



**RAMA  
UNIVERSITY**

# **UNIVERSITY REGULATION**

Rama University, Mandhana, Kanpur  
[www.ramauniversity.ac.in](http://www.ramauniversity.ac.in)

(Vice-Chancellor)

(Registrar)



# UNIVERSITY REGULATION

## INDEX

S. No	Chapter	Description	Page No.
1	Chapter I	Officers of the University	2-3
2	Chapter II	SOP for Admission	4-20
3	Chapter III	Conduct and Evaluation of Examinations	21-32
		SOP of Examination Section	33-44
4	Chapter IV	Enrollment & Degree Verification	45
5	Chapter V	Hostel Rules and Regulations	46-47
6	Chapter VI	Code of Ethical & Professional Conduct for the Vice-Chancellor	48-49
		Code of Ethical & Professional Conduct for Teacher	50-54
		Code of Ethical & Professional Conduct for Employees	55-56
		Code of Ethical & Professional Conduct for the Registrar	57-58
		Code of Ethical & Professional Conduct for the Students	59-61
		Code of Ethical & Professional Conduct for the Finance Officer	62-63
		Code of Ethical & Professional Conduct for the Controller of Examination	64
7	Chapter VII	Rules for Purchase & Procurement	65-68
8	Chapter VIII	Policy for Maintenance, Preservation & Weed-out of Records	69-70
9	Chapter IX	Rules for Procedures for Library	71-76
10	Chapter X	IT Policy	77-85
11	Chapter XI	SOP for Community Radio & Social Media Contents	86
12	Chapter XII	Security regarding Instructions	87
13	Annexure -1	Annual Performance Appraisal form for Teaching Staff	88-93
14	Annexure -2	Annual Performance Appraisal form for Non-Teaching Staff	94-96

## CHAPTER 1

### Officers of the University

The Officers of University has been declaring in U.P. Private University Act – 2019 & subsequent Rama University Statutes as hereunder: -

1	Chancellor	41	Biomedical Engineer
2	Vice-Chancellor	42	Company Secretary
3	Director	43	HR Manager
4	Director (IPR)	44	Hardware Engineer
5	Registrar	45	Pharmacist
6	Dean Academics and Planning	46	Security Supervisor
7	Controller of Examination	47	Store Incharge
8	Finance Officer	48	Store Keeper
9	Deans/Principals	49	Store Assistant
10	Chief Proctor	50	Veterinary Officer
11	Dean Student Welfare	51	Veterinary Assistant
12	Associate Professor	52	Website Developer
13	Deputy Registrar	53	Billing Clerk
14	Deputy Registrar (Admin)	54	Blood Bank Technician
15	Deputy Controller of Examination	55	Cardiac OT Technician
16	Assistant Professor	56	Caretaker
17	Assistant Registrar	57	Carpenter
18	Director Admission	58	Cashier
19	Purchase Manager	59	Cath Lab Technician
20	Admin Officer	60	CCTV Operator
21	Asst. Admin Officer	61	CCU Technician
22	Librarian (Acting)	62	Cleaner
23	Branding Manager	63	Clinical Pyschologist
24	Placement & Training Officer	64	Operator
25	Legal Officer	65	Computer Operator
26	Section Office	66	Aptitude Trainer
27	Office Assistant	67	Counsellor
28	Accountant	68	Crane Operator
29	Assistant Librarian	69	CSSD Technician
30	Library Assistant	70	CT Technician
31	Content Writer	71	Dark Room Assistant
32	Transport Manager	72	Day Care Assistant
33	Electrical Engineer	73	Dental Care Technician
34	Senior Resident	74	Dental Hygienist
35	Assistant Manager	75	DG Operator
36	Assistant Matrons	76	Dialysis Technician
37	Assistant Warden	77	Graphic Designer
38	AC Technician	78	Tutor

39	Academic Coordinator	79	Dairy Assistant
40	Civil Engineer	80	Dietician

81	Dish Washer	121	Washerman
82	Driver	122	Attendant
83	Electrician	123	Aaya
84	Gardener	124	Safai Karamchari
85	Gas Manifold Technician	125	Sweeper
86	GDA		
87	Cook		
88	Helper		
89	Junior Demonstrator		
90	Junior Resident		
91	Lab Assistant		
92	Lab Instructor		
93	Lab Technician		
94	Lift Operator		
95	Maintenance Supervisor		
96	Medical Record Assistant		
97	MRD Assistant		
98	MRI Technician		
99	Network Engineer		
100	Pharmacy Manager		
101	Photographer		
102	PHP Developer		
103	Plumber		
104	Pump Operator		
105	Receptionist		
106	Resident Medical Officer		
107	Security Guard		
108	Senior Staff Nurse		
109	Senior Technician		
110	Soft Skill Trainer		
111	Software Engineer		
112	Speech Therapist		
113	Sports Officer		
114	Staff Nurse		
115	STP Plant Operator		
116	Mess Coordinator		
117	MIS Executive		
118	Ward Aaya		
119	Ward Boy		
120	Ward Incharge		

## CHAPTER 2

SOP FOR ADMISSION**About:**

Rama University aims to provide high-quality educational experience through a fair and transparent admission system and avoid unfair discrimination on grounds of disability, gender, religion or belief. The policy ensures proper admission procedure with respect to each application received for admission. It also seeks to set selection criteria which is transparent, fair and consistent.

Rama University is committed to follow the regulations and guidelines on admissions stipulated by the statutory bodies such as University Grants Commission (UGC), Government of India, All India Council for Technical Education (AICTE) who have recognized the programmes.

---

**Objectives:**

1. *To have a fair and transparent policy for all parents.*
2. *To make the admission process easy for parents and students.*
3. *Every student should get a fair chance to get admission in Rama University.*
4. *Always implement practices that continue to produce valued outcomes.*

**Applicable to:**

This policy applies to all parents/ aspirants seeking admission for their children/ themselves at Rama University.

**Mode of Admission**

Aspirants shall submit the Online application through Rama University Website / Portal with prescribed application Fee. Alternatively, a candidate may procure Admission Brochure from Rama University Campus and submit hard copy of the Application Form duly filled in the Admission Cell.

**Policy Guidelines:**

1. Admission Committee (as per provisions of Statutes) is the final authority in respect of admissions.

2. Admission in all courses (except MBBS, MD, BDS, MDS & BAMS) shall be done as per guidelines followed by RAMA University Statute/Ordinance.
3. The Admission shall be made through transparent process of Entrance Test/ Academic Index Merit.
4. The Admission and Eligibility Criteria will be same as issued by the respective regulatory authorities i.e. NMC, DCI, INC, SMF, AICTE, BCI, PCI, NCISM etc., State /Central Government & UGC.
5. Weightage shall be given to students who has participated sports/NSS/ NCC in their previous institution.
6. Regarding the admission of foreign students, the norms established by State Central Government and regulatory bodies are applicable
7. The Admission Committee has decided to Special Scholarship Scheme for the Merit Holder.

Rama University is committed to its institutional social responsibility. Rama University is proactive in enhancing the educational standards by motivating the bright lot of students by providing attractive scholarship benefits.

<b>Merit Basis Scholarship for UG Course*</b>	
(B.Tech (CS/Biotech/ME), B.Sc. Biotech, BCA/BBA/B.com, BJMC, B.Sc. Agri, BBA/BA- LLB, LLB)	
Any State / CBSE , ISC Board	Scholarship
60-64.99%	10%
65-69.99%	15%
70-74.99%	20%
75-79.99%	25%
80-84.99%	30%
85-89.99%	50%
90-100%	100%
<b>Merit Basis Scholarship for PG Course*</b>	
(M.Tech, MCA, M.Sc. Biotech, MBA, MJMC, M.Sc, Agri, LLM)	
Any State / CBSE , ISC Board	Scholarship
50-59.99%	10%
60-64.99%	15%
65-69.99%	20%
70-74.99%	30%
75<100%	35%
Existing Student	35%



1. **Note:** \* Relaxation of 35% on tuition fees for RU student in academic session 2024-25 (passing out in the current academic session 2023-24) in order to enhance student's progression in the higher education at university.

For LAW Aspirants			
LLM/LLB		BA/BBA-LLB	Scholarship
CLAT Ranking	LSAT(Percentile)	AILET	
12001-20000	70.00 to 74.99	NA	25%
10001-12000	75.00 to 79.99	71-80	50%
5001-10000	80.00 to 89.99	81-90	75%
1-5000	>=90.00	91-100	100%

For MANAGEMENT Aspirants			
Percentile in CAT	Scholarships	Percentile in MAT/XAT	Scholarships
91-100	100% Waiver of Tuition Fees	96-100	100% Waiver of Tuition Fees
81-90	75% Waiver of Tuition Fees	91-95	75% Waiver of Tuition Fees
71-80	50% Waiver of Tuition Fees	86-90	50% Waiver of Tuition Fees
		75-85	35% Waiver of Tuition Fees

**Note:** \* All scholarship policies will continue on the basis of pre-approved policies. Failing to comply the same, further to which, necessary scholarship deductions will take place.

For Pharmacy Aspirants		
Courses Name	Percentage	Scholarship
B.Pharm (LT)	60-65%	5%
	65-70%	10%
	70-75%	15%
	75% and above	20%
Pharm.D	60-65%	5%
	65-70%	10%
	70-75%	15%
	75% and above	20%
Pharm.D (PB)	60-65%	5%
	65-70%	10%
	70-75%	15%
	75% and above	20%

For M. Pharma Aspirants			
Courses Name		Percentage	Scholarship
M.Pharma (Pharmacognosy, Pharma Practice, Pharmacology, Pharmaceutical Chemistry and Pharmaceutics)	60-65%		5%
	65-70%		10%
	70-75%		15%
	75% and above		20%
B. Pharma Aspirants		M. Pharma Aspirants	
UPTAC Eligibility		GPAT Eligibility	
Ranking	Scholarship	Eligibility	Scholarship
5000 - 25000	10%	If Qualified	5%
25001-45000	5%		

**Note:** \* Merit base scholarship not applicable on B.Pharma.

#### For AGRICULTURE Aspirants

Exam	Condition	Scholarship
UPCATET (Agriculture)	If Qualified in the Exam	20%

#### Category Scholarship

Eligibility Criteria		Scholarship
<b>On the basis of Sports</b>	National Participant	25%
	National Medal winner	50%
	International Participant	50%
<b>On the basis of CUET Ranking</b>	85 Percentile	25%
	90 Percentile	50%
	95 Percentile	100%
<b>On the basis of JEE Ranking</b>	Ranking between 1,00,001 to 2,50,000	10%
	Ranking between 55,001 to 1,00,000	20%
	Ranking between 40,001 to 55,000	40%
	Ranking between 25,001 to 40,000	60%
	Ranking between 15,001 to 25,000	75%
	Ranking between 1 to 1500	100%



<b>ONE TIME PAYMENT POLICY</b>		
Tuition Fee	100% fee in a single installment	5%

**Continuation of Academic Scholarship is subject to the following conditions-**

- Student must maintain 60% or above marks in respective academic year/semester with no backlogs.
- Student must maintain 75% attendance in respective academic year/semester.
- In case of any back log/supplementary exam is found, 20% decrement in the academic scholarship will befall per back log.

**Admission Term & Conditions**

1. The University is committed to enact and follow the admission procedure which ensures that there will be transparency in the entire admission process.
2. The criteria for admission to any course in the University shall be based on the academic merit, performance in the entrance test and personal interview.
3. The list of selected candidate for admission as per the course requirements shall be notified on the University notice board and individually intimated.
4. Registrar shall issue Provisional Admission Letter to the selected candidates
5. In case of non-admission of the selected candidate for any reasons, candidates who are waitlisted shall be allowed to join the program.
6. Students can avail themselves only one scholarship scheme at the time of admission.
7. Fees receipt shall be generated immediately by accounts department and consultancy if any, would be released thereafter by the accounts department.

**Faculty wise list of the programmes, duration**

Name of Faculty	Program Code	Name of Courses	Duration/Year
Faculty of Medical Sciences	101	MBBS	4.5 Years +1 Year Internship
	102	MD (Anatomy)	3 Years
	103	MD (Physiology)	
	104	MD (Biochemistry)	
	105	MD (Pathology)	
	106	MD (General Medicine)	
	107	MD (Community Medicine)	
	108	MD (Pharmacology)	
	109	MD (Microbiology)	
	124	MD (Anaesthesiology)	
	125	MS (General Surgery)	
	126	MD (Dermatology, Venereology & Leprosy)	
	127	MD (Paediatrics)	
	128	MD (Psychiatry)	
	129	MD (Radio-diagnosis)	
	130	MD (Respiratory Medicine)	
	131	MS (Obstetrics & Gynaecology)	
	132	MS (Ophthalmology)	
	133	MS (Orthopaedics)	
	134	MS (Otorhinolaryngology)	
	135	MD (Emergency Medicine) **	
	Faculty of Dental Sciences	110	M.Sc. (Medical Microbiology)
111		M.Sc. (Medical Anatomy)	
112		M.Sc. (Medical Physiology)	
113		M.Sc. (Medical Pharmacology)	
114		M.Sc. (Medical Biochemistry)	
-		Ph.D. (Available Specialization)	3 Years
Faculty of Dental Sciences	201	BDS	4 Years + 1 Year Internship
	202	MDS (Oral Medicine and Radiology)	3 Years
	203	MDS (Prosthodontics and Crown and Bridge)	
	204	MDS (Orthodontics and Dentofacial Orthopedics)	
	205	MDS (Oral and Maxillofacial Surgery)	
	206	MDS (Periodontology)	
	207	MDS (Pediatric and Preventive Dentistry)	
	208	MDS (Concervative Dentistry and Endodontics)	

	209	MDS (Public Health Dentistry)	3 Years
	210	MDS (Oral Pathology and Microbiology)	
	-	Ph.D. (Available Specialization)	
Faculty of Nursing	303	B.Sc. Nursing	4 Years
	304	Post Basic B.Sc. Nursing	2 Years
	305	M.Sc.(Medical Surgical Nursing)	2 Years
	306	M.Sc.(Obstetrics and Gynecology Nursing)	
	307	M.Sc.(Psychiatric Nursing)	
	308	M.Sc.(Community Health Nursing)	
	309	M.Sc.(Child Health Nursing)	
Faculty of Paramedical Sciences	405	BPT	4.5 Years
	406	BMLT	3 Years + 1/2 Year internship
	407	B.Sc. Optometry	3 Years + 1 Year internship
Faculty of Engineering & Technology	504	B.Tech (Mechanical Engineering	4 Years/3 Years for Lateral Entry
	506	B.Tech (Computer Sciences and Engineering)	
	508	B.Tech (Biotechnology)	
	512	M.Tech (Electrical Engineering Power Electrical and Power System )	2 Years
	513	M.Tech (Mechanical Engineering CAD/CAM) – FT	
	539	M.Tech (Mechanical Engineering CAD/CAM) – PT	
	514	M.Tech (Microelectronics and VLSI Design) –FT	
	540	M.Tech (Microelectronics and VLSI Design) –PT	
	515	M.Tech (Computer Science and Engineering–FT	
	541	M.Tech (Computer Science and Engineering–PT	
	516	M.Tech. (Civil Engineering: Construction Technology & Management) - FT	
	542	M.Tech. (Civil Engineering: Construction Technology & Management) - PT**	
	517	M.Tech (Biotechnology)	
	536	M.Tech. (Civil Engineering: Structure Engineering)	
	537	M.Tech. (Civil Engineering: Transportation Engineering)	
	551	B.Sc. Biotechnology	
	552	M.Sc. Biotechnology	2 Years
	503	BCA	3 Years
	553	MCA	2 Years
	-	Ph.D. (Available Specialization)	3 Years
Faculty of Commerce & Management	601	BBA (Digital Marketing)	3 Years
	620	B. Com (E-Commerce)	3 Years
	603	MBA (Dual Specialization)	2 Years
	615	MBA (Agri-Business Management)	
	616	MBA (Hospital & Healthcare Management)	
	617	MBA (Pharmaceutical Management)	
	-	Ph.D. (Available Specialization)	3 Years

Faculty of Professional Studies	704	BA (Journalism and Mass Communication)	3 Years
	705	MA (Journalism and Mass Communication)	2 Years
	-	Ph.D. (Available Specialization)	
Faculty of Agricultural Sciences and Allied Industries	801	B.Sc. (Agriculture)	4 Years
	802	M.Sc. Agriculture (Agronomy)	2 Years
	804	M.Sc. Agriculture (Horticulture)	
	805	M.Sc. Agriculture (Soil Science)	
	806	M.Sc. Agriculture (Genetics & Plant Breeding)	
	809	M.Sc. Agriculture (Extension Education)	
	808	M.Sc. Agriculture (Plant Pathology)	
-	Ph.D. (Available Specialization)	3 Years	
Faculty of Juridical Sciences	901	LLB	3 Years
	902	BA LLB	5 Years
	903	BBA LLB	5 Years
	909	LLM 1 Year (Business & Corporate Law)	1 Years
	907	LLM 1 Year (Criminal & Security Law)	
	904	LLM 1 Year (Constitutional & Administrative Law)	
	910	LLM 2 Year (Business & Corporate Law)	2 Years
	908	LLM 2 Year (Criminal & Security Law)	
	905	LLM 2 Year (Constitutional & Administrative Law)	
	-	Ph.D. (Available Specialization)	3 Years
Faculty of Pharmaceutical Sciences	1201	B. Pharma	4 Years/3 Years for Lateral Entry
	1202	D. Pharma	2 Years
	1203	Pharma D **	6 Years
	1204	Pharma D PB **	3 Years
	1205	M.Pharma. (Pharmaceutics) **	2 Years
	1206	M.Pharma. (Pharmaceutical Chemistry) **	
	1207	M.Pharma. (Pharmacology) **	
	1208	M.Pharma. (Pharmacognosy) **	
	1209	M.Pharma. (Pharmacy Practice) **	
Faculty of Ayurveda	1301	BAMS	4.5 Years+1 Year Internship
Rama Institute of Pharmacy	1401	B. Pharma**	4 Years
	1402	D. Pharma**	2 Years

**Note: - Reservation of seat as per guidelines of U. P. Govt. as below: -**

1. SC – 21%
2. ST – 2%
3. OBC – 27%
4. Horizontal reservation shall be provided to Persons with Disabilities (PWD) upto 3% on the production of relevant certificate.

**Eligibility Criteria For Admission To Undergraduate and Post Graduate Programmes as Per Prevailing Guidelines.**

<b>S. No.</b>	<b>Name of the Programme</b>	<b>Entry Qualification</b>
1	MBBS	17 Years + PCBE in 12 <sup>th</sup> & NEET qualified.
2	MD	MBBS Degree with 50%, completion of a 1-year internship & NEET qualified.
3	MS	MBBS Degree with 50%, completion of a 1-year internship & NEET qualified.
4	MSC medical	55 % in MBBS/BDS/BAMS/BUMS/LIFE SCIENCES/BPT/BMLT/B PHARMA
5	BDS	17 Years + PCBE in 12 <sup>th</sup> & NEET qualified.
6	MDS	BDS Degree + NEET qualified.
7	B.Sc. Nursing	17 years as on 31st Dec 2024 & Gen 50% , OBC/SC/ST 50% in PCBE (10+2) ONLY FEMALE STUDENTS
8	Post Basic Nursing	50% in GNM
9	M.Sc. Child Health Nursing (Paediatrics)	B.Sc Nursing Pass Or Post Basic Nursing PASS + 1 YEAR Experience
10	M.Sc. Community Health Nursing	
11	M.Sc. Medical Surgical Nursing	
12	M.Sc. OBS & Gynae Nursing	
13	M.Sc. Psychiatric Nursing	
14	Bachelor in Physiotherapy (BPT)	17 years as on 31st Dec 2024 & 50% in PCBE (10+2),(Lateral Entry to 2nd year candidates who have passed diploma, registered with UP state medical faculty)
15	Bachelor in Medical Lab Technology (BMLT)	
16	Bachelor in Optometry	
17	B.Tech. (ME/CS/AI/DS)	Passed 10+2 examination from recognized board with Physics and Mathematics as compulsory subjects along with Chemistry / Computer Science. With at least 50% marks in the above subjects, taken together and 50% marks overall
18	B.Tech. (Biotechnology)	Passed 10+2 examination with Physics and Mathematics/Biology as compulsory subjects along with Chemistry/Computer science With at least 50% marks in the above subjects, taken together and 50% marks overall.
19	B.Tech Lateral (CS/ME/Biotech)	Passed Minimum THREE years/TWO years (Lateral Entry) Diploma examination with Minimum 50% Marks recognized by Board of Technical Education /University in corresponding branch of Engineering OR B. Sc (PCM) with minimum 50% marks.
20	M.Tech. (Mechanical Engineering: CAD/CAM) - Full Time	B. Tech. in Mechanical / Industrial / Production / Manufacturing / Welding /

21	M.Tech. (Mechanical Engineering: CAD/CAM) -Part Time	Material Science / Metallurgy Engineering with minimum 50% Marks
22	M.Tech. (Computer Science & Engineering) - Full Time	B.Tech (CSE/IT), MCA, M.Sc (CSE/IT) with 50% Marks from any recognized University
23	M.Tech. (Civil Engineering: Construction Technology & Management) - Full Time	B.Tech (Civil Engg.) with 50% Marks from any recognized University
24	M.Tech. (Civil Engineering: Construction Technology & Management) - Part Time	
25	M.Tech. (Biotechnology) - Full Time	B.Tech. (Biotechnology, Food Technology, Chemical Engineering, Biomedical Engineering) or B.Pharmacy or M.Sc. (Biosciences) or any other equivalent qualification with minimum 50% Marks.
26	M.Tech. (Civil Engineering: Structure Engineering) - Full Time	B.Tech. (Civil Engineering) or B.Arch. or B. Planning with minimum 60% marks.
27	M.Tech. (Civil Engineering: Structure Engineering) - Part Time	
28	M.Tech. (Civil Engineering: Transportation Engineering) - Full Time	
29	M.Tech. (Civil Engineering: Transportation Engineering) - Part Time	
30	B.C.A.	Passed 10+2 in any Stream from any recognized board with minimum 50% Marks.
31	MCA	B.Tech (CSE/IT), BCA, B.Sc (CSE/IT) with 50% Marks from any recognized University
32	B.Sc. Biotechnology (Hons) – NEP	10+2 (with Physics, Chemistry and Biology or Biotechnology with Minimum 50% Marks
33	M.Sc. Biotechnology	B.Tech (BioTech)/ B.Pharma or B.Sc. with Zoology/Botany/ Chemistry/ Microbiology/ Biochemistry/ Environmental Science/ Biotechnology/ Mathematics/ Physics/ Medical Laboratory Technology./Medical Microbiology/ Bioinformatics/, Food Technology./ Nutrition Science with Minimum 50% Marks
34	BBA (Digital Marketing)	Passed 10+2 in any stream with minimum 50% Marks
35	B.Com. (Hons) - NEP	Passed 10+2 in any stream with minimum 50% Marks
36	MBA in Dual Specialisation (Marketing, HR, Finance, International Business)	Graduate in any stream with minimum 50% Marks.
37	MBA (Agri Business Management)*	
38	MBA (Hospital and healthcare management)*	
39	MBA (Pharmaceutical Management)*	
40	B. A. in Journalism & Mass Communication	Passed 10+2 in any stream with minimum 50% Marks
41	M. A. in Journalism & Mass Communication	Graduate in any stream with minimum 50% Marks.
42	B.Sc. Agriculture	The candidates must have completed 10+2 with a minimum of 50% aggregate marks



		from a recognized board with subjects like PCM/PCB/PCMB/ Agriculture (Physics, Chemistry, Mathematics, Biology) from a recognized Board/ University). Age limit 1. Minimum age is 16 years and maximum eligible age will be 22 years.
43	M.Sc. Agriculture (Agronomy)	Candidates must have a Bachelor's degree in Agriculture/Forestry/Horticulture/Science from a recognized university
44	M.Sc. Agriculture (Horticulture)	
45	M.Sc. Agriculture (Soil Science)	
46	M.Sc. Agriculture (Genetic & Plant Breeding)	
47	M.Sc. Agriculture (Plant Pathology)	
48	M.Sc (Agriculture Extension)*	
49	LL.B.	Graduate in any stream with minimum 50% marks
50	B.A. LL.B.	Passed 10+2 in any stream with minimum 50% Marks
51	B.B.A. LL.B.	
52	LL.M. (Constitutional and Administrative Law) (1 Year)	
53	LL.M. (Constitutional and Administrative Law) (2 Years)	Candidates must have completed LLB or five-year integrated LLB from any recognised University with minimum 50% Marks.
54	LL.M. (Criminal and Security Law) (1 Year)	
55	LL.M. (Criminal and Security Law)) (2 Years)	
56	LL.M. (Business and Corporate Law) (1 Year)	
57	LL.M. (Business and Corporate Law) (2 Years)	
58	Bachelor of Pharmacy (B. Pharma)	Passed 10+2 with Chemistry, Physics, Mathematics/Biology from a recognized board with minimum 50% Marks
59	Diploma in Pharmacy (D. Pharma)	
60	M.Pharma. (Pharmaceutics)	B.Pharma from any recognised University with minimum 50% Marks
61	M.Pharma. (Pharmaceutical Chemistry)	
62	M.Pharma. (Pharmacology)	
63	M.Pharma. (Pharmacognosy)	
64	M.Pharma. (Pharmacy Practice)	
65	Pharm.D (PB)	
66	Pharm.D	Passed 10+2 with Chemistry, Physics, Mathematics/Biology from a recognized board with minimum 50% Marks

## **Documents to Be Submitted at The Time of Admission.**

Since all the Courses run by the University is Regular, it is mandatory for the candidates to appear in person for admission with **proper Identity Proof**. The Candidate must bring the following documents also **in original** along with one set of self-attested photocopies:

- 10th Marksheet
  - 12th Marksheet
  - Graduation Marksheet (For PG Courses Only)
  - Migration Certificate/ Transfer Certificate
  - Character Certificate from the Institution last attended.
  - Domicile Certificate for other State
  - Income Certificate issued by Tahsildar
  - Caste Certificate (if Applicable)
  - Affidavit for Gap Year(s), if applicable
  - Copy of Aadhar Card
  - 4 passport size colored photographs in formal dress.
- After checking eligibility criteria, if a candidate is found eligible, a provisional admission letter will be provided to the candidate.
- Candidate has to submit the eligibility documents within the prescribed time to the Registrar's office, failing which the admission shall stand canceled.

## **Merit Listing**

The merit list of the students for the programme shall be prepared by the University as per the selection process. After preparing merit list, University will inform the same to the candidates.

The candidates qualifying in the selection criteria will be admitted provisionally subject to them qualifying the basic eligibility criteria which shall remain the basic admission criteria. Notification regarding the dates of the Merit Lists will be displayed on the Website from time to time.

## **Policy for Withdrawal and Refund of Fees**

- Candidates may withdraw their admission by submitting an Application Form in person along with original copy of the receipt of the fee deposited to the Office of the Head of Admission through for which he/ she must obtain an acknowledgment.

- The fee deposited by such a candidate shall be refunded after deduction as prescribed by the UGC/ Other Statutory bodies while **Processing charges shall Not Be Refunded in any circumstances.**
- The candidate has to submit Withdrawal Application at least 16 days or more before Commencement of the classes. In such cases, the refund of fee shall be made within three months after the final cutoff date of admission, through Cheque /NEFT in favor of the Candidate only.
- If any candidate once availed the Facility of the Hostel / Transport shall not leave before the completion of the Academic Session, No Refund request shall be entertained in this regard.

### **Schedule of Fees Payment**

#### **(a) Tution Fee & Hostel Fee**

Schedule of Payment of Fees at the time of admission/ first year:

First Installment: At the time of admission

Second Installment: On or before 15<sup>th</sup> January.

Schedule of payment of fees in subsequent years:

First Installment: On or before 30<sup>th</sup> July of the Calendar Year. Second Installment: On or before 15<sup>th</sup> January of the Calendar Year.

Note: It is made clear that Annual Fees is payable in two installments as above and it has no bearing with the commencement of Semester and declaration of Semester Results.

#### **(b) Transport Fee:**

- Transport Fee shall be deposited in Single Installment as per the Route Fare before commencement of the session.

### **Late Fee Payment**

Those students who fail to deposit fees by the due date shall be levied a fine of Rs. 500/- per day including Sunday / Holidays up to 10 days. The name of those students, who fail to deposit the fee with a requisite fine within 10 days from the due date as mentioned above, shall be struck off from the rolls of the University immediately thereafter. However, such students may be re-admitted with the approval from the Dean of the Faculty concerned after they deposit Rs. 5000/- as re-admission charges along with the fees and fine Rs. 5000/-. The period during which the name of the student remains struck off will

not be treated as the inactive period for the purpose of calculation of attendance requirement. If the last date of submission of the fee happens to be a holiday, the next working day shall be counted as the last date of submission of the fee for the purpose of a late fee.

No separate notice for depositing fee shall be issued.

### **Minimum Attendance Criteria:**

It is mandatory to maintain minimum 75% attendance in each subject in Odd-Even, Semester/ Year failing which the student shall be detained in that particular Semester/Year. In exceptional circumstances relaxation of 10% may be granted by the by the Dean of the Faculty concerned on valid grounds as per recommendation of the Head of the Department concerned. If relaxation is sought on the basis of hospitalization of the student concerned or on other relevant medical grounds, all requisite papers must be submitted within 7 days of discharge from the hospital. Such relaxation may be granted by the Vice Chancellor on the recommendation of a common committee constituted for such purpose.

If there is a mass cut in any of the period, students shall be charged a special fine of Rs. 50/- per period. If there is mass cut for the whole day, special fine of Rs. 200/- shall be charged.

Students are encouraged to participate in Technical/ Cultural Festivals, Sports Meets, Tournaments, Seminars, Workshops, Conferences, NCC/ NSS Camps etc., organized by the University and Special Attendance Bonus shall be granted in this regard to all the Participants and Attendees

### **Instructions for Curbing Ragging**

As per orders of the Hon'ble Supreme Court, Ragging is a Grievous Offence. Any one indulging in ragging will be severely punished. The punishment may take the form of expulsion from the University, suspension from the University or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) Reporting to the police and lodging an FIR (ii) withholding scholarships or other benefits, (iii) debarring from representation in events, (iv) withholding results, (v) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment may be awarded to act as a deterrent.

All cases of Ragging will be referred to **Anti Ragging Committee** of the University. All Victims are at liberty to approach Anti Ragging Committee/Squads on Telephone Numbers prominently displayed in the University. The following will be termed as the act of Ragging.

Any disorderly conduct whether by words spoken or written or by any act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which may cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in 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.

All students enrolled in the University are bound by the directions of UGC and other regulatory bodies in respect of prevention of ragging in educational institution campuses. Hence they are advised to keep themselves updated on their websites.

### **Anti-Ragging Measures and Online Affidavit. Why& How?**

It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of first admission and thereafter each year at the time of annual registration as per relevant UGC's regulations issued from time to time.

It is the order of the Honble Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location. Central Government/ UGC maintains an online portal, on which it is mandatory to store central records of all students on rolls in Higher Education in India. UGC Ragging Prevention Program has developed an ON LINE procedure for downloading anti ragging affidavits which is mandatory for all students enrolled in HEIs.

### **How to Use UGC Ragging Prevention Program Portal?**

It is a simple procedure comprising 3 steps:

**Step 1:** Log on to [www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org) Click on the button titled -On Line Affidavits.

**Step 2:** Fill in the information as desired and submit the form.

**Step 3:** On successful completion you will receive affidavits, both for Students and Parents, through E mail. If you do not have an E mail / Address, please create one before you log in. If your parents do not have an E-Mail/Mobile/ Landline Phone Number, please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start afresh and submit the information again. It is a very easy process.

As per the latest UGC guidelines, it will be mandatory for the students admitted to mention Anti Ragging Undertaking Reference Number generated from the Anti-Ragging Portal in the Admission Form.

It is absolutely made clear that UGC Regulations/ Guidelines and Law of the Land shall be applicable to the students as amended from time to time.

### **National Anti-Ragging Helpline No. 1800-180-5522**

#### **University Rules & Code of Conduct**

University Rules are available on its website and students are required to follow the rules and regulations of the University in all aspects. Visit [www.ramauniversity.ac.in](http://www.ramauniversity.ac.in) for details.

### **General Instructions**

- All the admission shall be provisional, till the same is confirmed by the **Admission Committee** and there after allotment of Enrollment by University.
- The student would be liable for necessary action as deemed fit by the Rama University for any wrong information filled in the application form. If a candidate is admitted on the basis of information submitted by him/her, which is found to be incorrect or false on a later date, his / her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The University may also take further action as deemed fit against such candidate and / or his / her parents / guardians as considered suitable.
- All fees through Demand Draft / Cheque are payable in the name of 'Rama University' only.
- If the University Authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and congenial atmosphere in the University, the Vice Chancellor of the University/Director Sir/ Dean of the concerned faculty may cancel the admission of any student who is found to be involved in activities which are prejudicial to maintaining harmony on the campus.
- The University has a streamlined method of redressal of grievances. **The Grievances Redressal Committee** addresses all kinds of grievances including those pertaining to admissions, examinations, conduct on the campus etc. on top priority.
- The University has an **Internal Complaints Committee** to deal with all Sexual Harassment related issues, which are handled on utmost priority. The candidates who are admitted in the University would be required to follow all rules and regulations in letter and spirit, conduct themselves in an orderly manner and maintain the best decorum, failing which suitable penal action would be taken against them.



- Canvassing in any form for influencing the admission by any candidate and / or his / her parents/ guardians would result in his/ her summary rejection for admission.
- The admission procedure is subject to modification, without notice, as per directions of UGC or any competent authority.
- The final cutoff date for admission to all the courses is 31<sup>th</sup> August 2024, which may be extended, if required, as per guidelines of UGC and/or other concerned statutory council / Government.
- Admission and Academic Calendars shall be available on University Website.
- All applicants are instructed to follow the Rama University website on a regular basis for more details related to the admission process.
- The contents of the Admission Brochure are subject to change without prior notice. All disputes pertaining to admission under the domain of Admission Brochure are subject to the jurisdiction of Courts at Kanpur, Uttar Pradesh only.
- If any student found guilty to availing Hostel/ Transport facility without proper allotment, he/she shall be penalized with applicable charges of the same Semester/Year.
- All the students outside the Kanpur Nagar and do not availed the Hostel facility of the University, shall have to produce the valid local address proof.
- Admission of the **Foreign Students** shall be governed in accordance with the provisions prescribed in the Rama University Statutes
- Admissions to Ph.D shall be governed by separate rules, as provided by the U.G.C.
- Admission cancellation & Fee Refund of Medical/Dental/Ayurveda/Nursing college shall be issued separately as per the guidelines of respective regulatory authority.

## Conduct and Evaluation of Examinations for Programs leading to all Bachelors/Masters Degrees and Under-Graduate/Postgraduate Diploma

### 1. General provision regarding conduct of examination

- **Conduct of Examinations:** Subject to the Ordinance and direction issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements in connection with the conduct of examinations and all matters connected therewith.
- **All Faculties/ Department to assist Conduct of Examinations**
  - (a) Each Faculty/Teaching Department of Teaching shall recommend the names of such number of teachers as may be required by the Controller of Examinations for the supervision of the University Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in consideration.
  - (b) If a teacher, who is assigned the examination duty, fails to perform the same, he/she shall be treated as absent from his/her college for the relevant period besides rendering him/her liable to such other disciplinary, including debarring him/her from any University Examination as the Vice-Chancellor deems appropriate.

### 2. Types of Examination

#### (a) Theory Examinations

**Summative Assessment:** Summative assessment shall be held at the end of each semester/academic year, as the case may be and will cover entire course of the syllabus in that semester/academic/year.

**Formative Assessment:** There may be two formative assessments in each semester/academic year, as the case may be. Each formative assessment will be from the portion of the syllabus covered up to the period.

**Test and other Assessments:** The above formative and summative assessments are in addition to the class tests, tutorial assessment; projects and Industrial visits evaluation, as conducted at the Faculty or Departmental level.

### **(b) Practical Examinations**

Practical Examination/s shall be held as provided in the respective curriculum/ordinance for the courses.

### **3. Registration of Candidates for University Examination**

- A notification should be notified to the all Faculty/ departments by the University with the deadline for the submission of the exam application form.
- The examination form, duly submitted by the candidate, should be verified by the concerned Principal/Dean/HoDs.
- Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

### **4. Admit Card**

The Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Admit Card.

### **5. Instructions to the Candidate for Appearing in Examinations**

- Check the exam date sheet carefully. Make sure you know the time and venue of your exams.
- Students must be in proper uniform with ID card.
- Bags, mobile phones, any electronic items and any kind of written material etc. are prohibited in the Examination Hall. Student are advised to leave their expensive items at home/hostel. University will not be responsible for the loss of any item.
- Students are advised to complete all the formalities before collecting the Admit Card. Students will not be allowed to appear in the examination without admit card. Keep you admit card secure. If the admit card has been misplaced, you may get a duplicate copy from examination section after depositing the requisite fee in the account section.
- Students should arrive atleast 30 minutes before the commencement of the examinations.
- Do not create any disturbance in the examination hall.
- You are not permitted to share pen, pencils or any other materials during the examination, so bring a spare of them.
- Students should legibly fill all entries on the front page of answer-book and clearly mention the answer book number on the attendance sheet.

- Student should ensure that they have been provided the correct question paper. Complaint(s) in this regard, if any, should be made within 15 minutes of the commencement of the exam. No complaint(s) will be entertained thereafter.
- No student shall be permitted to leave the examination hall in the first one hour and last fifteen minutes.
- No one is allowed to tear of a leaf from the answer book, if found, he/she will be treated as UFM.
- No student is allowed to write the answer or any rough work on the question paper.
- Leave the exam hall quickly and quietly after submitting the answer book. Remember to take all your belongings with you. (Remember to collect all your belongings from outside the examination hall) You must remain silent until after you have exited the building.

## **6. Flying Squad**

The CoE with the approval of the Vice-Chancellor constituted Flying Squad to overview and supervise at the center, to ensure proper conduct of examination and to eliminate possibilities of use of "Unfair Means" by the students for said examinations.

### **Roles & Responsibilities**

- On arrival at the Examination Centre, the Flying Squad shall check the of the question papers. They have to ensure that Question Papers are kept in safe custody.
- The Flying Squad shall reach the Examination Centre at least half hours before the commencement of the examination.
- The Flying Squad, as a routine job, will examine that the sealed and locked almirah containing confidential materials is in intact condition, before commencement and after completion of each day of examination. They are required to count the number of Sealed Question papers available in the envelope and ensure that the number tallies with the figure as mentioned in the "Question packet receipt format" duly signed by the COE available with the Centre Superintendent. The Flying Squad is to maintain "Question Paper Account". However, if any doubt arises, it is to be immediately brought to the notice of the Centre Superintendent and Controller of Examinations.
- A brief report of the Centre should be submitted by the Flying Squad to the examination section on same day of the examination.

## **7. Invigilator**

An invigilator is someone who is appointed by the CoE for maintaining the proper conduct of a Particular examination in accordance with the exam regulations.

## **Roles & Responsibilities**

- Please implement the code of conduct for students during examination.
- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- All invigilators must report to Examination Centre 30 minutes before the commencement of the examination.
- All invigilators must maintain silence in the examination hall.
- Invigilators are prohibited to use the mobile phone inside the examination hall/room during the examination period. Invigilators are not allowed to do any reading or writing during Invigilation duty.
- Please check the students have occupied their respective seats according to seating plan.
- Distribute the answer books to the students 15 minutes before of the examination and ask them to fill all the details in the answer book.
- Distribute the question paper to the students 5 minutes before the examination.
- Verify the admit card of the students in the examination hall.
- Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
- Invigilators must watch the students continuously and should be vigilant.
- Distribute the supplement answer books/graph sheets to the students when requested by students.
- Once examination is completed, collect the Answer books and submit it along with all the material (unused answer books & question papers) to the Centre Superintendent.
- Invigilators should be active and vigil enough to ensure that no impersonation takes place in their room. Invigilators are individually and collectively responsible for smooth and fair conduct of examination.

## **8. Detention/Cancellation of candidature for appearing in the Examination**

- The candidature of a candidate for appearing in the examination in a particular subject (s) in which he/she fails due to short of attendance and the same has not been made up nor condoned in accordance with the Ordinance may be detained in that particular subject(s)/Paper(s), wherever prescribed in the relevant Ordinance.
- The candidature of a candidate for appearing in the examination shall stand cancelled, if his/her name is struck off the rolls of the University.
- The candidature of a candidate shall stand cancelled if he/she is rusticated or expelled from the University or his/her character certificates is withdrawn for misconduct before the commencement of examination.

- When the candidature of a candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the CoE is authorized to pass the order.

### **9. Special arrangements for Amanuensis (Writer for Answers)**

A candidate may be allowed help of an amanuensis (writer) if:

(a) He/She is blind;

OR

(b) He/ She permanently disabled from writing his/her own hand:

OR

(c) He/she is temporary disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Doctor of the specialty concerned of a reputed Medical College/institution or Medical Hospital, and where there is no Medical College/institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

- On the written request from the blind candidate(s) through the Head of the Department/Director/Principal of the constituent college/faculty, the Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of tire writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Centre Superintendent in the last packet. In case of the other handicapped person's amanuensis will be appointed with the approval of the Vice Chancellor.
- In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.
- The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
- The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Invigilator for him/her out of the list supplied by the University Office.



## 10. Use of Unfair Means in Examination by Candidates

In the Examination Hall, the candidates are under the disciplinary control of the Centre Superintendent and have to follow the defined instructions. No candidate shall use Unfair Means or indulge in disorderly conduct or malpractice during or in connection with the examinations. A candidate indulging in any of the following acts in the Examination Hall will be considered as committing malpractice(s) in the examination and booked for the same

- Possession of printed/ photocopy/manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.
- Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- Possession of Programmable Calculators, Mobile Phones, Smart watches, Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital Memory Pad etc. with/ without matters related to the day's examination with them.
- Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
- Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
- Showing the answer-booklet/question paper to the neighbors or allowing them to copy.
- Giving/Receiving the main answer-booklet or other information carrying material to/ from neighbor for copying.
- Copying from any printed or hand-written material or answer-booklet of another candidate.
- Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
- Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.

- Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- Making any request or representation or offers any threat or inducement to Centre Superintendent/ Invigilator or any other official(s) of the University in the Examination Hall or to the Examiner in the answer script.
- Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- Writing the roll number/ enrollment number anywhere in the answer-booklet other than in the fly slip of the Front Page.
- Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination.
- Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
- Striking off all the pages including the correct answers written by him/her in the answer-booklet, when being caught for any act of malpractice.
- Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon.
- Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or got from external sources.
- Presenting to the examiner a practical or class-work-notebook which does not belong to him/her.
- Forging the signature of the teacher anywhere in the Practical Record book.
- Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority.

### **11. Handling & Reporting 'Unfair Means' at Examination Centre**

The procedure for dealing with the cases of candidates found using or suspected of "Unfair-Means" or involved in malpractice or misconduct in connection with the examinations as follows-

- **Material found from the Examinee** - As far as possible precise information as to from where the material was found (in the pocket, desk, shoe etc.) should be mentioned in UFM Report Form. The copying material so detected by an Invigilator should also be signed by the Invigilator

and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer book and also in UFM report form, duly signed by the Invigilator and Centre Superintendent.

- **Procedure to be followed in case of smuggling out an Answer Book** - In case a Candidate has smuggled out an answer book, the Centre Superintendent should call for the student directly and try to secure the Answer book. In case of non-availability of the Answer book, the matter should be reported to the Police and a copy of the FIR be sent to the Office of the Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the Attendant/Guard/Police Constable etc., if any should also be forwarded.
- **Other cases of UFM (Impersonation)** - In case of impersonation, the Centre Superintendent should send the statement of the person found to be impersonating, the Invigilator(s) and the real candidate, if possible to the Controller of Examinations and also report the matter to the Police in the prescribed format and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left & right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the examination division of the University.

### 11.1 Punishments for 'Unfair-Means

A candidate found guilty for use of 'Unfair-Means' at, or in connection with an examination shall be subjected to due enquiry by the Examination Committee. If the candidate is found guilty, he/ she may be awarded one or more punishment(s) and/ or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the Unfair Means. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The punishment(s) and/ or monetary penalty shall be subject to review and/ or moderation by the Vice-Chancellor.

S.No.	Offence(s)	Punishment
1.	Subject relevant material written by the candidate on any part of body, wall, door of the room, table or desk. or Subject relevant matter found in the form of book, manuscript, pages of book, clothes, scale, handkerchief, writing pad geometry box etc. or Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject but not use. or	Cancellation of the concerned paper

	<p>The candidate is showing his answer book to the other candidate to copy from his Answer book.</p> <p style="text-align: center;">or</p> <p>The candidate is copying from the Answer book of another candidate.</p> <p style="text-align: center;">or</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, lazer pen or any other electronic device in the examination hall</p> <p style="text-align: center;">or</p> <p>Writing by the candidate even after the stipulated time is over and is being reminded.</p>	
2.	<p>Recovered matter is related with subject and is being used.</p> <p style="text-align: center;">or</p> <p>Recovered material is copied on the answer book before distribution of question paper.</p>	Cancelling the relevant paper along with one more paper (theory) in which the candidate has secured the minimum marks.
3.	<p>Candidate is caught with a material which she/he has chewed.</p> <p style="text-align: center;">or</p> <p>Swallowed or torn into pieces and the candidate refuses to sign the documents and also misbehaves with the invigilation staff.</p>	Cancellation of entire examination.
4.	<p>Replacement of Answer book, exchange of answer book with other student, addition of extra pages in the answer book, smuggling</p> <p style="text-align: center;">or</p> <p>Manhandling with staff on duty or certain disturbance in the examination hall/centre.</p> <p style="text-align: center;">or</p> <p>Caught using Unfair Means for more than once in a particular semester or annual examination.</p>	Cancellation of entire examination and further debarring for one year.
5.	Ran away with Answer book from the examination hall.	Cancellation of entire examination.
6.	Two time UFM	Cancellation of entire examination.
7.	Three time UFM	Expulsion from the University

## 12. Award of Grace Marks

- Grace Marks is applicable as under: -

S. No.	Program/Faculty	Proposed Grace Marks
1.	All Medical Courses: - MBBS/ M.Sc. (Medical)/ BDS/BAMS/B.Sc. (Nursing)/ Post Basic B.Sc. (Nursing)/M.Sc. (Nursing)/BPT/BMLT/B.Sc.(Optometry) etc.	A maximum of 5 marks may be awarded in a subject only for passing a year.

2.	All Non-Medical Courses: - B.Tech./M.Tech/B.Sc./M.Sc./BA/MA/B.Com./BBA/ MBA/B.Pharm/D.Pharm/ UG Diploma/PG Diploma etc.	There is no provision of award of Grace Marks
----	--	--

- Grace Marks may only be given if the student is failing in only one subject. A student failing in more than one subject is not eligible for the grant of grace marks.
- Grace Marks awarded to a student in a subject, will not be added to the total marks obtained by the students.
- Grace Marks may be awarded in regular as well as supplementary examination.
- Grace Marks (5) may be awarded in an academic year and cannot be carried forward. Therefore, if the marks are not availed in a particular academic year, it will lapse.
- Grace Marks shall be applicable only external theory examinations as per the regulation of respective curriculum.
- The subject in which the student awarded Grace Marks will be displayed on the Student's Mark sheet.
- Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
- A student willing to remove his grace marks from his/her result, can apply within 10 days after declaration of result, to withdraw the grace marks. He/She can then appear in that paper in the respective examination of the next year to improve his marks as per the University rules. However, he/she lose claim to restore the revoked Grace Marks.

### **13. Scrutiny/ Re-evaluation/Viewing the Answer Book**

- A student, who have failed in regular or supplementary examination, can apply for Scrutiny/ Re-evaluation/viewing the answer book(s) in maximum three subjects in a time.
- Application for Scrutiny/ Re-evaluation/viewing the answer book(s) should be received within 10 days of declaration of result by the University.
- On account of Scrutiny/ Re-evaluation of answer-books, if the nature of the result changes, the Controller of Examinations will have power to rectify/revise the result.
- The candidate intended to apply for Scrutiny/ Re-evaluation/Viewing of answer-books should ascertain before applying for the same that Scrutiny/Re-evaluation/Viewing is permissible under the rules and that they are applying within the prescribed time, in case, the application of a student for Scrutiny/ Re-evaluation/Viewing of answer-books is rejected on such grounds, the fee paid by them will not be refunded.

### **13.1 Rules & Regulation for Scrutiny**

- The CoE constitute a Committee for scrutinizing the marks of the candidate for which he/she applied for scrutiny.
- The Scrutiny Committee will check the answer sheet of the candidate, whether all the answers given by the candidate have been evaluated and the marks mentioned in the booklet have been added up correctly.
- If any discrepancy found out, the CoE sent the answer book to the Examiner for review.
- On the recommendation of Scrutiny Committee and the Examiner, the result of scrutiny will be declared.

### **13.2 Rules & Regulation for Re-evaluation**

- The CoE sent the answer book of the candidate to examiner for re-evaluation.
- Original Examiner/ Evaluator will not re-evaluate the answer book(s).
- If the varies in marks (awarded by the first Re-evaluator and Original Evaluator) is up to  $\pm 10\%$ , the average of marks of Original Examiner & First Re-evaluator will be taken as final marks.
- If the varies in marks (awarded by the first Re-evaluator and Original Evaluator) is more than  $\pm 10\%$  of original marks, the answer book will be referred to the Second Re-evaluator and the average of marks of the best two would be the final marks.

### **13.3 Rules & Regulation for Viewing the Answer book(s)**

- A student shall be entitled to see his/her answer book(s) in presence of the committee constituted by the Vice-Chancellor.
- If there is a posting error or totaling error in the marks, the error will be corrected by the University. The CoE shall have power the rectify the result due to above correction.
- Neither the said examinee nor any other person can challenge or dispute the quality of the evaluation or the quantum of marks awarded for the answers given therein
- If a student is not satisfied with the marking of his/her answer sheet, he/she may apply for re-evaluation of the answer book as per the University rules.
- Time limit to see the answer book will be 5-10 minutes on the scheduled date and time decided by the University failing which his/her claim will be rejected.
- Materials like pen, pencil, mobile phone, books, smart gadgets, notes etc. will not be allowed while the student is permitted to see his answer books.
- Admit card is required for identification before allowing student to see his/her answer book.



- Parents/Guardians/Advocate or any other person will not be allowed with the student while see the answer book.
- The photo copy of the answer book will not be issued to the student.
- The student will be allowed to see his/her answer book only once.
- No student will damage/ destroy or take away the answer book(s). In case he/she will be punished as the "Un-fair Means" rules of the University.

#### **14. Completion of Program.**

- As per the UGC Guideline vide letter no.: D.O. No. F. 12-1/2015(CPP-II) dated 15/10/2015, the said students should have completed the relevant program in N+2 years. (UGC letter attached)

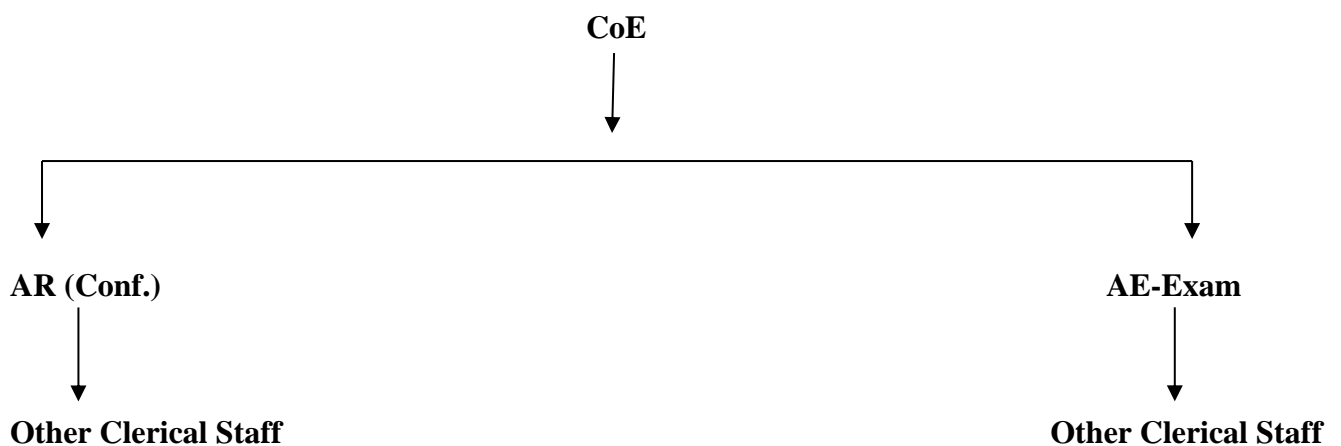
**Examination Section**  
**Standard Operation Procedure**  
**(SOP)**

---

**Examination Cell**

**1.0 Introduction**

**Organization Chart**



**1.1 Goals and Importance of Exam Cell**

Examination cell is the heart of any academic organization. It is an important pillar of the university in conduction of examination, preparation, declaration of result, preparation of marks sheets and degree.

For the successful running of each procedure under exam cell we have a dynamic team headed by the COE and followed by Assistant Registrar and other team members of the examination cell.

Major tasks are performed confidentially to secure the process from errors, such as conduction of examination, posting of internal- external marks, scrutiny process, and result preparation.

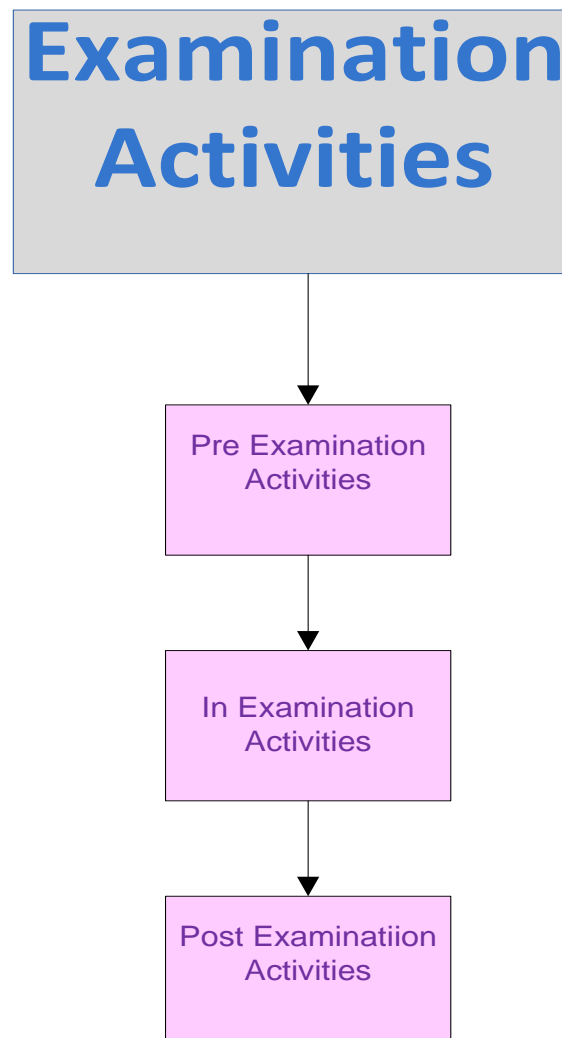
The communication among the cell members is so transparent that there is no communication gap among the members regarding any information essential for the cell. The main aim of the exam cell is to work with transparency so that errors could not be occurred in the process.

This publication describes how exam cell uses standard operating procedures to get everyone driving toward outstanding performance and success. The main aim of this SOP is to clarify all the rules, procedures and policies adopted by the exam cell in order to achieve the successful running of it.

## 2.0 Major Process Examination

Examination cell major activities are divided in to three major parts: -

- 2.1 Pre Examination Activities
- 2.2 In Examination Activities
- 2.3 Post Examination Activities



## **DETAILED DESCRIPTION OF THE EXAMINATION ACTIVITIES**

### **2.1 Pre Examination Activities**

It is the responsibility of the exam cell to make pre arrangement in coordination with concerned faculty to make availability of the sources, means, and necessary manpower for the conduction of examination. Examination cell has to go through following processes for conduction of examinations: -

#### **2.1.1 Nomination of Centre Superintend and Exam Venue:**

CoE nominate one Centre Superintendent and one Assistant Centre Superintendent from any faculty and select the venue of exam. CS and ACS control activities under examination conduction and is responsible for all over operation of examination

#### **2.1.2 Examination from:**

Students/Dean's office fill examination form in each semester/year on UERP portal or through student login.

#### **2.1.3 Requirement of Panel for Question Paper and Practical Exam**

CoE marks a circular to concern Dean/Principal to prepare panel of external examiners for theory and practical exam. CoE select one examiner name for each subject and got the approval of VC through registrar. Offer letter send to external examiners along with remuneration bill and subject syllabus from CoE office and ask to external examiner send two sets typed paper and hard copy within said duration. The typed question paper is prepared as per University format then print and is kept in a safe custody. The CoE can select any question paper before one day of the examination. Selected examine for practical exam is send to respective Dean/Principal Office for further processing.

#### **2.1.4 Examination Schedule: -**

Examination schedule is prepared by AR (Conf.) under the guidance of COE and the examination dates are scheduled according to the academic calendar of the University. The prepared schedule is sent to the Dean's office and other concerning faculty for verification of the same after complete verification by the concerning competent members the schedule is published by the CoE in the proper format of the same. Copy of the same is marked to the each concerning department and is also published on all over the notice boards/ website of the University for Students' concern.

### **2.1.3 Distribution of Admit Cards: -**

Admit Cards with **scanned photograph** are generated by UERP for regular students and students having back papers. Students are required to clear their dues of the same semester. Admit card is issued to only those students who do not have any due (Tuition Fee/ Exam Fee/ Hostel fee/ transport fee) of the same semester. A notice regarding the same is published by COE and copies of the same are marked to concerning departments and pasted on all over the notice boards for students' concern. Distribution of admit cards issued before one week of the examination through admission cell.

### **2.1.5 Duty Allocation/ Responsibilities Distribution: -**

Before examination a duty chart is prepared based on the number of class rooms, required for conduction of examination on the day. COE sent a circular to concerning Principal's/Dean's Office in which he requires the members needed in the conduction of examination, both teaching and non-teaching members can be involved in the process as per required by the COE. Copy of this duty chart with approval of the concerning authority is marked to each department for the kind concern of the members involved in the same activity. It is the responsibility of the concerned Dean/Principal to provide the required members list to the COE before examination.

## **2.2 IN EXAMINATION ACTIVITIES**

In examination activity is the major part of examination activity. Under this following process are followed: -

**2.2.1 Examination Conduction Committee:** - A committee is made for the conduction of examination. Members involved in the committee are responsible for each process under examination conduction. This committee has to perform following activities during conduction of examination: -

- Preparation of daily duty chart of the Invigilators and the invigilators will report to examination control room and will sign on the same chart to confirm their duties accordingly before 30 minutes of commencement of examination.
- Distribution of copies to invigilators in examination hall on time.
- Exact number of question papers required for each class room shall be put in the envelope and handed over to the invigilators only maximum of five minutes before the commencement of examination.
- A set of instructions for examinee is displayed on all the notice boards.
- Make folder of question papers, student attendance and invigilator statements.

- After completion each day examination of answer sheets handed over to CoE office for further processes.
- Conduction committee insure any query raised by the students regarding question paper, may be solved along with the concerned faculty and info to CoE.
- Invigilators are given a written set of instructions to be followed during examinations these instructions are as follows: -

**2.2.2 Admit cards Checking:** - It is the responsibility of the invigilators to check properly the admit cards of each candidate present in the examination hall before sign on the answers sheets detail.

**2.2.3 Distribution of examination papers:** - Question papers are distributed to the examinee on exact time of examination.

**2.2.4 Details Checking of Answer sheets:** - Invigilators will check all the details of answer sheets front page filled by the examinee and will sign on the copy after verify the information filled by the examinee.

**2.2.5 Attendance Sheets:** - Attendance sheets along with the number of answer sheets are given to the invigilators half an hour before the examination to take signature of the candidates present in the examination hall. Duly verified attendance sheets by invigilator are returned to examination control room.

**2.2.6 Arrangement of Extra Copies:** - It is the responsibility of the Invigilator to arrange the B- copies on demand of the examinee during examination from examination conduction committee.

**2.2.7 Collection of answers Sheets:** - At the end of examination invigilator will collect all the answer sheets from the candidates roll number and courses wise. It's the responsibility of the invigilator to submit serial wise answer sheets to the examination control room on time.

**2.2.8 Unfair Means (UFM) Checking:** - It is the responsibility of the UFM Committee members to check the UFM from candidates during examination. Student's hands, pockets, purses etc. are searched by the vigilance committee for any kind of material

Following criteria of punishment has been followed for punishment in UFM cases: -

**2.2.8.1** The student found with UFM material in any form – Zero marks will be awarded in the paper. The COE is authorized to take such action on the spot.

**2.2.8.2** The student found involve in multiple UFM cases in period of the program all papers of the current semester will be cancelled.

**2.2.8.3** COE shall report the cases to UFM committee for ratification of both the above decisions.

**2.2.8.4** If the student found in involve serious case like misconduct with invigilators, swallowing of UFM materials etc. decision will be taken on the same day by a committee chaired by Pro-VC (A & P) the committee members are: -

- 1. The Dean FET**
- 2. The Dean FCM**
- 3. The Dean FJS**
- 4. Controller of Examination**
- 5. Proctor as Member Secretary**

### **2.3 Post Examination Activities**

After completion of examination conduction activity, it is the major task to declare the results successfully without errors and preparation of marks sheets of the same. Under post examination activities following activities are performed by the concerned members: -

#### **2.3.1 Evaluation Centre**

As per university norms answer-sheet evaluates by external examiners at external evaluation centers. Selection of evaluation centre approved by competent authorities. The remuneration will be paid to external examiners

#### **2.3.2 Evaluation of Answers Scripts: -**

Evaluation of answer-sheet is done at external evaluation centers. Answer-sheets packed in bundles according to code-wise. These packets consist answer-sheets, subject paper, award list, absent list and remuneration bill.

A challan is prepared by AR(exam) under guidance of CoE . These bundles send to approved external evaluation centres.

External examiners make a solution of question papers and checked the answer-sheets. Award list is prepared by external-examiners. These award lists send to CoE office in sealed envelope along with answer-sheet.

#### **2.3.3 Posting of marks (Internal /External): -**

Posting of marks is done through UERP system. Posting of Mid-term, class performance and practical viva- voce marks are entered through UERP system for quick & smooth preparation of result



by the concern faculty member through Faculty/Dean login and external marks feed by the exam cell staff.

Following criteria are decided for posting of marks: -

- 2.3.3.1** Within 10 days of the conduction of Mid term exam, marks shall be prepared and announced in class and kept at HoD office. Final marks will be prepared after completion of pre-university test. Final marks uploaded in UERP by the faculty member through Faculty-Dean login and take printout hard copy. Dully signed copy submitted to CoE office.
- 2.3.3.2** Practical internal and examination marks posted UERP and the hard copy be submitted to the Dean's office/Principal Office for counter signature and forward the same to COE office for preparation of manual result.

### **2.3.3 Result Preparation and Declaration: -**

Result preparation and declaration process consists following rules made by competent authority of the University: -

- 2.3.3.1** Take print out of tabulation chart from UERP and cross check with award list and result are submitted within 15 days of the end of the evaluation to competent authority for approval.
- 2.3.3.2** The result is declared after approval and uploaded to the portal on the same day.

### **2.2.4. Marks Sheets Preparation**

After declaration of results marks sheet preparation work begins. Following rules are to be adopted for marks sheet: -

- 2.2.4.1** Course wise mark-sheet get printed dully and signed copy handed to Academic Staff for issuing to students
- 2.2.4.2** For issuance of duplicate mark sheet. Students will be required to pay a fee of Rs. 500/- each mark sheet. Such marks sheets will be labelled as duplicate.

### **2.2.5 Scrutiny Process for Semester Courses/Yearly Courses**

A student can apply to the Controller of Examination within 15 days after declaration of result for the scrutiny of the marks obtained in the end Semester Examination on payment of fee to be decided by the Academic Council from time to time.

### **2.2.6 Scrutiny & Re-evaluation for Yearly Courses/Semester Courses**

A student can apply within 15 days of from the declaration of result to Controller of Examination for the scrutiny & re-evaluation of the marks obtained in the end Examination on payment of Fee to be decided by the Academic Council from time to time. RE-evaluation will be applicable for regular students only.

### **2.2.7 Detention Process**

This is in reference to the university ordinance governing ‘Conduct and evaluation of examination for programs leading to all Bachelor’s/Master’s degree and under-graduate/post-graduate diploma’s following semester system/yearly system. Further clarification regarding the holding special classes and examination for the students who have been detained/ absent in internal as well as external exam due to their shortage of attendance is as under. However, this facility shall be available only once during the entire duration of the program to the student.

In case a student has been detained in the both semesters, no special classes shall be held in summer and such students will have to take re-admission with next batch of the students, by paying the fee decided by the management.

In case detained students/ absent in internal as well as external exam belong to the odd/even semester, special classes shall be arrange by the college within ten days from the declaration of detainees list. The special class will be arrange by concerned department and conduct the same odd/even semester 04 Pm to 05 Pm regularly. The said exam also conducted with odd/even and semester examination Students shall be required to mandatorily attend these classes and shall ensure a minimum of 75% classes in subject, to be eligible for appearing in the semester examination. Such students shall be required to pay which will be decided by fee fixation committee for the remedial semester classes. Students have to fill-in the examination form for the special semester examination, along-with the prescribed examination fee as per the notified schedule. In case the student has already paid the examination fee for the semester, the same shall not be charged again. The record shall be maintained along with the student attendance by the concerned faculty. The faculty shall ensure that required number of classes is organized and shall issue a certificate to the Controller of Examination to this effect. Examination section shall be issue admit card of those students who have deposited the requisite fees and attended the required number of classes. In case where detained students are less (normally below five) and it is not feasible to hold classes, such students are required to report to the concerned faculty and mark their presence with designated faculty. The Dean will make arrangements in such a manner that one teacher is daily

available for an hour for interaction, to clear doubts and give assignments and problems to the students. However, a minimum attendance of 75% has to be ensured by such students.

The internal assessment exam will be conducted under the direction of concerned Dean under initiation to Controller of Examination. The end semester exam will be conducted as per as scheduled of odd/even semester examination.

### **3. AWARD OF DEGREE**

A student shall be awarded a degree if:

- i. She/he has registered himself/herself, undergone the course of studies.
- ii. completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared in examinations (internal and external) of all prescribed papers and secured the minimum credits prescribed for award of the concerned degree.
- iii. There are no dues outstanding in his/her name to the college/University and
- iv. No disciplinary action is pending against him/ her.

### **4. CONDUCTION OF MID-TERM EXAMINATIONS/PUT EXAM**

All types of Mid-term Exam/PUT Exam (Theory & Practical) will be conducted before the Major Exams for a particular semester. No case will be considered for Mid-term Exam after commencement of Major Examination.

In faculty of Engineering, Agriculture, Pharmacy, Law, Masscomm, Pharmacy, and Management one mid semester exam with two PUT shall be conducted from the session 2024-25.

### **5. ROLE OF INDIVIDUAL FACULTY**

Date sheet will be prepared by the Faculty wise itself. Paper setting and printing of Mid-term exam /PUT Exam will be done by faculty independently according to the prescribed format. Examinations will be conducted by the faculty independently. After each Examination answer sheets will be collected by the Faculty representatives and will be sending to the respective Faculties. Evaluation will be done in respective faculties and marks will be kept with HoD/Dean after announcement of class. Date-sheet and question paper of all subjects forwarded to CoE office for office record.

## 6. ROLE OF EXAM CONTROL ROOM

Seating plan will be provided by the Control Room. Blank Answer sheets will be provided by the Control Room. Invigilator statement & Attendance sheets will be provided by the Control Room at the Exam centre. Refreshment will be provided by control room. Collection of all answer sheet and send to COE office.

## 7. PASSING RULES

### 7.1 Semester Courses

Appearing in all courses/papers as prescribed in the scheme of Study & Evaluation, both internal and external and obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% marks in a course, shall be deemed to have failed in that course.

S.No	Course	End-Semester theory examination ( Each Subject)	End-Semester theory examination + Internal Assessment ( Each Subject)	Practical/ Project examination including internal assessment	Comprehensive Viva/Project	Seminar, Industrial Training and Educational Tour ,Viva-voice etc.	Aggregate of an Academic Year (both semester)
1	B.C.A., B.Sc.(Ag), M.Sc(Ag), B.Sc(BT), M.Sc(BT), B.A(J&MC), M.A(J&MC), B.Tech. Polytechnic(Diploma),	30%	40%	50%	-	50%	50%
2	BBA, B.Com(H)	30%	40%	-	50%	-	45%
3	MBA	30%	40%	-	50%	-	50%
4	BALLB,BBALLB,LLB	-	50%	-	50%	-	50%
5	B.Pharm		50%		50%		50%

**LL.M**

Marks	90-100	80-89	70-79	60-69	50-59	0-49
Grade	O	A	B	C	D	F
Grade Point	10	9	8	7	6	0

**7.2 Yearly Courses**

<b>Medical (According to MCI)</b>							
	<b>Course</b>	<b>Internal Assessment to appear in professional exam</b>	<b>Theory papers+ Viva</b>	<b>Practical</b>	<b>Internal Assessment</b>	<b>Practical + Internal</b>	<b>Aggregate of an academic year</b>
	MBBS	35%	50%	50%	30%	50%	50%
	MD						50%
<b>Paramedical</b>							
	<b>Course</b>	<b>Internal Assessment to appear in professional exam</b>	<b>Theory papers+ Internal Assessment</b>	<b>Practical+ Internal Assessment</b>	<b>Theory + Practical</b>		<b>Aggregate of an academic year</b>
	Paramedical Courses		50%	50%	50%		50%

<b>Faculty of Nursing</b>							
	Course	Theory + Internal Assessment	Practical+ Internal Assessment	Theory + Practical			Aggregate of an academic year
		50% (Separately)	50% (Separately)	50% (Separately)			50%
<b>M.Sc (Medical)</b>							
	Internal Assessment to appear in professional exam	Theory papers+ Viva	Practical	Internal Assessment	Practical+ Internal	Aggregate of an academic year	
	35%	50%	50%	30%	50%	50%	
<b>Dental Science</b>							
	Course	Theory + Viva-Voice + Internal Assessment	Practical/Clinical + Internal	Pre-clinic (There is no written examination)- Practical + Viva-voice	Aggregate (Theory + Practical)		Aggregate of an academic year
	BDS	50%	50%	50%	50%		50%
	MDS						50%

## CHAPTER 4

### Enrollment & Degree Verification

In order to maintain sanctity of degrees the following guidelines are issued: –

1. **For office of COE (SOP)** – The Enrollment number on Degree, before issuing, must be specifically verified by the Academic Section under office of Registrar.
2. **For Academic Section (SOP)** –
  - a) It must be ensured that the Enrollment data year wise maintained in hard as well as soft copy.
  - b) The Enrollment forms duly countersigned by the Dean/Principals shall be preserved as permanent record in binded form. In absence of enrollment form along with TC/Migration, the number shall not be generated and the candidate be disallowed for examinations.
  - c) Each page of the book shall be authenticated by the signature of Assistant Registrar (Academic) & Office Assistant.

All Deans/Principals shall make available the enrollment form duly signed by eh students and countersigned by the authorized signatory of the office of Dean/Principal before start of 1<sup>st</sup> Sem/1<sup>st</sup> Prop. examination.



## CHAPTER 5

### Hostel Rules And Regulations

#### **Standard Operating Procedures (SOP) for Hostel: -**

##### **A. Admission Process: -**

1. Application for admission to the hostel should be made in the prescribed form available at the Hostel Office.
2. Allotment of rooms in hostel will be done by the Hostel Warden or Hostel Authorities.
3. Rooms allotted by the hostel warden should not be changed or exchanged without the prior approval & permission from the Warden or the Hostel Authorities. Violations of this rule will result in the Expulsion of the student concerned from the hostel.
4. Students may be shifted from one room to another without assigning any reason only by the Warden.

##### **B. Visitors Related: -**

1. Guests /Visitors are not permitted to enter any rooms allotted to the students except Parents/Guardians in special case with permission.
2. The entry of unauthorised persons will amount to fine upon residents

##### **C. Maintenance & Cleaning Related: -**

1. Hostel Furniture should not be moved from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of any damage or loss along with the fine.
2. All the rooms, doors and windows should be kept neat and clean. A fine will be imposed for disfiguring of doors, glass panels, furniture and walls of rooms from the resident(s) of the room in addition to the amount needed for repairing and repainting the above.
3. A Collective fine will be imposed to the residents of respective blocks for disfiguring the common rooms or damaging the public property of hostel blocks, in addition to the replacement cost.
4. Students should keep the toilets and bathrooms clean, failing which a collective fine will be imposed to the residents of the respective wings/floors.

5. Students are instructed to switch off the lights and fans when they go out of the rooms, to save electric power. A fine of Rs.250/- per day will be charged to the residents of the rooms, who violate this instruction.

**D. Prohibition of Party inside Hostel: -**

1. Drinking, substance abuse and partying inside the rooms or hostel premises is strictly prohibited.

**E. Advisory: -**

1. No student should stay away from the hostel on any day without the prior permission of the concerned Warden/Principal/Dean.
2. Display of any posters/pictures etc. on the walls, doors, windows, and shelves is strictly prohibited and amount to fine.
3. The student should not keep a large amount of cash or costly items like mobile phones, cameras, Electronic gadgets, jewelry, etc. in their rooms.
4. Students are not allowed keeping Motorcycles, Scooters, and cars on the hostel premises and inside the prohibited area of the campus & violation will amount to fine.
5. All the Students must stay inside their rooms in the hostel by 10 pm.
6. Prior permission of Dean/HOD/Warden must be taken before leaving the Hostel and thereafter warden will confirm with parents/guardians on telephone before allowing to leave hostel.
7. Any kind of complaint of the student must be entered in complaint register.
8. **Ragging activities** are strictly prohibited and students engaged in such activity shall be subjected to punishment under law.

The hostel will be under surprise inspection by the Warden, Chief Proctorial Board & Dean Student Welfare regularly. The students will be subjected to disciplinary action if they fail to follow the above-mentioned rules and regulations.

## CHAPTER 6

### Code of Ethical & Professional Conduct for the Vice-Chancellor

#### **The Vice-Chancellor Shall –**

1. Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
2. Be responsible for the maintenance of discipline in the University;
3. Have the powers to convene, meetings of the authorities of the university & committee of which he is the chairman.
4. Have the rights to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is the member of their Body.
5. Delegate such powers as he may deem necessary to any others of the University.
6. Exercise such powers & performs such others function as may be specified by the ordinance.

The Vice Chancellor shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Vice Chancellor shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of Vice Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with consent of the VC must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

The Vice Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Vice Chancellor shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

The Vice Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Vice Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Vice Chancellor shall conduct in an orderly, fair, open and transparent manner.

The main function of the Vice Chancellor is to implement strategic policy approved by the GB in consultation and with concurrence of the Vice Chancellor.

## Code of Ethical & Professional Conduct for Teachers

The teaching profession has distinguished record of service in our country. This code of *Professional Conduct for Teachers* reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

### **Purpose of the Code**

The *Code of Professional Conduct for Teachers* applies to all registered teachers.

Its purpose is threefold:

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in Ireland.
3. It has an important-legal standing and will be used by the Executive council as a reference point in exercising its investigative and disciplinary functions.

### **Structure of the Code**

Having regard to the three purposes set out above, the Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of Respect, Care, Integrity and Trust that are reflected throughout the Code. These core values underpin the work of the teacher in the practice of his or her profession.

The Code then sets out the standards which are central to the practice of teaching and expected of teachers. The standards identify teachers' professional responsibilities and are framed as statements under seven separate headings:

1. Teachers and their Responsibilities
2. Teachers and the students
3. Teachers and Colleagues
4. Teachers and Authorities
5. Teachers and Non-Teaching Staff
6. Teachers and Guardians
7. Teachers and Society.

## **(1) TEACHERS AND THEIR RESPONSIBILITIES:**

### **Teachers should:**

- (i) adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop and research work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **(2) TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals; and
- (x) refrain from inciting students against other students, colleagues or administration.

### **(3) TEACHERS AND COLLEAGUES**

#### **Teachers should;**

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **(4) TEACHERS AND AUTHORITIES:**

#### **Teachers should:**

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;



- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for. the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**(5) TEACHERS AND NON-TEACHING STAFF:**

- (a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University; and
- (b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**(6) TEACHERS AND GUARDIANS**

**Teachers should:**

Try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meetings convened; for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(7) TEACHERS AND SOCIETY**

**Teachers should:**

- (a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (b) work to improve education in the community and strengthen the community's moral and intellectual life;

- (c) beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (d) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (e) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## Code of Ethical & Professional conduct for Employees

The university expects its Employees to foster an environment which reflect the value of caring, learning, integrity and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on standard of dignity and professional conduct: -

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & In any partiality in discharge of official duties.
4. Must not absent without sanctioned leave.
5. Maintain responsible and decent standard of conduct in private life.
  - a. Must not indulge in bigamy except permitted in religious personal laws.
  - b. Must not give dowry, take dowry and demand dowry.
  - c. Must not neglect wife, children and parent.
  - d. Must not employ child labor at home.
  - e. Must not involve in adultery, moral turpitude.
6. Render courteous services to the public.
7. Maintain political neutrality.
8. Observe courtesy and consideration to Member of Parliament and state Legislatures.
9. Keep away from demonstrations organized by political organizations.
10. Refrain yourself and your family from joining any organization that involved in subversive/criminal activities.
11. If arrested, must inform his/her superior in the office.
12. Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
13. Must not travel abroad without information to the university.  
  
and must not express any view on Indian or foreign affairs while visiting foreign countries.

14. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
15. Must not take private consultancy work.
16. Must not invite any foreign diplomat to stay with you as a guest in India.
17. Must not post any writing/photos on social media which disturb communal harmony derogatory to national leaders, freedom fighters.

## Code of Ethical & Professional conduct for Registrar

### **The Registrar–**

The Registrar shall have disciplinary control over all employees of the University, other than the following, namely-

- (a) Officers of the University;
- (b) Deputy Registrars and Assistant Registrars;
- (c) Teachers of the University;

The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employed during the pendency or in contemplation of an inquiry.

The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.

He shall be *Ex-officio* Secretary of the Court, the Executive Council and the Academic Council and of every Selection Committee for appointment of teachers of the University without having any voting right.

He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.

The Registrar shall also perform such other duties as required from time to time by the Executive Council and other authorities but he shall not, by virtue of this sub-section, be entitled to vote.

The Registrar shall also -

- (a) be responsible for the proper custody of the Common Seal of the University;
- (b) be the custodian of property of the University as entrusted;
- (c) conduct the official correspondence on behalf of the authorities of the University;
- (d) issue notice for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them;

The Registrar shall adhere to following principles to maintain standards in Public Life.

- Selflessness

- Objectivity
- Accountability
- Openness
- Leadership

The Registrar shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

## Code of Ethics and Conduct for the Students

- (1) This Code shall apply to all kinds of conduct of students that: occurs on the Faculty premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- (a) He/she shall be regular and must complete his/her studies in the Department/Faculty.
  - (b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
  - (c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Faculty/Department of the University on a scholarship, the said grant shall be revoked.
- (2) University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
  - (3) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:
    - (4) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc
    - (5) Intentionally damaging or destroying University property or property of other students and/or faculty members
    - (6) Any disruptive activity in a class room or in an event sponsored by the University
    - (7) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
    - (8) Participating in activities including
      - (a) Organizing meetings and processions without permission from the University.



- (b) Accepting membership of religious or terrorist groups banned by the University/Government of India
  - (c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - (d) Unauthorized possession or use of harmful chemicals and banned drugs
  - (e) Smoking on the campus of the University
  - (f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
  - (g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - (h) Rash driving on the campus that may cause any inconvenience to others
  - (i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
  - (j) Theft or unauthorized access to others resources
  - (k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- (9) Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- (10) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission
- (11) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- (12) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
- (13) Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- (14) Damage to, or destruction of, any property of the University, or any property of others on the University premises.

- (15) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- (16) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student as per provisions of University Ordinance.

## Code of Ethical & Professional conduct for Finance Officer

The Finance Officer shall have access to and may require the production of such records and documents of the University and the furnishing of such information pertaining to its affairs as in his opinion may be necessary for the discharge of his duty.

The Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards to its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the statutes or the ordinances.

Subject to general control and superintendence of the Treasurer and the Executive council, the Finance Officer shall –

1. hold and manage the property and investment of the University including endowed property;
2. ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditures for a year are not exceeded and that all the moneys are expended on the purpose for which they are granted or allotted;
3. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
4. keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and on the investments;
5. watch the process of the collection of revenue and advise on the methods of collection;
6. ensure that the registers of land, buildings, furniture, equipments and other stocks are maintained up-to-date and that stock -checking is conducted, of equipment and other consumable materials in all offices, hospitals, Departments, Constituent Colleges, Centers and specialized laboratories regularly;
7. bring to the notice of the Vice-Chancellor and the Treasurer, unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault; and
8. call for from any office, Department, Constituent College, Independent Centers, laboratories or user facilities maintained by the University, any information or return that he considers necessary for the performance of his duties.

The Finance Officer shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability

- Openness
- Leadership

The Finance Officer shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

## Code of Ethical & Professional conduct for Controller of Examination

The Controller of Examinations shall have administrative control over the Employees working under him and will exercise all the powers of Registrar in this regard. He may be assisted by the Deputy or Assistant Controller of examinations.

Subject to the superintendence of Examinations Committee, the Controller of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.

When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.

The Controller of Examination shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Controller of Examination shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

## CHAPTER 7

### Rules for Purchase & Procurement

#### **1. Short Title, Application and Commencement:**

- This Policy may be called Rama University Uttar Pradesh Procurement/ Purchasing Policy.
- This Policy shall apply to all Management/faculty members/Library/ staff, research scholars and students at Rama University and its campuses.
- This policy establishes the objectives and parameters of the University procurement and purchasing.

#### **2. Objective:**

- Procurement and purchasing policy is aligned with Rama University's vision and mission, strategic priorities, and principles of sustainability.
- To deliver products that benefits through better selection of products and services and minimize in environmental stress.
- To foster innovation and update in the supply markets in order to increase the availability and effectiveness of sustainable behaviour in procurement.
- To include considerations such as waste disposal and the cost of operations and maintenance over the life of the goods and services.”

#### **3. Procedure/Practices:**

Procurement of goods and services for the university must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted by The Central Procurement department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behaviour, adherence to statutory and regulatory requirements and compliance with university by-laws and policies. sustainability agenda within the University.

To achieve the purpose following five purchase committee have been constituted: -

The Central Purchase Committee shall supervise the functions of all the sub committees.

Constituted for the purpose the constellation of central purchase committee shall be hereunder: -

a. Vice Chancellor	- Chairman
b. Nomee of Chancellor	- Member
c. Finance Controller	- Member
d. All Dean/Principal/M.S. (Rama Hospital)	- Member
e. Dy. Registrar	- Member
f. Purchase Manager (Central Purchase Department)	- Member/Secretary

### Sub Committees

**1. Library Purchase Committee: -** (for Purchase of Books & Electronics study resources.)

g. Librarian/Dy. Librarian	- Member
h. All Deans/Principals	- Member
i. Purchase Manager (Central Purchase Department)	- Member/Secretary

**2. Medical Equipment, Instrument & Lab Equipment: -** (for Purchase of Medical Equipment, Instrument & Lab Equipment of Academic Departments.

a. MS Rama Hospital	- Member
b. Principals, Rama Medical College/Concern Dean in case of Departmental Purchase	- Member
c. Biomedical Engg.	- Member
j. Purchase Manager (Central Purchase Department)	- Member/Secretary

**3. Infrastructure and civil maintenance: - -** (for Purchase of Material of Construction)

a. Project Head	- Member
b. Civil Engg.	- Member
c. Architect	- Member
k. Purchase Manager (Central Purchase Department)	- Member/Secretary

**4. Transport and other: -** (for Procurement/Purchase of Transport Services)

a. Transport Manager	- Member
b. Administrative Manager	- Member
c. Dy. Registrar	- Member/Secretary
d. Purchase Manager (Central Purchase Department)	- Member/Secretary

**5. Food & Beverages: -** (for Procurement of food items related to mess).

a. Mess Manager	- Member
b. Admin Manager	- Member
c. Mess Supervisor	- Member/Secretary
d. Purchase Manager (Central Purchase Department)	- Member/Secretary

**6. Stationary, Fixtures and other related materials: -** (for purchase of Stationary, Fixtures and other related materials).

a. Store Manager	- Member
b. Dy. Registrar	- Member
c. Purchase Manager (Central Purchase Department)	- Member/Secretary

**7. Sale of used answer book (Weeded out)/Miscellaneous scraps: -**

a. Controller of Examination	- Member
b. Dy. Registrar	- Member
c. Administrative Manager	- Member
d. Purchase Manager (Central Purchase Department)	- Member/Secretary

**4. The objective of Purchase Committee is to: -**

- Maximizing the university's purchasing power by focusing on strategic sourcing and obtaining the best value.
- Leveraging its expertise in contract negotiations and supplier management to advantage the university.
- Streamlining processes and investing in new technologies to provide administrative efficiencies.
- Ensuring that purchases are made in accordance with all applicable university bylaws, laws, regulations, codes and ordinances.
- Minimizing risk exposure while maintaining flexibility in procurement activity.

**5. PROCUREMENT AUTHORITY**

1. The procurement of goods and services is the responsibility of the Central Purchase Department and delegated procurement responsibility to the competent authority specified by the Management from time to time. As a result, Procurement Department is responsible



for assisting university units in the procurement process and for overseeing all procurement activities.

2. Only Procurement Department has the authority to negotiate and sign agreements. However, it is the responsibility of the university unit to:
  - Understand and uphold the university's obligations under the agreement.
  - Understand and oversee the supplier's performance and notify Procurement Department of any significant performance issues.
  - Additional details on a university unit's responsibilities are available on the Procurement Services website.
3. The university requires special approval for and/or prohibits the purchase of certain goods and services. These restrictions come from various units across the university. It is the responsibility of those units to maintain the information in a restricted commodities table and to advise Procurement Department of any unauthorized purchases.
4. Special approval does not exempt a transaction from the remainder of the procurement policy, including the competitive bid process.

## **6. ETHICAL CONDUCT**

Care must be taken to avoid the intent and appearance of unethical practice in relationships, actions, and communications. All procurement activities conducted on behalf of the university must be in compliance with the standards outlined in statutory and regulatory bodies, state and local laws, university policies and procurement services procedures.

## CHAPTER 8

### Policy for (Maintenance, Preservation & weed-out of Records)

*(Standard operating procedure)*

The Executive council vide its Resolution in its meeting on dated 04.03.2024 has taken decision to fix responsibility upon officials/Depts. regarding Maintaining, preserving of permanent records and Weed-out temporary records after a stipulated period.

#### **Permanent Records to be preserved**

S. No.	Faculty	Admission	Enrolment Records	Practical Exam, Award List & Examiner List	Theory Exam Award List & Examiner List	Result of Semester/ Final
1	Medical Science	Medical Establishment.	Academic Sec. of Registrar Office	Examination (Confidential Sec.) under C.O.E.	Examination (Confidential Sec.) under C.O.E.	Exam Section under C.O.E.
2	Paramedical Science	Paramedical Medical Establishment	Academic Sec. of Registrar Office	Examination (Confidential Sec.) under C.O.E.	Examination (Confidential Sec.) under C.O.E.	Exam Section under C.O.E.
3	Nursing	Nursing Establishment	Academic Sec. of Registrar Office	Examination (Confidential Sec.) under C.O.E.	Examination (Confidential Sec.) under C.O.E.	Exam Section under C.O.E.
4	Dental Sc.	Dental College Establishment	Academic Sec. of Registrar Office	Examination (Confidential Sec.) under C.O.E.	Examination (Confidential Sec.) under C.O.E.	Exam Section under C.O.E.
5	Engineering & Technology	Admission Cell under Academic Section	Academic Sec. of Registrar Office	Examination (Confidential Sec.) under C.O.E.	Examination (Confidential Sec.) under C.O.E.	Exam Section under C.O.E.
6	Commerce & Management					
7	Juridical Science					
8	Agriculture Science					
9	Pharmacy					
10	Journalism					
11	Ayurveda					

- a. The Exam results of Sem/Annual System of each Academic year shall be kept in digital forms for as well as in hard copies (Chart) & final year results shall remain hosted on university website for verification purpose.
- b. The Record of Ph.D. (Doctor of Philosophy) students shall be deemed permanent and maintain with office of Dean Research. The Research Section shall be responsible for keeping Ph.D. test records of each year, information regarding selected students, their fee deposit slip, Course Work attendance, Doctoral Admission Committee, Faculty Research Committee proceedings, Progress reports obtained from Supervisors, Final defence viva presentation etc and all related files thereof.

However, one copy of the same shall be kept with the respective Dean/H.O.D.

The course work result, thesis & its evaluation reports from external examiners shall kept with Exam Section under C.O.E.

c. Recruitment, Training, Promotion & other related records of teaching & non-teaching.

Such Record shall be maintained with respective H.R./Establishment sections.

1.	Engineering & Technology Commerce & Management Juridical Science Agriculture Science Pharmacy Journalism	H.R. Under Dy. Registrar
2.	Medical, Dental, Nursing, Paramedical	Respective Establishment

d. The following record has been deemed as permanent records of Libraries: -

1. Books (alongwith CDs)
2. Reference Section Book
3. Journals
4. Books Accession Register (Soft & Hard Copy)
5. Dissertation
6. Research Thesis
7. Purchase quotation, Purchase order, Bills (Book, Periodicals, E-Resource)

**Temporary Records**

The Examination answer books, course file, time table, project files, assignments, student attendance etc, shall be deemed temporary records & ordinarily preserved for one year. Such temporary records shall be weeded out after sorting out RTI/Court/Enquiry cases (if any).

The concerned officials & Departments are supposed to ensure compliance of the order.

The following shall be temporary records to be weeded-out within stipulated time period.

1. Internship File (including Moot Court File) – Five Years
2. Newspapers – One years
3. Magazines – 3 Years

The cutting of University advertisement & important news pertaining to Rama University shall be kept preserve.

## CHAPTER 9

### Rules and Procedures for Library

#### ➤ INTRODUCTION

The University has central as well as Faculty/Department library have rich collection of book, Journals & e-resources. The college also subscribes to the online databases, which contain e-books and e-journals. Both staff members and students can easily access it. The main goal of the library is to give people access to print books and journal e-resources. In addition to printed books and journals, the library offers electronic resources to its students and staff members. The library has a spacious reading room. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter.

#### 1. LIBRARY RULES

- Reader ticket is not transferable.
- The library will issue books/documents/CDs only for members.
- Members are responsible for the book borrowed on their Reader Ticket.
- The library member will not issue any book, document to the reader ticket holder/give any message from the member regarding issue of book.
- The library will not be responsible and accountable if a member uses a third person for the transaction of books.
- Loss of reader ticket will have to be immediately reported in writing to the circulation counter and a fine of Rs. 100 will have to be deposited in the library for loss of a reader ticket.

#### 2. MEMBERSHIP RULES

Library is primarily meant for student, faculty and staff of Rama University in their any fee.

#### 3. PROCEDURE FOR MEMBERSHIP

1. Collect library membership form from the Central Library.
2. Fill up and get it recommended by the Dean/HOD.
3. Submit the above mentioned form to the Librarian along with 3 recent passport size photograph, 3Ticket size photograph, Fee Receipt & Aadhar card copy.

#### 4. LIBRARY SECTIONS: AUTOMATION & E-RESOURCESS

REFERENCE SECTION	Selective Books are available for the users to consult
PERIODICAL/JOURNALS SECTION	Newspapers, Periodicals, Journals & Magazines
CIRCULATION SECTION	Issue & Return of Books
REPROGRAPHIC SECTION	Photocopy facility is available for students
STUDENTS READING ZONE	For Reading & Reference of periodicals & Books by Student.
READING AREA FACULTY AND STAFF	For Reading & Reference of periodicals & Books by Faculty & Staff.
LIBRARY AUTOMATION	KOHA
E-RESOURCESS & ETD SOURCES	DELNET, J-GATE, DVL, NDL, SODHGANGA
INTERNET FACILTY	WIFI

## 5. LIBRARY TIMING

MONDAYTOSATURDAY (Medical & Nursing College Library)	:	8:00AM-8:00 PM
MONDAYTOSATURDAY (Dental College Library)	:	8:00AM-5:00 PM
MONDAYTOSATURDAY (Other Libraries)	:	9:00 AM-5:00PM

**\*\*Library will remain close on Sundays & Holidays.**

## 6. NUMBER OF BOOKS AND LOAN PERIOD

Category	Number of books	Loan Period
Faculty	04	One month
Other staff	02	One month
Student	02	15days

## 7. SCOPEOF THE COLLECTION

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- ✓ Books and other hard-copy printed materials
- ✓ Serials (i.e. journals periodicals or newspapers in both electronic or hard-copy format)
- ✓ Databases (electroniccollectionscontainingbibliographiccitationsand/orfull-text items)
- ✓ Multimedia material (including CDs, DVDs)

## 8. LIBRARY COLLECTION POLICY

The library buys books and other learning materials which are related to syllabus. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.

Library will buy text books, reference books and hand books on relevant subjects.

Library will also buy printed periodicals and online database for accessing scholarly content.

Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Dean.

## 9. LIBRARY COMMITTEE & THEIR ROLE AND RESPONSIBILITY

Library Committee is an advisory & supervisory body for Central and Departmental librarian of the university.

### Constitution

- |   |                        |
|---|------------------------|
| 1. Vice-chancellor  | - Chairman             |
| 2. Dean of Faculty & Principals of constitutional college | - Member               |
| 3. Asst. / Dy. Librarians of Department                   | - Member               |
| 4. Librarian  | - Member / Coordinator |

### Role: -

1. Facilitating Communicating with university community & obtaining feedback in library collection, scorners, infrastructure etc.
2. To provide a forum for discussion for library needs & expectations time in view of improved technology, esp, to promote e-governance.
3. To advise library in policy matters concerning services, facilities & resources.

### Responsibilities: -

The committee within framework of the ones all strategies policies of the university & shall:-

1. Advise & review library policies for resource, services & facilities.
2. Advise on innovation of services.
3. Discuss & evaluate budgetary issues for books, Journals data base, media, e-resources etc.

## 10. LIBRARY BUDGET

Budget is an important document for planned and successful operation of a library. It is co-ordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the

changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc. It does not have source of cash or direct income, like to her commercial organizations have when we talk about library finance.

## **11. CIRCULATION RULES**

1. Borrowing facilities are given only to the member of the library against Bar-coded library membership card issued them. Books are issued on the counter on presenting the Bar-coded identity card. The card is not transferable
2. All students, members, shall produce their library membership card at the counter at the time of issue and return of the books.
3. New books issued only after technical processing has been completed.
4. Journals, Magazines and newspapers will not be issued.
5. Reference copy of any document will not be issued; the same can only be consulted within the library.
6. For renewal, it is necessary that the book shall be presented at the counter. Renewal is not automatic. If there is a pending demand for the Book, the request for renewal may be turned down by the librarian.
7. New arrivals will be listed on the notice board and kept on display shelf meant for new arrival for a week. Afterward it will be available for borrowing.
8. If a book is not returned in a stipulated time as given in Sl. No. (C) Above, the member (Student) will be charged a fine of Rs.5/- per day per volume and member (Faculty & Staff) will be charged a fine of Rs.10/- per day per volume.
9. The Librarian can refuse to issue books to defaulters.
10. In the case of loss of book by the borrower he/she shall replace the book and fine as admissible. Falling which he/ she shall pay double cost of the book and fine as admissible.
11. The members are responsible for library membership card issued to them. Loss of Library membership card should be reported to librarian.
12. Immediately. First duplicate membership card will be issued on payment of Rs. 100/- subsequent membership card can be obtained by paying.
13. All members should return the books borrowed from the library before they proceed on a long period of leave or vacation leaves.
14. Librarian can recall books and publications any time the need arises.

## **12. GENERAL RULES**

1. All Library users must sign in/out register available with the attendant at the library gate
2. User should maintain silence in the Library and should not disturb others. Smoking/eating/ chewing are strictly prohibited in the library.
3. Personal belongings are not allowed to be carried inside the library. However, they may carry loose papers and note book.
4. Users of the library should not deface, mark, cut mutilate or damage the reading materials in any way. Person doing so is liable to do fined heavily, apart from being asked to pay the cost of the damage, in case a person repeats the offence second times, his /her tickets would be impounded and the membership terminated summarily.
5. The member is expected to behave with decency and decorum. Any irregularities may be brought to the notice of the librarian for needful action.
6. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.
7. At the time of late fine you must collect receipt for the payment from the library staff.

## **13. DAMAGE TO BOOKS OR REDRESSAL POLICY**

If any student found in dulling in the process of book hiding, stealing, or mutilating, he/she will be fined as under.

1. Book Hiding: Minimum fine Rs. 200/- and suspension of library membership for a period of one month, On re-occurrence of the act, minimum fine Rs. 400/- plus termination of library membership.
2. Book Damaging: minimum fine Rs.500/- and replacement of the book and suspension of library membership for a period of one month. One re-occurrence of the act, minimum fine will be Rs.1000/- plus termination of library membership.
3. Book Stealing: Strict disciplinary action.
4. Misbehavior with Library Staff: Termination of library membership.  
No dues certificate will be given only after surrendering of library membership card.



#### **14. CLEARANCE CERTIFICATE**

All issued items, Reader's tickets are the property of the library and are to be returned. Dues (if any) paid and a clearance certificate be obtained at least one week before appearing in the University Examination or before the member leaves his / her institution.

#### **15. FOR THE KIND ATTENTION OF ALL LIBRARY USERS**

- The library rules may be altered or amended or new rules may be added to the existing ones by the library authority without any notice to the members and any such alteration, amendment and new rules shall be effective binding on all concerned.
- On violation of Library rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.

#### **16. MAINTENANCE**

- ERP
- Barcode, Printers
- Audiovisual Hardware
- Computers
- Printers
- Biometric machines

## CHAPTER 10

### IT Policy

This policy establishes the guidelines for utilizing electronic information resources at Rama University in Kanpur.

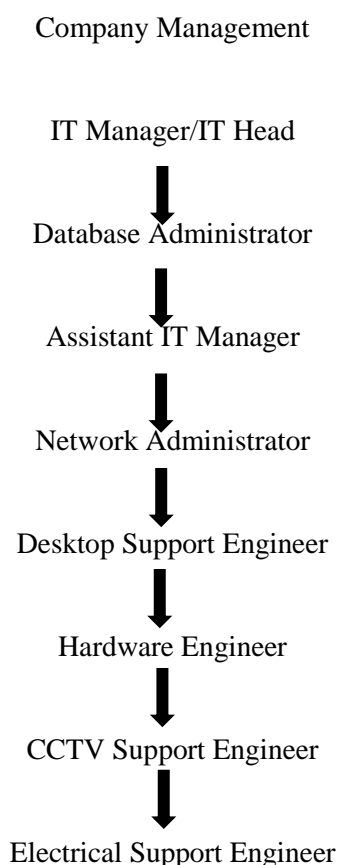
This policy is relevant to all departments of Rama University, and it applies to faculty, staff, students, official university affiliates, and any other individuals who utilize either University electronic information resources or private electronic information resources for the purpose of conducting University business.

#### **Policy Statement: Introduction**

In order to support its mission of education, research, and public service, RAMA University in Kanpur offers electronic information resources to its faculty, staff, students, official university affiliates, and other individuals. These resources include e-books, online databases, e-journals, and other digital content.

Further information for all contacts listed below can be found from Information Technology Department: -

#### **IT Head Reference Contacts:**



## **Responsibilities of Users**

- Users of electronic information resources are expected to adhere to a set of responsibilities to ensure ethical and lawful use of the resources. These responsibilities include:
- Using electronic information resources in a manner consistent with the requirements of the University, maintaining their integrity and respecting their intended use, as well as the privacy, confidentiality, and security of the information.
- Not sharing access privileges with others or attempting to gain unauthorized access to secured information resources.
- Using University resources to conduct University business and disclosing any University-related information or records in personal or private email accounts or electronic devices if requested under the RU Open Records Act or other University needs.
- Not attempting to circumvent login procedures or gain unauthorized access, which may be a crime under federal, state or local law.
- Using electronic information resources in a manner that does not interfere with, compromise, or harm the performance, functionality, or integrity of the University's electronic information resources, including adherence to University standards regarding software updates and protections, data handling, and other policies and procedures.
- Respecting network capacity as a shared resource and not performing operations that degrade network performance for other users, including not engaging in activities that infringe on the rights and/or productivity of other users.
- Respecting the rights of copyright owners and obtaining permission from owners before using or copying protected material, including music, movies, software, documents, images, or multimedia objects, and not engaging in systematic or excessive downloading or printing of content.
- Using electronic information resources for incidental personal use as long as it does not interfere with University operations, violate University or Regents policies, create an inappropriate atmosphere for employees, generate incremental identifiable costs to the University, and/or negatively impact the user's job performance.
- Obtaining written approval before using University resources for external activities, with permission granted only when it further the mission of the institution, and making arrangements for reimbursement of the University for Institutional Materials, facilities, or services used in the external activity.

- Using electronic resources to exchange ideas and opinions, including political issues, but not using University electronic resources to support partisan political candidates, party fundraising, or causes.

### **Services to be Provided by the Computer Section**

The Computer Section shall provide the following services:

- Maintain the Computing facility for use by the students of the different Academic programs. Few of the lab computing facility will maintained available for 24x7 for the students.
- Provide Computing resources to the Faculty Members, Departmental offices, Library and the Administration.
- Procure and maintain software required for administrative and other purpose of the Rama University.
- Set up and maintain the campus Computer Hardware's and Networking.
- Provide Internet, E-mail IDs, Database services etc. to the users. Provide and maintain the MMPs in the common auditorium/conference halls and in the classrooms in each Department.
- Assist the administration in the process of selection and procurement of Computing resources.

### **Software and Maintenance: -**

- The PCs provided to the Faculties/departments by the computer section shall be maintained by the technical staff of the section.
- Appropriate stock of spares shall be maintained for the purpose of maintenance. A small buffer of PCs, UPSs and printers shall be maintained for the temporary replacement in critical uses cases.
- All software in use at any location must be licensed for use according to the vendor's license agreement.
- It is strongly recommended, however not necessarily mandated, to ensure that all software in use is covered by an adequate software maintenance agreement.

- The Rama's IT manager is responsible for ensuring all software licenses are accounted for, all service level agreements are met and all terms and conditions in maintenance agreements are met.
- The Rama's IT Manager is responsible to maintain a Software License Register, or be in the position to provide on upon notification, and must include all purchased software and matching license proof.
- The Financial Head is responsible for ensuring that license and maintenance agreements are properly budgeted for and paid on the due date.
- The IT Manager must clearly advise Organization management of all IT maintenance contracts, lengths of terms, coverage policy and budgeted costs on an annual basis.
- The Top Management is responsible for the proper licensing of all software in use under his supervision.
- No request for License proof should be honored from outside the Company unless received in writing by the software vendor, government authority, or either's written designee.
- A log of locally developed software must be maintained and updated quarterly with supporting evidence of any related application or database licenses.
- Any test environment requirements must be approved by the IT Manager.
- Only pre-certified software can be installed on production systems. Version certificates or control logs must be maintained and supplied when recording production system changes.
- Development activities must ensure that new software and software changes do not compromise security.
- Back-out planning that indicates full recovery requiring in excess of six hours will require Divisional IT management approval, in addition to the previously required approvals and notifications.

### **Data Center and Server Room Policy**

The objective of this Policy is to establish the essential criteria for creating, deploying, safeguarding, supervising, maintaining, securing, and a server room or data centre at Rama University in Kanpur. It pertains to all employees (including faculty and staff), students of Rama University, Kanpur, and other individuals covered by the policy (such as vendors) who use University technology' resources while conducting University business.

### **List of Equipment's available in the Data Centre:**

The data Centre is established at the ground floor of the Computer Center of the University. The room is having Genset power backup and with dual UPS backup (180 minutes).

#### **Smart Rack:**

All the equipment's of data center are kept in a smart rack (Make: D-link, Net rack) of size 42U. This rack is equipped, access control system and a redundant cooling system. The equipment's installed in the rack are as follows:

#### **Firewall:**

The data center is protected through firewall system (Sophos XGS 450 with 03 Years Xstream Protection) to prevent external threats and attacks. This firewall is also used for the safety of campus network.

**Switches:** Cisco, D-link, TP-Link, Digisole

**Servers:** HP DL-380 with 128 GB RAM, Dell, IBM

**Unified Storage:** The data center is equipped with a unified storage system with 20TB of usable space. The data center is equipped with Central Sophos anti-virus with 100 licenses for servers and respected users.

### **Network Management**

To ensure the security of the network, the University has established policies and procedures to govern the use of the network. These policies include guidelines for the use of network resources, access controls, security protocols, and monitoring of network activity. All users of the University network are required to abide by these policies and to take appropriate measures to protect the security of the network and the information that is transported over it.

In order to maintain the reliability and efficiency of the network, the University has established standards for the installation and maintenance of network infrastructure, as well as for the use of network resources. These standards are designed to ensure that the network is able to meet the needs of all users, while minimizing downtime and other disruptions to service.

- Requests for VPN Remote Access Service by users must be submitted through their departmental IT Technical Liaison or designated system administrator. VPN access is limited to faculty and staff.

- Each department determines which individuals will be granted authorization for VPN Remote Access Service within their department.
- VPN Remote Access Service is only authorized after confirmation by the IT Liaison or designated system administrator.
- Information provides support for the VPN network device, the VPN client, a method for Systems Administrators to grant their users access to the VPN service through the DCDR registration process, documentation for installing the VPN client, and 24x7 system support.
- Downloading and Installing of new software has to be done with the explicit consent of the respective facility in charge. Installation of unlicensed software on RAMA University, Mathura facilities or on individual machine connected to the RU network, is strictly prohibited.
- Any attempt to circumvent system security, guess others` passwords, or in any way gain unauthorised access to local or network resources is forbidden. Users may not use other person`s computing account, attempt to forge an account identity, or use a false account or email address.
- It is forbidden to use electronic mail and other network communications facilities to harasses, offend, or annoy other users of the network, including impeding there computing systems, software or data. Neither is any form of commercial advertising or soliciting allowed. Spamming is strictly not allowed.
- Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the incharge of the facility.
- All new construction and refurbishment activities must ensure that wiring and cabling is protected from unauthorized access by ensuring its placement within conduit wherever it cannot or is not secured behind permanent walls or otherwise inaccessible passageways. Exposed conduit junction boxes must be secured such that unauthorized access can be easily detected, such as with crimped seals.
- Install personal firewalls on any PCs connected to wireless networks.
- Firewall CPU load and up/down status is monitored on a regular basis.

### **Management and Personnel**

- User IDs and Passwords may only be established by authorized managers and in accordance with approved security templates governing access.
- The User IDs and Passwords of terminated or transferred Associates must be immediately revoked by the relevant IT manager after notification by receipt of the No Dues form.
- Inactive User IDs and Passwords must be reviewed and removed every 30 days.

- The passwords of active User IDs must be changed at least every 90 days, preferably as part of an automated process that issues time-related advisories and then locks-out users after a prescribed grace period has expired.
- Wherever possible passwords must be at least 7 characters in length, and must contain both numeric and alphabetic characters.
- New passwords must be different from the last 13 passwords issued to the User.

### **Printers and Printer Usage**

- Getting documents printed is an important part of computing activity. However, it can be also quite costly as the printing stationaries are often expensive. Therefore, it is necessary to be prudent in the supply and uses of printers. The policy on the supply of printers shall be as follows. One laser printer shall be provided to each of the following:
  - Vice chancellor, Deans, Heads of the Departments, Registrar, Controller of Examinations, Librarian, Finance Officer, University Engineers, Department Offices, Professors, Associate Professors, Warden Offices, Administrative Sections.
  - Depending upon the size of the faculty, each department shall be provided (One for each faculty cabin room) to be easily accessible to the faculty members.
  - The IT Section shall procure printer cartridges.
  - Printers shall be made available in library or in common places for taking printouts by the students and scholars.
  - Private parties shall be allowed to set up print shops within the university campus to enable students to take additional printouts. However, they will be restricted to access to the network.

### **Upgradation and Disposal of Obsolete or Unusable IT Infrastructure and Associated Resources**

There shall be a five-member committee comprising the Purchase Manager, Head of the Department, the Registrar to assess the status of the IT resources. The Dean/Principal of the Faculties shall Chair the committee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resources as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resource and is subject to availability of funds without affecting the users.

The obsolete resource is may be given to hardware labs, exchanged with state-of-the-art systems under buy back options. The University may also decide to donate such systems to organization, such as Schools, If the organization finds them usable, then the obsolete resources should be disposed by following the e-waste policy.



### **Vendor Management**

- Each IT Manager is responsible for maintaining and publishing a single listing of all responsible vendor contracts and contacts in a known and easily accessible location for the Organization Management.
- The Divisional IT Director/VP will cause the Company's Legal resources to develop Policy addendums to all IT service agreements that new developments, updates, patches and access to organization systems and maintenance on the part of vendors and vendor's staffs and contractors do not degrade or eliminate security-related settings and functionality.

### **Risk Management of IT Infrastructure**

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today. IT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform IT infrastructure risk assessment in regular basis and there shall be an Incident response and disaster recovery team for the university.

The University shall follow the risk management policies as given below:

- Periodic and necessary backup of critical data should be taken in geographically separated location.
- Keeping IT infrastructure under surveillance.
- Use of fire alarm, smoke alarm and fire extinguisher.
- Physical security for theft control.
- Use of antivirus tool for protecting servers, desktops and network devices from malwares and regular updating of firewall.
- Regular updating of software with security patches.
- Full backups are to be performed daily, or full backups are to be performed not less than once per week with daily incremental backups.
- All Associates must store important working files on the LAN server in a designated folder, such folders to be included in the daily backup.

### **Security Testing**

- It is the responsibility of the Divisional IT Director/VP to ensure that a representative sample of organization and their security controls, limitations, network connections and restrictions are periodically tested to ensure they can adequately identify or stop unauthorized access attempts.

- In the event of a security failure it is the responsibility of the organization Top Management and organization staff to take steps to immediately resolve the cause and solve any deficiency.
- Priority attention will be afforded by relevant Area, Divisional and Corporate staffs to assist local resources in resolving any security or privacy violations.
- If a organization operates its own firewall it is the responsibility of the organization IT Manager to ensure vulnerability scans are performed at least monthly, the results documented and weaknesses corrected.
- It is the responsibility of the Divisional IT Director/VP to ensure that standardized procedures/processes are developed to conduct organization network vulnerability scanning.
- It is the responsibility of the Area IT Managers to manage the process of ensuring that penetration testing of a representative sample of organization occurs at least annually, and the results are communicated to the Divisional IT Director/VP so as to be used for remedial actions company-wide.

## CHAPTER 11

### Standard Operating Procedure

for

### Community Radio & Social Media Contents

Rama University Kanpur has launched Community Radio 90.8 FM, with a broadcasting license granted by the Government of India. This initiative is designed to serve community welfare, aligning with the Ministry of Communication's guidelines.

#### **Guidelines for Broadcasting:**

**1. Community Participation:**

- Local community members and specialists from various fields should actively participate in content creation.

**2. Content Restrictions:**

- Content must adhere to government guidelines, avoiding topics that:
  - Promote social disharmony based on religion, ethnicity, or caste.
  - Disrespect women or violate natural integrity and constitutional values.

#### **Social Media Guidelines:**

Social media platforms such as Facebook, Instagram, and WhatsApp are essential tools for enhancing the University's public image and engaging with stakeholders. However, all content must comply with the following SOPs to ensure appropriateness and adherence to guidelines:

**1. Academic Matters:**

- **Authorization Required:** Uploading academic-related content requires permission from the Dean, Principal, or Head of Department (HOD).

**2. Admission-Related Matters:**

- **Authorization Required:** Content related to admissions must be approved by the Admission Head.

**3. General Non-Academic Information:**

- **Authorization Required:** General information that is not academic in nature should be authorized by the Registrar, Vice-Chancellor, or Director.

By following these guidelines, Rama University aims to maintain the integrity of its communication and ensure that all content aligns with institutional values and legal requirements.

## CHAPTER 12

### सुरक्षा सम्बन्धी निर्देश

विश्वविद्यालय परिसर में सुरक्षा को प्राथमिकता दी जाती है इस कार्य में सुरक्षा अधिकारी के साथ अधीनस्थ प्रशासनिक स्तर के अधिकारी – वार्डन, सहायक वार्डन एवं केयरटेकर आदि सक्रिय सहयोग करेंगे।

1. परिसर में छात्र/छात्राएं शिक्षक एवं स्टाफ को पूर्ण सुरक्षा प्रदान की जायेगी इसका दायित्व सुरक्षा अधिकारी का होगा।
2. सम्पत्ति की सुरक्षा की जायेगी इस हेतु सुरक्षा अधिकारी गार्डों की तैनाती नियत जगह पर करेंगे तथा यह भी सुनिश्चित करेंगे कि विश्वविद्यालय की किसी सम्पत्ति की चोरी न हो।
3. सुरक्षा अधिकारी तथा अन्य प्रशासनिक स्टाफ समय-समय पर शैक्षिक भवनों, प्रशासनिक भवनों एवं मेडिकल कालेज एवं अस्पताल का निरीक्षण करेंगे तथा यह सुनिश्चित करेंगे कि अग्निशामक (थ्रुतम लेजमउ) उपकरण सही रूप से कार्य कर रहे हैं एवं यह भी सुनिश्चित किया जायेगा कि बिजली के तार एवं शार्ट सर्किट की समस्या न हो। ऐसा तथ्य संज्ञान में आने पर सुरक्षा अधिकारी को यह अधिकार होगा कि वे सम्बन्धित कर्मचारी को सुधार/मरम्मत हेतु सीधे निर्देश जारी करें।
4. परिसर में किसी हिंसात्मक गतिविधि का संचालन होने पर सुरक्षा अधिकारी द्वारा तुरन्त संज्ञान लिया जायेगा तथा हस्तक्षेप कर मामला शांत कराया जायेगा। स्थिति कंट्रोल में न होने पर संबंधित पुलिस चौकी में सूचना दी जायेगी तथा उच्चाधिकारियों के संज्ञान में लाया जायेगा।
5. परिसर में यह विशेष ध्यान रखा जाएगा कि संदिग्ध व्यक्तियों का प्रवेश न हो तथा कोई भी व्यक्ति हथियार लेकर परिसर में प्रवेश न करें।
6. परिसर में नशीले पदार्थों का सेवन पूर्णतया प्रतिबंधित है। ऐसी सूचना पर तुरन्त कार्यवाई की जाए।
7. सुरक्षा अधिकारी यह सुनिश्चित करेंगे कि भवनों के बेसमेंट या किसी अन्य असुरक्षित जगह पर कोई कार्यक्रम (शैक्षणिक या गैर शैक्षणिक गतिविधि) न आयोजित किया जाए।



### CATEGORY – I: TEACHING, LEARNING & EVALUATION

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practicals conducted	50		
2.	Extra Teaching Duties	10		
3.	Curriculum Enrichment	10		
4.	Participatory & Innovative Teaching-Learning Methodologies	20		
5.	Examination Duties	10		
6.	Student Feedback	20		
7.	Dean/Principal Feedback	05		
	<b>TOTAL (I)</b>	<b>125</b>		

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
<b>1.</b>	<b>Student Centric Activity</b> <ul style="list-style-type: none"> <li>➤ Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5)</li> <li>➤ College Level Activity/ Event Convener/ Coordinator (10) Member (2)</li> <li>➤ Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5) • Guest Lecture for Students (2 per lecture)</li> </ul>	20		

<b>2.</b>	<b>Academic and Administrative Committees &amp; Responsibilities</b> ➤ College level : Incharge (10) Member (2) ➤ Department level : Incharge (5) Member (1)	15		
-----------	--	----	--	--

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
<b>3.</b>	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15		
	TOTAL (II)	50		

(Note: Attach supporting documents to validate the claim)

### **CATEGORY – III: RESEARCH & DEVELOPMENT**

(Minimum Score Required: AP-6K (05), AP-7K (10), AP-8K (15), Assoc. Prof. (25))

Sr. No.	APIs	Self-Evaluation	Evaluation by EA
<b>1.</b>	Sponsored Research Projects <ul style="list-style-type: none"> <li>• 30 lakhs and above (30 &amp; 20)</li> <li>• 05 to 30 lakhs (20 &amp; 10)</li> <li>• 01 to 05 lakhs (15 &amp; 05)</li> <li>• Upto 01 lakh (05 &amp; 01)</li> </ul>		
<b>2.</b>	External Funding for Research Activities (Conf. /WS/ Seminar / STTP / FDP etc) <ul style="list-style-type: none"> <li>• 05 to 10 lakhs (Maximum 10)</li> <li>• 01 to 05 lakhs (Maximum 05)</li> <li>• 0.5 lakh to 01 lakhs (01)</li> </ul>		
<b>3.</b>	Publications Journal (15 & 10)		

	<ul style="list-style-type: none"> <li>• Conf. Proceedings (full paper with ISBN No.) (10 &amp; 5)</li> <li>• Conf. Proceedings (full paper without ISBN No.) (5 &amp; 3) Technical Articles (3)</li> </ul>		
4.	Invited lectures / Paper Presentation <ul style="list-style-type: none"> <li>• International Conf. (7 per lecture / 5 per paper presented)</li> <li>• National Conf. (5 per lecture/ 3 per paper presented)</li> <li>• State/University level (3 per lecture / 2 per paper presented)</li> </ul>		

Sr. No.	APIs	Self-Evaluation	Evaluation by EA
5.	Student Publications (15 max) <ul style="list-style-type: none"> <li>• Journal (full paper): 5/ publication</li> </ul>		
6.	Books and Chapters in Books <ul style="list-style-type: none"> <li>• International Publisher: 30 per book &amp; 10/ chapter for single author</li> <li>• National Publisher: 20 per book &amp; 05/ chapter for single author</li> </ul>		
7.	Patent <ul style="list-style-type: none"> <li>• Overseas (50) Indian (25)</li> </ul>		
8.	Industrial Training / Online courses (Max: 15 points) <ul style="list-style-type: none"> <li>• More than 2 weeks (10), Up to 2 weeks (05)</li> </ul>		
9.	Courses/ Programs Attended (Max: 10 points) <ul style="list-style-type: none"> <li>• International (Overseas) (20)</li> <li>• International (India) (10)</li> <li>• National/ State/ University (5)</li> </ul>		
10.	Courses/ Programs Organized for Faculty (Max: 10 points) <ul style="list-style-type: none"> <li>• International (10) National / State / University (5)</li> </ul>		
11.	Research Guidance <ul style="list-style-type: none"> <li>• Ph.D. (20 &amp; 10)</li> <li>• M.Phil &amp; Masters by Research (5)</li> </ul>		
12.	Research Evaluation and Review (Max: 10 points) <ul style="list-style-type: none"> <li>• Ph.D. (5), M.E./M.Tech (3) Journal / Conf. (2)</li> </ul>		
13.	Collaborative Research <ul style="list-style-type: none"> <li>• International (10) National (5)</li> </ul>		
14.	Product/Process Development (10/05)		
15.	Collaborations/ Donations/Lab. Dev. (03 each)		
16.	Consultancy Projects: <ul style="list-style-type: none"> <li>• Amount mobilized with a minimum of Rs.10 lakhs. (10 for every Rs.10 lakhs)</li> </ul>		



17.	MOU/T&P Activities (03 each)		
18.	Fellowships/Awards: <ul style="list-style-type: none"> <li>• International Award / Fellowship from academic bodies (15 per Award/15 per Fellowship).</li> <li>• National Award/Fellowship from academic bodies (10 per Award/10 per Fellowship).</li> <li>• State/University level Award from academic bodies (05 per Award).</li> </ul>		
	<b>TOTAL (III)</b>		

**EVALUATION SUMMARY:**

APIs	Minimum Required	Self-Evaluation	Evaluation by EA
Category – I: Teaching, Learning & Evaluation	75		
Category – II: Co-Curricular, Extension & Professional Development	15		
Category – III: Research and Development			
Total			

(Note: Attach supporting documents to validate the claim)

---

**ADDITIONAL COMMENTS (if any) by THE FACULTY**

---



---



---

Date:

Signature of Faculty

---

**ASSESSMENT by The Dean/Principal**

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HoD as the case may be)

---

---

---

On a 10-point scale, the performance of \_\_\_\_\_ can be rated at \_\_\_\_\_

Date:

Dean/Principal

---

**REVIEW of ASSESSMENT & RECOMMENDATION by The Director (RA)**

---

---

---

Date:

Dean Academic Affairs/Principal

---

**ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING****PART-A****(To be filled by Staff Member)**

Academic Year:

<b>1.</b>	Name	
<b>2.</b>	Date of Joining	
<b>3.</b>	Designation	
<b>4.</b>	Department/Section	
<b>5.</b>	Academic/Technical Qualification	
<b>6.</b>	Details of Educational courses being pursued	
<b>7.</b>	Details of the present duties	

Date:

Signature of the staff member

**PART-B**

**(To be filled by Reporting Officer)**

Name :						
Designation :						
Date of Appointment :						
Department/Section :						
S.N ·	CATEGORY	OUTSTAN DING	EXCEL LENT	VERY GOOD	GOOD	SATISFAC TORY
		5	4	3	2	1
<b>1.</b>	<b>PROFESSIONAL COMPETENCE</b>					
<b>1.1</b>	Knowledge of rules, regulation and procedure					
<b>1.2</b>	Ability to organize work and carry it out					
<b>1.3</b>	Ability and willingness to take up additional load in times of emergency					
<b>1.4</b>	Creativity, innovation/Productive					
<b>1.5</b>	Ability to learn new skills/Computer Competency					
<b>2</b>	<b>PERFORMANCE</b>					
<b>2.1</b>	Maintenance of Files/Records					
<b>2.2</b>	Accuracy & Speed of work					
<b>2.3</b>	Neatness & tidiness of work					
<b>2.4</b>	Completion of work on schedule					

S. N.	CATEGORY	Outstanding	Excellent	Very Good	Good	Satisfactory
		5	4	3	2	1
<b>3.</b>	<b>Personal Characteristics</b>					
<b>3.1</b>	Attendance					
<b>3.2</b>	Punctuality					
<b>3.3</b>	Discipline					
<b>3.4</b>	Interaction with colleagues					
<b>3.5</b>	Integrity and behavior					
<b>TOTAL POINTS ;</b>		<b>/ 50</b>				

<b>4. Overall Evaluation</b>						
Outstanding	Excellent	Very Good	Good	Satisfactory	Marginal	Poor
<b>5.</b>	Any significant contribution made by the Employee:					
<b>6.</b>	Special remarks if any of the Reporting Officer:					
	Date:			Signature of Asst. Registrar/Dy. Registrar		
<b>7.</b>	Remarks if any of Reviewing officer:					
	Date:			Signature of Registrar		



Rama City, GT Road, Mandhana, Kanpur - 209217

☎ 8009007070, 8009006060

✉ info@ramauniversity.ac.in | 🌐 www.ramauniversity.ac.in

