documents without permission. ae) Any other act or omission subversive of discipline or prejudicial to the interest of the University/Institute

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

28.   DISCIPLINARY ACTION

a)   Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct.

b)   In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee. For this purpose, the Head of the Institute or a higher authority would be the competent authority.

29.   SUSPENSION

a)   If considered necessary, the Vice Chancellor may suspend the employee from service pending enquiry/investigation.

b)   An employee of the University Shall Deemed to have been placed under suspension:-

- With effect from the date of his conviction, finite event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 24 hours, and if he/she is not forthwith dismissed or removed consequent to such conviction;

- In any other case, for the duration of his detention, if he is detained in custody, whether the detention is for any criminal charge or otherwise.

   Explanation – The period of 24 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall not be taken into account.

c)   During The period of suspension, the employee will be entitled to 50%of salary towards suspension (subsistence) allowance, subject to his marking attendance on the working days at any time during working hours. While claiming suspension allowance, the employee will give an undertaking every month in writing that he was neither employed, nor self-employed during such period.

30.   INVESTIGATION/ENQUIRY

a)   The Board of Management shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the employee irrespective of whether he has been suspended or not. The Board of Management may appoint a Committee for the purpose. The employee shall be notified in writing of the charges against him and shall be given not less than one week's time to submit his explanation in writing.

b)   The Board of Management or the Committee may hear the employee and take such evidence as it may consider necessary. After it has considered the explanation and the evidence, if any, and/or report of the Committee, if one has been appointed, the management shall decide on further course of action. For a minor misconduct, it may issue a warning, or downgrade the salary; and in case of major misconduct, may terminate the services, or impose any other penalty.

31.   IMPOSITION OF PENALTY

a)   No order dismissing, removing or terminating the services of an employee of the University (except in the case of a conviction for an offence involving moral turpitude, or on abolition of post), shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is proposed to take action, and he has been given adequate opportunity –

- of submitting a written statement of his Défense:
- of being heard in person, if he so desires; and
- of calling and examining such witnesses in his Défense as he may desire:
   Provided that the management or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

b)   The Board of Management may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the employee concerned from service, or terminating his services mentioning the grounds of such

dismissal, removal or termination.

c) Where The Termination Of service on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service may be from the date of suspension.

d) The management may, instead of dismissing, removing or terminating the services of the teacher, impose one or more of the lesser punishments, namely:

- Issue a letter of Warning / Censure, (which will also be kept in the Employee's personal dossiers);
- Reducepay/salaryoftheemployeeforaspecifiedperiodnotexceedingthree years;
- Stop grant of increments in his pay/salary for a specified period with or without cumulative effect;
- Deprive the employee of his pay (but not the subsistence allowance during the period of his suspension, if any); and/or.
- Demote him to a lower post.

32. APPEAL

An employee of the University aggrieved by an order may prefer an appeal, through the Registrar, to the Disciplinary Committee within fifteen days from the date of service of such order on him.

33. DISCIPLINARY COMMITTEE

a) The management shall constitute, for such term as it thinks fit, a Disciplinary Committee in the University which shall consist of three nominees of Vice- Chancellor.
Provided That If the management considers it expedient, it may constitute more than one such Committees to consider different cases, or classes of cases.

b) No employee against whom any case involving disciplinary action is pending shall serve as an employee of the Disciplinary Committee dealing with the case.

c) The management may, at any stage, transfer any case from one Disciplinary Committee to another Disciplinary Committee.

d) The functions of the Disciplinary Committee shall be as follows:-

(i) To consider any appeal preferred by an employee.

(ii) Toholdinquiryintocasesinvolvingdisciplinaryactionagainstanyemploy ee;

(iii) To recommend suspension of any employee, pending or in contemplation of inquiry against such employee;

(iv) To exercise such other powers and perform such other functions as may, from time to time, be entrusted to it by the management.

e) In case of difference of opinion among employees of the Committee, the decision of the majority shall prevail.

f) The decision on the report of the Committee shall be placed before the Vice Chancellor as early as possible to enable it to take its final decision in the matter and pass orders on confirming, enhancing, reducing, or setting aside the penalty imposed upon the employee concerned.

33. SEPARATION

a) Termination/Resignation

After regularization following satisfactory completion of probation-period, an employee's services may be dispensed with by the management after giving one month's notice or such additional period as may coincide with the academic term, or by payment of one month's salary in lieu thereof. However, no notice or salary in lieu of notice shall be necessary if the services are dispensed with by the management for misconduct, or due to loss of confidence in the employee. An employee may also tender his/her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether is the period of probation or otherwise, the management/Vice Chancellor, at its sole discretion keeping the students' interests in view, may not permit a faculty-member to leave the University during the ongoing Semester if teaching commitments on his/her part are pending. No leave, even when due, will be availed during the one month's notice period of resignation from the University's service.

b)   Abandonment & Automatic Termination

(i)   If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job on his/her own accord. Such abandonment of service shall be treated as resignation from the service and not as termination by the University; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his/her salary or other dues. Provided, however, the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the management, the lapse may be condoned and he/she may be re-employed in his post with/without continuity of service, entirely at the discretion of the management; and the employee shall have no right to any claim, or challenge the discretion of the management in this regard.

(ii)   In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the management   of his inability to return immediately after expiry of the leave period. .

34.   RELIEVING FORMALITIES

a)   The employee will hand over the charge together with all the property/ material of the University in his / her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, documents , manual, audio/video tapes, floppies/discs, computers, i-pads, mobile phones, sim cards, vehicle, data card, any other tools, instruments, etc., before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.

b)   At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" all the concerned departments. Accounts Department will finally settle

his/her account only after submission of this certificate.

c)   Failure to comply with any of the above provisions shall entitle the management to withhold the employee's dues to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.

35.   RESIDUAL PROVISIONS

a)   Non-enforcement of a rule shall not prejudice the right of the management to enforce the same at any later date.

b)   In regard to matters not specifically covered by these rules and regulations, the employee will be governed by the relevant provisions of the law, the Ordinance and/or usage or practice, Board of Management decisions, or orders of the Vice Chancellor, as the case may be.

c)   The management reserves the right to amend or alter or update or repeal these rules and regulations at any time and in any manner it deems fit.

d)   Interpretation of these rules and regulations, as given by the management, shall be final and binding on all employees.

e)   When the University is of the opinion that it is necessary or expedient to do so for the efficient conduct of its activities, it may, at its discretion, relax any of the provisions of these Rules with respect of any class or category of posts or person(s).

Annexure-1

GD Goenka University intends to achieve optimum performance in every walk of its functioning and faculty members are one of the major stake holders in achieving our objectives. In order to maximize the potential of its faculty members, the university has introduced a Comprehensive Performance Evaluation System (CPES). CPES is a 3600 performance evaluation system which involves self-evaluation, student feedback and evaluation by the supervising officers. The broad categories in which faculty members are evaluated are - Teaching, Research, Service and other contributions.

The performance review of the faculty members is conducted on annual basis. The table on the following pages provides template for the evaluation roadmap. The faculty members will provided tails of their teaching, research and service contributions in the academic year covering the review period by filling the information on the template and by completing the self-appraisal section of the performance appraisal form. In each broad category of teaching, research, service and other contributions, they will rate their own performance as per the guidelines provided.

The concerned Dean will provide his/her evaluation taking in to account the performance of the faculty member in comparison to their peers in the department and the school respectively.

Note: Please enclose documents as proof wherever necessary. Points will not be awarded if proof is not enclosed. For example, for journal or conference papers: provide names of all authors as they appear in the paper, title, details of the journal name, volume, date of publication and starting and ending page numbers. For grants, provide the names of the principle investigator, co- investigators, title and grant particulars of the funding agency, period of the

grant and the grant amount.
Faculty Appraisal

The appraisal shall be decided after compilation of points for all faculties. Procedure
and policies

1.   Appropriate quality and number criteria shall be defined for the above, be it publications,
      patents, research projects, consultancy, Ph.D guiding, mentoring and contribution to
      institutions building and other teaching, learning and institutional activities.
2.   These shall form the criteria for annual increment and consideration for Variable
      Performance linked Allowance.
3.   The Appraisal Committee shall be constituted by the Vice Chancellor which shall be
      tasked with gathering data according to the appraisal scheme and recommending the
      appraisal performance indicators and additional incentives.
4.   Appraisals shall be given out before the start of each academic year.
5.   Appraisals are not applicable to the faculties who tenure of appointment is less than 1
      year   at the end of the academic year i.e. in the month of July of that particular year.
6.   The scheme is not applicable to Deans.
7.   A separate KPIs /KRAs shall be discussed with the Deans/Directors/ Heads based on the
      nature of responsibilities shared by them.

REGULATIONS GOVERNING THE KIND OF LEAVE (S) AND OTHER CONDITIONS OF GRANT OF LEAVE TO GDGU EMPLOYEES

1.   Casual Leaves (CL)
      The amount of casual leave that may be granted to non-teaching and teaching staff shall be
      12 days respectively in one calendar year.

2.   Earned Leaves (EL)
      Teaching Staff: All the regular teaching staff (subject to successful completion of
      probation period) of GDGU shall be entitled for 12 days earned leave, which are
      admissible after one year of regular service. Earned leave can be accumulated up to Sixty
      days (60 days), however the maximum number of earned leave that can be granted in a
      calendar is 12 days (12 days) only.

      Non- Teaching Staff: All the regular non-teaching staff (subject to successful completion
      of probation period) of GDGU shall be entitled for 30 days earned leave, which are
      admissible after one year of regular service. Out of total entitlement of Earned Leave in a
      year maximum of 15 days can be carried forward to the next year. Earned leave can be
      accumulated up to Sixty days (60 days), however the maximum number of earned leave
      that can be granted in a calendar is sixty days (60 days) only. They are not entitled for
      Vacation Leave.
Earned leave cannot be applied for less than three (03) days and employees can avail earned
leave maximum of three (03) times in a calendar year. Earned leaves cannot be combined with
casual leaves, Sick leaves or any other leaves.

3.   **Academic leaves:**

The Competent Authority may grant up to limit of Six days (6 days) in a given calendar year, leave of absence from duty to perform such duties as under

•   To deliver lectures at a University or a College or any professional institution towards faculty/staff development or a guest lecture.

•   To attend meetings of any committee/board constituted by university/ government/ professional bodies.

•   To perform work of academic or technical nature such as conduct of viva- voce. However, for this purpose maximum number of leave will be restricted to three.

•   To present paper or chair a session or delivering key note address at a national or international conference of repute.

Availing of such leave would be subject to the following conditions:

•   Prior approval from the competent authority on the recommendation of the Dean in 15 days advance.

•   Submission of a copy of invitation letter from the host organization.

In case of paper presentation at a national or international conference, the faculty shall be required to submit a copy of the full text paper accepted at the time of taking approval for leave.

4.   **Vacation Leaves:**

Full-time teaching staff with the University shall be entitled to 20 vacation leaves; One week in winter and two weeks in summer.

5.   **Sick Leaves (SK)**

All the regular employees of the university shall be eligible for four days (04 days) of Sick Leave in a calendar year for illness or hospitalization. Sick Leave can be carried forward to the next year and can be accumulated upto a maximum of twelve days (12) days only. SK cannot be combined with ELs.

6.   **Maternity Leave:**

All the regular employees after one year of their service with the university may be granted one hundred eighty two days (182 days) of maternity leave with full pay and is admissible to employees up to the second child.

The leave can be combined with any other kind of leave except Casual Leave. Maternity leave shall be granted only if supported by an applicable certificate. The MTL benefits will be disbursed after rejoining the duties, along with salary of next month (upto 6 months).

7.   **Paternity Leave:**

Paternity Leave of 15 days may be granted to male employee during the confinement of their wives, provided, limit up to Two children.

8.   **Adoption Leave:**

Adoption leave Adoption leave may be provided as per the rules of the Central

Government.

- A female member of the Service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 180 days immediately after the date of such adoption.
- A male member of the Service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by the competent authority for a period of 15 days, within a period of six months from the date of such adoption.

9.   **On Duty Leaves (OD)**

On-duty leave is requested by employees who are on-duty i.e. working, but not from the office. This stands ideal for employees who are working remotely at a Conference, Meeting, event place, admission fair for scheduled official work.

10.   **Compensatory Leave (CO)**

It is an entitled leave that an employee can take on a working day as a compensation for working at Deans/Heads request on a holiday or weekend. To be availed within 60 days from the day of scheduled work on a holiday.

11.   **Leave Without Pay (LWP)**

In case of genuine need (including for higher studies), and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave. If LWP is prefixed with holidays & week off, in that case sandwich rule will be applied.

12.   **Short Leave (SL) 01 leaves in a month for 02 hours.**

     University Working Hours

- All University staff – 9:00 am to 4:30 pm
- Deans/Director- 09:30 am – 05:00 pm
- Leadership (VC/Registrar)/Admissions – 10:00 am – 05:30 pm *Grace period of 10 minutes is given in case of IN Time.

     *Late by 15 minutes & up to 30 Minutes in IN Time is allowed twice in a month.

     *For every 3 such late entries, Half CL/Half LWP will be deducted from the employees leave bank. Beyond 3 entries, half CL/Half LWP will be deducted for each late entry.

     *For any delay in IN Time beyond 30 minutes, Half CL/Half LWP will be deducted from the employees leave bank.

Note: - In spite of having available leaves in leave balance record:

- The Organization reserves the right to treat of any unauthorized absence from work as leave without pay
- The Organization reserves the right to refuse sanction of leave or call back a person on sanctioned leaves if the exigencies of the work require.

     Adjunct and contractual employees are not eligible for any paid leaves.

     Note:

1. In spite of having available leaves in leave balance record:

- The Organization reserves the right to treat of any unauthorized absence from work as leave without pay
- The Organization reserves the right to refuse sanction of leave or call back a person on sanctioned leaves if the exigencies of the work require.

2. Adjunct and contractual employees are not eligible for any paid leaves.
   Context: Teaching and learning is continuous process and demanding career in terms of ethics and intellect. Along with academic and professional support, a new faculty member requires training and chances for ongoing professional growth. Faculty members in higher education typically enter the teaching profession without any professional training in teaching, learning, research and evaluation. They gain informal knowledge and skills in these areas by their own experiences or from the experiences of their peers, as well as an understanding of policies, governance, and administrative systems.
   We are trying to formulate a well-defined faculty induction process to assist new faculty in developing their classroom management and teaching techniques, adjusting to the culture of GD Goenka University.

Objectives: The Faculty Induction Programme aims to help new faculty in:
1. Understanding their responsibilities as faculty members and becoming familiar with the academic & administrative processes, operations, and professional opportunities.
2. Explore educational processes, including curriculum concerns, lesson plan design, instructional strategies, techniques of instruction, classroom interaction and management, resource usage and evaluation.
3. Grow the value of student's self-development, growth and the promotion of ethics and values   in higher education.

Induction Process @ School/Dept.:
1. The new faculty member will report to Dean/HOD of the concerned school & introduce himself/herself to School Dean sharing his/her areas of interest, expertise and future plan.
2. Dean would introduce the school and programmes offered by the school, available facilities in the school & brief about the teaching-learning process, research plan & evaluation strategies in general, administrative work and other day to day work to be fulfilled by the new faculty.
a. Dean would schedule a meeting of new faculty member with concerned Dept. Head/faculty members of the school coupled with visit to all the related assets including laboratories. The new faculty would then be assigned teaching load and handed over all the relevant documents relating to courses to be taught inclusive of teaching learning related documents, School activities and target list, assessment strategies, lesson plan (if ready), information about students etc. to the new faculty.
3. After the initial interaction with the school, new faculty member would be accompanied by the office assistant to IT department of the university for the generation of Employee ID, Official Mail ID, registration on academic ERP & Biometrics and Coll-Poll registration,
4. The new member would be assigned a set of mentees to be mentored as per the defined process of the school; role & expectation of a mentor and documentation required would

be briefed by the Dean.

5. Apart from the teaching & research role, the new faculty would be assigned various other roles and responsibilities at the department/school level from time to time.

6. Adding the faculty member in what's-app group & email group of the school would be done at School and HR level.

7. The process of availing all types of leaves & official duty would be briefed at school level and HR level.

8. Seat allotment of new faculty will be done at school level.

Job Responsibilities: Job Responsibilities of School Dean/HOD:

Subject to the supervision and general control of the VC, the Dean is responsible for:

1. Academic growth of the department.

2. Participation in the teaching work, research and training programmes.

3. Assisting in planning and implementation of academic programmes & other programmes such as orientation, seminars, in service and other training programmes for academic competence of the faculty & other staff members.

4. Providing support in Admission of the students, maintenance of records and discipline of the School.

5. Day to day administration & conflicts resolution, if any.

6. Management of departmental library, laboratory.

7. Administration and supervision of curricular, co-curricular & extracurricular activities.

8. Responsible for making & uploading FTH of the school. Supervision of Lesson Plan, CO, PO, PSO & PEO. Supervision of examinations, setting of question papers for the department and assessment of answer sheets.

9. Policy planning, monitoring and evaluation and promotional activities both at Departmental and School level.

10. Any other work related to the department/school as may be assigned by the competent authority from time to time.

11. Correspondence related to the administration of the School.

12. Observance and implementation of directives issued by government, authorities' viz. Statutory Bodies Higher Education, University and other concerned authorities.

13. Timely submission of information returns to different   authorities'   viz.

14. Government/ University/UGC/ Management etc.

15. Observance of the Act, statutes, ordinances, regulations, rules and other orders issued there under from time to time.

16. To create and maintain official school related documents systematically regarding admission, fees, examinations, alumni data and other matters pertaining to students.

17. Undertake NAAC and other accreditation work, create & maintain the documents accordingly.

18. Holding all the required School meetings at scheduled time including the statutory ones like BoS and supervise the recording of minutes.

19. Preparation of Annual School Budget, supervising the Lab requirement, maintaining the Lab equipment, instruments along with the log book.

20. Any other work relating to the School/Dept. as may be assigned to her/him by the competent authority from time to time.

Job responsibilities of Professor / Associate Professor/ Assistant Professor:

A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as per requirement and additionally the School Dean/HoD shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

1. Develop teaching strategies to educate students about the course such as: problem solving strategies, small group discussions, information sharing about emerging knowledge in the area etc. and implementation the same in the classroom.
2. Development of course hand out, course handbook & student handbook material.
3. Development of audio-visual/multimedia materials for the topic being taught.
4. Preparation and execution Lesson Plan.
5. Completion of syllabus within the stipulated time.
6. Timely conduction of classes.
7. Utilization of classroom assessment technologies including development of test question and evaluation.
8. Facilitate the students to meet the outcomes of the courses being taught.
9. Be available for student consultation on regular basis both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
10. Information to School Dean within a reasonable time about students' progress and how effectively students are learning, discussing their outcomes.
11. Keeps a secure recording of each student's attendance, Mentor-Mentee records, result, and record of progress of learners with differential ability both electronically and in hard copy.
12. Attend the mentees for giving them solutions and fulfil the academic requirement of learners with differential needs as well as advance learner.
13. Providing data relating to results in assessment tasks/exam events and attendance, if required to the Dean.
14. Undertaking research activities and research guidance, paper publication and writing of book/book chapter in Scopus and UGC Care list.
15. Undertaking Projects with extra mural funding and consultancy.
16. Execution of School activities & preparation of the reports and meet the target as finalized by School.
17. Preparation & uploading FTH of the school in CollPoll. Preparation of Lesson Plan, CO, PO, PSO & PEO.
18. Interaction with Industry and Society related to School/Dept. assigned activities.
19. Participation in NAAC and other accreditation work, creation & maintenance of the documents accordingly.
20. Any other academic & administrative work as may be assigned by the Competent Authority from time to time.
21. Facilitate the students from various streams to work together on Value Added Courses (VAC).

Chapter 8.2
Employee Welfare Policy

ALLOWANCES & PERQUISITES / INCENTIVES

An employee will be entitled to such allowances and perquisites as may be specified in the letter of appointment and/or as notified through any subsequent communications in this regard. The following perquisites are admissible to the categories of employees specified hereunder:

a)   Employee Provident Fund: All the members of staff other than those who joined in the University after completing the age of 58 years or staff appointed as Apprentice or Adhoc appointments are enrolled under the EPF scheme from the date of joining in service. Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed thereunder by the Govt. of India from time to time.

b)   Gratuity: Employees are eligible for gratuity benefits as per the provisions of "Payment of Gratuity Act, 1972" and the rules framed there under.

c)   National Pension System (NPS): Employees are eligible for NPS as introduced by Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003-ECB & PR dated 22nd December, 2003 and now regulated under PFRDA Act, 2013 and regulation framed thereunder by Department of Financial Services and PFRDA (Pension Fund Regulatory and Development Authority)

d)   Children's Education: Employee may be allowed concession upto 2/3rd tuition fees in G.D. Goenka World School, Sohna Road, Gurgaon for education of upto two children.

e)   Reimbursement of Expenses: The University will reimburse any reasonable expenses that are the direct result of the development and operation of the business and consistent with its policies, provided these are authorized by the management in advance.

f)   Medicare benefits: Employees are provided subsidized health-care in the multi- specialty facilities like Paras Hospitals (owned by Paras Healthcare Private Limited) & Artemis Hospital, Gurugram due to institutional tie up with GD Goenka University.

g)   Free / subsidized accommodation: Employees are offered accommodation in on- campus and off-campus residential facilities on a need basis, on rent-free / subsidized rent basis.

h)   Transport facility: GD Goenka University runs more than 30 fully air conditioned buses across the city. The service is offered ensuring a hassle free and safe transportation. The transport services are provided to the students and staffs at reasonable charges.

i)   Conveyance Expenses: All employees are personally responsible for paying the cost of travel for getting to and from the place of work. The University will reimburse approved costs incurred in excess of their round-trip from home to office, for official purposes, if undertaken by the employee using their own vehicle, at the following mileage, rates, or as notified by the management from time to time:

S.No.	Conveyance used	Mileage rate per Km.
1.	Motor Car	Rs.16 per km.
2.	Scooter / Motor-Cycle	Rs. 8.50 per km.

This mileage is not permissible for home-office-home usage on working days. The mileage rate per kilometre may change from time to time and will be approved by the

Vice Chancellor.

j) Academic / Financial support for teaching staff: Financial Support will be given to faculty members for attending FDPs, Conferences, Workshops, Seminars etc. as per the policy of the University for Participation in FDPs/ conferences/ seminars.

Duty leave may be sanctioned on the recommendation of respective Head of School/Dean for attending Seminar, conference, workshops etc. Faculty member(s) attending Conferences/Seminars may be granted "duty leave" for the period of Conferences/Seminars and actual journey period.

• Study Leave (For Higher Education / Research): If a staff (Academic or Non- Academic) wishes to go on an long-term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.

• Permission to Pursue Higher Studies: Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in examination on scheduled days. Prior permission is mandatory for enrolment for further studies.

No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

• Consultancy Work:

a) Faculty members are encouraged to take up consultancy assignments. 33% of the total proceeds through consultancy, after deducting the related expenses, will be paid by the faculty to the University.

b) For any Projects, Consultant Work Orders, Project Bidding etc the Signatory will be Registrar of the University.

c) Projects/Proposals to be bid in the name of respective Schools or G.D Goenka University. Turnover and Service Tax records need be filed and declared accordingly

• Incentive for Publication in a Refereed International Journal of Repute:If a faculty member publishes a research paper in a refereed international journal of high reputation, he / she may be awarded cash prize of upto Rs. 10,000/- on recommendation of Head of School/Dean to Vice Chancellor.

• Official Laptops are issued to select officials. Faculty members are offered financial assistance of Rs.1000/- monthly (maximum of Rs.48000 /- including the cost of Laptop and its repair/maintenance) on the purchase of any such laptop.

The ownership of the Laptop will be with the employee. However the ownership of the data will be with the University. The employee is responsible for the privacy and maintenance of the data. The employee is bound to submit the data in case he leaves the University.

(III)   REDRESSAL OF GRIEVANCE

Institution has a well-established Grievance Management system in the form of a Committee

– Internal Complaints Committee (ICC) for its employees.

a)   Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority/Deans concerned for redressing the grievance through proper channel and shall be governed by procedure laid down by the University. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more   than one month.

b)   No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

(IV)   INFRASTRUCTURE

GD Goenka University has state-of-the-art infrastructure, salubrious, air- conditioned and well-maintained Wi-Fi enabled campus, well-equipped libraries and hi-tech laboratories. The residential facilities are world class and students have access to a half Olympic size swimming pool, gym with latest equipment and squash courts in the ultra-modern fitness center.

Chapter 8.3
Faculty Promotion Policy

POLICY DETAILS

1. Objective

The process of promotion is very important in any organization as without it there will be stagnation in the growth and development of its employees. Promotions and change of role help employees move ahead in their careers, challenge them and enhance their learning curve.

The objective of this policy is to define guidelines to ensure consistency, fairness and transparency in all faculty promotions within GDGU. This is essential to maintain upward trajectory of faculty, excellence and meet the national and international standards of leading institutions. The aim of this new policy is to recognize and reward academic faculty members for demonstrated and sustained achievement in relevant areas of their academic endeavor.

This policy is applicable to all the schools, departments, centers and other academic entities of GDGU unless otherwise specified. The policy covers all faculty who are on a full time employment.

2. Promotion Criteria

Every promotion in the University is expected to adhere to the minimum requirements/eligibility criteria defined below. **The Departments/ Schools may impose additional criteria over and above the minimum University requirements.** The promotions are based significantly on the Annual Appraisal System. In addition, faculty members can apply for promotion in the appraisal system if they fulfill/ meet the minimum University and the School specific criteria mentioned in the Policy.

3. Faculty Designation and Cadre Strength

There are five different faculty designations as mentioned in the table below. The total number of faculty member requirement (N) in each school is calculated at the beginning of every academic year depending on the faculty-student ratio (as per regulatory norms) and academic load. The number of positions against each faculty designation are defined as per the cadre ratio (1:2:6) for technical and (1:2:4) for non-technical.

SI. No	Faculty Designation		Cadre Ratio	
			MBA, SOES, SOHAS, SOAS, UID	SOHT, SOL, SOM, SOLA
1.	Professor		1	1
2.	Associate Professor		2	2
3.	Assistant Professor	Assistant Professor (III)	6	4
		Assistant Professor (II)		
		Assistant Professor		
Grand Total			**9 (N)**	**7(N)**

4. Fresh Recruitments and Promotion

4.1 Direct Recruitments:
- Based on faculty requirements of each school an advertisement will be placed in the month of April-May.
- New faculty recruitment is done primarily in the month of June as they are required for the new academic cycle from August. However, replacement can be done at any time of the year de- pending on requirements.

4.2 Career Progression:
Our performance Appraisal Criteria align with the key elements of the CAS Promotion Criteria outlined in the UGC guidelines.

- Promotion (for the position of" Associate Professor" and "Professor") will be planned as and when there is a creation of vacancy.
- Lateral Entry – Fresh applications shall be invited from outside and internal candidates will compete for the positions.
- No automatic re-designation shall be done to" Associate Professor" and "Professor" positions.
- A Faculty Selection Committee will be constituted for fresh selection and promotion
- Promotion through Career Progression will be scheduled once a year at the time of Annual Appraisals
- Responsibility for submission of application for Career Progression lies with the concerned faculty.

S. No.	Designation	Position in the Committee
**Selection Committee for Promotion**		
1.	Vice Chancellor	Chairperson
2.	Registrar	Member
3.	Dean Academics/ Dean R &D	Member
4.	Dean/Director of School	Member
5.	Head – HR	Member/Convener
6.	Two External Experts (External to School or University at Professor Level)	Member

Promotion Eligibility Criteria (Except SOHT)

Career Path	Minimum Eligibility Criteria
Assistant Professor (Direct Recruitment)	➢ **Qualification:** • PhD in the respective specialization from an Institution of repute • In specific fields a Master's Degree with at least 55% marks from an Institute of repute with a commitment for a PhD • Qualification as specified by the respective regulatory/ statutory authorities. ➢ **Experience:** • Minimum 1 year of teaching/industry experience ➢ **Research/Other Credentials: (Mandatory)** • Minimum of 2 Research/Conference peer reviewed publications

Assistant Professor-I to Assistant Professor-II	➤ **Qualification:** • PhD in the respective specialization from an Institution of repute • A minimum score of 65 on your annual performance appraisal. • Qualification as specified by the respective regulatory/ statutory authorities. ➤ **Experience:** • Minimum of Four (4) years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate ➤ **Research/Other Credentials: (Mandatory)** • Published range of 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC. • Published at least 4 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/International Publisher. ➤ **Teaching Learning pedagogy** • Design of a new courses • Contribution to development of e-content module in a course ➤ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** • 01 ongoing /completed externally funded project as PI

Assistant Professor-II to Assistant Professor-III	➢ **Qualification:** • PhD in the respective specialization from an Institution of repute • A minimum score of 65 on your annual performance appraisal. • Qualification as specified by the respective regulatory/ statutory authorities. ➢ **Experience:** • Minimum of Four (4) years of service as Assistant Professor-II • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate ➢ **Research/Other Credentials: (Mandatory)** • Published range of 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC. • Published at least 5 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/International Publisher. ➢ **Teaching Learning pedagogy** • Design of a new courses • Contribution to development of e-content module in a course ➢ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** 01 ongoing /completed externally funded project as PI

Assistant Professor to Associate Professor	➢ **Qualification:** • PhD in the respective specialization from an Institution of repute • A minimum score of 65 on your annual performance appraisal. • Qualification as specified by the respective regulatory/ statutory authorities. ➢ **Experience:** • Minimum of Eight (8) years of teaching/research/industry experience after PhD of which minimum 5 years as an Assistant Professor • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate ➢ **Research/Other Credentials: (Mandatory)** • Published range of 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC. • Published at least 5 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/Interna- tional Publisher. • Guiding 1-3 PhD Scholars. ➢ **Teaching Learning pedagogy** • Design of a new courses • Contribution to development of e-content module in a course ➢ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** • 01 ongoing /completed externally funded project as PI • Invited as Guest Speaker or Awarded or Recognized or Conference Chair at a Seminar/Conference held at a National/International level for academics, research and extension activities.

Associate Professor to Professor	➢ **Qualification:** • PhD in the respective specialization from an Institute of repute • A minimum score of 75 on your annual performance appraisal. • Qualification as specified by the respective regulatory/ statutory authorities. ➢ **Experience:** • Completed a minimum of ten years (10) of teaching experience post PhD and a minimum of five (05) years of service at the level of Associate Professor • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate ➢ **Research/Other Credentials: (Mandatory)** • Published range of 12 to 15 papers of which a minimum of 04 should have been published in the previous 03 years. A minimum of 8 should have appeared in peer reviewed journals indexed by SCO- PUS/SCI/WoS/ABDC • Guided and awarded 02 PhD Scholar • Published at least 10 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/Interna- tional Publisher. • Developed and offered a MOOC on Swayam or similar portals ➢ **Teaching Learning pedagogy** • Design of a new courses • Contribution to development of e-content module in a course ➢ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** • 01 ongoing /completed externally funded project as PI • Invited as Guest Speaker or Awarded or Recognized or Conference Chair at a Seminar/Conference held at a National/International level for academics, research and extension activities.

In case of multiple authors, the applicant must be either a corresponding author or one of first two authors in the published list.

Note: Promotion criteria as defined above will be strictly adhered for any promotion of designation of a faculty, however the Selection Committee can recommend promotion of a particular faculty as an exceptional case in order to meet the requirement of the statutory/ regulatory authority.

Promotion Eligibility Criteria (SOHT)

Career Path	Minimum Eligibility Criteria
Assistant Professor (Direct Recruitment)	➤ **Qualification:** • Master's Degree with at least 55% marks from an Institute of repute and/or 3 years of teaching experience in a reputed hospitality management institute. ➤ **Experience:** • Vocational experience of 6 years as Head of Department in a medium sized (minimum 3 outlets) reputed hospitality venue either in India or overseas ➤ **Research/Other Credentials: (Desirable)** • PhD in a relevant field

Assistant Professor-I to Assistant Professor-II	➤ **Qualification:**
	• PhD in the respective specialization from an Institution of repute
	• A minimum score of 65 on your annual performance appraisal.
	• Qualification as specified by the respective regulatory/ statutory authorities.
	
	➤ **Experience:**
	• Minimum of Four (4) years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course
	• Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate
	
	➤ **Research/Other Credentials: (Mandatory)**
	• Published range of 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC.
	• Published at least 4 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/International Publisher.
	
	➤ **Teaching Learning pedagogy**
	    • Design of a new courses
	• Contribution to development of e-content module in a course
	
	➤ **Research/Other Credentials: (Desirable)**
	• Granted 01 national/international patent **OR**
	• 01 ongoing /completed credible consultancy project **OR**
	    01 ongoing /completed externally funded project as PI

Assistant Professor II to Assistant Professor-III	➢ **Qualification:** • PhD in the respective specialization from an Institution of repute • A minimum score of 65 on your annual performance appraisal. • Qualification as specified by the respective regulatory/ statutory authorities. ➢ **Experience:** • Minimum of Four (4) years of service as Assistant Professor-II • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate ➢ **Research/Other Credentials: (Mandatory)** Published range of 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC. • Published at least 5 Books/ Chapters/ Cases Studies with different ISBN number in Authored Books/ Edited books by National/International Publisher. ➢ **Teaching Learning pedagogy** • Design of a new courses • Contribution to development of e-content module in a course ➢ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** ➢ 01 ongoing /completed externally funded project as PI

Assistant Professor **to** **Associate Professor**	➤ **Qualification:** • PhD in the respective specialization from an Institute of repute • A minimum score of 65 on your annual performance appraisal • Qualification as specified by the respective regulatory/statutory authorities ➤ **Experience:** • Minimum of Eight (8) years of teaching/research/industry experience after PhD of which minimum 5 years as an Assistant Professor • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate • Represented and took part in at least 04 All India/ International level competitions and or guided students in such competitions. 02 of these competitions should be in demonstrable cutting edge product development in the field of culinary/ bakery/ patisserie/ beverages high- lighting either nutrition, sustainability or innovation ➤ **Research/Other Credentials: (Mandatory)** • Published 7 to 10 papers of which 03 should have been published in the previous 02 years. Minimum of 5 should have appeared in peer re- viewed journals indexed by SCOPUS/SCI/WoS/ABDC • Published at least 5 Book/Chapters/Case Studies in Edited books pub- lished by National/International Publisher ➤ **Research/Other Credentials: (Desirable)** • Granted 01 national/international patent **OR** • 01 ongoing /completed credible consultancy project **OR** • 01 ongoing /completed externally funded project as PI ➤ Guiding 1-3 PhD Scholars

Associate Professor to Professor	➤ Qualification:
	   • PhD respective specialization from an Institute of repute
	   • A minimum score of 75 on your annual performance appraisal
	   • Qualification as specified by the\ respective regulatory/statutory authorities.
	
	➤ Experience:
	   Completed a minimum of ten years (10) of teaching experience post PhD and a minimum of five (05) years of service at the level of Associate Professor
	   • Participation in at least 1 skill upgradation UGC refresher course or completion of a MOOC with earned certificate
	
	➤ Research/Other Credentials: (Mandatory)
	   • Published 12 to 15 papers of which a minimum of 04 should have been published in the previous 03 years. A minimum of 8 should have appeared in peer reviewed journals indexed by SCOPUS/SCI/WoS/ABDC
	   • Guided and awarded 02 PhD Scholar
	   • Jury member of International level vocational competitions
	   • Participating and winning medals in International competitions at least 3 times in recent 3 years.
	   • Supervising students and faculty in participating in International com- petitions at least 2 times in recent 2 years
	
	➤ Teaching Learning pedagogy
	   • Design of a new course
	   • Contribution to development of e-content module in a course
	
	➤ Research/Other Credentials: (Desirable)
	   • Granted 01 national/international patent OR
	   • 01 ongoing /completed credible consultancy project OR
	   • 01 ongoing /completed externally funded project as PI
	   • Invited lecture at a Seminar/Conference held at a National/International level
	➤ Books authored which are published by International or National Publishers

In case of multiple authors, the applicant must be either a corresponding author or one of first two authors in the published list.

Note: Promotion criteria as defined above will be strictly adhered for any promotion of designation of a faculty, however the Selection Committee can recommend promotion of a particular faculty as an exceptional case in order to meet the requirement of the statutory/ regulatory authority.

Comprehensive Performance Evaluation System (CPES)

G D Goenka University intends to achieve optimum performance in every walk of its functioning and faculty members are one of the major stake holders in achieving our objectives. In order to maximize the potential of its faculty members, the university has introduced a Comprehensive Performance Evaluation System (CPES). CPES is a 3600 performance evaluation system which involves self evaluation, student feedback and evaluation by the supervising officers. The broad categories in which faculty members are evaluated are- Teaching, Research, Service and other contributions.

The performance review of the faculty members is conducted on annual basis. The table on the following pages provides template for the evaluation roadmap. The faculty members will provide details of their teaching, research and service contributions in the academic year covering the review period by filling the information on the template and by completing the self-appraisal section of the performance appraisal form. In each broad category of teaching, research, service and other contributions, they will rate their own performance as per the guidelines provided. The concerned Dean will provide his/her evaluation taking into account the performance of the faculty member in comparison to their peers in the department and the school respectively.

Evaluation Timeline:
June 15:
Faculty members submit the annual performance data to the Dean for review

June 30:
HOD/Dean submits his/her evaluation to the President

July 15:
President approves/rejects the evaluations and communicates to the Registrar

August 1 (tentative):
Registrar communicates the management's decision to the faculty members

Performance Appraisal Form
Academic Year: 2023-24

I.   **Personal Details:**

   Name:

   Designation:

   Emp. ID:

   School:

   Department:

   Date of appointment:

   Pay Band:

   Academic Grade Pay:

   Date of last promotion/appraisal, if any:

   Mobile Number:

   E-mail:

II.   **Summary of activities during the academic year:**

	Description	Self Appraisal (A)	Evaluation by the Dean (B)	Evaluation by the President (C)
Teaching (30)				
1	Student feedback(10)			
2	Average result of students (10)			
3	New course design/redesign of an existing course/setting up a new Lab (5)			
4	Innovations in teaching-learning process (5)			
Research (35)				
1	Publications (10)			
2	Research Grants (funded projects) (10)			
3	Discovery & Innovation (Patents, Creative works of arts, etc.) (5)			
4	PhD/Research work supervision (5)			
5	Invited Research Talks delivered (5)			
Service (15)				
1	Research Related Service (Reviewing for journals, serving in editorial rolesetc.) (5)			
2	Mentoring effectiveness (5)			
3	Administrative support to the University (5)			

Other Contributions (20)				
1	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc.(5)			
2	Initiate MoU with reputed universities/research Centers/organizations (5)			
3	Organizing a conference/seminar/ workshop/symposium etc. (5)			
4	Co-/Extra-curricular activities (5)			
Sub-Total (100/100/100)				
Total points scored = 0.25*A + 0.5*B + 0.25*C =				

Date: **Applicant's Signature**

_____

Date: **HOD/Course Coordinator**

_____

Date: **Dean**

_____

Date: **President**

_____

SCORE AWARDING CRITERIA/GUIDELINES

	Description	Score awarding criteria
Teaching (30)		
1	Student feedback (10)	• **5 points (maximum) per semester : Total 10 points** Excellent (above 90%) : 10 points Very Good (80% - 90%) : 8 points Good (70% - 79.99%) : 6 points Average (60% - 69.99%) : 4 points Poor (Less than 60%) : 0 points
2	Average result of students (10)	• **10 points (maximum)** Avg. 90% or more: 10 points Avg. 85% - 89.9% : 8 points Avg. 80% - 84.9% : 6 points Avg. 75% - 79.9% : 4 points Avg. 70% - 74.9% : 2 points Less than 70% : 0 points
3	New course design/redesign of an existing course setting up a new Lab (5)	• **5 points (maximum)** Designing new course : 3 points per course Redesigning a course : 1 point per course Setting up a new Lab : 3 points per lab
4	Innovations in teaching-learning process (5)	• **5 points (maximum)** (Please explain about the methodology followed, difficulty faced, new method identified, trial period, improvement recorded etc.)
Research (35)		
1	Publications (10)	• **10 points (maximum)** - For authoring books: 5 points per book - For International Journal papers with non-zero impact factor: 4 points per paper - For International Journal papers without any impact factor: 3 point per paper - For peer reviewed International Conference papers/ National Journal papers: 2 points per paper - For peer reviewed National Conference papers: 1 point per paper
2	Research Grants (funded projects) (10)	• **10 points (maximum)** 25 Lakh or more : 10 points 20 Lakh–24.99 Lakh: 9 points 15 Lakh–19.99 Lakh: 8 points 10 Lakh–14.99 Lakh: 7 points 05 Lakh–09.99 Lakh: 6 points Less than 5 Lakh: 5 points

3	Discovery & Innovation (Patents, Creative works of arts, etc.) (5)	• **5 points (maximum)** Patent Granted : 5 points Patent Filed : 2 points each (Note: Creative works will be evaluated based on their visibility and impact)
4	PhD/Research work supervision (5)	• **5 points (maximum)** - PhD awarded : 3 points each - PhD supervision : 2 points each - M.Tech./B.Tech. project supervision : 1 point each
5	Invited Research Talks delivered (5)	• **5 points (maximum)** - Talk delivered at a reputed (ranked) institution: 2 points per lecture - Talk delivered at other institutions: 1 point per lecture
Service (15)		
1	Research Related Service (Reviewing for journals, serving in editorial roles etc.) (5)	• **5 points (maximum)** - Reviewing paper in an International Journal of repute : 2 points - Serving as Editor of an International Journal of repute : 2 points - Reviewing paper in a National Journal of repute : 1 point - Serving as Editor of a National Journal of repute : 1 point - Chairing a session in an International Conf. of repute : 2 points - Chairing a session in an National Conference of repute : 1 point
2	Mentoring/Proctor effectiveness (4)	• **4 points (maximum)** To be given based on the followings: - Letter correspondence with parents - Frequency of meetings with students - Initiatives taken for slow learners - Solving problems of students
3	Activities that support school accreditation (5)	• **5 points (maximum)** To be given based on the followings: - Preparing course files in ABET or other prescribed format in time - Assurance of learning and other activities in support of achieving accreditation
4	Administrative support to the University (5)	• **5 points (maximum)** To be given based on the recommendations of Area Coordinator/HOD, Dean and the President
Other Contributions (20)		

1	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc. (5)	• **5 points (maximum)** To be given based on the followings: - Programs conducted jointly with industry - setting up of industry sponsored labs - sending students to industry - Inviting guest speakers from industry, research centers etc. for lecture, workshop etc.
2	Initiate MoU with reputed universities/ research Centers/ organizations (5)	• **5 points (maximum)** - International: 3 points per MoU - National: 2 point per MoU
3	Organizing a conference/ seminar/Workshop/symposium etc. (5)	• **5 points (maximum)** - Organizing an International Conference/Workshop etc. : 5 points - Organizing a National Conference/Workshop etc. : 3 points
3	Co-/Extra-curricular activities (5)	• **5 points (maximum)** To be given based on the followings: - Professional society related activities - Taking responsibilities in university fests/clubs/event management etc.

Note: Please enclose documents as proof wherever necessary. Points will not be awarded if proof is not enclosed. For example, for journal or conference papers: provide names of all authors as they appear in the paper, title, details of the journal name, volume, date of publication and starting and ending page numbers. For grants, provide the names of the principle investigator, co-investigators, title and grant particulars of the funding agency, period of the grant and the grant amount.

Chapter 8.4
Guidelines for financial support for participation of faculty in seminars, conferences, workshops, QIPS, teachers' Training programmes etc.

G.D. Goenka University is conscious about achieving excellence in teaching and also upgrading skills of the teachers to keep them abreast of latest technological changes &innovations in pedagogic process so that they can plough back the renewed knowledge into academics. Therefore, all the Faculty members should participate in the following:

- In-house FDPs
- FDP s conducted by Statutory Bodies
- International/National Conferences in India &Abroad
- International/National Conferences organized by G.D Goenka University
- On-line Courses

1. Participation in such events will be considered as one of the major criteria in the Annual Appraisal.
2. Facultymembersshouldundergotrainingforatleast40hrs/yearfromtheabove.
3. One Full day Program will be considered equal to 6 hrs. Half day Program will   be considered equal to3 hrs in case the hours are not specified.
4. Financial Support will be given to faculty members for attending FDPs, Conferences, Workshops, Seminars etc. as per the policy of the University for Participation in FDPs

In order to encourage its teachers to go for higher education, to be actively engaged in research and also enhance and broaden their knowledge by attending various training programs and academic research works in the allied fields, the University has laid down the following guidelines for providing financial support to faculty members for attending Conferences/ Seminars/ Workshops in India and abroad:

1. Eligibility
a) Teachers who are confirmed should only be allowed in such development programs maximum twice in an academic year. Teachers desirous of attending such programs should make/suggest alternative arrangements to conduct the classes and academic assignments without any inconvenience to the students. Nomination for participation in such training programmes must be recommended by the concerned Head/ Dean of the School. Also relevance of such programmes has to be established by the forwarding authority with regard to academic applications, relevance, reputation/ standing of the Organization and benefit to institution as to how such participation would improve the teaching and pedagogic process. Also such programmes must relate to the field/ branch of the faculty member.

2.   Frequency and Duty Leave
          Financial support may be provided as given below:
(i)   For the first National Conferences/Seminar: Not more than once a year
(ii)   International Conferences/Seminars: Not more than once in two years

These opportunities will not be accumulative.
Duty leave may be sanctioned on the recommendation of respective Head of School/ Dean for attending Seminar, conference, workshops etc. Faculty member(s) attending Conferences/Seminars may be granted "duty leave " for the period of Conferences/ Seminars and actual journey period.

3.   Level of Conferences /Seminars
          The Conference/Seminar, to have an assurance that they are well recognized and are of high standard, are expected to be organized by an Institution of good standard or of a professionally high repute or a Statutory Body. Where such indicators are not conclusively clear, the standard and quality of the paper accepted for presentation will reflect the standard and level of the Conference/Seminar.

4.   Requirements for Participation
(i)   Essential
(a)   The paper should have been accepted for presentation.
(b)   The paper must be peer reviewed in the Institution/Department to ensure that it is of sufficiently high quality and standard.
(ii)   Preference Criteria
(a)   The applicant has been invited to chair one or more sessions
(b)   The applicant has been invited to deliver a key note/plenary/inaugural address.
(c)   The applicant has been invited to present the paper/papers in the International/National Conference.

5.   Financial Support from Research Organizations
          Several organizations support participation in Conferences / Seminars being held in India and abroad such as DST, INSA, UGC CSIR, DBT, etc. The faculty Concerned should apply for financial support from such organizations. The copy of such application with the status of progress should be enclosed with the request to the University

6.   Financial Support from University
          As a policy, partial financial support will be provided to faculty members. The partial support will normally cover:
(a)   Full Registration Fee
(b)   50%oftravelcostanddailyallowance

7.   Bond for Continued Service
        The faculty who is sanctioned financial support for conferences / seminars abroad is also required to furnish a Bond for continued service for two years at G.D Goenka University on returning from the conference. The proforma for the Bond is given at

Annexure-III.

Procedure:
Along with the application in a prescribed format (attached as Annexure - IV), the following documents will be forwarded to Dean Academics through the Head/Dean oftheSchoolforapprovalatleast15daysinadvancetogivetimeforproperprocessing:

(a)   Synopsis and a copy of the Paper to be presented
(b)   Certificate from the Author about originality of paper and "No Objection "Certificates from the Co-Authors, if any
(c)   Brochures of Seminar/Conference
(d)   Letter of Acceptance/Invitation from the organizers
(e)   Detailed information about the organizers of the International Conference/Seminar and their credibility
(f)   Expenditure details as under:
(i)   Registration Fee
(ii)   Fare
(iii)   Board &lodging/other expenses
(g)   Detailed recommendation of the Head of the School/Dean
(h)   Documentary proof of action taken on Para-6 above for complimentary financial support and progress thereafter.

In exceptional cases, if recommended by the Head of School/Dean, the Vice-Chancellor may waive certain conditions for granting permission and financial support.

6   Study Leave (For Higher Education/Research)
If a staff (Academic or Non-Academic) wishes to go on an long -term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.

7.   Permission to Pursue Higher Studies
Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in examination on scheduled days. Prior permission is mandatory for enrolment for further studies.
No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

8.   Consultancy Work

a)   Faculty members are encouraged to take up consultancy assignments.33% of the total proceeds through consultancy, after deducting the related expenses will be paid by the faculty to the University. If a faculty pays back his/her annual salary, the   net   proceeds to be given to the University will be reduced to 20% in that year

b)   For any Projects, Consultant Work Orders, Project Bidding etc the Signatory will be Registrar of the University.

c)   Projects/Proposals to be bid in the name of respective Schools or G.D Goenka University. Turnover and Service Tax records need be filed and declared accordingly

9.   Incentive for Publication in a Refereed International Journal of Repute
      If a faculty member publishes a research paper in a refereed international journal of high reputation, he/she may be awarded cash prize of up to Rs.10,000/ on recommendation of Head of School / Dean to Vice-Chancellor.

GUIDELINES FOR THE APPOINTMENT OF ACADEMIC, NON ACADEMIC STAFF AND VISITING FACULTY IN G.D. GOENKA UNIVERSITY

CONTENT

Appointment of Academic and Non Academic Staff Guidelines for Appointment of Visiting Faculty Appointment of academic and non-academic staff

As per Section 30 (1) of Haryana Private Universities Act, 2006 the First Statue (Item No 27-30) of GDGU discuss about the criteria for the appointment of teaching and non-teaching staff in GDGU

1.   Appointment of Teaching / Academic Staff of the University

(i)   The appointment of teachers and academic staff shall be normally made through open selection, on their commendations of the duly constituted Selection Commit tees as per the norms as provided in the Regulations;

(ii)   The appointment of administrative staff shall be normally made through open selection, on the recommendations of the duly constituted Selection Committee as provided in the Regulations;

(iii)   The recommendations of the Selection Committees shall be approved by the Authority/ Officers as provided in the Regulations;

(iv)   The emoluments of teachers, academic and administrative staff shall be as per UGC norms or higher as provided in the Regulations;

(v)   In special cases, appointment may also be made on contract, transfer, and deputation or in any other manner considered necessary and expedient.

Qualifications for Appointment of Academic Staff

(vi)   Requisite Qualifications for the appointment of faculty, eligibility conditions, Desired experience and categorization of posts, shall be incorporated in the regulations of the University which will be made as per section 34 of the Principal Act of 2006

(vii)   The qualifications of academic staff will be as prescribed by the UGC and/or other

regulatory bodies

(viii)

3.   Appointment of Non Academic Staff

(i)   The University Selection Committee for Administrative Staff shall decide upon how many external references should be sought for appointment to a University Administrative position in various Schools/Departments of University.

(ii)   All external assessment will be reviewed by the Selection Committee. Where there are conflicting views of assessors on a candidate, the Chair of the Committee may seek further assessment. The Chair with the approval of the Vice Chancellor, if any, or the Registrar, may waive the requirement or external assessments on a candidate.

Terms and Conditions of the Employment

(i)   The Board of Management shall formulate policies, terms and conditions of appointment (and service) of faculty members and of other employees from time to time and with the approval of the Chancellor;

(ii)   A Standing Committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor, Registrar, or as considered appropriate to formulate and review these policies and terms& conditions from time to time;

(iii)   The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at the University and submit its recommendations to the Governing Body for approval;

(iv)   The terms and conditions of service of each category of employees shall be governed by the provisions made in the Regulations.

GUIDELINES FOR APPPONTMENT OF VISITING FACULTY AT G.D. GOENKA UNIVERSITY

G.D. Goenka University (GDGU) is new but will expand in future. The policy has been framed considering not only the current scenario but also the future expansion. There may be times when there is no core faculty to teach a course is available within the University. In such cases depending on the need, visiting faculty may be appointed to teach such courses.

I.   Procedure for Approval of Visiting Faculty

1.   The Dean, prior to the commencement of the semesters taking in to the consideration the regular expertise available will identify the requirements of visiting faculty.

2.   Effort shall be made to meet the requirement by the deployment of the various faculties available within GDGU (from other schools).

3.   The requirement for appointing visiting faculty will be put up to Dean, Academics at least two weeks prior to the commencement of the semester.

4.   The proposal should be submitted along with the detail CV and recommendation on Honorarium by the respective Dean and justification for the same. The qualification in the table indicates only the eligibility criteria.

5.   The Visiting Faculty is also required to give undertaking that they are required to keep the Institutions informed about the teaching assignment if any, taken in other institutions of

the G.D. Goenka Group and the Honorarium received for such assignments.

6.   The Honorarium and conveyance charges will be as applicable and decided by the University from time to time. Honorarium for such activities which are different from teaching may not have been included in the table and therefore should be discussed.

7.   The Dean Academics will further make his recommendation to Vice Chancellor for his approval.

8.   After the approval of Vice-Chancellor, the Registrar/Dean will offer an appointment in the form at given as Annexure–V.

9.   Once the Visiting Faculty has been approved by the Vice Chancellor the Dean may in subsequent semester request for the renewal of appointment of such faculty. In case of renewal, student feedback and a report on regularity should be enclosed.

II.   Procedure for Approval of Visiting Faculty Bills

1.   Monthly Bill must be submitted to Registrar in the prescribed format given as Annexure–VI latest by7th of every month who will process it further.

2.   After the bills are verified by the Registrar the same will be forwarded to the Accounts Department of release a payment. He may consult Dean, Academics if needed.

3.   The Accounts Department will check the bills and get the same sanctioned form the Vice-Chancellor.

CHAPTER 9
REGULATIONS PERTAINING TO CONDUCT OF EXAMINATIONS SCHEME OF EVALUATION AND DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

1.   DEFINITIONS:

(1)   In these Regulations, unless the context otherwise requires –

- "Academic Year" is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- "Answer Book" means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book.
- "Audit Course" shall mean a Course Unit opted by a student out of Course Units for which the student is not awarded grades and does not earn credits.
- "Board of Examiners" shall mean a Board constituted with the approval of the Vice Chancellor for the conduct of Practical Examinations, workshops, Viva-Voce/Jury examinations and evaluation of student performance at the Schools and Constituent Units of the University.
- "Course Unit" is a component of an Academic Programme for which a syllabus and required number of learning hours per week are specified.
- "Course Code" shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- "Course Credits" shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of learning hours per week on all learning activities.
- "CGPA" shall mean the cumulative grade point average of a student and "SGPA" shall mean the student Semester Grade Point Average.
- "End Term Examination (ETE)" means an examination conducted by the
  G.D. Goenka University at the end of year/semester as prescribed in Scheme of Examination of a programme.
- "Examination Centre" means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.
- "Examination Committee" means the Examination Committee constituted by the Vice Chancellor to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- "Examination Discipline Committee" shall mean the Committee constituted by the Vice Chancellor at the University to consider and decide cases relating to the acts of misconduct, misbehaviour, indiscipline and/or use of unfair means by the students in the examinations.

- "External Examiner" shall mean a person who is not in the employment of G.D. Goenka University or its Constituent Units and is appointed as an Examiner.
- "Internal Examiner" shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.
- "Invigilator" means a person who assists the Canter Superintendent of the Examination Centre in conducting and supervising an examination at a canter.
- "Maximum Registration Period" shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- "Minimum Registration Period" shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate may be registered.
- "Ordinance" shall mean the Ordinance of G.D Goenka University framed under Section 32 of Haryana Pvt. Universities Act 2006.
- "PG Diploma" shall mean the Post Graduate Diploma in areas approved by the Academic Council.
- "Question Paper" means a document containing question(s) to be administered at an examination to be answered by a candidate.
- "Results Moderation Committee" shall mean the Committee appointed by the University to moderate grades/ marks awarded by the Evaluators in different course units.
- "Scheme of Teaching and Examination" shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
- "Scrutinizer" means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- "Semester System" means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the University and its Constituent Units in segments inan Academic Year.
- "Statutes" shall mean the Statutes of G.D Goenka University under Section 30 of the Act.
- "Superintendent of an Examination Centre" means a person appointed by the Controller of Examination (COE) with the approval of Vice Chancellor to conduct and supervise its examinations held or to be held at a centre, and includes an Additional Superintendent or Associate Superintendent of such centre.
- "Tabulator" means a person, specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.
- "Teaching Experience" denotes teaching experience in the subject in an institution recognized by the University.
- "Year" means the academic year.

(2)   Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.

(3)   "He" & "His" imply "he"/ "she" and "His"/ "Her" respectively.

(4)   Wherever annual system is followed, AGPA shall be assessed in the same manner as SGPA and regulations for passing criteria, re-appear etc. will apply accordingly.

2.   EXAMINATION COMMITTEE

There shall be an Examination Committee at the University level constituted by the Vice Chancellor.

(1)   The composition of the Examination Committee shall be as under:

(i)   Professor/Dean of the University, nominated by Vice Chancellor -   Chairperson

(ii)   Professors/Deans of Schools/ Heads of Constituent Units/Associate Professors not exceeding five nominated by the Vice Chancellor Members

(iii)   Controller of Examinations Member Secretary. The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Vice Chancellor and Academic Council.

(2)   Functions of the Examination Committee shall be:

(a)   To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.

(b)   To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

(c)   To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.

(d)   To make recommendations to the Academic Council for the improvement of the examination system.

(e)   To appoint such number of sub-committees with the approval of Vice Chancellor as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.

(f)   To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).

(g)   To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.

(h)   To consider any written report/ representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. for consideration of the Vice Chancellor the action to be taken against any examiner/ paper-

setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.

(i)   To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favouritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

3.   **MODERATION BOARD FOR MODERATION OF QUESTION PAPERS**

(1)   There shall be a Moderation Board constituted by the School Dean at the school level for the moderation of End-Term Examination (ETE) Question Papers. The members of moderation board will be approved by the Vice Chancellor :

(2)   Functions of the Moderation Board shall be:

(a)   To ensure that question papers are strictly in accordance with the course contents and the instructions, if any;

(b)   To ensure the question paper should met course outcomes and bloom's taxonomy.

(c)   To remove ambiguity in the language of questions, if any and duplicacy of questions;

(d)   To moderate/reframe the questions so as to give opportunities to students of varying abilities;

(e)   To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

4.   **EXAMINATION DISCIPLINE COMMITTEE**

There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee will be as under:

•   The Chairperson may co-opt Heads of School/Constituent Unit for a particular meeting of the Examination Discipline Committee.

•   The tenure of the nominated members of the Committee shall be two years.

•   Two members present shall constitute the quorum

•   A member shall be eligible for re-appointment.

5.   **RESULTS MODERATION COMMITTEE**

(1)   There shall be an Results Moderation Committee at the University level constituted by the Vice Chancellor for each programme/courses under:

(i)   Dean, Academics Chairperson

(ii)   Head of School/Constituent Unit Member

(iii)   One Senior Faculty member from each broad discipline Member

(iv)   Controller of Examinations Member Secretary

(2)   The functions of Results Moderation Committee are as under:

(i)   The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.

(ii)   The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.

(3)   The provision of moderation of marks (up to maximum of 10 marks per semester) shall be permissible in borderline cases for upgrading grade to "C" Grade, for improvement of SGPA, CGPA and also the Division.

(4)   Considering the time requirement for moderation of large number of programmes and Students, on approval from Vice Chancellor, where 10 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examination and approved by the Chairperson Moderation Committee.

(5)   The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for the approval.

6.   CONTROLLER OF EXAMINATIONS (Art. 10 of First Statutes)

(1)   The Controller of Examinations shall be a full time Officer of the University.

(2)   The Controller of Examinations shall perform the following functions:

(a)   Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.

(b)   He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.

(c)   He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.

(d)   He shall collect information from the Schools/ Constituent Units of the University, as may be necessary, for the discharge of his duties.

(e)   He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.

(f)   While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

7.   MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

(1)   The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

(2)   The maximum permissible period for completing a programme upto two academic years shall be n+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be n+2 academic years (four semesters), where "n" represents the minimum duration of the programme.

8.   REGISTRATION FOR COURSES

(1)   The Programme structures, and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

(2)   Credit Units for each programme shall be decided by the Board of Studies of each Institution. The Board of studies shall also decide the minimum number of credit units required for an award of Degree

(3)   The credit units attached to each course shall be defined in terms of learning hours
        i.e. Lectures, Tutorials, Practical, Field work, Self-study hours etc. Normally, one credit unit will require 10-12 learning hours in a semester

(4)   Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.

(5)   All students will register every semester for the courses through a Course Registration Process. The Course Registration days will be announced in advance by the University/School to enable an easy and systemic registration. Students having any outstanding dues to the University or having any other hold shall not be permitted to register for classes. Late registration may be permitted for extenuating circumstances only with the approval of the Head of School/Dean and only after clearing all the dues and paying the late Registration fee. If a student fails to register for any course(s) during any semester, his/her admission to the university will be subject to cancellation. Necessary approval from the Dean, Registrar and Vice Chancellor is necessary for a student to continue his/her active admission status and subsequent registration.

(6)   Flexible Credit System will be followed which will allow students to utilize flexible techniques to develop individual semester/ degree plan. After carefully reviewing the resources and needs, the list of courses offered by each Programme during every semester will be announced prior to the registration.

(7)   Summer Term: The summer vacation period intervening the two semesters may also be used for offering courses to make up deficiency of students during their previous year/s of study. Further, only those courses shall be offered in which the minimum number of students is ten, and that fee shall be charged for summer courses separately. However, the Vice Chancellor may permit courses with less than 10 students on the recommendation of Dean/Head of School.

9. MINIMUM & MAXIMUM CREDIT LIMITS FOR COURSE REGISTRATION

The average academic load for students enrolled at GDGU will be 22-30 credit units per semester. However, a student can register for a maximum of 30 credits or a minimum of 18 credits during a regular semester, excluding the summer semester. Under no circumstances a student will be permitted to cross these limits. However, a student carrying out the last registration of his/her Programme will be permitted to register less than 18 credits in order to meet the minimum credit requirements for the completion of Programme. The number of credits a student can register during a Summer Term shall be up to 9, or up to 3 courses. However, in special cases, the student may be permitted to register a maximum of 12 credits (or up to 4 courses) with the approval of the Head of School/Dean.

10. ADDING/DROPPING COURSES

A student may add to or drop from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified in Section 10 of this regulation. Final registration for that semester will reflect enrolled courses after the add/drop date. The courses thus dropped will not appear in the semester Grade Sheet of the student and can be taken in a subsequent semester or during summer. However, backlog courses registered during a particular semester cannot be dropped.

After the pre-specified period for add/drop of courses if a student feels that his/her performance in a registered course is not satisfactory, the student will have an opportunity to withdraw from the course. However, such withdrawal can only be made with the written approval of the Head of School/Dean. If the student had paid for the course he/she is withdrawing, no reimbursement will be made for withdrawing from the course. Such withdrawn courses will require additional payment for subsequent registrations. Any alternative course (from a basket of courses) registered in a subsequent semester in lieu of a withdrawn course, will also require additional payment. Withdrawal is permitted only when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester as specified in Section 10 of this regulation.

Registration from backlog courses cannot be withdrawn. To add/drop a backlog course, the student must seek permission from the Head of School/Dean using a separate application form, with the prior approval of his/her Faculty Mentor. This provision will not be available for the courses registered during the Summer Term.

While exercising the Add/Drop option, the student may lose attendance in those courses added during the add/drop period. This issue must be resolved between the instructor on record and the Faculty Mentor.

11. COURSE PREREQUISITES

Some courses might require prerequisites which must be met before registering for the course. Students who are detained from appearing in the end–term examinations due to shortage of attendance in a prerequisite course will not be permitted to register for the next level course. Exception to this rule can only be approved by the Vice Chancellor of

the University. In case, a prerequisite course is not offered during the following semester, the option of passing the course may be exercised using the independent study followed by proficiency exam option. The student will have to pay for registering for the independent study option. The independent study is an agreement between a faculty and a student and must have the approval of the Head of School/Dean.

12.   COURSE EVALUATION

(1)   In addition to end term examinations, student shall be evaluated for his/her academic performance in a course through case discussion/ presentation/ analysis, practical's, home assignments, mid-term papers, projects, field work, seminars, quizzes, class tests, internships or anyother mode as may be prescribed in the syllabi. The structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

(2)   Each course shall have number of credit units assigned to it which shall be based on weekly learning hours like lecture, tutorial and laboratory classes, field study and/or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

(1)   Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of weightage for various components in a semester:

Component of Evaluation	Weightage (%)
Case Discussion/Presentation/Analysis	10-15
Home Assignment	5-10
Project	10-15
Quiz / Viva – Voce / Seminar	5-10
Class Test (s)/Mid Term Examination(s)	15-20
Term Paper	10-15
End – Semester Examination	50/60

A component not included in the list above may be included depending on the nature of the course. The components for continuous evaluation in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 40 Regulations Pertaining to Conduct of Examinations, Scheme of Evaluation & Discipline among the students in University Examinations | GDGU 12 marks. The total number of components for continuous evaluation, including class test(s) should be 3 to 4. The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council ensuring that the weightage of all components of internal assessment shall be 40% and end term examination shall carry weightage of 60% unless prescribed differently by the statutory body or the Board of Studies of respective programmes of study.

(4)   The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva- voce examination.

13.   AUDIT COURSE

A student who registers for audit course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of School/Constituent Unit to have been met. The audit course(s) shall be shown in the final Grade sheets /Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

14.   ATTENDANCE

(1)   Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the School/ Constituent Units and events organized at the Institution/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% may be granted. Thus, the attendance requirement for appearing in the end term examinations shall be a minimum of 75% of the classes actually held in each course unit separately. Attendance in seminars, tutorials, practicals etc. is compulsory. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment components like class test/mid –semester test the respective schools may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

(2)   If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorizedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student may, however, apply for re- admission which may be considered by the Head of School/Constituent Unit as per prescribed procedure, and only after the Admission Committee approves such recommendations, the student shall be re-admitted on payment of prescribed re- admission fee, under intimation to the University.

(3)   A student with less than 75% of attendance in the lectures, seminars and practicals, separately in each course-unit in a semester/trimester/year, shall be detained from appearing in the examinations of relevant course unit(s). Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if his attendance in concerned course unit is below 75%.

(4)   The Vice Chancellor may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Head of School/ Constituent Unit, before the commencement of the examinations for the reasons listed below:

•   Calamity in family

- Hospitalization due to prolonged in-patient treatment
- Serious accident
- Other serious unavoidable circumstance(s)

(5)   Dean of the School shall announce the names of all such students who are not eligible to appear in the end term exam on the last day of teaching before the commencement of the examination and simultaneously intimate the same to the Controller of Examinations (COE).

(6)   In case, any student who in fact has been debarred due to attendance and appears in the examinations by default, his/her result shall be treated as null.

15.   MAKE-UP OF DEFICIENCY IN ATTENDANCE

(1)   Student who has been debarred in any course on account of shortage of attendance in the end term examinations shall be required to re-register for the course and repeat it with the next batch of students or will have the option to attend special classes during the Summer Term (courses of first and final year) and appear for the examination thereafter. For such courses they will be required to pay fee per course as prescribed by the University. The University Enrolment number of such student shall however remain unchanged and he/she shall be required to complete the programme in a maximum permissible period of (n+4) semesters.

(2)   Such students will have to attend contact classes as scheduled by the School during summers/semester to complete the course of study.

(3)   The School may also prescribe term papers / home assignments which the students will submit to their teachers course-wise within the due dates.

(4)   The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the course is permitted to take the re-examination or not.

(5)   Only those who re-register for courses and complete the requirements as prescribed by the School will be permitted to take the re-examination in the respective course when the examinations of such course units are conducted. The scheme of re-examination will be announced by the University on receipt of report from the school.

16.   EXAMINATION FEES

(1)   The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students for various examinations.

(2)   The entire fees paid by a candidate whose application for appearing in an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

17.   GRADING SYSTEM

1. The level of student's academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per table given below

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Above Average	6
C	Average	5
F	Fail	0
DE	Detained in ESE due to shortage ofAttendance	0
AB	Absent in ESE	0
WH	Act of Indiscipline till the decision is arrived/Non Payment of Fee	-
S	Satisfactory (for Audit Courses)	-
U	Unsatisfactory (for Audit Courses)	-

18.   PASSING CRITERIA

A student has to fulfil the following conditions to pass any academic programme of the University:

1.   A student should have passed with a minimum 'C' Grade in all the courses separately.
2.   A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study.
3.   The weightage of End Term Examination (ETE) to Internal Assessment Evaluation (IAE) is 60% to 40%. A student is required to secure minimum 30% marks in ESE separately in each course and minimum aggregate marks of 40% in a course to be considered 'PASS' in that course.
4.   The internal assessment will be completed within the semester and students who have missed the IAE/assignments/tests will be awarded '0' marks. Dean/HOD may conduct make up tests, if required, due to valid reasons, within the same semester.
5.   For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of the Programme.
6.   A student who has reappeared/repeated the examination of course(s), the best of the two scores obtained by him shall be taken into consideration for calculating the CGPA and eligibility for award of a degree.

7.   A student registered for an audit course may be awarded "S" grade for his satisfactory performance and a "U" (unsatisfactory) Grade will be awarded for his unsatisfactory performance. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the "Audit Course(s)" However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered for the purpose of calculation of SGPA/CGPA.

Note : However, programmes under the purview of PCI/BCI/COA/NCTE and other councils etc shall adhere to the respective regulations for passing criteria.

Capping of Marks/Grades for Reappear/Repeat Courses

The overall grades/total marks of reappear/repeat course will be capped two grades down in the case of re-sit examinations of the University from the academic year 2022-23.

Inclusion of Student Names in Final List of Graduation for Convocation Ceremony

The inclusion of student names in the final list of graduation will be added for the University's Convocation Ceremony Graduation List till the conduct of Academic council Meeting and no name will be considered after the conduct of academic council meeting.

19.   PROMOTION CRITERIA

Promotion will be considered at the end of each academic year. A student will be eligible for promotion from 1st year to 2nd year only if he/she has earned minimum 25 credits. To be eligible for promotion from 2nd to 3rd year a student should have earned minimum 60 credits. To be promoted from 3rd to 4th year, a student should have earned minimum 100 credits and from 4th to 5th 150 credits.

All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Only one academic break in case of programmes of upto two years duration and two academic breaks in case of programmes with more than two years duration is permissible for a student for the completion of the academic programme. In no situation a student will be allowed to take more than the above mentioned academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the programme.

A student who is not eligible for promotion will also have the option to Repeat the Year for which he/ she will apply to the Head of School/Dean.

A Student who is on academic break shall not be required to pay the academic fee for that year. He shall however pay the prescribed examination fee. On rejoining, he/she will pay the fee applicable to the batch he/she joins.

A student who repeats the year will be required to pay the prescribed Academic Fee of the Year.

Note : However, programmes under the purview of PCI/BCI/COA/NCTE and other regulatory councils shall adhere to the respective regulations for promotion criteria.

20.   REAPPEARING & REPEATING COURSES

There is a provision for either re-appearing in the examination or repeating the course work for a course.

Re-appearing in examination will be in following cases:

i.   A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination for valid reasons shall be eligible to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee. Such students can also appear for the examinations during the summer term if held for such courses. However, for appearing in the Examinations if scheduled in the summer term, the student shall apply to the Head of School/Dean with the approval of Vice Chancellor.

ii.   A student who fails to secure minimum C Grade (Grade Point 5) in a course shall be eligible to re-appear in the examination of such courses as and when scheduled, with a view to improve the performance and secure minimum qualifying grade.

iii.   A student is normally permitted to re-appear in the examination (without attending the course-work again) only two times during his course of study. If a student, even after two attempts is unable to obtain a "Pass Grade" in such case he/she will have to Re- register for such Course if recommended by the Dean/HOD of the school.

iv.   Repeating of the course work and then appearing in the examination will be required for a student who has not fulfilled the minimum attendance requirement inany Course(s) and is detained from taking the end term Examination of such Course(s). Such students shall be required to repeat such courses as and when scheduled to be offered either in normal course or during the summer term on payment of prescribed fee.

v.   Students who are eligible to re-appear in an examination shall have to apply to the Controller of Examinations for being allowed to do so as per dates notified by the University and pay the fees prescribed by the University.

vi.   A student who has to re-appear in end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the Head of School of the concerned Institution so certifies, the examination may be held in accordance with the revised syllabus.

21.   IMPROVEMENT OF SCORE/GRADE

Students who wish to improve their grades can do so by re-registering in the course during the subsequent semesters or in Summer Term. This course will be treated as another course taken by the student and no relaxation in the maximum number of credits will be provided to students opting for 'grade improvement'. The student will have to undergo all the class/lab instructions and exams to earn the new grade. The final grade considered for CGPA calculation will be the higher of the two grades. However, the student must pay extra fee for registering for the course. Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

22.   ACADEMIC BREAK

(a)   Students who apply for Academic Break and the case is recommended by the Head of School for justifiable reasons to be recorded, can be granted academic break of one year to the students of two years Programme and two academic breaks of one year each to students of Programme of three years and above course, if approved by the Vice Chancellor, under the following circumstances:

(i)   The student has been continuously ill.

(ii)   Career advancement

(iii) Justified personal reasons.

(b)   However the total period to qualify the Programme will not exceed the prescribed N+1 year for up to two year programmes and N+2 years for three years and above programmes.

(c)   Student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

23.   PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

24.   APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

(1)   The Head of School /Constituent Units shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.

(2)   The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the the Head of School /Constituent Units. He may at his discretion add or delete the name(s) from the panel recommended by the Head of School /Constituent Units.

(3)   The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these regulations.

(4)   A viva-voce examination prescribed in a programme shall be conducted by a board of minimum two examiners of whom one shall be an external examiner and the other internal examiner.

(5)   In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the School/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programmes, the external examiner shall be

an expert in the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.

(6) The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidature are to be examined on the recommendation of the Head of School /Constituent Units.

(8) Ordinarily at least two Paper-setters shall be appointed for every course.

(9) An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the Controller of Examinations his work is found to be unsatisfactory.

(10) An examiner's work shall be deemed to be unsatisfactory in case of one or more of the following:

i. Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result OR

ii. He is found to have delayed the work without good cause OR

iii. He has an adverse report from the Head Examiner, OR

iv. In the opinion of the Examination Committee or the Controller of Examinations or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and

v. If there are serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

(11) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

(12) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.

(13) No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

25. SETTING OF QUESTION PAPERS

(1) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.

(2) The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.

(3) The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he has memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.

(4)   The Examiners shall be free to repeat questions set in previous examinations. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.

(5)   The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus. The total

(6)   The University may provide the structure for the question paper, wherever required.

26.   EXAMINATION ADMIT CARD

(1)   Students who are eligible for any end term examination will be issued Admit Card by the Examination Department.

(2)   The Admit Card will be issued by the University based on the Attendance in each course unit.

(3)   Students appearing/re- appearing in any of the University Examination will fill up the Examination Form (Annexure I & II respectively).

(a)   Students shall fill up all details clearly with blue/black ink and sign. The Head of School or an officer nominated by him shall verify the eligibility of the student.

(b)   Examination form duly signed by Head of School along with proof of fees paid (in original) shall be forwarded to Controller of Examination.

(c)   Controller of Examination or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the course units. Thereafter Examination Admit Card portion will be detached and forwarded to School for handing over to the students.

(4)   Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card. The student is also required to carry his University I-Card along with the admit card to the examination hall.

(5)   If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through his/her Head of School. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.

27.   CONDUCT OF EXAMINATIONS:

(1)   The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council

(2)   Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the School/ Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.

(3)   The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of end term examinations including practical will be notified by him through the Schools/Constituent Units.

(4)   A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.

(5)   The Centre Superintendent shall have the power to call upon any student appearing at an

examination to give a specimen signature for purpose of identification.

(6)   Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.

(7)   Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

(8)   Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice Chancellor. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

28.   APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS

(1)   Amanuensis shall be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of the Head of School /Constituent Units well in advance duly supported by a Medical Certificate (subject to verification) from authorized Medical Officer under the following cases:

(a)   candidates having impairment of movement in arms and hands, can read independently but have problem in writing.

(b)   locomotors impaired and cerebral palsy students

(c)   sudden illness rendering the candidate unable to write.

(d)   an accident involving injury rendering the candidate unable to write

(2)   The amanuensis must be a student of at least one lower grade of education than that of the candidate.

(3)   The Head of School /Constituent Units shall select suitable amanuensis from the institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.

(4)   A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.

(5)   The amanuensis may be paid an honorarium as prescribed by the University from time to time.

(6)   No extra fee shall be charged from the student for providing the facility of manuensis.

(7)   For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

29. DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

(1) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

(2) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

(3) ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:

Acts of disorderly conduct in a practical or oral examination include:

(a) Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.

(b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;

(c) Causing damage to laboratory equipment, books in library and other properties.

(d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.

(e) Instigating others to leave the examination room.

(f) Carrying any weapons into the examination centre.

(g) Any act not specified above as determined by the Academic Council.

(4) ACTS OF UNFAIR MEANS

The following shall be deemed to be the act of unfair means:

(a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;

(b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;

(c) Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.

(d)   Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.

(e)   Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

(f)   Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.

(g)   Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h)   Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.

(i)   Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person;

(j)   Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

(k)   Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the candidate.

(l)   Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;

(i)   abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;

(ii)   abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

(m)   Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;

(n)   Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

(o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

(p) Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations including internal assignment, dissertation, studio, project etc.

(5) REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS:

(a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 30(3) & 30(4) above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident

(b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the remaining question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations

(c) All the cases relating to disorderly conduct of examinations, misbehavior /misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.

(6) DISCIPLINARY PROCEEDINGS:

(a) The Controller of Examinations or any person authorized by him on his behalf shall communicate to the candidate, against whom a report has been received pursuant to Para 30(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of School/Constituent Unit.

(b) On receipt of the explanation from the candidate through the Head of School/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.

(c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of

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dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice Chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

(d)   Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final

(e)   All decisions of the Examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the Head of School/Constituent Unit by the Controller of Examinations.

(f)   Notwithstanding anything contained expressly or implied in these Regulations, the Vice Chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

(i)   the student was ineligible for admission to the course but was wrongly admitted, or

(ii)   the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or

(iii)   a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or

(iv)   a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

(g)   If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by any one outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

(7)   MASS SCALE COPYING OR USE OF UNFAIR MEANS

(a)   If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

(b)   Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the

Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;

(c)   If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re- examination.

(8)   PENALTIES

(A)   The Examination Discipline Committee may recommend penalties as under:

i.   The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.

ii.   The entire examinations of the Candidate in respect of which he is found to have committed an act of disorder during conduct of examinations be cancelled.

iii.   The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

(B)   A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(9)   APPEALS AND REVIEW

(a)   A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

(b)   If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

30.   INSPECTION OF EXAMINATION CENTRE

(1)   Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Dean Academics or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.

(2)   There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report to the Vice Chancellor.

31.   RE-EXAMINATION/QUASHING/REVISION OF RESULTS

(1)   If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.

(2)   Notwithstanding any thing contrary to these Regulations, the Vice Chancellor shall have the powers to:

(a)   order for holding a special examination for any reason;

(b)   cancel the paper/entire examination(s) held at a particular examination centre/all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.

(3)   The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :

(a)   any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;

(b)   it is found that he was not eligible to appear in the examination;

(c)   there is any other reason which may be determined by the Vice Chancellor.

(4)   If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a School/Constituent Unit or taking an examination conducted by the University.

(5)   The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Vice Chancellor for this purpose.

32.   LOSS OF ANSWER BOOK(S)

(1)   If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re- appear in that particular paper in which the answer book was lost, on a date fixed by the Vice Chancellor and if he obtains pass marks, he shall be deemed to have passed the examination.

(2)   If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:

(a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in para 33(3) below;

(b) whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.

(3) The following formula shall be applicable for determining the average of missing paper(s)

(a) Compulsory paper(s): Average of other Compulsory Papers (b) Elective Paper(s): Average of other Elective Papers

(c) Practical Paper(s): Average of other Practical Papers

(4) In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

(5) In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the Vice Chancellor shall be final.

33. ISSUE OF GRADE SHEETS

(1) In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 18(2). The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all CGPA shall also be shown.

(2) Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

34. RECHECKING/RE-EVALUATION OF ANSWER BOOKS/PROJECT REPORTS AND EXAMINATION RESULTS

(1) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through Head of School on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.

(2) The Controller of Examinations may accept the application for rechecking of answer books up to 15 days from the expiry of the date in exceptional cases.

(3) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:

(a) there is no mistake in the grand total on the title page of the answer book

(b) the total of various parts of a question has been correctly made at the end of each question;

(c) all totals have been correctly brought forward on the title page of the answer book;

(d) no portion of any answer has been left un-evaluated;

(e) total marks in the answer book tally with the marks sheet;

(f) the answer book or any part thereof has not been changed/detached;

(g)   the handwriting of the candidate in supplementary answer sheet tallies with the main answer book

(4)   In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner. .

(5)   If the re-checking revealed, subject to the provisions made under Para 33 (4) above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

(6)   If any such student refuses to surrender his previous grade sheet required under Para 33

(5)   above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.

(7)   The Vice Chancellor shall also have the powers to affect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

35.   REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED IN EXAMINATION DUTY
The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as approved by the Academic Council/ Board of Management from time to time.

36.   AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

(1)   The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.

(2)   The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates and Mark-sheets shall be signed by the Controller of Examinations.

(3)   A student shall be awarded a degree/diploma, if:

(a)   he has registered himself, undergone the complete course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;

(b)   there are no dues outstanding in his/her name to the University/School/Constituent Unit; and

(c)   no disciplinary action is pending against him..

(4)   The Registrar/COE shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.

(5)   Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful candidates at convocation

(6)   In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

37.   WITHHOLDING CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the Vice – Chancellor, withhold for such period as it may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

38.   OFFICIAL TRANSCRIPTS TO STUDENTS

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.

39.   RESIDUAL PROVISIONS

(1)   The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice Chancellor;

(2)   Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor decision shall be binding.

CHAPTER 10
OBE POLICY &
CO-PO ATTAINMENT PROCESS

Board of Studies (BOS)

The **Board of Studies (BOS)** has been formed for monitoring of departmental academic activities. The BOS consists of department dean/head as the chairperson and faculties as members of the departmental BOS, including members from outside, student member, alumni member and who periodically monitors the departmental activities to evaluates different parameters of courses and programs.

The BOS shall have general oversight of all issues related to the processes of program review. The committee's duties include, but are not limited to: advising programs undergoing review with regard to the processes, objectives and specific tasks associated with that review; serving as a liaison among other committees. Academic Affairs, Dean Academics and the programs undergoing review; examining, reviewing, and reporting to the Senate with regard to the progress and outcomes of program review and planning processes; and making recommendations to the Senate regarding the outcomes of these review processes. In pursuit of these duties, the committee may create ad hoc subcommittees.
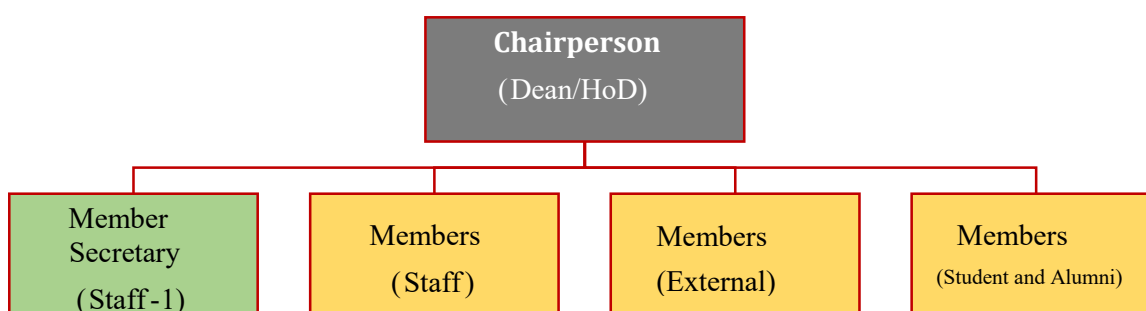
Objective:

- To define, review, and implement policies and procedures that help maintain an academic assessment process.
- To assist academic units with assessment of student learning and development by reviewing the quality and providing feedback on their assessment plans.
- To Interact with Programme Coordinator, Course Coordinators and outside/community agencies facilitating Program Educational Objectives (PEOs).

Core Function:

The BOS is entrusted with the following responsibilities

- Review submitted assessment plans and reports and recommend revisions as appropriate.
- Monitoring the achievements of Program Outcomes (POs), and Program Specific Outcomes (PSOs).
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status or other special reports for management.
- Interacting with students facilitating the achievement of POs, and PSOs.

Structure of BoS

```
                    ┌─────────────────────┐
                    │    Chairperson      │
                    │    (Dean/HoD)       │
                    └──────────┬──────────┘
        ┌──────────────┬───────┴───────┬──────────────┐
┌───────────────┐ ┌──────────┐ ┌──────────┐ ┌──────────────────────┐
│   Member      │ │ Members  │ │ Members  │ │      Members          │
│  Secretary    │ │ (Staff)  │ │(External)│ │ (Student and Alumni)  │
│  (Staff-1)    │ │          │ │          │ │                       │
└───────────────┘ └──────────┘ └──────────┘ └──────────────────────┘
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Frequency of meetings:

BOS meets at least once in six months to review the programme and submits report to Department Advisory Board.

2. STATEMENT OF OBE

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

Outcome-based education (OBE) is an educational delivery model that focuses on mapping, measuring, and achieving predetermined educational goals to help students learn, develop, and nurture skills that would help them grow in their professional as well as personal life.

We usually follow the 'constructive alignment' process for building the curriculum for OBE. This term was given by Professor John Biggs in 1999. It means the process of creating a learning environment that encourages various learning activities to achieve the desired learning outcomes.
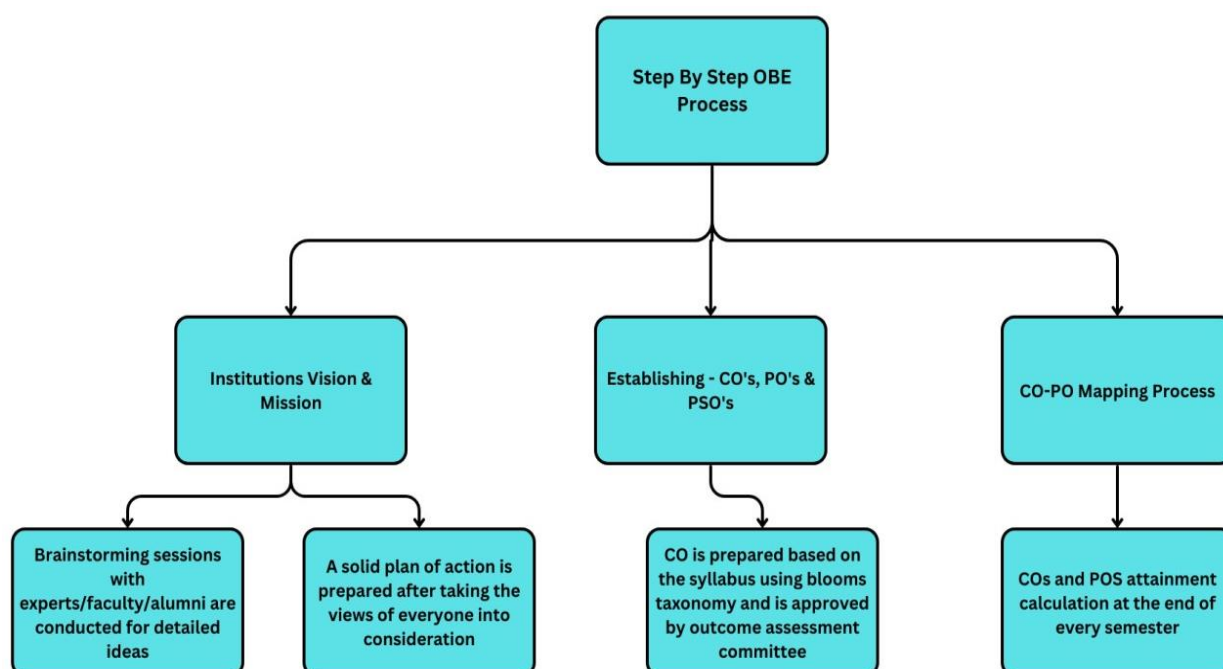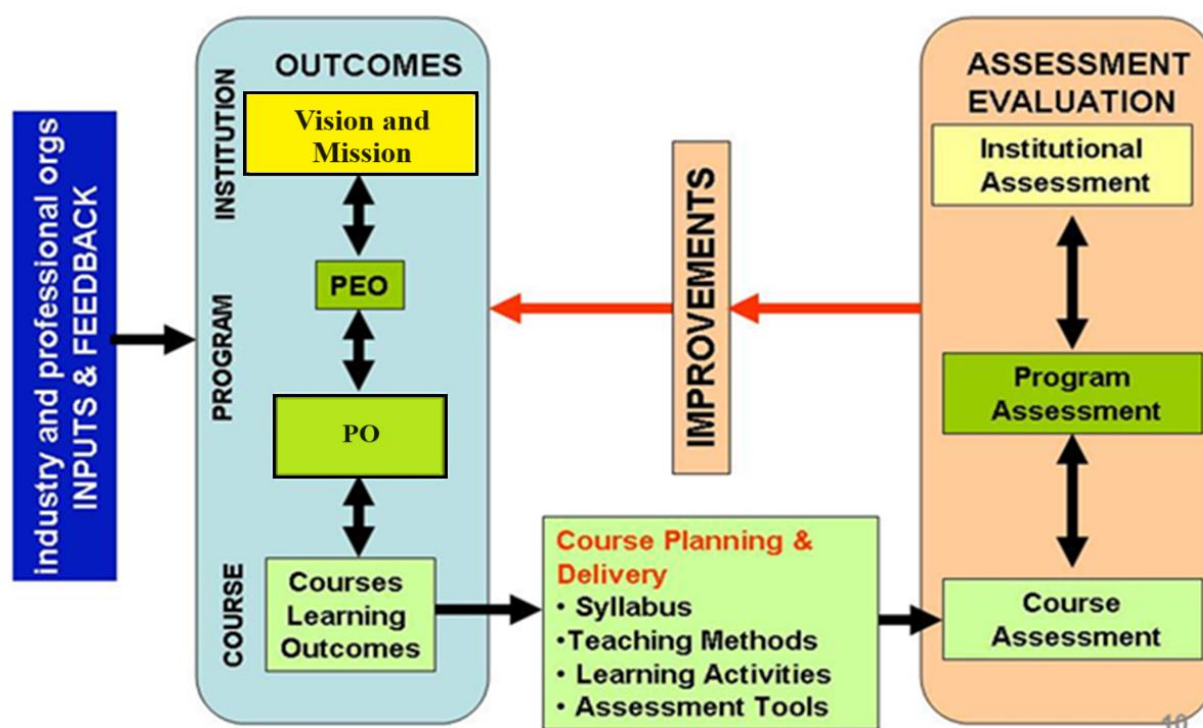
Fig (1): OBE Process at GD Goenka University

Outcome Based Education Model

3. BLOOM'S TAXONOMY

Bloom's Taxonomy was created by Benjamin Bloom in 1956, published as a kind of classification of learning outcomes and objectives that have, in the more than half-century since,

been used for everything from framing digital tasks and evaluating apps to writing questions and assessments. The original sequence of cognitive skills was Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. The framework was revised in 2001 by Lorin Anderson and David Krathwohl, yielding the revised Bloom's Taxonomy. The most significant change was the removal of 'Synthesis' and the addition of 'Creation' as the highest-level of Bloom's Taxonomy. And being at the highest level, the implication is that it's the most complex or demanding cognitive skill–or at least represents a kind of pinnacle for cognitive tasks
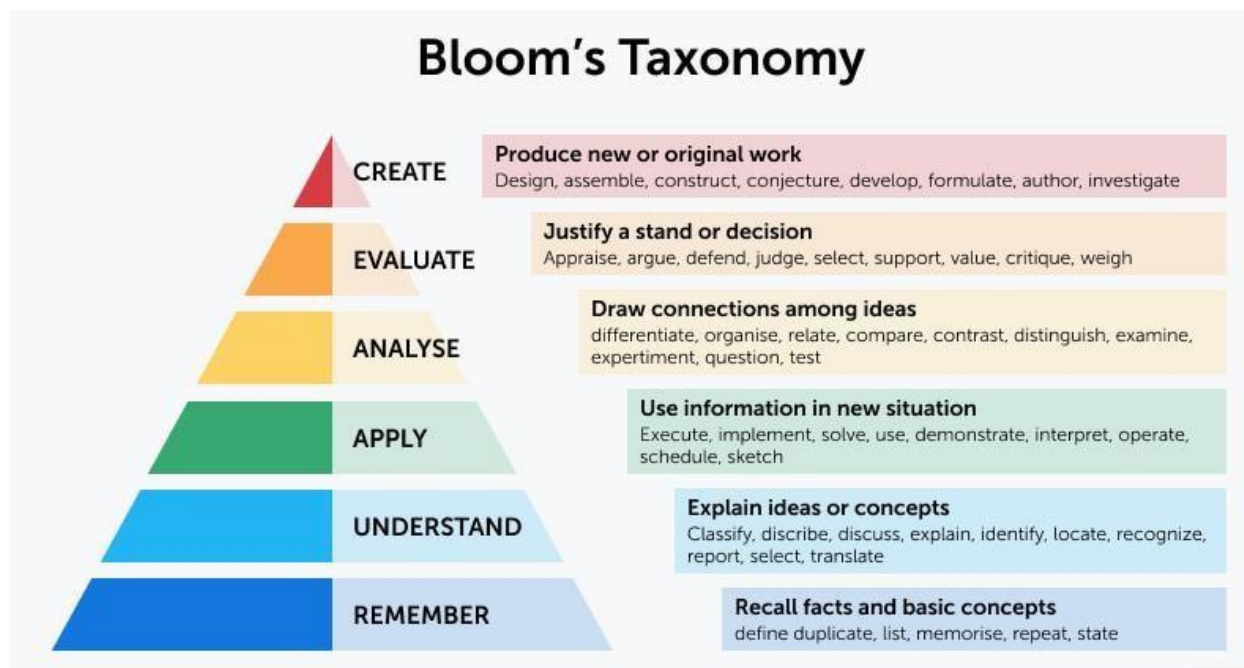
Fig (2): Bloom's Taxonomy

4. STATEMENT OF PO, PSO AND CO

Programme Outcomes

POs are statements about the knowledge and skills the graduate/post graduate of an institution should have. POs deal with the general aspect of Graduation/Post Graduation for a particular programme, and the competencies and expertise a graduate/post graduate will possess after completion of the program. These are broad and cover a wider area than of COs.

Programme Specific Outcomes

Programme Specific Outcomes (PSOs) are specifically defined outcomes of the programme which the graduates have to acquire by the end of the programme.

Course Outcome

They are the resultant knowledge skills the student acquires at the end of a course. It defines the cognitive processes a course provides. It is the statement which indicates, that a student can do after the successful completion of a course. Every Course led to some Course Outcomes. The CO statements are defined by considering the course content covered in each module of a

course. For every course, teacher may prepare six or less course outcomes. The keywords used to define COs are based on Bloom's Taxonomy

5. PROGRAMME OUTCOME FOR UG AND PG

The number of program outcomes (POs) for each program running in the university may differ based on the requirements of program regulation/regulatory authority. The common list of program outcomes adopted by the university for UG and PG programs are mentioned below:

PO1 - Domain Knowledge

PO2 - Planning Abilities

PO3 - Problem analysis

PO4 - Modern tool usage

PO5 - Leadership skills

PO6 - Professional Identity

PO7 – Professional Ethics

PO8 – Communication skills

PO9 - Professional and society

PO10 - Environment and sustainability

PO11 - Life-long learning

5. PROGRAMME SPECIFIC OUTCOME (PSO) FOR UG AND PG

Each program has 2 to 4 program specific outcomes focusing on comprehensive knowledge, employability and skills, research, analytical, investigative abilities and other outcomes specific to nature of program.

6. COURSE OUTCOME (COs)

All courses of each program have been mapped to different course outcomes based on the nature of the course. Theory courses have 5-6 COs and practical courses have 3-4 COs defined and approved by the BoS for each program.

7. PROCESS OF MAPPING OF COs, WITH POs, AND PSOs AND FINAL ATTAINMENT OF COs AND POs
Detail procedure for Obtaining CO attainment
Overall Attainment = 80% of direct attainment + 20% of indirect attainment (exit survey)

Step -1: Defining Program Outcomes (POs)

PROGRAM OUTCOMES (POs):

PO1	**Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social, and administrative pharmacy sciences; and manufacturing practices.
PO2	**Planning Abilities:** Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.
PO3	**Problem analysis:** Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.
PO4	**Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.
PO5	**Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.
PO6	**Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (e.g., health care professionals, promoters of health, educators, managers, employers, employees).
PO7	**Pharmaceutical Ethics:** Honor personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.
PO8	**Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.
PO9	**The Pharmacist and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.
PO10	**Environment and sustainability:** Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
PO11	**Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

Step-2: Defining Program Specific Outcomes PSOs

PROGRAM SPECIFIC OUTCOMES (PSOs):

PSO1	PSO1: To empower the student to take-up career in healthcare research, Pharmaceutical industry or to seek after higher examinations in pharmaceutical and interdisciplinary studies with high respect for moral qualities, environmental and social issues.
PSO2	PSO2: To strengthen professional and moral attitude effective communication skills, team work, multidisciplinary approach and an ability to relate pharmaceutical sciences issues to broader social context.
PSO3	PSO3: To prepare graduate to learn and adjust in a globe of continually creating patterns.

Step-3 Defining Course Outcomes (COs)

COURSE OUTCOMES (COs):

CO1	CO1 Students will learn pilot plant scale up techniques for pharmaceuticals, relevant documentation, SUPAC guidelines
CO2	CO2 Students will have knowledge of technology transfer, guidelines, protocol, documentation and regulation
CO3	CO3 Students will learn regulatory requirements for drugs worldwide
CO4	CO4 Students will learn various quality management systems as GMP, GLP, ISO
CO5	CO5 Students will have knowledge of IND, AND, FDA submissions and management of clinical studies

Step-4 Selection of Attainment Levels

Attainment levels are selected based on the progress of the students each year. If students attained decided level for a given year, then in next year level is raised. In case of non-attainment

in any particular year, the attainment level is lower from next year.

Attainment Levels of COs

Course Code: BP702T

Assessment Methods	Target-Attainment Levels		Selected Attainement Level
	Level 1	50% of students scoring more than 50% marks in internal assessment tools	
Internal Assessment	Level 2	60% of students scoring more than 50% marks in internal assessment tools	Level 2
	Level 3	70% of students scoring more than 50% marks in internal assessment tools	

Assessment Methods	Target-Attainment Levels		Selected Attainement Level
	Level 1	50% of students scoring more than 50% marks in ESE assessment tools	
End Term Assessment	Level 2	60% of students scoring more than 50% marks in ESE assessment tools	Level 2
	Level 3	70% of students scoring more than 50% marks in ESE assessment tools	

Step-5 Question wise mapping of COs (Question wise weightage and CO mapping) for internal and end semester evaluation component

All the faculties handling the courses will map the student performance in the internal assessment and end semester assessment to the excel sheet as and when the students are evaluated for any component defined in the program schema.

Step-6 Attainment level of each CO for entire class

Attainment is calculated in the scale of 0 to 3 based on the percentage of Overall CO attainment.

| 75 | 211100202008 | Naziru Samaila | 4 | 4 | 4 | 2 | 2 | 9 | 2 | 2 | 1 | 2 | 2 | 3 | 4 | | | 8 | 2 | 1 | 2 | 2 | 1 | 3 | 3 |
| 76 | 211100202007 | RITU Sehrawat | 4 | 4 | 4 | 2 | 2 | 9 | Ab | Ab | Ab | Ab | Ab | Ab | Ab | Ab | Ab | Ab | 1 | 2 | 2 | 2 | 3 | 4 | 2 |

	CO1	CO2	CO3	CO4	CO5
Internal Attainment	3	1	1	0	1

Level attained for each CO

| 75 | 211100202008 | Naziru Samaila | 2 | 0 | 2 | 1 | 2 | 1 | 0 | - | 2 | 1 | 4 | 3 | 4 | | 3 | 5 | 5 | 5 | |
| 76 | 211100202007 | RITU Sehrawat | 1 | 1 | 0 | 1 | 2 | 1 | 0 | 2 | 2 | 2 | 3 | 5 | | 5 | 5 | 5 | 4 | 5 | |

	CO1	CO2	CO3	CO4	CO5
ETE Attainment	3	3	3	3	2

Calculation process of COs Outcome

a) Student wise each outcome for each CO (CO1, CO2………) is calculated in terms of percentage using the below formula

$$COx \text{ in } \% = \frac{\text{Marks obtained by the students in COx}}{\text{Maximum Marks alloted in COx}} \times 100$$

b) Overall outcome of each CO is calculated for all the students based on marks obtained by the students

$$COx \text{ Attainment in } \% = \frac{\text{no. of Students scored more than or equal to 60\% of Marks in COx}}{\text{no. of Students}} \times 100$$

Where, x= [1 to N], N= Number of Course Outcomes

c) **Overall attainment**

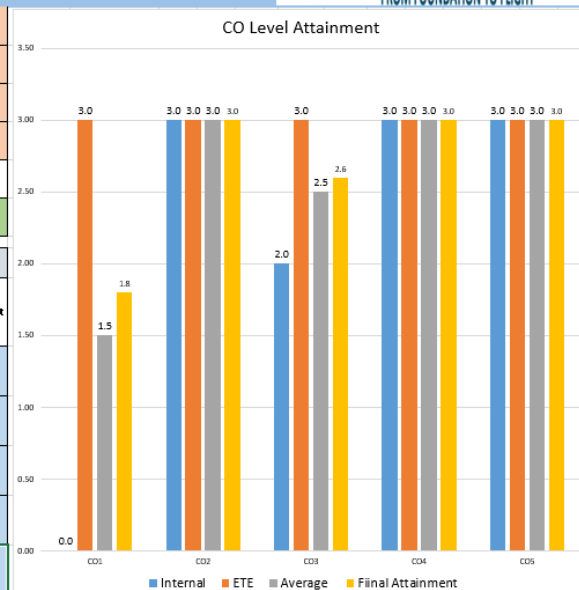**Final attainment** = 20% of internal attainment + 80% of ETE attainment

Step-7 Final attainment of COs in internal and end semester

Session:	ODD 2023-24
Semester:	7th
Prgram:	B. Pharmacy
Course Title:	Industrial Pharmacy-II
Code:	BP702T
Faculty:	Dr. Vikas Jhawat

CO Level Attainment and CO-PO Attainment

Direct Attainmnet	CO1	CO2	CO3	CO4	CO5
Internal	0	3	2	3	3
ETE	3	3	3	3	3
Overall	1.5	3.0	2.5	3.0	3.0
Indirect Attainment (Exit Survey)	3.0	3.0	3.0	3.0	3.0
Final Attainmnet	1.8	3.0	2.6	3.0	3.0

CO Attainment							
COs	Mapping of POs	Mapping of PSOs	Internal	ETE	Average Attainment	Final Attainement (After Exit Survey)	Attainment
CO1	PO1, PO2, PO3, PO5 & PO12	PSO1 & PSO3	0.00	3.00	1.5	1.8	Yes
CO2	PO1, PO2, PO3, PO5 & PO12	PSO1 & PSO3	3.00	3.00	3.0	3.0	Yes
CO3	PO1, PO2, PO3, PO5 & PO12	PSO1 & PSO3	2.00	3.00	2.5	2.6	Yes
CO4	PO1, PO2, PO3 & PO12	PSO1 & PSO3	3.00	3.00	3.0	3.0	Yes
CO5	PO1, PO2, PO3, PO5 & PO12	PSO1 & PSO3	3.00	3.00	3.0	3.0	Yes

Step-8 Mapping of COs with POs and PSOs
Assignment of weightage for each CO against POs

Mapping of Course Outcomes (COs) and Program Outcomes (POs)															
Note: 1 = Slight 2 = Moderate 3 = STRONG 0 = No Mapping															
Course Outcomes	Program Outcomes												PSO		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	3	3	0	1	0	0	0	0	0	0	3	2	3	2
CO2	3	3	3	0	2	0	0	0	0	0	0	3	2	3	2
CO3	3	3	3	0	1	0	0	0	0	0	0	3	2	3	2
CO4	3	2	1	0	0	0	0	0	0	0	0	3	2	1	2
CO5	3	3	3	0	1	0	0	0	0	0	0	3	2	1	2
AVG	2.6	2.8	2.6	0	1	0	0	0	0	0	0	3	2	2.2	2

Calculation of PO's Attainment=

$$\frac{\text{Assigned weightage for COx} \times \text{Attained weightage for COx}}{\text{Maximum weightage (3)}}$$

Step-9 Attainment of POs and PSOs based on the weightage assigned and CO attained

Mapping of Course Outcomes (COs) and Program Outcomes (POs)																	
Note: 1= Slight 2 = Moderate 3 = STRONG 0 = No Mapping																	
Course Outcomes		**Program Outcomes**													**PSO**		
		PO1	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**	**PO12**	**PSO1**	**PSO2**	**PSO3**
CO1	3	1.0	3.0	3.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	2.0	3.0	2.0
CO2	3	2.6	2.6	2.6	0.0	1.7	0.0	0.0	0.0	0.0	0.0	0.0	2.6	1.7	2.6	1.7
CO3	3	2.6	2.6	2.6	0.0	0.9	0.0	0.0	0.0	0.0	0.0	0.0	2.6	1.7	2.6	1.7
CO4	2	2.4	1.6	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.4	1.6	0.8	1.6
CO5	2	1.8	1.8	1.8	0.0	0.6	0.0	0.0	0.0	0.0	0.0	0.0	1.8	1.2	0.6	1.2
Average	2	2.1	2.3	2.2	0.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0	2.5	1.7	1.9	1.7

CO-PO Attainment Chart

Step-10 PO and PSO attainment analysis

Attaiment analysis and recommended Action														
PO attaimnet														
Program Outcome	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**	**PSO1**	**PSO2**	**PSO3**
Attaiment	3	2.6	1.2	0.8	0.0	1.7	0.0	0.5	0.5	0.9	0.2	0.0	1.7	1.7
Target Attained (Yes/No)	Yes	Yes	Yes	No	No	Yes	No	No	No	No	No	No	Yes	Yes
Gap Analysis (PO&PSO)	Gap Analysis for POs and PSOs which were not attained PO1: PO2: PO3: PO4: PO5: PO6: PO7: PO8: PO9: PO10: PO11: PSO1: PSO2:													

Step-11 CO attainment analysis

CO attaimnet					
Course Outcome	CO1	CO2	CO3	CO4	CO5
Attaiment	1.8	3.0	2.6	3.0	3.0
Target Attained (Yes/No)	Yes	Yes	Yes	Yes	Yes
Gap Analysis (CO)	Gap Analysis for COs which were not attained CO1: CO2: CO3: CO4: CO5:				

Step-12 Recommended action if
a) **All CO attained**
b) **COs not attained**

Recommended Action
CO Attainment

Write recommended action for CO attainment gaps

PO&PSO Attainment

Write recommended action for PO&PSO attainment gaps

Final Report
PO's and PSO attainment for a Semester and Program

Batch wise PO & PSO attainement Data (To be maintained by the program coordinaotor/school level examination																			
Scool Name	School of Healthcare and Allied Sciences																		
Program name	B.Pharmacy																		
Batch	2020-24																		
Sr. No.	Course Code	Course Title	Semester/Year	Academic Year	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
1	BP101T	Human Anattomy and Physiology	1	2020-21	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
2			1	2020-21														
3			1	2020-21														
4			2	2020-21														
5			2	2020-21														
6			2	2020-21														
7			3	2021-22														
8			3	2021-22														
9			3	2021-22														
10			4	2021-22														
11			4	2021-22														
12			4	2021-22														
13			5	2022-23														
14			5	2022-23														
15			5	2022-23														
16			6	2022-23														
17			6	2022-23														
18			6	2022-23														
19			7	2023-24														
20			7	2023-24														
21			7	2023-24														
22			8	2023-24														
23			8	2023-24														
			Average PO&PSO attainment		1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
			Program Exit Survey Attainment		1	1	1	1	1	1	1	1	1	1	1	1	1	1
			Final Attainment		1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4

- All POs can be adequately addressed through the selection of core courses and their COs
- Attainable targets can be selected for each of the CO.

- If assessment is in alignment with COs the performance of the students indicates the CO attainment.
- These measurements provide the basis for continuous improvement in the quality of learning.

INDIRECT ATTAINMENT

CO attainment is also need to be calculated through Indirect assessment. The Indirect assessment is calculated in two Phases.

Phase 1: Faculty Assessment of each COs Statements by Evaluating Students (Assignments).

Phase 2: By considering the student feedback on Course COs through Course Exit Survey.

Phase 1: Faculty Assessment of each COs Statements by Evaluating Students based on the rubrics given in course plan.

- In this phase Faculty will evaluate the student through providing assignment or making the students to carry out mini-project works in groups or fabricating working models or conducting quiz or other related exercises and later evaluating the student work and mapping them against the CO related.
- The faculty should take care such that the activities planned are in line with the course.
- The Activities are evaluated according to the marks specified while giving the activities but the scores are mapped against each COs by reducing it into Levels1 to 3.
- In order reduce the scores to Level 1 to 3, faculty may develop a rubric for the same. Each student needs to be evaluated based on the same rubric.

Phase 2: By considering the student feedback on Course COs through Course Exit Survey.

- In this phase a faculty will receive feedback on COs at the end of the course (End of semester). Student will rate each COs in the scale of 1 to 3 based on his understanding level on the course taught.

Enter correlation levels 1, 2 or 3 as defined below: 1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

Continuous Improvement

- Closing the loop at course level, program level and Institute level ensures quality assurance for stake holders.
- All attainment analysis is made to provide continuous improvement through either in course delivery, Assessment and curriculum (Essence of OBE).

CHAPTER: 11
PURCHASE POLICY

1. Purpose
This policy defines the requirements and procedures for purchasing activities at the GD Goenka University, Gurugram.

2. Definition and Scope
a. For the purposes of this document purchasing activities are broken into operating and capital expenditure items.
b. Operating expenditure include items which are expensed during the same accounting period and for the purposes of this policy are broken into two subheads:
   i. Regular expenses which include but are not limited to: staff salaries; lease rentals; and annual maintenance contracts.
   ii. Other purchase and expenses activities which include financial transactions such as but not limited to: purchase of fixed assets; non- fixed asset purchases such as stationary, consumables etc.; promotional and marketing expense; staff business expense reimbursements; staff business travel etc.
c. Capital expenditure items include purchase of fixed assets or long-term use assets for example furniture, air conditioners, building improvements and renovations etc.

3. Policy Principles
a. GD Goenka University is dedicated to managing its finances effectively for purchases and operations.
b. The Governing Body approves the yearly budget and keeps an eye on the financial status based on the recommendations of the Finance Committee.
c. The approach for purchases will be followed by the purchase department in the campuses.
d. Any purchases over and above the approved budgets will need to be approved by the Chief Finance and Accounts Officer.

4. Purchasing Approval & Delegations
a. Operating Expenditure
   i. The Vice Chancellor will approve above Rs.50,000 of budgeted operating expenditure items subject to the department's overall expenditure being within approved yearly budgets.
   ii. The Deans will approve budgeted operating expenditure items below Rs.50,000 subject to the department's overall expenditure being within approved yearly budgets.
   iii. All unbudgeted operating expenditure up to Rs.1,000 will be approved by the Finance Manager (Head of Accounts -Location Specific) based on the need for the expense or escalated to the Director – Finance /Chief Financial Officer at the Finance Manager's discretion.
   iv. All unbudgeted operating expenditure above Rs.1,000 and up to Rs10,000 will be escalated to the Chief Financial Officer for his or her decision.
   v. All unbudgeted operating expenditure above Rs.10, 000 will be approved by the Vice Chancellor.

b. Capital Expenditure
   i. Budgeted capital expenditure per single item up to Rs.5, 0000 will be approved by

Deans designated jointly by Chief Financial Officer.

ii. Budgeted capital expenditure per single item above Rs.50,000 will be approved by the Vice Chancellor.

iii. All unbudgeted capital expenditure will be approved by Chief Financial Officer designated jointly by Vice Chancellor.

c. All expenditure outside of pre-approved budgets must follow the below procedure:

i. Before committing to any expenditure, staff members must ensure they have the required approval in writing. "In writing" includes email approval; approval via a University policy; a petty cash voucher, quotation or contract signed by a person with appropriate financial authority.

ii. In their interactions with students, staff members must also be cautious not to commit, either in writing or verbally, any expenditure that has not received appropriate prior approval.

iii. This process also applies to staff reimbursements. Accordingly, staff members must ensure they have appropriate approval before undertaking any activity for which they will later seek reimbursement from the University.

iv. In particular, non-routine infrastructure, repairs, maintenance and other expenses whether operational or not will

- Need CFO approvals at the proposal stage
- After due approval from Accounts CFO the same will require 3 quotations
- Internal audit will review the quotations check with market and choose the best option
- This will be then included in the monthly budget
- Purchase orders can then be placed
- Accounts will make the necessary transfer

d. In addition, the following monthly purchases limits will apply:

i. The Administration Department is authorised to purchase essential stationery each month up to a maximum value of Rs.25000, after which further approval is required.

ii. The IT Department is authorised to purchase essential computer and telephone hardware for staff members, in particular when a new staff member joins. The IT Department is also authorised to purchase essential items for the repairs and maintenance for campus, IT and accommodation facilities up to a maximum of AUD Rs.100 per transaction, after which further approval is required.

iii. The Library is authorised to purchase essential subject resources once the final subject outline is received. The quantity of any one resource purchased will align to the class size and is set by the Library Collection Development Plan.

iv. All payments made by electronic funds transfer will be submitted by the Finance Manager and released by the Chief Finance & Accounts Officer, to ensure a dual-approval process when releasing money from the University bank accounts.

v. All expenses that exceed Rs.5,000, whether capital or operations, must receive endorsement from the Chief Finance & Accounts Officer and be approved by the Vice Chancellor.

e. **Any unavoidable emergency approvals done in exceptional circumstances when the authorised staff is not contactable/available will need to be ratified by the approving authority.**

5. Purchasing Procedures

a. Purchase procedures aim to secure services, materials, supplies and equipment from a responsible and responsive vendor who offers the lowest cost.

b. The Chief Finance & Accounts Officer will oversee and coordinate purchasing and will be supported by accounts/purchasing managers/executives for this purpose.

c. As a general rule, and where applicable, all purchases above Rs.5000 and below Rs.10,000/- will be made through a purchase requisition and after obtaining a minimum of two bids.

d. All expenses that are expected to exceed Rs.10,000 must be accompanied by three written quotations unless it is of the nature of regular purchases.

e. It is understood that there are occasions when more than one quotation is not possible. Examples include specialised products not available elsewhere and agreements with preferred suppliers.

    i. In these instances, an appropriate justification must be provided, and the CFO will use his or her discretion for such amounts up to Rs. 10,000.

    ii. For any amounts above Rs.10,000 any waiver to the procedures of obtaining two quotations will be approved by the Chief Financial and Accounts Officer or his or her delegate.

f. **Appendix 1** provides detailed purchasing procedures and processes which must be followed.

6. Conflict of Interest Declaration

a. Purchasers must not be involved in transactions with any suppliers where a conflict of interest, real or perceived, may exist. If, in the normal course of a staff member's duties, he/she is confronted with a purchasing decision where a conflict of interest may exist with a supplier, the member of staff is to advise his/her supervisor of the conflict and take no further part in the transaction.

b. Supervisors are to allocate the purchasing decision to another member of staff in such circumstances. The staff member to whom the conflict relates to is to stand down from the purchasing decision and take no further part in the transaction.

c. Examples of conflicts of interest include, but are not limited to:

    i. A transaction between a staff member and a member of his/her family or close friend or associate.

    ii. A staff member being a director, officer, employee, agent, partner, associate, trustee or consultant to an entity which enters into a contract or transaction with the University.

    iii. Accepting gifts, entertainment, discounts or other favours from any individual or entity that is seeking to do business with the University.

7. **Policy Compliance and Oversight**

a. The purchaser is responsible for ensuring that purchases are supported by the appropriate documentation, and that this documentation is forwarded to Procurement.

b. Purchase compliance testing and review will occur periodically. Non-compliance with this policy will be notified to the manager.

c. The 'splitting' of expenses to avoid scrutiny and keep each transaction below a set threshold breaches this policy.

d. Disciplinary action may be taken against staff members who breach this policy. The University reserves the right to make salary deductions or not issue reimbursements when staff members have been found to commit University funds without approval.

Appendix 1: Detailed Purchasing Procedures and Processes

1. **Purchase Origination**

a. Appropriate pre-purchase strategy (e.g. solicitation of written quotes, request for quotation, request for tender).

b. Step 2: Purchase Requisitions.

c. Step 3: Purchase Orders (including, where relevant, Open Purchase Orders).

d. Step 4: Purchase Approval Gate.

2. **Purchase Requisition (PR)**

a. Purchase requisitions (PR) must be raised for all goods and services on a separate email or in a written paper, except for:
   - Routine utility bills, rent, stationery where there is no increase
   - Variable photocopier costs where there is no increase
   - Student certificates and prizes where there is no increase
   - Memberships and subscriptions where there is no increase
   - Library stock acquisitions where there is no increase

b. Under no circumstances should the University receive goods or services without an approved Purchase requisitions (PR) and an approved Purchase Order (PO) unless specifically exempted as above.

c. The person raising a Purchase requisitions (PR) may not approve the requisition. Similarly, the person approving a new supplier addition may not also be responsible for setting up the financial and banking detail. Segregation of duty must be maintained at all time to ensure integrity, respect and transparency.

3. **Purchase Orders (PO)**

a. A Purchase requisitions (PR) becomes a Purchase Order (PO) when the appropriate approval is obtained through the workflow process from a head who has the appropriate financial authority to approve the requisition.

b. School/Departmental units are responsible for validating the Purchase Order (PO) order details against the Purchase Order (PO) number quoted on the tax invoice by the supplier.

c. An approved Purchase Order (PO) must be generated in Precoro prior to the acquisition and delivery of goods and/or services.

d. Purchase Order (PO) that are not created in accordance with the requirements of the policy will not be approved and will be referred back to the originator.

e. Suppliers are required to quote the relevant Purchase Order (PO) number on all tax invoices.

f. When Purchase Order (PO) are raised as part of the awarding of a contract, such POs must not be released until the contract or relevant written document has been completed and formally executed in accordance with the University's Contract requirements.

4. Purchase Approval Gate

a. A Purchase Requisition (PR) becomes a Purchase Order (PO) when the Chief Finance and Accounts Officer approves the requisition.

b. The Procurement Department then reviews the purchasing process to ensure that all required steps have been followed, and the Purchase Order (PO) can be created. An approved Purchase Order (PO) must be created prior to the acquisition and delivery of goods and/or services.

5. Payment Terms

a. The payment terms in the Purchasing Terms and Conditions, attached to each Purchase Order (PO, supersede all payment terms specified unless prior approval is obtained from Procurement or a Contract Agreement following Contract Agreement Policy is signed with a different payment term.

6. Invoice approval and payment

a. The following process flow is implemented for payment of approved invoices:
   i.   Suppliers email invoices to Accounts Department directly and not to the Originator
   ii. Finance scan, validate and forward the invoice to the purchaser/requestor for approval
   iii. Requestor approves or rejects invoice accordingly

b. By approving the invoice, requestor acknowledges that goods or services have been supplied as per the purchase order, quantities and price are correct, and that the goods or services provided are of the quality and in the condition specified.
   i.   The invoice is matched to the purchase order in the Finance system.
   ii. The invoice is then forwarded to the Finance Department for payment

c. Wherever Precoro flow is available, we are going to use the automatic workflow of Precoro and it is advisable to put all approvals in Precoro rather than manual mails.

7. Evaluating Quotations and Tenders

a. Procurement will be performing the evaluation of quotations and tenders and provide the analysis to the requestor.

b. When evaluating quotations and tenders the following assessment criteria may include but not limited to:
   i.   Compliance to the purchasing specifications
   ii. Price
   iii. Quality
   iv. Service delivery timelines
   v.   Installation and maintenance support services

vi.   Experience and reliability of the supplier

vii.   Warranty or Guarantee

viii.   Third party beneficiary

ix.   Mitigation of risk to the University and compliance with requirements of the University's Risk Management Policy including a risk assessment and consultation where applicable

x.   Compliance with relevant Australian Standards (AS) where applicable or an acceptable international equivalent

xi.   Quotations for routine items will be reviewed yearly

a. An evaluation matrix will be generated for each category of purchase by Procurement through consultation with the purchaser to ensure all needs from the purchasers are captured in the evaluation of suitable suppliers. It should be noted that the mandatory criteria provided in the matrix must be evaluated as part of the evaluation process. The variable criteria may be tailored to suit the requirements of the individual tender.

8. Purchasing Procedure

a. The preferred methods of purchasing, in order of preference, are corporate credit card, electronic funds transfer, staff member reimbursement and petty cash. The University entirely understands that staff members may wish to opt for petty cash as opposed to reimbursement and no explanation will be sought if this is the staff member's preference.

b. To receive petty cash, staff members must complete and sign a petty cash voucher and submit it to the Finance Manager. The Finance Manager will not issue cash unless they are satisfied that appropriate approvals have been sought.

All requests routed through precoro system need to be aligned with the budget.

G D GOENKA
UNIVERSITY
FROM FOUNDATION TO FLIGHT