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# DPU

**Dr. D. Y. PATIL VIDYAPEETH, PIMPRI, PUNE**

**(Deemed to be University)**

**(Accredited (3<sup>rd</sup> Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)  
(An ISO 9001:2015, ISO 14001:2015 Certified University)**



## Bye-Laws

Bye-Laws Instituted in 2004 and amended in 2015, 2019  
(Revised in September 2024)

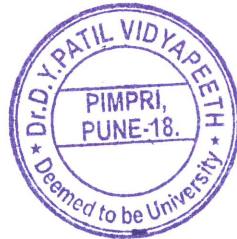
### NOTIFICATION


Whereas, In pursuance of the **UGC (Institutions Deemed to be University), Regulations 2023 dated 2<sup>nd</sup> June, 2023**, the Executive Council is the principal executive body of the institution deemed to be University, with powers to make rules of the Institutions Deemed to be University.

And whereas, The Executive Council is the final decision-making body of the institution deemed to be University with respect to every matter of the institution deemed to be University, including academic, administrative, personnel, financial, and developmental matters.

Whereas, in accordance with the UGC Regulations 2019, Vidyapeeth has revised its Bye-Laws, originally instituted in 2004 and subsequently amended in 2015, to include modifications, insertions, and replacements. The updated Bye-Laws (amended up to July 2019) were approved by the Board of Management during its meeting held on 12<sup>th</sup> April, 2019, as per Resolution No. BM-17-19.

Whereas, in accordance with the UGC Regulations 2023, Vidyapeeth has revised the Bye-Laws originally instituted in 2004 and subsequently amended in 2015 and 2019, incorporating modifications, insertions, and replacements. The **Bye-Laws instituted in 2004 and amended in 2015, and 2019 (revised in September 2024)** were approved by the **Executive Council** in its meeting held on **30<sup>th</sup> September, 2024**, as per **Resolution No. EC-37-24**. This will be useful to all concerned and come into force with immediate effect.



  
(Dr. Narendra M. Kadu)  
REGISTRAR  
DR.D.Y.PATIL VIDYAPEETH  
(Deemed to be University)  
Pimpri, Pune-18.

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P.S. to Vice-Chancellor for the Kind information of Hon'ble Vice-Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
3. P.S. to Pro-Vice-Chancellor for the Kind information of Hon'ble Pro-Vice-Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
4. Director (IQAC), Dr. D.Y. Patil Vidyapeeth, Pune.
5. Director (Administration: Quality Assurance, Faculty Development & Research), Dr. D. Y. Patil Vidyapeeth, Pune
6. Controller of Examinations, Dr. D.Y. Patil Vidyapeeth, Pune.
7. Finance Officer, Dr. D.Y. Patil Vidyapeeth, Pune.
8. All the Heads of the Colleges / Institutes of DPU
9. Web master for uploading on DPU website.

**NOTIFICATION**

**WHEREAS** in pursuance of the UGC (Institutions Deemed to be University), Regulations, 2019, the Board of Management is the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.

**AND WHEREAS** the Board of Management is the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.

**AND WHEREAS** Bye-Laws No. 01/2015 to No.10/2015 of Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University) have been approved by the Board of Management at its meeting held on 29<sup>th</sup> December, 2015.

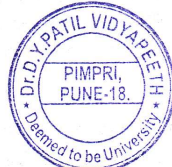
**AND WHEREAS** UGC had published UGC (Institutions Deemed to be Universities) Regulations, 2016 on 11<sup>th</sup> July, 2016.

**AND WHEREAS** the Vidyapeeth had amended its Bye-Laws and the same were approved by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018.

**AND WHEREAS** UGC had again published UGC (Institutions Deemed to be Universities) Regulations, 2019 on 20<sup>th</sup> February, 2019.

**AND WHEREAS** as per UGC Regulations, 2019, the Vidyapeeth has amended its Bye-Laws with modifications / insertions / replacement. These Bye-Laws were approved by the Board of Management at its meeting held on 12<sup>th</sup> April, 2019 vide its resolution No. BM-17-19.

- Bye Law No. **01/2015** is **repealed** and **replaced** by the Bye Law No. **01/2019**
- Sub-clauses i.e. **2.2 (b), 2.2 (c), 2.2 (f)** have been inserted in Bye Law No.**02/2015**.
- The sub-clauses i.e. **2.9.4 of IQAC Director / Coordinator, 2.9.5 of Director (Security & Vigilance) and 2.9.6 of Director (University Centre for Professional Education & Faculty Development)** under **Clause No. 2.09** i.e. **SUCH OTHER OFFICERS OF THE VIDYAPEETH** have been added in Bye Law No.**02/2015**, as per the Resolution No. BM-52-18 approved by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018.



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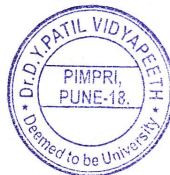
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: 2 :

- Sub-clause i.e. **3.2. I of Promotion Policy** has been inserted in Bye Law No.03/2015 as per the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.
- Sub clauses i.e. **4.23.1/2015** regarding “Composition of the Grievance Committee at Vidyapeeth Level” and **4.23.2/2015** regarding “Grievance Committee at Constituent College/Institute Level” of Bye Law No.04/2015 are **repealed and replaced by 4.23.1/2018 and 4.23.2/2018** as per the Resolution No. BM-52-18 approved by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018.
- Sub clause No. **4.23.3/2019** regarding **University Student Grievance Redressal Committee** and sub clause No. **4.23.4/2019** regarding **Institutional Student Grievance Redressal Committee** have been inserted in Bye Law No.04/2015, as per UGC (Redress of Grievances of Students), Regulations 2019 dated 6<sup>th</sup> May, 2019, duly approved vide Resolution No. BM-33(vii)-19 by the Board of Management at its meeting held on 30<sup>th</sup> July, 2019.
- Sub-clauses i.e. **4.15** regarding “Inflection of major penalties without holding enquiry”, **4.16** regarding “Disciplinary Authority” and **4.21** “Appeal” of Bye Law No.04/2015 have been modified as per the Resolution No. BM-17-19 approved by the Board of Management at its meeting held on 12<sup>th</sup> April, 2019.
- A note regarding **admissions through NEET examinations** has been inserted with reference to the Supreme Court Writ Petition No. 267/2017 dated 9<sup>th</sup> May, 2017 and subsequent a letter F.No. C-18018/21/2017-MEC dated, 13<sup>th</sup> June, 2017 received from Directorate General of Health Services (DGHS).
- Sub-clause i.e. 7.1.1(1.1) regarding “**Procedure for Starting a New Academic Programme / Department**” has been inserted in Bye Law No.07/2015.
- Sub-clause i.e. **9.1.24** regarding “**providing photo copies of assessed theory answer books**” has been inserted in Bye Law No.09/2015.
- Sub-clause i.e. **9.1.9** regarding “**Double Evaluation System**” of Bye Law No.09/2015 has been modified.
- Sub-clause i.e. **9.1.25** regarding “**National Academic Depository (NAD)**” has been inserted in Bye Law No.09/2015.

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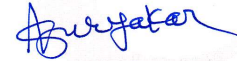
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The following Bye-Laws will be useful to all the concerns.

Bye Law No.	Description
01/2019	Authorities of the Dr. D. Y. Patil Vidyapeeth, Pune
02/2015 (amended upto July 2019)	Officers of the Vidyapeeth
03/2015 (amended upto July 2019)	Qualifications, Experience, Mode of Selection, Power and Functions of the Academics Posts in Constituent Colleges/Institutes of the Vidyapeeth
04/2015 (amended upto July 2019)	Conduct of the Employees of the Vidyapeeth
05/2015	Service Laws (Employees-Contractuals)
06/2015 (amended upto July 2019)	Admissions
07/2015 (amended upto July 2019)	Academic and Administration of Students
08/2015	Academic Calendar of the Vidyapeeth
09/2015 (amended upto July 2019)	Examinations
10/2015	Disciplined Conduct of the Student

This will come into force with immediate effect.



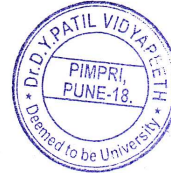
(Dr. A. N. Suryakar)

Registrar  
REGISTRAR

DR. D. Y. PATIL VIDYAPEETH, PUNE.

**Copy to:**

1. PS to Chancellor for kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
2. PS to Vice Chancellor for kind information of Hon'ble Vice Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
3. Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune.
4. Finance Officer, Dr. D. Y. Patil Vidyapeeth, Pune.
5. Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune.
6. All the Heads of the Institutes
7. Web Master for uploading on Website.





## Dr. D. Y. Patil Vidyapeeth, Pune

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## Bye Law No. 01/2019

*(Bye Law No. 01/2015 is repealed and replaced by Bye Law No. 01/2019, as per the UGC (Institutions Deemed to be Universities) Regulations, 2019.)*

### **AUTHORITIES OF THE DR. D. Y. PATIL VIDYAPEETH, PUNE**

#### **Introduction:**

The following authorities are provided for / appointed by / designated by the Vidyapeeth to ensure a smooth functioning of the Vidyapeeth.

Every authority shall continue to be functioning, even after the expiry of its term, till the new authority is constituted.

- 1.1 **Board of Management**
- 1.2 **Academic Council**
- 1.3 **Planning and Monitoring Board**
- 1.4 **Finance Committee**
- 1.5 **Board of Examinations**
- 1.6 **Faculties**
- 1.7 **Boards of Studies**

#### **1.1. BOARD OF MANAGEMENT (BOM)**

##### **1.1.1. Preamble:**

The Board of Management shall be a compact of homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.

The highest governing body of the Vidyapeeth shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.

The Board of Management of the institution shall be independent of the Trust (or) Society with full autonomy to perform its academic and administrative responsibilities.

The Board of Management shall consist of eminent persons capable of contributing to and upholding Vidyapeeth ideals and traditions.



### 1.1.2. Composition of Board of Management:

The Board of Management shall consist of:

- |  |             |
|--|-------------|
| 1. Vice Chancellor   | Chairperson |
| 2. Pro-Vice Chancellor (wherever applicable)   | Member      |
| 3. Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority  | Member      |
| 4. Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring Body | Member      |
| 5. One representative nominated by UGC from a panel of names selected through a process approved by the Commission   | Member      |
| 6. Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority                                   | Member      |
| 7. Nominees of the Sponsoring body, not exceeding four in number   | Member      |
| 8. The Registrar, who shall be ex-officio Secretary of the Board of Management   | Member      |

### 1.1.3. The Term of Membership of The Board of Management and Its Powers Shall be as follows:

- i) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of **three years** from the date of first appointment and shall be eligible for reappointment.
- ii) Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

### 1.1.4. Powers of the Board of Management:

- i) The Board of Management shall be the Principal organ of Management and the apex executive body of the Vidyapeeth with powers to make rules of the Vidyapeeth.
- ii) The Board of Management shall be the final decision-making body of the Vidyapeeth in respect of every matter of the Vidyapeeth, including in the academic, administrative, personnel, financial and developmental matters.
- iii) The Board of Management shall not infringe upon the powers of the respective authorities provided under UGC (Deemed to be University) Regulations, 2019 and where any authority has been given advisory / recommendatory powers, the Board of Management shall obtain advise / recommendations from such authority, before deciding on any matter before it.



- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the Vidyapeeth in consultation with the Academic Council;
- v) To regulate and enforce discipline among the employees of the Vidyapeeth and to take appropriate disciplinary action, wherever necessary;
- vi) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Vidyapeeth;
- vii) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- viii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- ix) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- x) To execute in consultation with the Sponsoring Trustees (if any) conveyance, transfer Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Vidyapeeth or to be acquired for the purposes of the Vidyapeeth;
- xi) To issue appeals for funds for carrying out the objectives of the Vidyapeeth and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xii) To maintain a fund to which shall be credited:
  - (a) all moneys provided by the Central or State Government/University Grants Commission;
  - (b) all fees and other charges received by the Vidyapeeth;
- xiii) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xiv) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Vidyapeeth;
- xv) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xvi) To appoint Auditor(s) for the ensuing year;
- xvii) To select an emblem and to have a common seal for the Vidyapeeth and to provide for the custody and use of such seal;



- xviii) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the Vidyapeeth or any other person;
- xix) To take all necessary decisions for the smooth and efficient functioning of the Vidyapeeth.

**xx) Powers to frame Rules of the Vidyapeeth:**

Subject to the provisions of the Regulations and the Rules of the University Grants Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Vidyapeeth for all or any of the following matters: -

1. establishment of Departments of teaching;
2. courses of study to be laid down for all degrees, diplomas and certificates of the Vidyapeeth;
3. grant of academic awards distinctions;(such as degrees and diplomas);
4. the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Vidyapeeth.
5. conduct of examinations, appointment of examiners and approval and publication of results thereof;
6. institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
7. maintenance of discipline among the students;
8. maintenance of discipline among the employees;
9. establishment of halls of residence and conditions of residence and health of the students;
10. classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
11. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
12. constitution, powers and functions of the Planning & Monitoring Board
13. powers and functions of the Board of Studies;
14. composition, powers and functions of the Grievance Redress Mechanism;
15. prescribing persons as such other officers of the Vidyapeeth;
16. such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
17. emoluments, terms and conditions of services of the Registrar, Finance Officer, Controller of Examination;



18. constitution of provident fund, insurance etc. for the benefit of the officers, teachers, and the other staff;
19. establishment of special centers;
20. creation, composition and functions of any committees or body, which is considered necessary for the work of the Vidyapeeth;
21. procedure for preparation and submission of budget estimates;
22. procedure for convening of meeting of any authority or committee;
23. laying down of procedures to be observed at any meeting of any authority or any committee;
24. constitution of any other body as an authority of Vidyapeeth;
25. delegation of powers to any authority or officer;
26. all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

#### **1.1.5. Meetings of the Board of Management:**

- i) The Board of Management shall meet at least four times a year with not less than 15 days notice being given before every meeting of the Board of Management.
- ii) Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- iii) The Registrar shall send the agenda of meeting at least five days prior to the date of the meeting to all the members. This provision shall not apply to an emergency meeting.
- iv) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- v) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- vi) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- vii) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Vidyapeeth as soon as possible after the meeting.



### **1.1.6. Constitution of Standing Committee and Ad-hoc Committee by the Board of Management:**

Subject to the provision of the Rules of the Vidyapeeth, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Vidyapeeth or for inquiring into, reporting and advising upon any matter of the Vidyapeeth.

The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

### **1.1.7. Termination of Membership:**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

### **1.1.8. Delegation of Powers of the Board of Management:**

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a committee of officers /faculties of the Vidyapeeth such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

## **1.2. ACADEMIC COUNCIL (AC):**

### **1.2.1. Preamble:**

The Academic Council shall be the Principal academic body of the Vidyapeeth and shall, subject to the provision of the Rules, have the control over, and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Vidyapeeth and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

### **1.2.2. Composition of the Academic Council**

The Academic Council shall consist of the following persons, namely:

- |    |   |          |
|----|---|----------|
| 1. | Vice Chancellor   | Chairman |
| 2. | Pro-Vice Chancellor (Whenever applicable)   | Member   |
| 3. | Dean(s) of Faculties  | Member   |
| 4. | Heads of the Departments  | Member   |
| 5. | Ten Professors, other than the Heads of the Departments by rotation based on inter-se seniority | Members  |



- |     |   |        |
|-----|---|--------|
| 6.  | Two Associate Professors from other than the Heads of the Departments by rotation based on inter - se seniority   | Member |
| 7.  | Two Assistant Professors from the Departments by rotation based on inter-se seniority.  | Member |
| 8.  | Three persons from amongst educationists of repute or persons from any other field related to the activities of the Vidyapeeth who are not in the service of the Vidyapeeth, nominated by the Vice-Chancellor | Member |
| 9.  | Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge.   | Member |
| 10. | The Registrar, who shall be ex officio the Secretary of the Academic Council.   | Member |

**Note:** The representation of different categories shall be only through rotation and not through election. The Controller of Examinations shall be the permanent invitee to the meetings of the Academic Council.

### 1.2.3. Term of Membership:

The term of members other than the ex-officio members shall be **two years**.

### 1.2.4. Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely:

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take proper action thereon,
- ii) To exercise general supervision over all the academic work of the Vidyapeeth and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote research within the Vidyapeeth, acquire reports on such researches from time to time;
- iv) To prescribe courses of study leading to degrees, diplomas, fellowship and certificate courses of the Vidyapeeth;
- v) To make arrangements for the conduct of examinations.
- vi) To prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations;
- vii) To appoint committees to review periodically the utility and practicability of the existing courses of study and the desirability or necessity of reviewing or modifying them in the light of new knowledge or changing societal requirements;



- viii) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- ix) To maintain proper standards of the examinations;
- x) To accord recognition to other institutions of higher learning for research activities or specialized studies on the recommendation of the committees appointed by the Vidyapeeth;
- xi) To recognize diplomas and degrees of the Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Vidyapeeth;
- xii) To suggest measures for departmental co-ordination;
- xiii) To make recommendations to the Board of Management on:
  - (a) measures for improvement of standards of teaching research and training;
  - (b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - (c) the establishment or abolition or divide of departments/ faculty/centres; and
  - (d) To frame rules covering the academic functioning of the Vidyapeeth, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
  - (e) To recommend to the Board of Management framing of new bye-laws on academic matters or, amendment or repeal of existing bye-laws on academic matters;
- xiv) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xv) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xvi) To take periodical review of the activities of the Constituent College/institutes and to take appropriate action with a view to maintaining and improving standards of instruction;
- xvii) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management;
- xviii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.
- xix) To allocate subjects to the faculties.
- xx) To make proposals for the establishment of centres, institutions of higher learning, research and specialized studies, academic services units, laboratories and museums in the Vidyapeeth;





- xxi) To make proposals for the conduct of inter-faculty studies and area studies or regional studies, common facilities, such as instrumentation centres, workshops, hobby centres and museums, etc.
- xxii) To prescribe norms for recognition of any member of the staff of constituent colleges as a teacher of the Vidyapeeth;
- xxiii) To advise the Vidyapeeth on all academic matters and submit to the Board of Management the details of the academic calendar and feasibility reports on academic programmes recommended by the Board;

#### **1.2.5. Meetings of the Academic Council:**

- i) The Academic Council shall meet as often as may be necessary but not less than **three** times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council. In case the quorum is not complete, the meeting shall be adjourned for a half an hour. The meeting shall be reconvened after a half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such a meeting.
- iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

#### **1.2.6. Procedure for Conduct of Business at the Meetings of the Academic Council:**

The Academic Council shall follow the following procedure for conduct of business at the meetings:

- i) The meetings of the Academic Council shall be convened under the orders of the Vice-Chancellor: In addition, if the Chairperson (Vice-Chancellor) receives a requisition for a meeting, signed by not less than a half of the total no. of members, the Chairperson shall call a meeting of the Council. The normal procedure for calling a meeting shall be followed in the case of a requisitioned meeting.
- ii) The Registrar shall be the Ex-officio Secretary of the Council but shall not have the right to vote. He shall issue notices of the meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Secretary.



- iii) The Registrar shall send the agenda of meeting at least five days prior to the date of the meeting to all the members of the Council. This provision shall not apply to an emergency meeting.
- iv) No business other than that specified in the agenda shall normally be considered at a meeting. Any business, not appearing in the agenda, may however be brought up by any member with the permission of the Chair.
- v) Any resolution or issue to be laid before the meeting by any member must be received in the Registrar's office in a written form at least three working days before the date of a meeting other than the emergency meeting.
- vi) The Chairperson shall preside over every meeting of the Council. In his absence, the Chairperson for the meeting shall be elected by a simple majority, from the members present. Till such a person is elected, the person nominated by the Vice-Chancellor, shall preside over the meeting for the purpose of conducting the election.
- vii) All members, including the Chairperson, shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairperson of the meeting shall have a casting vote.
- viii) A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- ix) The Chairperson, in accordance with the rules laid down, shall regulate a decision / s made at the meeting of the Council, if he/she is of the opinion that the decision / s made at the meeting is / are inconsistent with any rule or bye-law in force. The Chairperson may make such changes as he/she considers essential and changes made by him/her shall be final.
- x) The Secretary shall prepare an action-taken report on decisions made at meetings of the Council. Such a report shall be submitted to the Board of Management.
- xi) Any member, not attending three consecutive meetings, without proper leave of absence, shall cease to be a member. The Chairperson shall fill the vacancy, so caused, before the next meeting.
- xii) The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and approved by the Chairperson and shall be placed before the next meeting of the Council.



### 1.3. PLANNING AND MONITORING BOARD

#### 1.3.1 Preamble:

The Planning & Monitoring Board shall be the principal Planning Body of the Vidyapeeth and shall be responsible for the monitoring of the development programmes of the Vidyapeeth.

The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Vidyapeeth.

The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

#### 1.3.2 Composition of Planning and Monitoring Board:

1.	Vice Chancellor	Chairman
2.	Seven internal members (Deans of faculties / Heads of the Constituent Colleges/ Institutes) nominated by Vice Chancellor	Member
3.	Three outside eminent experts nominated by Vice Chancello	Member
4.	Registrar	Member Secretary

#### 1.3.3 Powers and duties of the Planning and Monitoring Board shall be:

- i) to establish collaboration with national and international institutions.
- ii) to suggest measures to create links and develop specific schemes of interaction among Universities and between the Vidyapeeth / constituent colleges on the one hand and organizations or institutions working in the fields of industry, agriculture, banking, commerce, science and community service on the other.
- iii) to prepare both short-term and long-term development plans for the Vidyapeeth and constituent colleges, keeping in view the objectives of the Vidyapeeth as laid down in the Memorandum of Association of the Vidyapeeth and the Rules of the Vidyapeeth and with due regard to the state and national educational policies;
- iv) to recommend to the Board of Management development and collaborative programmes for departments, constituent colleges/Institutes and the Vidyapeeth;
- v) to monitor and report the progress of all such approved development and collaborative programmes to the Board of Management once a year;



- vi) to evaluate and assess the use of development project grants by the Vidyapeeth, departments, post-graduate centres and constituent colleges/Institutes and forward the evaluation report to the Academic Council;
- vii) to assess the future requirements of trained manpower in different disciplines and accordingly make necessary recommendations to the Academic Council regarding introduction and strengthening of relevant courses of study;
- viii) to organize academic audit of development and collaborative programmes of constituent colleges/Institutes, institutions or departments, post-graduate centres of the Vidyapeeth, at least once in three years and make recommendations to the Academic Council for implementation;
- ix) to scrutinize the applications received for establishment of new constituent units of the Vidyapeeth and process the same for forwarding to the Academic Council and the Board of Management.

#### **1.3.4 Procedure for conduct of business at the meetings of the Planning and Monitoring Board:**

- i) The Planning and Monitoring Board shall meet once in a year. The meetings shall be convened under the orders of the Vice-Chancellor.
- ii) The Registrar, on the advice of the Chairman of the Board, shall issue a notice of the meeting, at least seven working days prior to the date of the meeting, to all the members of the Board, informing them the day, date, time and venue of the meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
- iii) No business other than that specified in the agenda shall normally be considered at a meeting. Any business, not appearing in the agenda, may however be brought up by any member with the permission of the Chair.
- iv) The Chairman shall preside over every meeting of the Board. In his absence, member nominated by Vice Chancellor shall preside over the meeting.
- v) All members, including the Chairman, shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.
- vi) Two-thirds of the total members of the Board shall constitute a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for a half an hour. The meeting shall be reconvened after a half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such a meeting.
- vii) A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.



- viii) The Chairman, in accordance with the rules laid down, shall regulate a decision / s made at the meeting of the Board. If he/she is of the opinion that the decision / s made at the meeting is / are inconsistent with any rule or bye-law in force, the Chairman may make such changes as he/she considers essential and changes made by him/her shall be final.
- ix) Any member, not attending three consecutive meetings, without leave of absence, shall cease to be a member. The Chairman shall fill in the vacancy, so caused, before the next meeting.
- x) The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and approved by the Chairperson.
- xi) A copy each of minutes of every meeting and action-taken report, prepared by the Secretary, shall be placed before the next meeting of the Board.
- xii) The members shall have right to raise point of order/ point of information during the meeting. The decision of Chairperson on point of order / point of information shall be final.

## 1.4. FINANCE COMMITTEE

### 1.4.1 Preamble:

The Finance Committee shall look after the financial status of the Vidyapeeth.

### 1.4.2 Composition of the Finance Committee:

1.	Vice Chancellor	Chairperson
2.	Pro Vice Chancellor (Wherever applicable)	Member
3.	One person nominated by the Society/Trust/Company	Member
4.	Two nominees of the Board of Management, one of whom shall be a Member of the Board	Member/s
5.	A Representative nominated by UGC from a panel of names selected through a process approved by the Commission	Member
6.	Finance Officer	Secretary

### 1.4.3 Terms of Members of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of **three years** from the date of first appointment.

### 1.4.4 Powers and Functions of the Finance Committee:

- i) To consider the annual accounts and financial estimates of the Vidyapeeth and submit them to the Board of the Management for approval;



- ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii) To fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the Vidyapeeth.

Note: No expenditure other than that provided in the budget shall be incurred by the Vidyapeeth without the approval of the Finance Committee.

#### 1.4.5 Meetings of the Finance Committee:

The Finance Committee shall meet at least **twice a year** to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

#### 1.4.6 Procedure for conduct of business at the meeting of Finance Committee.

- i) The Finance Officer shall be the *Ex-officio* Secretary of the committee. He shall issue notices of the meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Secretary.
- ii) The Finance Officer shall issue notice of the meeting at least ten days prior to the date of meeting to all the members of the committee informing them the day, date, time and venue of the meeting.
- iii) The Finance Officer shall send the agenda of the meeting at least five days prior to the date of the meeting to all the members of the committee.
- iv) Any business, other than that specified in the agenda, can be brought up by any member only with the permission of the Chair.
- v) The Chairman shall preside over every meeting of the committee. In his absence, the member present in the meeting shall select one member as a Chairman, amongst them, who shall preside over the meeting.
- vi) All members shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.
- vii) Four members of the committee shall be a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such an adjourned meeting.
- viii) A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- ix) If the Chairman is of the opinion that the decision/s taken or a resolution passed by the committee at the meeting is / are inconsistent with any rule or bye-law in force or that such decision/s or resolution/s is/are not in the interest of the university, shall



refer it back to the committee for reconsideration in its next meeting with the reasons to be recorded in writing. If differences persist, he shall, within a week's time, modify the resolution/s as he deems fit and inform the committee about the same, stating the reasons therefore. The Vice-Chancellor's decision shall be final.

- x) Any member, not attending three consecutive meetings, without proper leave of absence, shall cease to be a member.
- xi) The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and a copy of the same shall be placed before the next meeting of the committee for confirmation and signature by the Chairman.

#### **1.4.7 Preparation and Submission of Financial Estimates (Budget)**

- i) The Finance Officer shall prepare financial estimates (budget) for the ensuing financial year and get them approved by the Finance Committee in the month of March every year for submission to the Board of Management.
- ii) The budget shall be prepared in the following three distinct parts:
  - (a) Maintenance (Recurring);
  - (b) Development (Non-Recurring);
  - (c) Independent projects or schemes;

The Vidyapeeth and its Constituent units shall prepare their Budget under the above mentioned three distinct parts. The budget estimates will then be consolidated so as to show consolidated surplus /deficit for Vidyapeeth and its Constituent Units.
- iii) The Annual Budget shall include the following information:
  - (a) Actual figures of the previous year.
  - (b) Budgeted figures of the current year.
  - (c) Budgeted figures for ensuing year.
- iv) The Annual Budget shall be reviewed after six months and following information shall be included.
  - (a) Actual figures of the previous year.
  - (b) Budgeted figures of the current year.
  - (c) Revised budgeted figures of the current year.
- v) The budget estimates, as approved by the Finance Committee shall be placed before the Board of Management for its approval.
- vi) After approval from the Board of Management the annual budget and revised budget shall be communicated to the Constituent Units.



#### **1.4.8 Appointment of Auditors**

- i) The Board of Management shall appoint, auditors, from the panel of auditors for the ensuring financial year and decide the fees based on the recommendations of the Finance Committee.
- ii) The auditors shall be a qualified professional, being a member of the Institute of Chartered Accounts of India, to be appointed by the Vidyapeeth.
- iii) The term of appointment of the auditors shall be for not more than one year at a time. The same firm may be eligible for reappointment.
- iv) The Board of Management shall fix the remuneration of auditors for conduct of audit of the Vidyapeeth.
- v) The auditors appointed by the Board of Management may conduct the audit of the annual accounts of the Vidyapeeth, prepared by the Finance Officer, within six months of the close of the respective financial year and may submit an audit report thereon to the Board of Management for its final approval.

#### **1.4.9 Funds, Accounts, Audits and Annual Report**

- i) The books of accounts of the Vidyapeeth and its constituent units shall be maintained, managed and operated in the name of the Vidyapeeth and its constituent units, as the case may be and not in the name of the sponsoring body or any other.
- ii) The Accounts of the Vidyapeeth and its constituent units shall be kept in such a form as may be laid down by the Board of Management.
- iii) The Vidyapeeth shall prepare consolidated financial statement for the purpose of reporting to various stakeholders.
- iv) The books of accounts and annual financial statements (standalone and consolidated) of Vidyapeeth and its constituent units shall be audited annually by the auditors appointed by the Board of Management.
- v) Annual reports and the Audit Reports shall be submitted by the Vidyapeeth to the UGC within nine months of the closure of the accounting year.





## 1.5 BOARD OF EXAMINATIONS (BOE)

### 1.5.1 Preamble:

The Board of Examinations shall deal with all the matters in relation to examinations.

### 1.5.2 Composition

There shall be a Board of Examinations, which shall consist of the following members:

- |    |  |                  |
|----|--|------------------|
| 1. | Vice Chancellor  | Chairperson      |
| 2. | Pro Vice Chancellor (Whenever applicable)                            | Member           |
| 3. | Deans of the Faculties   | Member           |
| 4. | One Teacher from each Faculty to be nominated by the Vice Chancellor | Member           |
| 5. | One senior Professor to be nominated by the Vice-Chancellor          | Member           |
| 6. | Evaluation Expert nominated by the Vice Chancellor                   | Member           |
| 7. | Controller of Examinations   | Member Secretary |

### 1.5.3 Term of Board of Examination:

The term of the members of the Board of Examinations other than ex-officio members shall be of **Three years**

### 1.5.4 Powers and Duties of Board of Examinations:

- i) The Board of Examinations shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Board of Examinations shall also oversee and regulate the conduct of examinations in the centres (constituent colleges, institutions) and its departments.
- ii) The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- iii) The Board shall meet at least once in each academic term.
- iv) The Board shall have the following powers and perform the following duties:
  - (a) to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results.



- (b) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee, referred to in sub-section v) (a) below to remove them or debar them;
- (c) to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
- (d) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorized by the Chairperson in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person.
- (e) 1. In order to appoint paper-setters, examiners and moderators, the Board of Examinations may constitute sub-committees for every group of subjects consisting of-
  - i. the Vice Chancellor or his nominee, designated as Chairperson;
  - ii. the Dean of the concerned faculty;
  - iii. the Chairpersons of the concerned Board of Studies;
  - iv. two members of the Board of Studies nominated by it from amongst its members:

Provided that, where a referee is to be appointed for evaluation of thesis and dissertation and for conduct of viva voce examinations wherever prescribed for awarding post-graduate, doctorate and higher degrees, two persons nominated by the Academic Council shall also be members on the concerned committee:

- 2. The Controller of Examinations shall be the ex officio Member-Secretary of such committees;
- 3. The Committees shall prepare lists of persons for various examinations from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations, which shall then appoint paper-setters, examiners, moderators or referees;
- 4. No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator or referee;
- 5. The committee shall obtain four sets of question papers in sealed covers in the respective subject. The Controller of Examinations shall get one of such sealed covers containing question papers randomly drawn by the Vice Chancellor. This sealed cover with seal intact shall then be sent to the press.



6. Assessment of answer books for all degree examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centers and they will assess the answer books at the centre only. The answer books will then be damasked.
7. and the result sheets will be prepared by the moderators:

Provided that, the Vidyapeeth may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable.

- (f) 1. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers, supervisors, Center-In-charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be the Chairperson. This committee shall be called “Examination related Lapses and Malpractices Enquiry Committee”.
2. Such a committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.
- (g) The Board shall prepare the financial estimate for incorporation in the budget of the Vidyapeeth and shall submit the same to the Finance and Accounts Officer.
- (h) The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

#### **1.5.5 Procedure for Conduct of Business at the Meeting of Board of Examinations**

- i) The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Vice Chancellor.
- ii) The Controller of Examinations shall be the Member Secretary of the Board of Examinations. He shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- iii) Not less than ten days notice of the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting shall be sent to the members so as to reach them at least five days before the date of a meeting. In the case of an emergency meeting, such meeting be convened shorter than 10 days notice.



- iv) No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.
- v) Propositions to be laid before the meeting by any member must be received in the Controller of Examinations' office in the written form at least three days before the date of a meeting, other than an emergency meeting.
- vi) A meeting may be adjourned to any date by the Chairman to complete unfinished business. Notice of such adjournment shall also be sent to members, who were absent on the scheduled date of the meeting.
- vii) Every meeting of the Board of Examinations shall be presided over by the Chairperson (Vice Chancellor) and in his absence, by a member chosen by the members present from amongst themselves.
- viii) All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
- ix) Each member of the Board of Examinations, including the Chairperson, shall have one vote. In the case of equality of votes, the Chairperson shall have a casting vote. The Controller of Examinations, though he is the Member Secretary of the Board of Examinations shall not have right to vote.
- x) Any business, may be necessary for the Board to perform, may be carried out by circulating an appropriate resolution thereon among its members and any resolution so circulated, and approved by a simple majority shall be as effective and binding.
- xi) The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairperson in accordance with the rules laid down. The Chairperson may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with rules, regulations and bye-laws.
- xii) Two-third of the total members of the Board of Examinations shall constitute a quorum, and if there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day or on a later date and no quorum shall be necessary for such adjourned meeting.
- xiii) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairperson shall fill-up the vacancy, so caused, before the next meeting.
- xiv) The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairperson. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.



## 1.6 FACULTIES

### 1.6.1 Preamble:

- i) The Faculties shall be the principal academic coordinating authorities of the Vidyapeeth in respect of studies and research in relation to the subjects included in the faculty, and also in respect of studies and research in inter-disciplinary faculties.
- ii) The Vidyapeeth shall have such faculties as may be determined by the Academic Council and each faculty shall comprise such subjects as may be allocated to it by the Academic Council.
- iii) The Academic Council shall constitute or abolish a faculty. The Academic Council may also combine a faculty with another faculty or divide a faculty.

### 1.6.2 Various faculties are as follows: -

- i) Faculty of Medicine
- ii) Faculty of Dentistry
- iii) Faculty of Nursing
- iv) Faculty of Management
- v) Faculty of Allied Medical Sciences
- vi) Faculty of Biotechnology and Bioinformatics
- vii) Faculty of Ayurved
- viii) Faculty of Homoeopathy
- ix) Any other faculty for constituent colleges/ institutes which may be included under the ambit of the Vidyapeeth.

### 1.6.3 Composition of each faculty is as follows:

- |    |   |                               |
|----|---|-------------------------------|
| 1. | the Dean of the Faculty   | <i>ex-officio</i> Chairperson |
| 2. | the Chairpersons of each Board of Studies   | Member                        |
| 3. | two members from each Board of Studies to be nominated by the Vice Chancellor   | Member/s                      |
| 4. | outside experts - one member representing any one of the subjects from each Board of Studies to be nominated by Vice Chancellor | Member                        |

Dean of the Faculty shall be nominated by the Vice Chancellor from amongst the members of the faculty.

### 1.6.4 Term of each Faculty:

The term of each faculty shall be of Three years



### 1.6.5 Powers and Duties of the Faculties:

The faculty shall have the following powers and duties:

- I) to consider any academic matter referred to it by the Board of Management, Academic Council or Planning and Monitoring Board or the Vice Chancellor on its own and report on the same to the respective authority;
- ii) to consider and approve recommendations of the Boards of Studies in the faculty, and matters related to more than one Board of studies not affecting any other faculty, and recommend to the Academic Council action which it thinks fit;
- iii) to consider and recommend to the Academic Council, the academic matters within its purview, which affect any other faculty or faculties, or which involve administrative or financial implications;
- iv) to consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and training programmes, recommended to it by the Board of Studies or Board of Inter-disciplinary Studies, if any, constituted by bye-laws or on its own ;
- v) to make recommendations to the Planning and Monitoring Board in respect of the requirements regarding the conduct of post-graduate or under-graduate teaching, research and training in Vidyapeeth departments and constituent colleges / institutions;
- vi) to ensure that guidelines and rules framed for the following matters by the Academic Council are implemented: -
  - (a) long-term curriculum development;
  - (b) faculty development;
  - (c) teaching or learning material development;
  - (d) research in educational matters with particular reference to the constituent colleges / institutions;
- vii) to plan and organize inter-departmental and inter-faculty programmes in consultation with the respective Board of Studies, other faculties or the Planning and Monitoring Board;
- viii) to recommend to the Academic Council organization of refresher and orientation courses for teachers of constituent colleges / institutions and Vidyapeeth departments especially for the revised or newly introduced or inter-disciplinary courses of study;
- ix) to prepare and submit the annual report of the activities of the faculty to the Vice-Chancellor;
- x) to consider any other academic matter, which may be referred to it or which it may deem fit.



### 1.6.6 Procedure of Conduct of Business at the meetings of the Faculty

- i) Each faculty will ordinarily meet twice a year when convened by the Dean. However, the Dean shall convene a meeting of the Faculty with prior permission of the Vice-Chancellor on written requisition by a half of the total no. of members. The Vice Chancellor may also direct to Dean to convene the special meeting of faculty. The Registrar shall send the notice of the meeting and the agenda to the members and he/she shall also keep a record of the proceedings of the meetings.
- ii) The Registrar shall, on the advice of the Dean, issue notice of the meeting at least ten days prior to the date of meeting to all the members of the faculty informing them the day, date, time and venue of the meeting.
- iii) The Registrar shall send the agenda of the meeting at least three days prior to the date of meeting to the members.
- iv) The Dean, or in his absence, the senior member of faculty nominated by Vice Chancellor shall preside over the meeting of the faculty.
- v) Two-third of the total members of Faculty shall constitute a quorum for a meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither notice nor quorum shall be necessary in the case of such a meeting.
- vi) All questions at a meeting of the Faculty shall be decided by a simple majority of votes of the members present. The Dean of the Faculty shall also have a vote, and in the case of an equality of votes a second or a casting vote.
- vii) Any item of business before the Faculty may, at the discretion of the Dean of the Faculty in consultation with the Vice-Chancellor, be disposed of by circulation. Every item so disposed of by circulation shall be placed before the next meeting of the Faculty for confirmation.
- viii) All meetings of the Faculty shall be convened through the Registrar who shall keep a record of the proceedings of the meeting.
- ix) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Vice Chancellor shall fill the vacancy, so caused, before the next meeting.
- x) The minutes of proceedings of every meeting shall be drawn up by the Registrar and approved by the Chairperson.
- xi) A copy of the minutes of proceeding of each meeting shall be placed before the Faculty at its next meeting for confirmation.



## 1.7 BOARD OF STUDIES (BOS)

### 1.7.1 Preamble:

There shall be Board of Studies for every subject or group of subjects in particular faculty. The Boards of studies shall deal with the matters covering undergraduate, post graduate and specialty studies in their respective subjects.

### 1.7.2 Composition :

A. The composition of various Boards of Studies shall be as follows: -

The composition of Board of studies of each faculty/ Department shall consists of:

- |  |             |
|--|-------------|
| 1. Dean of Faculty/ Head of Department<br>(to be nominated by Vice Chancellor)   | Chairperson |
| 2. All Professors of the Faculty / Department  | Member      |
| 3. Two Associate Professors of the Faculty / Department<br>by rotation based on inter-se seniority   | Member/s    |
| 4. Two Assistant Professors of the Faculty / Department<br>by rotation based on inter-se seniority   | Member/s    |
| 5. Not more than 2 persons to be co-opted for their expert<br>knowledge including those belonging to the profession<br>or industry concerned | Member/s    |

B. **Term of Board of Studies:**

The term of Board of studies shall be of **Three years**

C. **Different Board of studies for different faculties and subjects are:**

- i) The Board of Studies of Pre-Clinical subjects under the Faculty of Medicine.
- ii) The Board of Studies for Para-Clinical subjects under the Faculty of Medicine
- iii) The Board of Studies for Medicine subjects under the Faculty of Medicine.
- iv) The Board of Studies for Surgery subjects under the Faculty of Medicine.
- v) The Board of Studies for Pre Clinical subjects under the Faculty of Dentistry.
- vi) The Board of Studies for Clinical subjects under the Faculty of Dentistry.
- vii) The Board of Studies for Management under the Faculty of Management.
- viii) The Board of Studies for Physiotherapy and Allied Medical Science.
- ix) The Board of Studies for Nursing under the Faculty of Nursing.
- x) The Board of Studies in Biotechnology and Bio-informatics under the Faculty of Biotechnology and Bio-informatics.





- xi) The Board of Studies in Pre & Para Clinical subjects under the Faculty of Ayurved.
  - xii) The Board of Studies in Clinical Subjects under the Faculty of Ayurved.
  - xiii) The Board of Studies in Non Clinical Subjects under the Faculty of Homeopathy.
  - xiv) The Board of Studies in Clinical Subjects under the Faculty of Homeopathy.
  - xv) Any other Board of Studies constituted for the constituent colleges / institutes, included under the ambit of the Vidyapeeth.
- D.** Chairperson of the various Boards of Studies shall be nominated by the Vice-Chancellor from amongst the members of the Board.

### 1.7.3 Powers and Duties of Boards of Studies:

The Boards of Studies shall have the following powers and duties:

- i) to recommend, upon reference to it by the Board of Management, or Academic Council or the faculty concerned or otherwise, the courses of study in the subject or group of subjects within its purview;
- ii) to recommend books, including text-books, supplementary reading, reference books and other study material for such courses of study;
- iii) to recommend to the Academic Council for its approval the preparation and publication of selections or writing or work of authors and other matters as well as material consequent to curriculum development by the teachers of the Vidyapeeth for its introduction in the syllabi of the courses of study under the purview of the Board in accordance with the Regulations made by the Academic Council in that respect;
- iv) to advise the faculty or faculties concerned regarding improvements in the courses of study;
- v) to recommend to the Board of Examinations names of suitable persons for inclusion in the panels for appointment of paper-setters, examiners and moderators at the Vidyapeeth examinations in the subject by the Board of Examinations;
- vi) to recommend to the Board of Examinations, names of persons suitable for appointment of referees for evaluation of thesis and dissertations and for conduct of viva voce examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;
- vii) to recommend organization of orientation and refresher courses in the subject;
- viii) to prepare requirements for teaching of the subject at various levels in respect of teachers and their qualifications, library, laboratory and hospital equipments and consumables, subject to the guidelines of Central Councils for the use of the Planning and Monitoring Board for formulating the norms and standards for further development of the Vidyapeeth and its constituent colleges.



#### 1.7.4 Procedure for Conduct of Business at the Meetings of the Boards of Studies:

- i) The meetings of the Boards of Studies shall be convened by the Chairperson of the Board, or in his absence by the senior most member of the Board of Studies. The Registrar shall send the notice of the meeting and the agenda to the members and he/she shall also keep a record of the proceedings of the meetings.
- ii) Each board will ordinarily meet **twice a year**.
- iii) Unless specifically permitted by the Vice-Chancellor, not more than four meetings of the board shall be held during one academic year. However, the Chairperson shall convene a meeting of the board on the written requisition signed by a half of the total no. of members of the board with prior permission of the Vice-Chancellor.
- iv) One-third of the total members of the board shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after a half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- v) The Registrar, on the advice of the Chairperson of Board of Studies, shall issue a notice of the meeting at least ten clear days prior to the date of meeting to all the members of the Board of Studies informing them the day, date, time and venue of the meeting.
- vi) The Registrar shall send at least five clear days prior to the date of meeting, the agenda of the meeting to the members.
- vii) Any item of business before the board may, at the discretion of the Chairperson or the Vice-Chancellor, be disposed of by circulation. Every item so disposed of shall be placed before the next meeting of the board for confirmation.
- viii) Any two or more boards may, at the request of the Academic Council or the Board of Management, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the boards shall include a full quorum of each board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect its own Chairperson.
- ix) All questions at a meeting of the board shall be decided by a simple majority of votes of the members present. The Chairperson shall also have a vote, and in the case of an equality of votes a casting vote.
- x) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chancellor shall fill the vacancy, so caused, before the next meeting.
- xi) The minutes of proceedings of every meeting shall be prepared and signed by the Chairperson and shall be placed before the Boards of Studies at its next meeting for confirmation.



#### **1.7.5 Termination of Membership:**

Any member not attending three consecutive meetings, without prior permission shall cease to be a member. The Vice Chancellor shall fill the vacancy, so caused, before the next meeting.

#### **1.7.6 Dispute as to Membership:**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Vidyapeeth, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding. For individual grievances and complaint(s), Vidyapeeth shall have a Grievance Redressal Mechanism.

#### **1.7.7 Resignation:**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Vice-Chancellor.

#### **1.7.8 Acting Chairman of the Meetings:**

Wherever, no provision is made for a Chairman to preside over a meeting of any authority of the Vidyapeeth or any committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

#### **1.7.9 Validation of Certain Actions, Decisions:**

No action or proceedings of any authority or anybody or any committee of the Vidyapeeth shall be invalid merely by reason of any vacancy therein.

#### **1.7.10 Disqualification:**

- i) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Vidyapeeth:
  - (a) if he/she is of unsound mind.
  - (b) if he/she is an un-discharged insolvent.
  - (c) if he/she has been convicted by a court of law of an offence involving moral turpitude.
- ii) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Vice Chancellor and his/her decision shall be final.

#### **1.7.11 Filling of Casual Vacancies:**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the Vidyapeeth shall be filled as soon as it may be convenient by the such authority or the person who nominated as the member whose place has become vacant and the person nominated to a casual vacancy, shall be member of such authority or committee for the residual term for which the person whose place he/she fills would have been a member.



## Bye law No. 02/2015 (amended upto July 2019)

### OFFICERS OF THE VIDYAPEETH:

*The sub-clauses i.e. 2.3 (b), 2.3 (c) and 2.3 (f) have been inserted as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 approved by the Board of Management vide its Resolution No. BM-17-19 at its meeting held on 12<sup>th</sup> April, 2019 and Notification dated 6<sup>th</sup> May, 2019.*

The following shall be the officers of the Vidyapeeth:

- 2.1 **Chancellor & Pro-chancellor**
- 2.2 **Vice-Chancellor**
- 2.3 **Pro Vice Chancellor (whenever applicable)**
- 2.4 **Registrar**
- 2.5 **Finance Office**
- 2.6 **Controller of Examinations**
- 2.7 **Dean of Faculties**
- 2.8 **Head of Department**
- 2.9 **Such other officers as may be prescribed by the Vidyapeeth**

#### 2.1 CHANCELLOR

The Vidyapeeth shall have a Chancellor who shall, when present, preside over the convocations of the Vidyapeeth but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust and shall hold office for a period of **Five years** from the date of first assuming office and shall be eligible for reappointment for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Vidyapeeth.

#### PRO-CHANCELLOR

The sponsoring body of the Vidyapeeth may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Bye-Laws, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

#### 2.2 VICE-CHANCELLOR

- a) The Vice-Chancellor shall be a whole time salaried officer of the Vidyapeeth and he/she be an eminent academician and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- b) The qualifications of the Vice Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.



- c) The composition of the Search-cum-Selection Committee (SCSC) for selection of Vice Chancellor shall be:-

Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search-cum-Selection Committee shall be as under:

- (a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
- (b) A nominee of the Chairman, University Grants Commission
- (c) An academician, with not less than 10-year service as Professor, nominated by the Board of Management

- d) **Tenure of Vice Chancellor:**

The Vice-Chancellor shall hold office for a term of Five years from the date of assuming office and shall be eligible reappointment for a second term,

Provided that in no case shall he hold office beyond age of 70 years.

Provided further that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

- e) **Powers of the Vice-chancellor**

- i) The Vice-Chancellor shall be the Principal Executive Officer of the Vidyapeeth and shall exercise general supervision and control over the affairs of the Vidyapeeth and shall be mainly responsible for implementation of the decisions of all the authorities of the Vidyapeeth.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, Board of Examinations, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Vidyapeeth.
- iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the Vidyapeeth under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.



Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Vidyapeeth is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Vidyapeeth are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
  - vi) All powers relating to the proper maintenance and discipline of the Vidyapeeth shall be vested in the Vice-Chancellor.
  - vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
  - viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
  - ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.
  - x) An Appeal by a person aggrieved by the decision of the Disciplinary Authority may be preferred within thirty days from the date of communication of such decision to the Vice Chancellor.
- f) **Removal of the Vice-chancellor**
- i) Where there are reasons to believe that the Vice-Chancellor of the Vidyapeeth does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
  - ii) Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor or remove the Vice Chancellor after following the due process;



Provided that, in respect of Vice Chancellors of Institutions Deemed to be Universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

### **2.3 PRO VICE CHANCELLOR: (Wherever applicable)**

The Pro Vice Chancellor shall be full time salaried officer of the Vidyapeeth.

- i) The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- ii) The Pro Vice Chancellor shall hold office co terminus with the office of the Vice-Chancellor.
- iii) The Pro Vice Chancellor shall have the Powers and duties assigned by the Vice Chancellor.

### **2.4 REGISTRAR:**

- i) The Registrar shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor	Chairperson
2. One nominee of the Chancellor	Member
3. One nominee of the Board of Management	Member
4. One expert appointed by the Board of Management who is not an employee of the Vidyapeeth.	Member

- ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Rules of the Vidyapeeth or as per the UGC norms.
- iii) When the office of the Registrar is vacant or when the Registrar is on leave or absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, the Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

#### **DUTIES OF THE REGISTRAR:**

The following shall be the duties of the Registrar; -

- i) The Registrar shall be the disciplinary authority of the employees of the Vidyapeeth other than the teachers, staff and officers below the rank of Deputy Registrar and other officers holding post equivalent thereto.
- ii) To be the custodian of the records and the funds and such other property of the Vidyapeeth as the Board of Management may commit to his/her charge;



- iii) To conduct the official correspondence on behalf of the authorities of the Vidyapeeth;
- iv) To issue notices convening meetings of the authorities of the Vidyapeeth and all Committees and sub-Committees appointed by any of these authorities;
- v) To maintain the minutes of the meetings of all the authorities of the Vidyapeeth and of all the Committees and sub-committees appointed by any of these authorities;
- vi) To make arrangements for and supervise the examinations conducted by the Vidyapeeth;
- vii) To represent the Vidyapeeth in suits or proceedings by or against the Vidyapeeth, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- viii) To enter into agreement, sign documents and authenticate records on behalf of the Vidyapeeth;
- ix) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Vidyapeeth;
- x) To perform such other duties as may be specified in the Rules of the Vidyapeeth or as may be assigned by the Board of management or the Vice- Chancellor from time to time.

## 2.5 FINANCE OFFICER

- i) The Finance Officer shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor	Chairperson
2. One nominee of the Chancellor	Member
3. One nominee of the Board of Management	Member
4. One expert appointed by the Board of Management who is not an employee of the Vidyapeeth.	Member
- ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Rules of the Vidyapeeth or as per the UGC norms.
- iii) The Finance Officer shall work under the direction of the Vice- Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv) He shall be the secretary of the Finance Committee. He shall have the right to be present, speak and other wise take part in the proceeding of the Board of Management on matters, which have financial implications but shall not be entitled to vote. He shall maintain the minutes of the meeting of finance committee and sub-committees appointed by the Finance Committee.

### DUTIES OF FINANCE OFFICER SHALL BE TO:

- i) Exercise supervision over the funds of the Vidyapeeth and advise the Vice chancellor as regards the finances of the Vidyapeeth.





- ii) Prepare annual budget and statement of the accounts for submission to the Finance Committee and the Board of Management.
- iii) Hold and manage the funds, property and investments trust and endowed property for furthering any of the objects of the Vidyapeeth.
- iv) Ensure that the limits fixed in the budget of the Vidyapeeth for recurring expenditure of a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allocated.
- v) Keep watch on the state of the cash and bank balances and of investments.
- vi) Keep watch on the progress of collection of revenue and advice the Vice Chancellor on the methods to be employed for collection:
- vii) Have the accounts of the Institution audited annually.
- viii) Ensure that the registers of buildings, land, equipments and machinery are maintained up-to-date and that the stock taking of equipments and other consumables materials in all offices, colleges, workshops and stores or the Vidyapeeth is conducted annually.
- ix) Propose to the Vice-chancellor that explanation be called for expenditure or other financial irregularities from any academic member of the committees, sub-committees and individual of Vidyapeeth.
- x) Propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities if any particular and recommend disciplinary action against the person at fault.
- xi) Call for from any office/centre/ laboratory/ college/ institute department of the Vidyapeeth, for any information and returns that he/she thinks necessary for the proper discharge of his/her financial responsibilities
- xii) Exercise such other powers, perform such other duties, and discharge such other financial functions assigned to him/her by the Vice-Chancellor or are prescribed by the Bye – laws.

## 2.6 CONTROLLER OF EXAMINATIONS

- i) The Controller of Examinations shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor	Chairperson
2. One nominee of the Chancellor	Member
3. One nominee of the Board of Management	Member
4. One expert appointed by the Board of Management who is not an employee of the Vidyapeeth.	Member
- ii) The emoluments and other terms and conditions of service of the Controller of Examinations shall be as prescribed by the Rules of the Vidyapeeth or as per the UGC norms.



- iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice- Chancellor in respect of examination and evaluation are complied with.
- iv) The Controller of Examinations shall be a permanent invitee to the Academic Council and Board of Management.
- v) The Controller of Examinations shall be the principle Officer–in-charge of the conduct of examination and tests of the Vidyapeeth and declaration of their results.
- vi) He shall discharge his functions under the superintendence, direction and guidelines of the Board of Examinations and he shall work directly under the control of the Vice-Chancellor.
- vii) The Controller of Examinations shall be the member secretary of the Board of Examinations and of the sub-committees appointed by the Board. He shall be responsible for the prompt and proper implementation of their decisions.

#### **DUTIES OF CONTROLLER OF EXAMINATIONS ARE**

- i) responsible for making all arrangements necessary for holding admission test, examinations and declaration of results.
- ii) It shall be his/her responsibility to:
  - (a) prepare and announce in advance the calendar of examinations;
  - (b) arrange for printing of question papers and maintain secrecy;
  - (c) arrange to get performance of the candidates at the examinations properly assessed and process the results;
  - (d) Arrange for the timely publication of result of examinations and other tests;
  - (e) Postpone or cancel examinations, after consultation with the Registrar and Vice Chancellor, in the event of malpractices or if the circumstances so warrant, and take disciplinary action and invite any civil or criminal proceedings against any person or a group of the persons or a college or an institution alleged to have committed malpractices, in consultation with, or on the advice of the Vice-Chancellor;
  - (f) Take disciplinary action where necessary, against the candidates, paper-setter, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the examinations, in consultation with Vice-Chancellor;
  - (g) Review from time to time, the results of the Vidyapeeth examinations and forward reports thereon to the Academic Council;
  - (h) Shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examination.



## 2.7 DEAN / DIRECTOR / PRINCIPAL:

- i) The Constituent College / Institute of the Vidyapeeth shall be headed by the Dean / Director / Principal, who shall be appointed by the Vice-Chancellor from amongst the Professors of the College / Institute, preferably, but not necessarily so, on the basis of the seniority, or through a process of selection identical to that adopted for Professors, through recommendation of selection committee.
- ii) The term of appointment of the Dean/ Director/ Principal shall be normally be for five years or till his retirement, whichever is earlier. He shall be eligible for reappointment.
- iii) The Dean /Principal / Director shall be the administrative and Academic Head of the College / Institute and shall work under the overall supervision and guidelines of the Vice-Chancellor.

### **POWERS AND FUNCTIONS OF THE DEAN / DIRECTOR / PRINCIPAL OF A CONSTITUENT COLLEGE/INSTITUTE:**

Subject to the supervision and general control of the Vidyapeeth, the Dean/Director/ Principal of a constituent college/Institute, shall be responsible for:

- i) Academic growth of the college/institute;
- ii) Supervision and active participation in Teaching, Research, and Extension services of the college/institute
- iii) Assisting in Planning and implementation of Promotion and Supervision of academic programmes such as orientation courses, seminars, in-service and other training programmes, organized by the Vidyapeeth/college/institute for enhancing academic competence of the faculty members.
- iv) Admission of students in accordance with the procedure prescribed by the Vidyapeeth.
- v) Maintenance of discipline in the college/institute;
- vi) Ensuring efficient management of the college/institute libraries, laboratories, hospitals, gymnasias and hostels.
- vii) Ensuring maintenance of record relating to receipts, expenditures and maintenance of accounts and submission of quarterly statements of accounts to the Vidyapeeth.
- viii) Observance of provisions of the Account rules of the Vidyapeeth.
- ix) Correspondence relating to the administration of the college/institution;
- x) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the college/institution and maintenance of records.
- xi) Observance of Vidyapeeth Byelaws, Rules, Regulations and Orders issued there under by the Vidyapeeth from time to time.
- xii) Submission of monthly reports of all activities (academic, research, extra-curricular and administrative) to the Vidyapeeth.



- xiii) Supervision of college/institute examinations, including that of setting of question papers, for the college/institute examinations, moderation and assessment of answer papers and other related work.
- xiv) Supervision of work related to Vidyapeeth examinations, as may be assigned.
- xv) Appraisal of Assessment Reports of teachers and administrative staff and initiation of measures for human resource development. Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of non-teaching staff.
- xvi) Observance and implementation of directives issued by respective central councils and the Vidyapeeth from time to time.
- xvii) Safe-guard the interest of teachers/ non-teaching staff members and the Management.
- xviii) Timely submission of information/ returns to different authorities of the Vidyapeeth/ University Grants Commission/ Management etc. especially regarding accounts matters.
- xix) To ensure smooth working of all the committees that have been formed, for e.g. anti-ragging committee, hostel committee etc.
- xx) To be responsible for efficient administration of the Hospital and College and attend meetings of different Committees whenever required.
- xxi) To attend to all matters pertaining to the patient including the administration and the cases of the Public Charitable nature.
- xxii) To attend to the requirements and upkeep of the movable and immovable properties, equipments, apparatus, stores, medicines, diet, furniture and fixtures, etc. of the College/Institute and the Hospital to the extent of powers vested in him.
- xxiii) Any other work relating to the College/Institute as may be assigned to him/her by the Vidyapeeth from time to time.

## **2.8 HEAD OF THE DEPARTMENT:**

2.8.1 There shall be a Head of the Department for each of the Departments in the Vidyapeeth who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

2.8.2 The term of the Head of the Department shall normally be **Three years** and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.

### **DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT**

- i) The Head of the Department shall be in-charge of the concerned Department and shall work under the overall supervision and guidance of the Dean/ Director/ Principal.



- ii) He shall be responsible for the administration, development, research and other academic and co curricular activities in addition to his duties of the Professors i.e.
  - (a) To teach under graduate and post graduate students in the subject and supervise the practical work and to take tutorial classes.
  - (b) To arrange teaching programme of the department in consultation with the Dean/Director/Principal.
  - (c) To guide and conduct research in the subject.
  - (d) To do any other work that may be assigned to him by the Dean/Director/Principal from time to time.

## **2.9 SUCH OTHER OFFICERS OF THE VIDYAPEETH:**

### **2.9.1 Director of Student Welfare:**

### **2.9.2 Director of Research:**

### **2.9.3 Director of Academics:**

### **2.9.4 IQAC Director / Co-ordinator**

### **2.9.5 Director (Security & Vigilance)**

### **2.9.6 Director (University Centre for Professional Education & Faculty Development)**

#### **2.9.1 Director of Student's Welfare**

The Director of the student welfare of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Student's Welfare shall be normally be for **Three years** or at the pleasure of Vice Chancellor

#### **Duties and Responsibilities of the Director of Students Welfare:**

- i) To organize and to co-ordinate the student welfare activities at the Vidyapeeth and its constituent colleges/ Institutions;
- ii) To organize specific students activities at Vidyapeeth level like leadership training, inter-collegiate and inter-Vidyapeeth Youth Festivals, cultural activities talent shows, Vidyapeeth tours and the like; subject to the approval of the Vice Chancellor;
- iii) To act coordinator of the activities like N.S.S. and other social activities of the similar nature at the Vidyapeeth level, as may be assigned by the Vice-Chancellor.
- iv) To organize various functions of national importance / and important functions at the Vidyapeeth level like Independence Day, Republic Day, Vidyapeeth Day; etc.
- v) To promote and encourage cultural, social and literary activities with view to fostering healthy corporate life in the student community;



- vi) To act as a Secretary of the Vidyapeeth Students' Welfare Board;
- vii) To issue notices of to cause to issue notices of the meetings of it Students' Council;
- viii) To advise, guide and supervise in general the activities of the Student Council;
- ix) To maintain accounts and hold and manage the funds and property of the students' Council in his capacity as Treasurer of the Students Council and submit the same or cause to submit the same to the Vidyapeeth;
- x) To ensure that the accounts of the Student's Council are duly audited and the auditor's report along with a statement of Accounts submitted to the Vidyapeeth on or before the 31st of March of the following year or on the date that may be specified by the Registrar or Vice-Chancellor.
- xi) To obtain sanction from the concerned authority and regulate the expenditure with the provisions made in the Budget for the Students' Council.
- xii) To bring to the notice of the Vice-Chancellor any of the activities of the Students' Council, if prejudicial to the Vidyapeeth or/and is not in the interest of the student.
- xiii) The Director of Students' welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' welfare and/or approved by the Vidyapeeth, act as a liaison between the UGC, Vidyapeeth and other Universities, National and Cultural Organizations etc. so also between the Vidyapeeth and the Students' Council, and Constituent college/ institutions.
- xiv) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.

### **2.9.2 Director of Research :**

The Director of the Research of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Research shall normally be for three years or at the pleasure of Vice Chancellor.

#### **Duties And Responsibilities of the Director Of Research:**

##### **He/ She shall be:**

- i) The member secretary of the Board of Research studies and Research & Recognition committee of the Vidyapeeth.
- ii) The member of Planning and Monitoring Board and Academic Council
- iii) responsible for Research Policy, its Development, extension programmes and collaborative research programmes of the Vidyapeeth.



- iv) liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the Vidyapeeth and monitor their proper utilization;
- v) for establishing liaison for fostering and promoting collaboration between the Vidyapeeth, constituent colleges and national and international institutions and scientific, industrial and commercial organizations;
- vi) responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council.
- vii) Responsible for monitoring the research projects conducted by the Constituent Colleges/ Institutes.
- viii) Conduct the research methodology workshops.
- ix) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.

### 2.9.3 Director of Academics

The Director of the Academics of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Academics shall normally be for three years or at the pleasure of Vice Chancellor.

#### **Duties and Responsibilities of the Director of Academics:**

##### **He/ She shall be :-**

- i) permanent invitee of all Board of studies, Faculties, Academic Council and Planning and Monitoring Board.
- ii) responsible for academic planning and academic audit for academic programmes including post graduate teaching and collaborative programmes of the Vidyapeeth.
- iii) responsible for ensuring that the decisions of the planning and monitoring board for the long term and short term, development plans of the Vidyapeeth and its constituent colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees, etc.
- iv) the member secretary of the Academic Audit Committee of the Vidyapeeth.
- v) Collection of IQAC (Institutional Quality Assurance Cell) reports from respective Constituent Colleges / Institutes and compilation and subsequent submission to various Agencies.
- vi) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.



#### 2.9.4 IQAC Director/ Co-ordinator.

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

##### **Duties and Responsibilities of the IQAC Director/ Coordinator:**

- i) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- ii) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- iv) Dissemination of information on various quality parameters of higher education;
- v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi) Documentation of the various programmes/activities leading to quality improvement;
- vii) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- viii) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- ix) Development of Quality Culture in the institution;
- x) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

#### 2.9.5 Director (Security & Vigilance)

##### **Duties and Responsibilities of the Director (Security & Vigilance)**

**He/ She shall: -**

- i) work under the direction, control and supervision of the Hon'ble Secretary and shall assist to the Vice Chancellor, Registrar, Controller of Examinations, Deans, Directors and Principals of all the Constituent Colleges/Institutes of the Vidyapeeth in maintaining security in the Vidyapeeth and its Constituent Colleges / Institutes' campuses.





- ii) be the overall in-charge of matters related to security issues of the campuses of the Vidyapeeth at Pimpri and Tathawade, Hi-tech Hospital campus and hostel campuses.
- iii) frequently interact with the authorities of the Vidyapeeth i.e. Vice Chancellor / Registrar and Deans / Directors / Principals of the Constituent Colleges / Institutes and advise them to maintain security in the campuses.
- iv) prevent losses and damages of the buildings and properties by reporting irregularities, informing violators of policy and procedures, restraining trespassers.
- v) prepare reports by recordings, observations, information, occurrence & surveillance activities interviewing witnesses and obtaining their signatures. He shall also present these reports to the Secretary and advice the actions to be required and contribute to team efforts by accomplishing related results as needed.
- vi) conduct and coordinate vigilance activities such as fire prevention, etc. & ensure security and safety of all personnel, staff, students, patients, residents & visitors on campuses, Hi-tech Hospital, hostels, etc.
- vii) keep liaison with Government agencies viz. Police Department, Corporation Office, Collector's Office etc.
- viii) keep & maintain healthy relations and develop good rapport with various authorities, staff, students on the campus, hostilities, visiting patients and various unions approaching the Vidyapeeth & also media staff.
- ix) exercise overall administrative control over security functions and execute powers to maintain discipline in the security team in consultation with the Hon'ble Secretary and plan daily schedule as per the requirement and maintain a separate register for the same.
- x) supervise duties and postings of security guards, train, coach and counsel new and existing security guards.
- xi) investigate and report to administration all noted incidents, hazards and accidents.
- xii) monitor all arming/disarming of alarms. Record and report all alarm incidents.
- xiii) schedule security coverage for all special events in collaboration with administration.
- xiv) review, suggest and lead training opportunities for security force as well as entire community in the case of emergency preparedness or general campus safety.
- xv) complete any other work assigned by the higher authorities from time to time.

#### **2.9.6 Director (University Centre for Professional Education & Faculty Development)**

**Goal:** Support the Vidyapeeth's vision and mission of excellence in education and research for better health of the people and society



## **Duties and Responsibilities of the Director (University Centre for Professional Education & Faculty Development)**

### **He/ She shall be:**

- i) To create quality enhancement programs and initiatives, including faculty development in education and research in all constituent units of the Vidyapeeth in alignment with its mission.
- ii) To develop strategic plan and programs for educational quality enhancement and faculty development for excellence in education and research for improved health systems and outcomes.
- iii) To conduct needs analysis related to educational enhancement of various constituent Units of the Vidyapeeth, taking inputs of all stakeholders.
- iv) To develop strategic plan for the department, based on needs analysis.
- v) To develop and organize workshops and training programs, with assigned teams from various constituent Units, to strengthen teacher competencies.
- vi) To develop resource faculty pool of educational experts.
- vii) Be a resource faculty and mentor for workshops.
- viii) Initiate and guide education educational innovation projects and collaborations, between various constituent units.
- ix) To provide consultancy for education in health professions for teaching, learning, assessment and curriculum development and examination reforms.
- x) Periodically interact with all stakeholders, regarding the progress of activities and take suggestions and inputs to modify programs as needed.
- xi) To develop strategies for maximum use of ICT for educational enhancement and faculty development and develop a community of educators.
- xii) To evaluate outcomes of programs conducted.
- xiii) To develop educational research agenda for various constituent units and the Vidyapeeth.
- xiv) To conduct educational research studies as per relevance and need.
- xv) Explore collaborative opportunities at local, national and international level.
- xvi) To provide inputs and carry out tasks as require by Vidyapeeth authorities.
- xvii) Perform such other duties as may be assigned to him/her by the Vidyapeeth authorities and assist in any other work that may be allotted to him/her by the Vidyapeeth authorities.



## Bye Law No. 03/2015 (amended upto July 2019)

### **QUALIFICATIONS, EXPERIENCE, MODE OF SELECTION, POWER AND FUNCTIONS OF THE ACADEMIC POSTS IN CONSTITUENT COLLEGES / INSTITUTES OF THE VIDYAPEETH:**

#### **Definition:**

#### **Academic posts:**

Means the posts of Dean and teachers, which include Professors, Assistant Professors, Associate Professors, Lecturers, Tutors and Demonstrators.

### **3.1 QUALIFICATIONS AND EXPERIENCE OF THE ACADEMIC POSTS IN CONSTITUENT COLLEGES/INSTITUTES OF THE VIDYAPEETH:**

The qualifications for the posts of Dean / Principal / Director and various categories of teaching posts of Professors, Associate Professors, Assistant Professors, Lecturers and Librarian shall be, as prescribed by the UGC and / or respective statutory councils such as MCI, DCI, INC, CCIM, CCH, AICTE, or any such other statutory council, etc. from time to time. If there is no Statutory Council where neither the Council nor the University Grants Commission has prescribed any criteria of qualifications, the qualifications shall be as prescribed by the Vidyapeeth.

### **3.2 SELECTION**

#### **3.2.A Selection Committee:**

There shall be one or more Selection Committees constituted for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 as amended from time to time.

#### **3.2.B Constitutions of the selection Committee:**

- |   |           |
|---|-----------|
| 1. Vice Chancellor or his nominee   | Chairman  |
| 2. An Academician not below the rank of Professor to be nominated by the Chancellor | Member    |
| 3. Dean of the Faculty concerned  | Member    |
| 4. Head of the concerned department (Provided he is professor)                      | Member    |
| 5. Three outside experts nominated by the Vice Chancellor                           | Member    |
| 6. Registrar of the Vidyapeeth  | Secretary |

#### **3.2.C Meetings of the Selection Committee**

- i) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.



- ii) Four members of the Selection Committee consisting of at least two experts shall form the quorum.

### 3.2.D Procedure of appointment

- i) All posts of the teachers shall be widely advertised in two news papers (a local or state level and in a national level). The details of the essential and desirable qualifications, if any, may be given in the advertisement or uploaded on the Vidyapeeth website. Reasonable time shall be allowed to applicants to submit their applications.
- ii) The date of the meeting of the Selection Committee shall be fixed by the Dean/ Director respectively, in consultation with the Vice Chancellor so as to allow notice of seven days to each member and to the candidates. The information about each candidate, called for an interview, shall be compiled in tabular form and shall be supplied to each member at least seven calendar days in advance by the Vidyapeeth.
- iii) The Selection Committee shall interview and adjudge the merit of each candidate, in accordance with the qualifications and experience mentioned in the advertisement, and report to the appointing authority the names arranged in order of merit.
- iv) Selection Committee's report shall be placed to the Board of Management, for approval. (Annexure A.)
- v) The Appointing Authority, i.e., the Vice-Chancellor, shall appoint from amongst the persons recommended, in accordance with the order of merit, the number of persons required to fill in the posts (Annexure B).
- vi) **Pay Scales for the Teaching Staff:**

I. Pay Scales, allowances and other financial benefits for various categories of teaching staff as prescribed by the UGC/AICTE. Details are as follows:

Sr.No.	Designation	Pay Scale
1	Professor	PB-37400 - 67000 AGP - 10000
2	Associate Professor	PB - 37400 - 67000 AGP - 9000
3	Assistant Professor	PB - 15600-39100 AGP 6000/7000/8000

### 3.2.E The Code of professional Ethics

- i) **Preamble: Goal of Higher Education in our country:**

The basic purpose of education is to create skill, knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.



Higher education should strive for academic excellence and progress of Health Sciences. Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.

**ii) Responsibilities of the Faculties :**

**(a) Within the teachers;**

Whoever adopts teaching as a profession assumes the obligations to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education, which have already been set forth and which he/she should seek to inculcate among students, must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**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 achieve continuous professional growth through study and research;
- iv) participate in and express free and frank opinion at professional meetings, seminars, conferences, etc. and thereby try to make their contribution towards creation and/or spread of knowledge;
- v) be active in professional organizations and strive to improve the quality of education and profession through them;
- vi) inculcate discipline and spirit of intellectual enquiry among students;
- vii) perform their duties in respect of teaching, tutorials, practicals and seminars conscientiously and with dedication;
- viii) co-operate with colleagues and assist them in carrying out functions relating to the educational responsibilities of the college/institute and the Vidyapeeth, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of Vidyapeeth and college examinations, including supervision, invigilation and evaluation; and
- ix) participate in extension, co-curricular and extra-curricular activities including community service.



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

**(c) Within the Teachers and Colleagues:**

**Teachers should:**

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

**(d) Within the Teachers and Authorities:**

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



- ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv) should obtain prior permission of the higher authorities of the Vidyapeeth for the formulation of policies of the other institutions and accept offices;
- v) co-operate with the authorities for the betterment of the institutions keeping in view the interest in conformity with dignity of the profession;
- vi) adhere to the conditions of contract;
- vii) give and expect due notice before a change of position is made; and 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.

**iii) Superannuation:**

The age of superannuation of the teacher shall be as prescribed by respective Council/UGC from time to time. If after superannuation, Vice Chancellor wants to reemploy a particular person he shall not be entitled for the benefits of Gratuity, Provident Fund and increments.

**3.2.F Probation:**

The period of probation for the employee, shall be of 2 Years, on the expiry of which he/she will be deemed to be confirmed unless after assessment of his/her work by the competent authority, his/her services are terminated by giving him/her One month's notice or One month's salary in lieu of notice.

- i) The Dean/Director/ Principal of the constituent college/ Institute shall maintain Assessment Reports of the Employee on probations in the proforma prescribed for the purpose by the Vidyapeeth, for every six months and shall send to the Registrar at least two months before the date of expiry of the period of probation, with definite recommendations for confirmation in service or otherwise.
- ii) In case the employee appointed on probation for a period of less than 2 years is not to be confirmed at the end of his/her probation or his/her probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction.
- iii) The Competent Authority shall be the deciding authority in these cases. In the case of employees of constituent College/Institute, the Dean/Director/ Principal will maintain Assessment Reports in a similar manner and shall forward the recommendations to the Vice Chancellor for further instructions, who will be the deciding authority in these cases.



- iv) The Assessment Report of the Dean/Director/ Principal of constituent College/ Institute on probation shall be maintained by the Vice-Chancellor, who will give his definite recommendations of confirmation in service or extension of probationary period or otherwise.
- v) If the Vice Chancellor terminates the services of the employee on probation on the ground of reduction in work-load or abolition of the post and if he/she is reemployed by the Vidyapeeth subsequently within a year, the period spent by the employee on probation during his first appointment shall be counted towards the total period of probation of 2 years. He/she shall be eligible for annual increment, condonation of break in service and confirmation, subject to his carrying good Assessment Report.

### **3.2.G Leave Rules:**

#### **1. General Principles**

The following general principles shall govern the grant of leave to the employees:

- i) Leave cannot be claimed as a right.
- ii) Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- iii) Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- iv) Depending upon exigencies of services, the leave sanctioning authority may:
  - (a) Refuse, postpone, revoke or reduce leave of any type,
  - (b) Recall any member of staff from leave before it is wholly availed,
  - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- v) An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted. In such cases, the respective Competent Authority reserves right for sanctioning, modifying, granting the leave.
- vi) Except in the case of casual leave, it is obligatory for every employee to furnish, before the leave sanctioning authority, the address during the period of leave with telephone number, if any, before proceeding on leave. Regularly the application for seeking leave should be put up in advance for sanctioning but in case of emergency it may be considered on intimation through various modes of communication, depending on case to case basis.
- vii) Absence in excess of the sanctioned leave may be treated as leave without pay. In special cases the management reserves right of specially sanctioning or rejecting it.





viii) in case of employee, already on leave, wants to extend the period of leave, he may put an application or communication for his need, before expiry of initial sanction leave accordingly. The Competent Authority shall reserve the right of sanction.

**3.2.H A) Types of Leave for Employees (for Regular and 11 months orders without break):**

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 30 days per calendar year
- iii) Medical Leave - 10 days per calendar year
- iv) Special Leave - 15 days per calendar year (attending conference / workshop / seminar/ meetings /exams and etc.)
- v) Duty leave - actual (to attend official work)
- vi) Compensatory Leave - actual (prior approval)
- vii) Maternity Leave - 90 days
- viii) Sabbatical Leave - (to be decided by the competent authority)
- ix) Extra Ordinary Leave - without pay (to be decided by the competent authority).

**B) Types of Leave for Employees (11 months orders with break):**

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 15 days per calendar year

**i) Casual Leave**

- (a) An employee shall be entitled to **eight (8) days of casual leave** during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.
- (b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- (c) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with annual leave.
- (d) Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- (e) An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.
- (f) Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- (g) Half day casual leave may also be granted for absence of half or less than half working day.



**ii) Annual Leave**

- (a) Every employee shall be eligible for **thirty (30) days Annual Leave** after completing six months' service.
- (b) Every employee, including Dean, Director or Principal, is entitled to thirty days of Annual Leave for every year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of Annual Leave will be in proportion to the length of service calculated on monthly basis.
- (c) Annual leave can be availed during the vacation period of students or in any time during the year with a proper approval of competent authority. However it is the responsibility of HOD and Heads of the Institutions that 50% staff should be on working position so that work should not be hampered.
- (d) Annual leave cannot be encashed, however, it can be accumulated upto six months of next calendar year, on case to case basis, with prior approval of competent authority.
- (e) Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form, which can be condoned on case to case basis.

**iii) Medical Leave**

- (a) An employee is eligible for ten (10) days medical leave per calendar year.
- (b) Leave application must be submitted to the appropriate authority, with supporting medical certificate.
- (c) Medical leave cannot be accumulated to next calendar year.

**iv) Special Leave**

- (a) An employee who has been invited by some other organization to present / attend any meeting / conference / seminar or any other scientific activity, which will bring repute to the Vidyapeeth / constituent colleges / institutes can availed maximum of fifteen (15) days Special Leave during a calendar year.
- (b) Leave application must be submitted, for approval, to the appropriate authority, with supporting evidence, before availing such leave.

**v) Duty Leave**

- (a) If an employee is deputed / sponsored by the Vidyapeeth / Constituent College/institute, for any duty related to Vidyapeeth / Constituent College/Institute or to attend any meeting / conference / seminar or any other non-remunerative official duty, such absence at work shall be considered as Duty Leave.



- (b) Appropriate order from the competent authority to attend such office work must be obtained in advance.

**vi) Compensatory Leave**

- (a) An employee, who is required to work on a holiday/ on an emergency duty, shall be entitled to compensatory leave.
- (b) Compensatory Leave may be sanctioned only if the employee has been called to duty by the competent authority.
- (c) The officer requisitioning the services of a subordinate on a holiday on an emergency duty shall give the reasons for asking the employees to be present and shall also indicate the nature of work required to be done.
- (d) The concerned employee and officer shall maintain a record of the work done on that particular day.
- (e) Ordinarily compensatory leave shall be taken within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year
- (f) Compensatory leave must be got sanctioned in advance before it is availed.

**vii) Maternity Leave**

- (a) A female employee shall be eligible for maternity leave after completing one year's service.
- (b) Maternity leave is granted for up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery, is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- (c) The maximum period of entitlement for maternity leave shall be ninety (90) days

**viii) Sabbatical Leave**

Sabbatical Leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions: -

- (a) Only permanent staff is eligible for the Sabbatical leave.
- (b) Sabbatical Leave of one year will be permissible for every period of ten continuous years of service as staff member of the Vidyapeeth/constituent college/institute.



- (c) In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of continuous service as staff of the Vidyapeeth /constituent college /institute
- (d) The period of sabbatical leave shall count for seniority.
- (e) An employee, desirous of availing this leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned employee.
- (f) The applicant shall also have to furnish a bank guarantee for an amount equal to three months' salary.
- (g) Not more than two staffs at a time shall be permitted to go on Sabbatical Leave in a constituent college/institute.
- (h) On completion of Sabbatical Leave, the employee shall submit a report, incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book/or degree.

**ix) Extraordinary Leave**

(Leave without pay and allowances) may be granted to an employee in special circumstances

- (a) when no other leave is admissible
- (b) when other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- (c) Unless the leave sanctioning authority, in view of the exceptional circumstances of the case, otherwise determines, no employee, who is not in permanent employment, shall be granted extraordinary leave on any one occasion in excess of the following limits:
  - 1) One Month
  - 2) Three Month
- (d) Where the employee has completed three years continuous service or if the extraordinary leave is required on account of illness of the employee as certified by a medical authority.
- (e) The period of extraordinary leave shall not be counted for increment
- (f) The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 2 years may be granted by the leave sanctioning authority, as a special case.



- (g) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.
- (h) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the leave sanctioning authority.

**x) Miscellaneous**

- (a) No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.
- (b) In case an employee is given notice of termination of his services by the appointing authority, the employee shall be permitted to avail whatever leave he/she is entitled to, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty on the last day of the period of notice of termination.
- (c) Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances

Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
1	Casual Leave	Registrar/ Controller of Examinations/ Finance Officer/ Librarian of the Vidyapeeth, Dean/Director/ Principal of the constituent college/institute.	Vice-Chancellor
2	Casual Leave	Other employees in Groups - A, B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		All teachers in the constituent college/institute	Dean /Director / Principal of the constituent college/ institute.
		Administrative employees in Group B, C, D in the constituent college/institute	Registrar of the constituent college/ institute. Dean in the absence of the Registrar.



Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
3	Annual Leave and Medical Leave Maternity Extraordinary leave	Registrar and other officers in the Vidyapeeth.	Vice-Chancellor
		Dean /Director / Principal of the constituent college/institute.	Vice-Chancellor
		All Categories of employees in Group B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		Teachers in the constituent college/institute	Dean /Director / Principal of the college/institute.
		Employees in Group B, C, D of the constituent college/institute	Dean /Director / Principal of the recommendation of the Registrar of the college.
4	Special Leave	All categories.	Vice-Chancellor.
5	Sabbatical Leave	All the employees of the Vidyapeeth and the constituent colleges / institutes.	Vice-Chancellor on approval from Board of Management

- 1) Provided, that the Leave Sanctioning Authority may further delegate to the Registrar / Dean/Director/Principal.
- 2) or such other subordinate officer the powers to sanction a particular kind of leave.
- 3) For this bye-law the employees are classified in various groups as below:

**a) Group 'A'**

The employees who are in the pay scale as per UGC norms/ Council norms. Class I employees “like professors, Registrar, Finance Officer, Controller of Examinations, Associate Professor, Deputy Registrar, Assistant Professor, Assistant Registrar, and equivalent rank”.

**b) Group 'B'**

The employees who are in the pay scale per UGC norms/ Council norms. Class II employees “Section Officer, Account Officer, superintendent, and equivalent.



**c) Group ‘C’**

The employees who are in the pay scale as per UGC norms/ Council norms. Class III employees below the rank of section officers, senior assistant, Junior Assistant, Senior Clerk, Junior Clerk, Accountant, Assistant Accountant and equivalent.

**d) Group ‘D’**

The employees who are in the pay scale as per UGC norms/Council norms. Class IV employees, “Peons / attendants/ sweepers and equivalent”.

*The following sub-clause i.e. 3.2. I of Promotion Policy has been inserted as per the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.*

**3.2.I Promotion Policy:**

To cope up with the changing situations the Vidyapeeth makes adjustments in the existing workforce through promotions. Promotion is a change in status upward resulting from assignment to a position assigned in a higher salary grade.

A promotion is the advancement of an employee’s position in an organizational hierarchy.

Promotion is an employee’s reward for good performance or positive appraisal. Before the Vidyapeeth promotes an employee to a particular position it ensures that the person is able to handle the added responsibilities by screening the employee with interviews or assessment of performance appraisal for last three years. A promotion can involve advancement in terms of designation, salary and benefits.

**• Promotion Criteria for Teaching Staff:**

**A teacher shall be promoted if:**

- i] The teacher gets ‘Good’ or ‘Very Good’ grade in the annual performance assessment report (SAR) of at least three of the last four years of assessment period.
- ii] The promotion to the post of Professor/Associate Professor is recommended through Promotion / Selection Committee mentioned as below:
  - 1. Vice Chancellor or his nominee Chairman
  - 2. Head of the Institute Member
  - 3. Dean of the Faculty concerned Member
  - 4. Head of the concerned Department (Provided he is professor) Member
  - 5. Registrar of the Vidyapeeth /Registrar of the Institute/HR Head Secretary



**Self assessment of the work done under each head of activity:**

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1)	Teaching	W-5	W-4	W-3	W-2	W-1
2)	Research					
3)	Extension					
4)	Administration/ Examination					
<b>W: Weightage</b>						

• **Promotion Criteria for Non-Teaching Staff:**

**A Non-teaching staff shall be promoted if he/she gets ‘Good’ or ‘Very Good’ grade in the annual performance assessment report (SAR) of at least three of the last four years of assessment period.**

The Promotion is recommended by the Promotion / Selection Committee constituted as mentioned below:

**For the post of Assistant Registrar/equivalent post and above:**

- |  |           |
|--|-----------|
| 1. Vice Chancellor or his nominee  | Chairman  |
| 2. Head of the Institute   | Member    |
| 3. Controller of Examinations/Finance Officer/Administrative Officer of the College or Institute | Member    |
| 4. Registrar of the Vidyapeeth   | Secretary |

**For the post of Section Officer/equivalent and below:**

- |   |          |
|---|----------|
| 1. Registrar  | Chairman |
| 2. Controller of Examinations / Finance Officer                   | Member   |
| 3. Registrar / Administrative Officer of the College or Institute | Member   |

**Self assessment of the work done under each head of activity:**

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1)	Administrative Ability	W-5	W-4	W-3	W-2	W-1
2)	Computer Proficiency					
3)	General Intelligence					
4)	Industry & Application					
<b>W: Weightage</b>						





### 3.2.1 Filling up of Temporary Vacancies of Teachers

A temporary vacancy in the post of Professor/Associate Professor/Assistant Professor/Lecturer/Tutor/Demonstrator/teachers can be filled up by the appointing authority on the recommendation of a Selection Committee consisting of:

- i) Vice-Chancellor or his nominee (Chairman),
- ii) Dean/Director/Principal
- iii) Head of Department and
- iv) Local Expert, appointed by Vice-Chancellor.

### 3.2.2 Seniority of the Teachers

Seniority of the teachers in the Constituent College/ institute shall be determined as under:

- i) Seniority of the teacher in the constituent College/Institutes in a particular cadre shall be determined on the basis of the date of continuous appointment.
- ii) Seniority of the teacher in College/ Institute shall be determined on the basis of the date of appointment and length of continuous service in the same college/ Institutes run by the same Vidyapeeth. Provided, however if the teacher accepts appointment in some other Vidyapeeth / College/ Institutes keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the Vidyapeeth / College/ Institutes in which he has kept lien.
- iii) The Dean/Principal/ Director of the constituent college/ Institutes shall be considered senior to other teachers only for the period during which he holds the said post.
- iv) As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior, irrespective of the length of service.
- v) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- vi) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- vii) In respect of teachers whose length of continuous service is the same, the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.
- viii) Notwithstanding anything contained in the aforesaid clauses of this bye law, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Assistant Professor, a Assistant Professor senior to a Lecturer, a Lecturer senior to a Demonstrator/ Tutor.



### 3.2.3 Duties and Functions of the Academic Staff :

Definition: **Academic Staff** includes:

- i) Dean/Director/Principal
- ii) Professor
- iii) Associate Professor
- iv) Assistant Professor / Lecturer
- v) Assistant lecturer/ Tutor / Demonstrator/ senior resident

#### **i) Professor**

Duties and Responsibilities of Professor in a Constituent College/ Institute:

- 1) Teaching, including laboratory development.
- 2) Research and research guidance and scientific publications
- 3) Consultancy and training programmes.
- 4) Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialization.
- 5) Student evaluation and programme evaluation.
- 6) Initiation and participation in continuing educational activities
- 7) Students' Counselling.
- 8) Interaction with other institutions, universities at state, national and international levels.
- 9) Interaction with industry, wherever applicable.
- 10) Organizing and participation in seminars, workshops.
- 11) Publishing papers in national and international journals.
- 12) Fellowship from professional bodies.
- 13) Examination work such as organizing, supervision and assessment etc. pertaining to the College and Vidyapeeth examinations.
- 14) Curriculum development and developing resource material.
- 15) Effective resource generation through consultancy and training programme.
- 16) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 17) He/she shall (wherever applicable) :
  - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,



- b) be responsible for proper maintenance of case and filing system in the department.
  - c) supervise the hospital work being carried out by the residents in the Department.
- 18) Any other duties assigned by the Dean/Director/ Principal from time to time.

**ii) Associate Professor**

Duties and Responsibilities of Associate Professor in Constituent College/Institute:

- 1) Teaching including laboratory instructions.
- 2) Research activities and research guidance and scientific publications.
- 3) Leading consultancy projects and extension services.
- 4) Curriculum development and developing resource materials.
- 5) Innovation in teaching, laboratory instructions and instructional materials.
- 6) Participation in continuing education activities.
- 7) Academic and administrative planning and development work at departmental level and assisting at institutional level.
- 8) Students' counselling and interaction.
- 9) Participation in Co-curricular and extra-curricular activities.
- 10) Participation in at least one Seminar/Winter School/Summer School in an academic year.
- 11) Assisting in administration at departmental, institutional and Vidyapeeth level.
- 12) Taking up membership of at least two relevant professional bodies.
- 13) Initiating at least one activity contributing to academic development of the College.
- 14) Motivating students to form the Students' Chapter of professional bodies, if any, and active participation in the same.
- 15) Undergoing Industrial/Hospital / relevant Training of at least One month during vacation/Annual Leave at his/her cost during his/her probation period and regularly thereafter at the convenience of the college.
- 16) Contributing effectively in identifying live projects for the students wherever applicable.
- 17) Participating in programmes, meant to improve his/her communication skills, computer literacy, personality and confidence.



- 18) Conducting himself / herself in a manner, befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and unfair practices.
- 19) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 20) Effective resource generation for the college/institute through consultancy, testing and projects.
- 21) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examinations.
- 22) He/she shall (wherever applicable)
  - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
  - b) be responsible for proper maintenance of case and filing system in the department.
  - c) supervise the hospital work being carried out by the residents in the Department.
- 23) Any other duties assigned by the Dean/Director/Principal from time to time.

**iii) Assistant Professor / Lecturer**

Duties and Responsibilities of Assistant Professor/ Lecturer in Constituent College/ Institute:

- 1) Teaching degree courses, including lectures.
- 2) Research activities and scientific publications.
- 3) Planning and implementation of instruction in laboratory.
- 4) Design and developing of innovative laboratory experimental setups.
- 5) Student assessment and evaluation.
- 6) Developing resource material for teaching and learning.
- 7) Assisting in extension services to the industry and community.
- 8) Assisting in continuing education activities.
- 9) Leading co-curricular and extra-curricular activities.
- 10) Participating in Students' Counselling.
- 11) R & D work on industrial problems and consultancy.
- 12) Liaison with parents and community.
- 13) Publication of papers, relating to his/her subjects, in renowned journals.



- 14) Participating in at least in one Seminar in an academic year at his/her own cost.
  - 15) Assisting in departmental administration.
  - 16) Becoming member of at least two relevant professional bodies
  - 17) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
  - 18) Motivating students to form Student's Chapter of the professional bodies, if any, and actively participating in the same.
  - 19) Undergoing Industrial/Hospital/ relevant Training of at least one month during vacation/ Annual leave at his/her probation period and regularly thereafter at the convenience of the college (in case of teachers of professional courses).
  - 20) Contributing effectively in identifying live projects for the students wherever applicable, leading to laboratory modification and removal of obsolescence.
  - 21) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
  - 22) Conducting himself / herself befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and indulgence unfair practices.
  - 23) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
  - 24) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examination.
  - 25) He/she shall (wherever applicable)
    - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
    - b) be responsible for proper maintenance of case and filing system in the department.
    - c) supervise the hospital work being carried out by the residents in the Department.
  - 26) Any other duties assigned by Professor/ Dean/Director/Principal.
- v) **Assistant lecturer/ Tutor / Demonstrator**
- Duties and Responsibilities of Assistant lecturer/ Tutor / Demonstrator
- 1) To conduct practical, demonstrations and tutorials
  - 2) Research activities and scientific publications
  - 3) Assisting in extension services to the industry and community.



- 4) Assisting in continuing education activities.
- 5) Assisting in co-curricular and extra-curricular activities.
- 6) Assisting in participating in Students' Counseling.
- 7) Publication of papers, relating to his/her subjects, in renowned journals.
- 8) Participating in at least in one Seminar in an academic year at his/her own cost.
- 9) Assisting in departmental administration.
- 10) Becoming member of at least two relevant professional bodies
- 11) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
- 12) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
- 13) Promotion of ethics, values and Indianness amongst students
- 14) Examination work such as supervision, vigilance etc. pertaining to the College, Vidyapeeth examination.
- 15) He/she shall (wherever applicable)
  - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
  - b) be responsible for proper maintenance of case and filing system in the department.
- 16) Any other duties assigned by Dean/Director/ Principal/ Professor.

#### **3.2.4 Seeking Release:**

- i) Nobody can leave the service without applying for the release to the Vidyapeeth/constituent College/ Institute.
- ii) The Dean/Director/Principal appointed in a Constituent Institute / college to the Vidyapeeth or Head of the Recognized Institution shall not leave the service without giving One month's notice to the Appointing authority or in lieu of notice pay to the Appointing Authority an amount equivalent to One month's salary . The Appointing Authority, at its discretion may waive the above notice period in part or in full.
- iii) The employee shall not leave the service of the Vidyapeeth / College/ Institution without giving to the Appointing Authority one month's notice, or in lieu thereof pay to the Vidyapeeth /Appointing Authority an amount equivalent to one month's salary.
- iv) In the event of a vacancy in the post of the Dean/Director/ Principal of a constituent college/Institute, occurring due to illness, leave, retirement, resignation, or for any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the college/institute, in addition to his/her own



duties, as a temporary arrangement till the Dean/Director/ Principal resumes his/her duties or till the post is filled by due procedure.

### **3.2.5 Handing over charge:**

- i) The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, furniture, etc. issued to him to the College/ Institute / library/ Department, and shall pay up in full all charges due from him for occupation of residential quarters, water and electricity charges, etc.
- ii) If he fails to do so, the Registrar/ Head of Institute shall recover the amount due from such employee on account of the above items from his last salary.
- iii) The last salary will not be paid to the employee until a clearance certificate is issued by the Head of the Department/ Head of Institute concerned after obtaining No dues Certificate of all concerned sections.
- iv) The exiting employee shall have to handover data related to Institute/ College activities handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; any other communication related to the institute / college with any outside party / individuals, to a person authorized by the Dean / Director/ Principal of the college / institute.

### **3.2.6 Relieving Order/ Discharge certificate:**

The Registrar/ Head of Institute will give a discharge certificate to the employee who leaves service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the Vidyapeeth / College/ Institute and a proper handover of roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.

### **3.2.7 Legal Proceeding:**

- i) A person in whose name the Vidyapeeth may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Vidyapeeth or an Officer of the Vidyapeeth or a member of the authority of the Vidyapeeth in respect of anything done or purported or intended to be done in pursuance of any of these Bye Laws.



Annexure A

Report of Selection Committee

1. Name of the college / institute: \_\_\_\_\_

2. Post to be filled:

Designation	No. of posts

3. Qualifications (essential and desirable), Experience: (Please attach a separate sheet)

4. Mode of the publicity / advertisement of the post: \_\_\_\_\_

5. Last date for receiving applications: \_\_\_\_\_

6. Number of applications received: \_\_\_\_\_

7. Number of eligible applicants called for interview: \_\_\_\_\_

8. The following candidates attended the interview held on \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m. in \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. After taking into consideration the academic record, professional experience of the candidates and their performance at the interview, the selection committee recommends the following candidates for appointment in the order of their merit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member	Member	Member	Member	Member	Chairman
--------	--------	--------	--------	--------	----------

Selection Committee





**Annexure B**  
**Appointment Order : (Format)**

To,

\_\_\_\_\_  
\_\_\_\_\_

**Sub. : Appointment for the post of \_\_\_\_\_ in \_\_\_\_\_ College / Institute, \_\_\_\_\_, Pune – 411 0 \_\_\_\_\_**

With reference to your application dated ..... and the interview held on ..... in connection with your appointment for the post of,....., we have the pleasure to offer you the post of .....in..... (Subject) on the following terms and conditions:

- 1) Your services shall be strictly governed by the Bye laws and other related orders/ circulars, laid down, issued by Dr. D. Y. Patil Vidyapeeth, Pune (“DPU”) and as may be added, amended or modified from time to time and any decisions taken by the DPU.

TENURE:

- 2) Appointments shall be initially, temporary in nature, for the period of **two years**, commencing from the date of appointment order or from the date of joining, whichever is earlier and shall be continued at the sole discretion and the decision of the DPU, based on your performance and conduct as per the provisions of the bye laws of the DPU.

SALARIES AND OTHER ENTITLEMENTS

- 3) You will be paid a basic pay of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per month, in the pay band of \_\_\_\_\_/-, plus grade pay of Rs. \_\_\_\_\_/- and other special allowances as determined by the DPU from time to time. Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

OTHER CONDITIONS:

- 4) Your services shall be governed by the Rules/ Bye laws and Circulars issued by DPU and which may be further added, amended or modified and by any decisions taken by the DPU, from time to time.
- 5) In the event of your acting in breach/violation of any of the terms and conditions of this appointment order or in breach of any rules Regulations laid down by DPU and as may be added, amended or modified from time to time and by any decisions taken by the DPU, the Management of DPU reserves right to remove you from the employment and to terminate your services and the management of DPU, may, in appropriate cases, take recourse to disciplinary action or file proceedings of Civil or criminal nature, and/or initiate appropriate disciplinary proceeding against you, and imposed appropriate punishment.
- 6) Your appointment is subject to the minimum number of students and the existence of workload prescribed for the post from time to time. In case of reduction in work load, the DPU shall have the



authority to terminate your services immediately and you shall not claim any right to continue in services.

- 7) Your daily working hours shall be eight hours. However, the appropriate authority of DPU reserves its right to increase this period depending upon the work requirement and you shall be required to adhere to the same. For that purpose, you shall not claim any additional pay or compensation.
- 8) Besides teaching you are also expected to undertake and or be involved in research activities in the College/Institute and research publication output will be very important criteria for evaluation of your performance.
- 9) You shall submit the original as well as certified true copies of relevant testimonials such as Certificate of Birth Date, all Mark Sheets, Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, Caste Certificate, Two passport size photographs, PAN Card, Aadhar Card, Character Certificate from two eminent persons, one of them a government Gazetted Officer, Change of Name Certificate (if any), etc. before joining your duties. Also, you shall have to qualify the qualifying test/s as laid down by the DPU or UGC or any appropriate authority council or body, within a stipulated period.
- 10) You shall undergo medical examination by the approved Medical Officer of Dr. D.Y Patil Medical College, Hospital and Research Centre Pimpri. within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate.
- 11) You are required to give the correct mailing address as well as your email address, as soon as you join the duties and any change in the address given earlier should be communicated to the Registrar. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (RPAD) to the mailing and by email, shall be deemed to have been received by you.
- 12) You will not conduct or engage yourself in any private tuitions, private coaching classes. You will not engage yourself in any other job, paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority / Board of Management.
- 13) Due to exigencies of service, your services shall be liable to be transferred from one place to another and/or from one College/school to another and/or from one post to another under the DPU.
- 14) Your appointment can be terminated by either party serving three-month prior notice or three months salary in lieu of notice period.
- 15) If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.
- 16) During the period of your service, you will not indulge directly or indirectly in any such things as are subversive to the interests of the DPU. All information and documents, to which you have access during the course of your services with us, are deemed confidential and are the Property of DPU. You will not disclose any such information to any third party, either in the DPU or outside, nor will you pass on or hand over any such document to anyone, who is not expected to receive / possess the same.



- 17) You shall be the whole time employee of the College/school and shall not without the permission of the management engage your self in any work, profession or employment, either honorary or otherwise during the period of your employment in the college/school.
- 18) You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position as a lecturer/teacher for personal gain
- 19) You shall not involve, or concern yourself, directly or indirectly, in the admission process of the students to the various Institutions / Colleges under the DPU at any stage.
- 20) Non-observation of any of the conditions mentioned above shall warrant disciplinary action against you as per the service rules which may extend to the termination of your services.
- 21) Any intellectual property created by you, during the course of your employment with DPU, must be by duly acknowledging the participation of DPU.
- 22) Please communicate your acceptance to the DPU within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled. In case you accept the appointment, you shall have to execute a Deed of Contract of Service as prescribed by the DPU at the time of joining the duties.

( \_\_\_\_\_ )

CC: 1) Accounts section, \_\_\_\_\_ College / Institute, \_\_\_\_\_, Pune.  
2) Personal file

I have read and accepted all the terms and conditions stated above.

1. **Signature-** \_\_\_\_\_

2. **Name-** \_\_\_\_\_

3. **Date-** \_\_\_\_\_

Signature - \_\_\_\_\_



## Bye law No. 04/2015: (amended upto July 2019)

### CONDUCT OF THE EMPLOYEES OF THE VIDYAPEETH

This bye law shall be applicable to all employees: Teaching and Non-teaching working in the Vidyapeeth including its constituent College/Institute.

*The sub clauses i.e. 4.23.1/2015 regarding Composition of the Grievance Committee at Vidyapeeth Level and 4.23.2/2015 regarding Grievance Committee at Constituent College/Institute Level are repealed and replaced by 4.23.1/2018 and 4.23.2/2018 vide Resolution No. BM-52-18 approved by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018 and Notification dated 10<sup>th</sup> January, 2019.*

*The sub clause i.e. No. 4.23.3/2019 regarding Composition of the University Student Grievance Redressal Committee (USGRC) and No. 4.23.4/2019 regarding Institutional Student Grievance Redressal Committee (ISGRC) are inserted in as per UGC (Redress of Grievances of Students), Regulations 2019 dated 6<sup>th</sup> May, 2019, duly approved vide Resolution No. BM-33 (vii)-19 by the Board of Management at its meeting held on 30<sup>th</sup> July 2019 and Notification dated 11<sup>th</sup> September 2019.*

*The sub-clauses i.e. 4.15 regarding Inflection of major penalties without holding enquiry, 4.16 regarding Disciplinary Authority and 4.21 Appeal have been modified as per the amendments in Bye-Laws approved by the Board of Management vide its Resolution No. BM-17-19 at its meeting held on 12<sup>th</sup> April, 2019 and Notification dated 6<sup>th</sup> May, 2019.*

#### 4.1 EMPLOYEES' OBLIGATIONS:

The employee of the Vidyapeeth shall be at the disposal of the Vidyapeeth for full time and shall serve in such capacity and at such places as he/she may, from time to time, be so directed.

- i) Every employee shall: -
  - (a) conform and abide by the provisions in the Bye-laws, circulars of the Vidyapeeth and regulations, directives and decisions of the competent authorities. He shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed from time to time.
  - (b) maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Vidyapeeth and shall do nothing that would or is likely to tarnish the image or reputation of the Vidyapeeth, or adversely affect its interests.
  - (c) carry out duties and responsibilities assigned to him/her post and shall also carry out any other duties that may be assigned to him/her from time to time.
- ii) No employee shall: -
  - (a) use his/her position or influence, directly or indirectly, to secure employment for any person in the Vidyapeeth including its constituents, college or institute.
  - (b) bring or attempt to bring any influence to bear upon the appointing authority or the concerned head of the department to further his/her personal interest in the Vidyapeeth including its constituent college or institute.



- (c) misuse or use for personal benefit, gain or profit, the amenities facilities, infrastructure or intellectual, property belonging to the Vidyapeeth including its constituents, college or institute.
- (d) demand or accept any gratis payments or any other favour from any person or organization that could directly or indirectly affect reputation or functions of the Vidyapeeth.
- (e) Without prior permission, cause to or disclose / divulge or use any information gained, in the course or connected with his / her employment, in the Vidyapeeth for personal gains / profit or for advantage for himself or any other person.
- (f) engage directly or indirectly in any trade, business, vocation or undertake any other employment, without prior permission of the competent authority, provided, the same is not detrimental to the interest of the Vidyapeeth.
- (g) engage in or conduct private tuitions or coaching,
- (h) indulge in an act of plagiarism in any form.
- (i) Indulge in any criminal act where he/she is arrested or prosecuted.
- (j) Propagate/indulge in any sectarian activity or cause to disturb communal harmony.
- (k) discriminate against any person on the grounds of religion, caste, gender, language.
- (l) indulge in or encourage any form of malpractice.

#### **4.2 PROPERTY OF THE VIDYAPEETH:**

Every employee shall –

- i) take due care of the property, materials, instruments, equipments, machines, furniture, cash, etc. of the Vidyapeeth and shall take all reasonable precautions to safeguard them against accident, damage, loss, pilferage, etc. Where damage or loss is attributable to the intentional mishandling or misuse by an employee, the employee shall be liable for disciplinary action as may be deemed appropriate by the competent authority. Besides, the competent authority shall be entitled to recover the assigned / assessed value of such breakage / damage or loss from the employee.
- ii) take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures, as prescribed and provided by the administration.
- iii) observe canons of financial expenditure and inventory control, wherever applicable.

#### **4.3 UNAUTHORIZED POSSESSION OF GOODS:**

If the employee is found in unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Vidyapeeth, or kept in stock, and are not normally carried by the said employee, he/she shall be deemed to have got into possession of such goods by improper means. The concerned authority may confiscate; such goods; and such unauthorized possession shall attract disciplinary action as well as any other action as deemed fit by the Competent Authority. Authorized possession should be reasoned and authenticated.



#### **4.4 SUSPENDED EMPLOYEES ON THE PREMISES:**

The employee, who has been suspended or deemed to have been suspended, shall not enter the premises of the Vidyapeeth without prior permission of the competent authority, unless otherwise invited for the enquiry.

However, the premises does not include residential premises.

#### **4.5 POSSESSION/CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS**

No employee shall possess or be under the influence of intoxicating drinks/drugs while on duty and on campus.

#### **4.6 PARTICIPATION IN POLITICS AND ELECTIONS**

No employee shall, without prior permission, in writing, by the competent authority, be actively associated with any political party or any organization, which takes part in politics; or which has got political implications nor shall he/she take part in or assist in any other manner any political movement or activity (such as election and demonstration, strikes, etc).

#### **4.7 DEMONSTRATIONS**

No employee shall organize or participate in any demonstration, agitation any nature whatsoever like for social, political or religious cause, academic in the premises of the Vidyapeeth.

#### **4.8 CONNECTION WITH MEDIA OF MASS COMMUNICATION (PRINT OR ELECTRONIC ETC.)**

No employee shall participate in a radio/television programme, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously, pseudonymously or in his own name, which is detrimental to the image/interests of the Vidyapeeth. However the employee may be allowed to participate in radio, TV programmes or contribute article for academic purpose with prior permission.

#### **4.9 UNAUTHORIZED COMMUNICATION OF INFORMATION**

Except in accordance with any general or special order of the Vidyapeeth otherwise in bona fide performance of the duties assigned to him/her, no employee shall communicate directly or indirectly, any official document or information to any employee, any other person or organisation.

#### **4.10 UNAUTHORIZED PUBLICATION OF OFFICIAL DOCUMENTS**

While in service of the Vidyapeeth or after retirement, resignation, dismissal or discharge, no employee shall make public or publish, any documents, papers or information, which might have come into his / her possession in his/her official capacity, without obtaining prior written permission from the Vidyapeeth

#### **4.11 INVENTION AND PATENTS**

No employee shall, without the prior consent of the respective competent authority, either during his/her service or thereafter, apply for patent or exclusive privilege in respect of any invention/discovery made by him/her while performing his duties in his/her service in the Vidyapeeth . Every publication/ patent and research shall be duly acknowledged.



#### **4.12 GROUNDS FOR TAKING ANY DISCIPLINARY ACTION AGAINST AN EMPLOYEE:**

Disciplinary action shall be taken or punishment inflicted on the employee in service on one or more of the following grounds:

- (I) Misconduct
- (ii) Act or omission involving moral turpitude
- (iii) Wilful and persistent neglect of duty
- (iv) Engaging in/and or conducting private tuitions / coaching.

#### **4.13 MISCONDUCT: THE FOLLOWING IS THE ILLUSTRATIVE LIST OF ACTS OF MISCONDUCT:**

- (i) Insubordination or disobedience of any lawful and reasonable order of the superior.
- (ii) Commission of any act subversive of discipline or good behaviour.
- (iii) Participation in any strike, Dharna, candle march, Gherao, any form of protest.
- (iv) Committing theft, fraud, dishonesty, embezzlement, misappropriation.
- (v) Negligence or subversive or unethical practices, causing damage to or loss of property.
- (vi) Demanding or accepting or giving bribe or any illegal gratification whatsoever.
- (vii) Absence without leave for more than thirty consecutive days or persistent absence from duty without leave.
- (viii) Habitual late attendance or habitually leaving work before time or absence from place of work.
- (ix) Negligence or neglect of work i.e. dereliction or failure to discharge the duties assigned to him, wilful and persistent neglect of duty.
- (x) Accepting employment for any consideration inside or outside the Vidyapeeth / Hospital / establishment/ and/ or under the constituent colleges/ institutes or under any person without the approval of the appointing authority.
- (xi) Drunkenness, fighting, riotous, disorderly or indecent behaviour in the premises of the Vidyapeeth.
- (xii) Giving false evidence or statement in any enquiry held by the Vidyapeeth, by college or by institute or in a case conducted in a Court of Law in which the Vidyapeeth is a party.
- (xiii) Travelling or carrying unauthorized passengers, materials in any of the vehicles of the Vidyapeeth.
- (xiv) Collection or canvassing for collection of any money for any purpose within the Vidyapeeth premises without prior permission.
- (xv) Smoking or consumption of tobacco in any form on the premises of the Vidyapeeth.
- (xvi) Sleeping while on duty.
- (xvii) Distributing or exhibiting handbills, pamphlets or posters inside the premises of the



Vidyapeeth without prior permission of the head of the respective departments or the establishment.

- (xviii) Holding or participating in any unauthorized meeting within the premises of the Vidyapeeth.
- (xix) Gambling or canvassing for sale of any commodities, chit funds, lottery tickets, coupons or shares or any other financial instruments, etc. within the premises of the Vidyapeeth.
- (xx) Any criminal offence, resulting into conviction in any court of law.
- (xxi) Making false statements on matters germane to his/ her employment in the Vidyapeeth or wilful suppression of facts at the time of employment or during the course of service in Vidyapeeth.
- (xxii) Threatening, intimidating, coercing, assaulting and quarrelling with any person in the premises of the Vidyapeeth.
- (xxiii) Using of foul or abusive language or misbehaving.
- (xxiv) Refusing to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- (xxv) Using the facilities and properties of the Vidyapeeth without authority for personal gains.
- (xxvi) Preventing the Vidyapeeth employees/officers/superiors either from entering or coming out of the premises, e.g. Dhraane/ Gherao.
- (xxvii) Preventing ingress or egress of the material or equipment and manpower of the Vidyapeeth.
- (xxviii) Punching of attendance card or forging the signature of another employee in the attendance register.
- (xxix) Tampering with any of the records of the Vidyapeeth.
- (xxx) Slowing down in performance of work or instigating other employees to slow-down or adopting work-to-rule practices.
- (xxxi) Acts of immorality or involving moral turpitude within the premises of the Vidyapeeth or outside.
- (xxxii) Unauthorized occupation/illegal or immoral use of the premises of the Vidyapeeth.
- (xxxiii) Not wearing uniform, if specified, while on duty.
- (xxxiv) Refusal to work beyond the stipulated period of work or to work on holidays when specifically instructed to do so by the head of the department or establishment.
- (xxxv) Incompetence shall include failure to keep his/ her knowledge up-to-date inspite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the assigned work by the competent authority because of inability.
- (xxxvi) Possessing of unlicensed weapons, dangerous or illicit drugs.





- (xxxvii) Sexual harassment of co-employee, student, patient, person accompanying patient, party or any other person who would be involved with the Vidyapeeth including unwelcome sexually detrimental behaviour (whether directly or by implication) as (a) Physical contact and advances (b) A demand or request for sexual favours (c) Sexually colored remarks (d) Showing pornography (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (xxxviii) Participating in any activity prejudicial to the interests of the Vidyapeeth.
- (xxxix) Shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Bye- laws, circulars, guidelines, directives, etc. or standing orders of the Vidyapeeth, rules and regulations relating to the duties and responsibilities of employees and violation of code of conduct.

#### **4.14 PENALTIES: THE EMPLOYEE SHALL BE LIABLE TO BE PUNISHED ON ONE OR MORE OF THE ACTS OF MISCONDUCT.**

Without prejudice to the provisions of these Rules, an employee guilty of misconduct as indicated as above, shall be liable to any of the following penalties, namely;

##### **4.14.1 Minor Penalties:**

- (a) Caution, censure or reprimand.
- (b) Withholding or stoppage of increment without cumulative effect.
- (c) Withholding promotion for a period not exceeding one year.
- (d) Recovery from pay of the amount as may be due on account of any pecuniary loss caused to the Vidyapeeth, by negligence or breach of orders.
- (e) Fine, not exceeding an amount equivalent to 15 day's basic salary.

##### **4.14.2 Major Penalties:**

- (a) Withholding or stoppage of increment with cumulative effect.
- (b) Demotion to a lower grade or reduction in post or to a lower stage in a time scale of pay for a specified period or permanent reduction in rank.
- (c) Termination, by way of removal, dismissal from service.

#### **4.15 INFLECTION OF MAJOR PENALTIES WITHOUT HOLDING ENQUIRY:**

If the employee is convicted under criminal prosecution, in respect of crime involving moral turpitude, the Disciplinary Authority shall issue an order of dismissal without holding an enquiry.

#### **4.16 DISCIPLINARY AUTHORITY:**

The power to inflict penalties shall vest with the Disciplinary Authority.

The Disciplinary Authority shall be the Registrar of the Vidyapeeth for Non-teaching employees of the Vidyapeeth & the Dean/Director/ Principal of the concerned Constituent Colleges/Institutes to conduct or carry out enquiry for their employees (Teaching & Non-teaching). Such person shall conduct an enquiry as per the bye laws and shall have the power to inflict penalties.



#### **4.17 PROCEDURE FOR INFLICTING PENALTIES:**

On a complaint being received against an employee or suo moto, the competent authority shall first determine itself or committee / enquiry officer appointed for the purpose, if there is a prima facie case against the employee for infliction of penalty/ penalties.

- i) The employee, who has committed any act(s) of misconduct, shall be served a show cause notice as to why suitable action be not taken against him/her. The employee shall be given an opportunity to explain and answer the charges leveled against him/her within the stipulated period which shall not be less than 15 days. If the Disciplinary Authority is satisfied with the explanation, the charges against him/her shall be dropped.
- ii) If the Disciplinary Authority/authorized person, is satisfied that the misconduct committed by the employee is of minor nature, the Disciplinary Authority shall serve him/her another notice as to why the minor penalty should not be inflicted on him/her, and on receipt of the explanation, within the stipulated period, which shall not be less than 15 days, award the minor penalty.
- iii) If the Disciplinary Authority is of the opinion that the misconduct is of serious nature, which if proved, would attract major penalty, he/she shall appoint an Enquiry Committee / Enquiry Officer.
- iv) The Disciplinary Authority shall appoint another person as the Presenting Officer to present the case in support of the charges, before the Enquiry Committee / Enquiry Officer. The employee may be permitted to defend himself/ herself.

#### **4.18 SUSPENSION:**

- i) If the Disciplinary Authority is of the opinion that,
  - (a) the employee, if proved guilty, is likely to be awarded any of the major penalties,
  - (b) the employee is likely to tamper with the record or evidence,
  - (c) the employee is likely to threaten those who are to depose against him/her, in the enquiry, and thus vitiate the enquiry, in any manner,The Disciplinary Authority shall put the employee under suspension, immediately after serving the order of suspension to the employee .
- ii) The employee under suspension shall be entitled to subsistence allowance at the rate of 50% of his salary and the allowance(s) admissible thereon for the period of initial six months.
- iii) If the enquiry is prolonged beyond this period, and the delay is entirely attributable to the employee, the subsistence allowance shall be reduced to 25% of his salary and allowance(s) thereon. If the enquiry is prolonged beyond the period, otherwise, the subsistence allowance shall be increased to 75% of his salary and allowance(s) thereon.
- iv) The employee who is detained in police custody, whether on criminal charge or otherwise for a period exceeding 48 hours, shall be deemed to have been suspended, with effect



from the time of detention by an order of the Appointing Authority, till the order is revoked. The employee shall be entitled to subsistence allowance at the rate of Re.1/- per month.

- v) The employee under suspension shall not be entitled to leave the headquarters and to accept any employment during the suspension. If the employee tenders his / her resignation while under suspension, the same shall not be accepted or the acceptance of resignation is left to the discretion of the Disciplinary Authority.
- vi) If the employee, who has been under suspension, is proved not guilty, the period of suspension shall be treated as “on duty” and he/she shall be paid the difference between subsistence allowance, and the salary payable to him, had he not been suspended.
- vii) If the employee, who has been under suspension, is found guilty and is inflicted with minor penalty/ies, the period of suspension shall be regulated as per the provisions above.
- viii) If the employee, who has been under suspension, is found guilty and is inflicted with major penalty/ies, the period of suspension shall be regulated as follows:
  - (a) In case of withholding or stoppage of increment with cumulative effect, the period of suspension shall be treated as the period of leave on half pay.
  - (b) In case of reduction in rank, the period of suspension shall be treated as the period of leave on half pay.
  - (c) In case of termination, dismissal or compulsory retirement from service, the employee shall be deemed to have been absent from duty for the period of suspension and shall not be entitled to any remuneration for such period.

#### **4.19 ENQUIRY:**

- 4.19.1 The Disciplinary Authority shall prepare a charge-sheet containing statement of specific allegations, the supporting documents and the list of witnesses to be examined, and supply the same to the employee, to the Enquiry Committee / Enquiry Officer and to the Presenting Officer.
- 4.19.2 The Enquiry Committee / Enquiry Officer shall seek explanation of the employee as to whether he/she accepts the allegations, or otherwise, and the reasons thereof.
- 4.19.3 If the employee accepts the allegations, the Enquiry Committee / Enquiry Officer shall record his statement and prepare a report thereof and shall submit the same to the Disciplinary Authority.
- 4.19.4 In case the employee denies any of the allegations, the Enquiry Committee / Enquiry Officer shall, within fifteen days, hold a meeting and advise Presenting Officer to substantiate the allegations with the help of the documents and of the witnesses by examining them. The Enquiry Committee / Enquiry Officer shall record the statement of witnesses ad verbatim. The employee shall be entitled to refute the allegations, based on documents, by presenting the evidence to that effect. The employee shall be entitled to cross-examine the witnesses examined by the Presenting Officer.



- 4.19.5 The employee, who has denied the statement of allegations, shall furnish documentary and other evidence and list of witnesses that he/she proposes to examine in order to defend himself/herself with copies to the Presenting Officer.
- 4.19.6 The employee shall be entitled to lead documentary evidence and witnesses in his/her support. The Enquiry Committee / Enquiry Officer shall provide adequate opportunity to substantiate the evidence provided by him/her and examine the witnesses. The Presenting Officer shall be entitled to state his opinion on the documentary evidence laid by the employee and cross examine the witnesses.
- 4.19.7 The member/s of the Enquiry Committee / Enquiry Officer, the Presenting Officer and the employee shall be entitled to re-examine the witnesses.
- 4.19.8 In case the employee fails to attend the enquiry without giving in writing specific reason thereof, the enquiry may at the discretion of the Enquiry Committee / Enquiry Officer be conducted ex-parte.
- 4.19.9 The employee shall be entitled to depose himself before the Enquiry Committee / Enquiry Officer and the Presenting Officer shall be entitled to cross-examine him. The employee may submit his say in the form of an affidavit.
- 4.19.10 The Enquiry Committee / Enquiry Officer shall provide adequate opportunity to both the Presenting Officer and the employee and conclude the enquiry only after the Presenting Officer and the employee rest their arguments.
- 4.19.11 The Enquiry Committee / Enquiry Officer shall prepare a detailed report by evaluating the evidence and the witnesses produced before it. The report shall contain as to which of the allegations are proved or otherwise.

#### **4.20 ACTION ON ENQUIRY REPORT:**

- 4.20.1 The Disciplinary Authority shall evaluate the Enquiry Report. If the Disciplinary Authority is of the opinion that the employee should be inflicted with any of the minor penalties, he shall issue a show-cause notice to the employee as to why such penalties be not inflicted on him/her. On receipt of reply of the employee on such show-cause notice, the Disciplinary Authority shall determine the quantum of punishment.
- 4.20.2 If the Disciplinary Authority is of the opinion that the employee deserves any of the major penalties, he shall consider the enquiry report.
- 4.20.3 If, the Disciplinary Authority decides to inflict any of the major penalties, he shall issue a show-cause notice to the employee along with the copy of the Enquiry Report. On receipt of explanations of the employee the Disciplinary Authority shall decide the quantum of punishment.
- 4.20.4 The Disciplinary Authority shall ordinarily not inflict a penalty more severe than that recommended by the Enquiry Committee / Enquiry Officer. The Disciplinary Authority shall also specify in his order the manner in which the period of suspension of the employee be regulated or otherwise.



#### 4.21 APPEAL

- i) The employee aggrieved by the decision of the authorities may prefer an appeal in the Appellate Authority.
- ii) The Appellate Authority shall be the **Vice Chancellor**
- iii) The aggrieved party shall prefer an appeal to the Appellate Authority within 30 days from the date of receipt of decision of the Disciplinary Authority.

#### 4.22 INTERPRETATION

If any question/difference of opinion arises relating to the interpretation of these Conduct Rules, it shall be referred to the Vice-Chancellor, whose decision thereon shall be final and binding.

#### 4.23 GRIEVANCE REDRESSAL MECHANISM

There shall be Grievance Redressal Mechanism at the Vidyapeeth level and constituent college / institute level. It shall consist of Grievances Committees.

##### 4.23.1 (4.23.1/2018) Grievance Committee at the Vidyapeeth Level

###### Composition:

The Grievance Redressal Committee shall be constituted by the Vice Chancellor of the university consisting of:

- A senior Professor of the University – Chairman
- Three senior teachers drawn from the affiliating colleges on rotation basis, to be nominated by the Vice Chancellor – Members
- A student representing the college where the grievance has occurred to be nominated based on academic merit, by the concerned college – Special Invitee as and when required provided grievance is of student.

##### 4.23.2 (4.23.2/2018) Grievances Committee at the constituent college / institute level

###### Composition:

The Vice Chancellor of the University shall constitute a **Grievance Redressal Committee** consisting of **Five** members for an individual College/Institute or a group of Colleges/Institutes keeping in view the location of the College(s)/Institute(s).

###### Composition:

- Dean / Director/Principal of the college / institute designated as Chairperson.
- Three senior teachers drawn from the affiliating colleges on rotation basis, to be nominated by the Vice Chancellor – Members
- A student representing the college where the grievance has occurred to be nominated based on academic merit, by the concerned college – Special Invitee as and when required provided grievance is of student.



#### 4.23.3 (4.23.3/2019) University Student Grievance Redressal Committee (USGRC)

The Vice Chancellor of an University shall constitute such number of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more CSGRC or DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/departments/ Institutions, on the basis of the jurisdiction assigned to it by the Vice Chancellor.

##### **Composition:**

- A senior Professor of the University – Chairperson;
- Dean, Student Welfare or equivalent – Member;
- Two Principals drawn from the affiliating colleges, other than those connected with reports of CSGRC under review, to be nominated by the Vice-Chancellor – Members;
- One Professor of the University - Member;
- A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

The Chairperson, members and the special invitee shall have a term of two years.

The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

#### 4.23.4 (4.23.4/2019) Institutional Student Grievance Redressal Committee (ISGRC):

Where a complaint does not relate to any academic Department, School or Centre of a University, as the case may be, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) to be constituted by the Vice Chancellor, with the following composition, namely:]

##### **Composition:**

- Pro-Vice Chancellor/Dean/Senior Professor of institution – Chairperson;
- Dean of students/Dean, Students Welfare – Member;
- One senior academic, other than the Chairperson – Member;
- Proctor/Senior academic – Member;
- A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

The term of the members of the committee shall be of two years.

The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.

In considering the grievances before it, the ISGRC shall follow principles of natural justice.



The ISGRC shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

#### **4.24 POWERS AND DUTIES OF THE GRIEVANCE COMMITTEES :**

- i) The grievances committee shall deal with the grievances of teachers, other employees and the students.
- ii) The aggrieved person (teacher, other employee or student) of any constituent college may lodge his grievance with the Registrar / Office Superintendent of the college, who shall put it before the college / institution level grievance committee at the earliest.
- iii) The grievance committee shall hear and settle grievances, as far as may be practical, within three months after the grievance is lodged with the committee.
- iv) If the grievance is settled at the college level committee, the college shall take action as per the terms of settlement and report the case to the Vidyapeeth for information.
- v) If the college level committee is unable to settle a grievance, lodged by teachers /other employees / students, the committee shall direct the aggrieved person to lodge his / her grievance with the Registrar of the Vidyapeeth.

#### **4.25 PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS :**

- i) In the absence of Dean / Director/Principal of the college, a senior member nominated by Dean / Director/Principal from amongst themselves shall work as the Chairperson of the Committee.
- ii) In the absence of Registrar / Office Superintendent, any administrative / technical staff member nominated by the Dean / Director/Principal of the college / institute, shall work as ex-officio Secretary.
- iii) Registrar / Office Superintendent who is ex-officio secretary shall not have a right to vote.
- iv) The term of membership for members other than ex-officio members and students shall be **Two years**.
- v) A member, who does not attend three consecutive meetings of the Committee without proper leave of absence, shall cease to be a member of the Committee.
- vi) If a vacancy occurs due to resignation, illness or death of any member or for any other reason, the Dean / Director/Principal shall fill it within one month.
- vii) The decisions in the committee shall be taken by a simple majority of votes. In the case of a tie, the Chairperson shall have a casting vote.

**4.26** The Grievances against Vice Chancellor shall be dealt and decided by the Chancellor of the Vidyapeeth.



## Bye law No. 05/2015:

### SERVICE LAWS (EMPLOYEES – CONTRACTUALS)

#### 5.1 INTRODUCTION:

This bye law shall apply to all contractual teaching and non-teaching employees appointed contractual in Dr. D. Y. Patil Vidyapeeth, Pune and the Constituent Colleges/Institutes under the ambit of Dr. D. Y. Patil Vidyapeeth, Pune.

This Bye Law shall also be made applicable, retrospectively, to all categories of contractual employees who are presently employed

#### 5.2 CONTRACTUAL SERVICES:

Those employees appointed for specific period of contract availing any type of service.

#### 5.3 TERM OF CONTRACT/ CONTRACTUAL PERIOD:

shall mean and include that period specifically mentioned in the appointment order and/or Contract of Service.

#### 5.4 CONTRACT OF SERVICE:

shall mean and include conditions agreement/contract of the service mentioning the terms and conditions of service between the Employer and the Employee, which will also may include the appointment order.

#### 5.5 DUTY HOURS:

As may be determined by the Head of Institution.

#### 5.6 HOLIDAYS:

shall mean and include Sunday, a weekly off or/ and any other day / days, which may be declared as holidays by authorities of the Vidyapeeth.

#### 5.7 LEAVE:

The Employee under Contractual services shall be entitled for the 8 days casual leave in a year.

#### 5.8 SERVICE CONDITIONS OF CONTRACTUAL APPOINTMENTS:

The service shall be regulated as per the norms, rules, bye laws, circulars issued by the competent Authority of Dr. D. Y. Patil Vidyapeeth.

- i) The Competent Authority of the employer shall have right to modify, rectify, add, amend, and alter those terms of the contract of services or grant any bye law as per the situation of the Services, with respect to that employee only. Even if the facility is given to an employee in a particular case that does not create a right for that facility in future and decision of management would be final.
- ii) Any misconduct of the employee would attract punitive action against him/her and employee reserves right to terminate services as per the Bye Laws of the Vidyapeeth.
- iii) The appointment under this category shall be purely contractual and will automatically come to an end on the expiry of the period of contract and the employee shall not have any claim or right to continue in the services thereafter.





- iv) The employee shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark Sheets, Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, Caste Certificate, Two passport size latest coloured photographs, Character certificate from two eminent persons of which one of them should be a government Gazetted Officer, Change of Name Certificate (if any), Residential Certificate, PAN Card, any other certified documents demanded by the appointing authority, etc. before joining the employer's duties.
- v) The Employee shall undergo medical examination by the Doctor recognized by of the Vidyapeeth, within one month from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that the Employee is free from any contagious disease and that the Employee is physically and mentally fit for employment with the Vidyapeeth.
- vi) The Employee is required to give the correct mailing address as soon as the employee joins the duties and any change in the address given earlier should be communicated to the Registrar. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (R.P.A.D.) to the address given, shall be deemed to have been received by the employee.
- vii) The Employee will not engage himself/herself in any other job, paid full-time, part-time or otherwise, during the contract of the Employee's services, without the prior permission of the Head of the Institute.
- viii) The Employee's services may be transferable to any other college / institute run by the Vidyapeeth.
- ix) The appointment under this category can be terminated by either party serving One Months prior notice or payment of One Month basic salary in lieu of notice.
- x) If the Employee is found absent continuously for more than Fifteen days without permission, the Employee's services will stand terminated automatically.
- xi) During the period of the Employee's service, the Employee will not indulge directly or indirectly in any such things as are subversive to the interests of the Vidyapeeth. All information and documents, with which the Employee has access during the course of the Employee's services with the Vidyapeeth shall be confidential and shall be the intellectual property of the Vidyapeeth and such employee upon disclosure of any such information or upon diverging it to anybody in any manner shall be liable for criminal prosecution under penal laws.
- xii) Non-observation of any of the conditions mentioned above shall warrant penal action against the Employee as per service bye laws of the Vidyapeeth.
- xiii) The Employee has to communicate his/her acceptance to the Institute / Vidyapeeth within seven days from the date of receipt of this order of Appointment, failing which his/her appointment is liable to be cancelled.
- xiv) After termination of the Contract of Service the Employee shall not be eligible to re-employment or not be entitled to claim any retirement benefits.
- xv) The Employee is under obligation to be active and vigilant to prevent activities such as Ragging, Gender harassment or any such other event of nature of criminal activity which attracts attention penalized by the Laws.



- xvi) The Employee on Contractual Agreement shall not be entitled to have experience certificate for break period. However, if required the Vidyapeeth shall be issuing the experience certificate only on the basis of the term of every agreement.
- xvii) In case if the Employee achieves some additional qualification, certificate or Degree or additional experience by attending seminar, or foreign tour, etc. or another eligibility, which may be made applicable for promotion or enhancing the salary, in that case the Vidyapeeth is not under obligation to follow the same.
- xviii) The Vidyapeeth may change the working hours or the weekly holidays as per its administrative convenience. The Employee shall be required to discharge his/her duties and functions as required during the working hours prescribed for him/her by the competent authority.
- xix) If it becomes necessary, the supervising officer of the employee may require the employee working under him/her to work, either before or after the office hours. In case if he/she refuses it will be treated as misconduct.

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**Confidential Assessment and Self-Assessment Report of  
Non-Teaching / Non-Technical/Technical Employees**

- i) **Serial No.** ..... **Year ending 31st March**.....
- i) **File No.** .....
- ii) **Name: Shri/Smt./Kumari**.....
- iii) **Department or Office including Section**.....
- iv) **Instructions -**
  - 1) Report should be submitted annually and for the period ending 31 March .....
  - 2) Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
  - 3) Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
  - 4) If the employees has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
  - 5) Anything specially meritorious or adverse to the employee should be mentioned, even if not specifically provided for.
  - 6) Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
  - 7) All adverse / outstanding remarks should be communicated to the employee in writing.



## Bye law No. 06/2015: (amended upto July 2019)

### ADMISSIONS

#### 6.1 PREAMBLE:

This Bye Law provides information related to admission procedure, eligibility and fee structure for the admission to Undergraduate, Postgraduate, Super specialty, Diploma, Fellowship, Certificates and other courses.

#### 6.2 PROCEDURE FOR ADMISSION OF THE STUDENTS IN THE VIDYAPEETH

- i) Admissions of students to the various courses run by the Vidyapeeth in constituent colleges/institutes shall be made on the basis of merit in all-India entrance tests conducted by the Vidyapeeth. However, in case any seat remains vacant, it shall be filled through another Entrance test or interse merit depending on the rules and regulations of the concerned statutory authorities [if any] or as per the Bye Laws / Circulars of the Vidyapeeth.
- ii) Admissions to the academic programmes conducted in the Vidyapeeth/ constituent college/institute shall be open to all persons regardless of race, religion, creed, caste, class, gender or the area / place of residence in India.
- iii) The Rules of procedure about All India Entrance test conducted by the Vidyapeeth shall be as follows:
  - (a) The competent authority shall appoint a coordination committee of not less than five persons. This committee shall approve all the procedures of conduct and operations of the entrance test and ensure transparency.
  - (b) All India Entrance Test for admission to any programme shall be advertised on all India basis through leading newspapers and on website of the Vidyapeeth.
  - (c) The Vidyapeeth shall prepare a merit list of the candidates who have appeared at All India Entrance Test (AIET) conducted by the Vidyapeeth and qualified (securing 50% marks or as mentioned by regulatory/Govt. authorities), in a descending order of the total marks obtained by them in the Test.
  - (d) Merit list of the candidates shall be displayed on the Vidyapeeth website. The candidates shall be called for counseling for admission as per their ranking in the merit List.
  - (e) In case two or more students obtain an equal number of marks at the entrance test (i.e., in case of a tie), the following procedure shall be adopted for deciding the final merit:
    - 1) **For Undergraduate Courses**
      - a) *First level:* A candidate with higher marks in the major subject (to be decided by the Coordination Committee) of the particular course at the entrance test shall be preferred. If the tie still persists, then –
      - b) *Second level:* A candidate with higher marks in the second major subject (to be decided by the Coordination Committee) of the particular course at the entrance test shall be preferred. If the tie still persists, then –



- c) *Third level:* A candidate with higher percentage of aggregate marks at the HSC (or equivalent) examination shall be preferred. If the tie still persists then-
- d) *Fourth level:* A candidate with higher percentage of aggregate marks at the SSC examination (or equivalent) shall be preferred.

## 2) For Postgraduate Courses

- a) *First level:* The candidate having more marks in the final year of relevant under-graduate examination of the course will be preferred. If the tie still persists, then-
- b) *Second level:* The candidate, having higher aggregate marks in all the university examinations of the relevant under-graduate course will be preferred. If the tie still persists, then-
- c) *Third Level :* If the subject in which the candidate desires to offer specialization at the post-graduate level, was one of the subjects in his undergraduate course, the candidate having more marks in that subject at the final examination of the under-graduate course will be preferred. If there is no such common subject, the Committee shall resolve the tie suitably.

## 6.3 ELIGIBILITY CRITERIA FOR ADMISSIONS OF THE STUDENTS IN THE VIDYAPEETH:

The Eligibility criteria for admission to various courses shall be prescribed by the relevant statutory authorities or bodies. or where no such qualifying standards have been specified by the respective council, it shall be prescribed by the Vidyapeeth and shall be displayed on the Website of the Vidyapeeth,

Application Form for getting Eligibility and Registration of the Vidyapeeth for the students admitted on provisional basis may be prescribed by Vidyapeeth from time to time.

The candidate should have passed the qualifying examination as prescribed by respective Statutory authorities or by the Vidyapeeth.

### i) Undergraduate Courses

- (a) The student must have passed a qualifying examination which is equivalent to the higher secondary (std.XII) examination in India and rules prescribed by the respective Statutory authorities/ UGC Regulations as printed in the Vidyapeeth brochures.
- (b) appearance at the All India Entrance Test is absolutely mandatory for admissions to respective course in the constituent colleges/Institute of the Vidyapeeth.
- (c) Candidates who are likely to appear or who have appeared for qualifying examination but whose results have not been declared at the time of (All India Entrance Test (AIET) shall also be considered eligible to appear for the AIET. If a candidate fails to fulfill the relevant eligibility requirements, as mentioned in the brochure, he shall not be considered eligible for seeking admission to the respective courses even if he is placed in the merit list of the AIET.

**For NRI/PIO/FN Candidate:**

A NRI/PIO/FN candidate shall have completed seventeen years of age on or before 31st December of that year. He/she must have qualifying subjects and English at the CBSE, ISC, HSC, or an equivalent examination. In the case of the student from any school that follows the American system of education, the candidate must have studied Physics, Chemistry and Biology at 'AP' (Advance Placement) level and must have minimum 'C' grade in these subjects. In the case of students passing Cambridge International Examination (CIE) the candidate should have passed Physics, Chemistry and Biology at "Advanced" level along with English at "Advanced Subsidiary" (AS) level.

Under the NRI, PIO and FN categories, only the student who has studied and passed the qualifying examination from school and /or college located in foreign country (other than India) shall be considered. This will include the student studying in school and / or college situated in foreign country, even if the concerned school/college is affiliated to any Board of Secondary Education or a university in India. However, ward NRI, PIO or FN, who is studying for the qualifying examination in school/college located in India, is excluded.

The student must obtain certificate of equivalence from the Association of Indian Universities, New Delhi, before admission.

**ii) Post Graduate Courses**

For the course of the Medical, Dental, Nursing and Physiotherapy the candidate should have obtained registration either from respective Central / State Council in India after completing compulsory rotating internship before the last date prescribed by the respective statutory authorities or the candidate should obtain registration within one month from the date of admission, failing which the admission of the candidate shall be cancelled –

- (a) Provided that, in the case of a foreign national, the Central/State Council in India may, on payment of the prescribed fee for registration, grant temporary registration for the duration of the post graduate training restricted to the respective college/course to which he / she is admitted for the time being exclusively for post graduate studies.
- (b) Provided further that temporary registration to such a foreign national shall be subject to the condition that such person is duly registered as medical practitioner or has worked as a Dentist/Nurse/Physiotherapist in his/her own country from which he has obtained his basic undergraduate medical qualification and that his/her degree is recognized by the corresponding council or the concerned authority.
- (c) The Registration with Central/State Council is (necessary) mandatory and its documentary proof should be furnished at the time of counseling.

**For NRI/PIO/FN Candidate:**

A NRI/ PIO/FN candidate, who has passed the qualifying degree examination or equivalent examination from a college outside India, shall be eligible for the admission, provided he/she obtains registration from respective statutory authorities. The student must have passed an examination which is equivalent to the under graduate degree examination in India, for respective course/stream/subject which shall be defined by the Board of Management from time to time.



Under NRI, PIO & FN categories, “Only those non-resident Indian students, who have studied and passed the qualifying examination from colleges located in foreign countries, will be included as international students. This will include the students studying in colleges situated in foreign countries, even if affiliated to the Universities located in India. They will not include students studying in the colleges, situated in India and affiliated to Universities located in foreign countries. Students passing the qualifying examination from universities located in foreign country as external students and dependents of NRI studying in India and ward of NRI who has the qualifying degree from the college located in India will not be considered as international students”.

The student must obtain certificate of equivalence from the Association of Indian Universities, New Delhi, before admission.

#### **6.4 DOCUMENTS REQUISITE FOR ADMISSION:**

##### **i) For Under Graduate**

Two sets of Photocopies along with original documents shall be produced at the time of counselling.

- (a) date of birth as indicated in S.S.C. certificate / school leaving certificate or birth certificate / domicile certificate / nationality certificate / valid passport.
- (b) Statement of marks and passing certificate of 10th standard examination.
- (c) Statement of marks and passing certificate of 12th standard examination and/or qualifying examination.
- (d) School Leaving Certificate / Transfer Certificate from the school or college in which the candidate had last studied.
- (e) Migration Certificate (for students who joined a course after 12th standard in a college).
- (f) Attempt Certificate from the school / college.
- (g) Certificate of medical fitness from a registered medical practitioner or Civil Surgeon.
- (h) Educational Gap Certificate, in any.
- (i) 4 copies of passport size recent coloured photographs
- (j) Caste and Validity Certificate for candidates of SC/ST / OBC category.
- (k) In case of NRI/PIO/FN : certificate of equivalence to India higher secondary examination (Std. XII), from the Association of Indian Universities, New Delhi.

##### **ii) For Post Graduate**

Two sets of Photocopies of the following documents shall be produce along with the original documents at the time counseling.

- (a) Statement of marks and Degree certificate: The student shall submit the Statement of marks of each of the year of respective undergraduates' degree examination and a



Degree Certificate received from the University stating the examination and the subjects in which the student has passed. The statement of marks obtained by the applicant at the final respective and / or corresponding stream / subject examination will not be accepted in lieu of the Degree Certificate / Passing Certificate.

- (b) Attempt Certificate
- (c) Education gap certificate (Affidavit if applicable)
- (d) Internship completion certificate (if applicable)
- (e) Registration Certificate, (of respective Council, as applicable)
- (f) Date of Birth and nationality certificate
- (g) Bonafide certificate from Dean
- (h) Transfer certificate: It is necessary at the time of admission to submit the Transfer Certificate from the college last attended. However, if the original Transfer Certificate is submitted for migration purpose, the student is required to submit duplicate Transfer Certificate, failing which his/her admission will be cancelled at any stage.
- (i) Migration Certificate: Certificate from the Registrar of the University from which the student has passed his/her respective Undergraduate degree Examination and got the degree certificate, permitting him/her to proceed his/her studies in Dr. D.Y. Patil Vidyapeeth, Pune. (Original Migration Certificate and one original Transfer certificate shall be attached while submitting the Eligibility & Registration form.)
- (j) Certificate of Medical fitness from a Registered Medical Practitioner or Civil surgeon.
- (k) In case of NRI/PIO/FN: certificate of equivalence of graduate examination, from the Association of Indian Universities, New Delhi.

Above rules are subject to change with the sanction from the respective authorities.

## 6.5 COUNSELLING:

After Displaying of the Merit List of All India Entrance Test conducted by the Vidyapeeth on the website the applicant shall be called for counselling

- i) The Counseling for admission session will be conducted by the office of the Vidyapeeth, as per the schedule which shall be communicated to the candidate. . Failure to report for counselling for admission on the scheduled date and time shall result in cancellation of the claim of the candidate to the seat. It shall be the candidate's responsibility to ascertain the result of the AIET.
- ii) Only the candidate and one of his / her parents / guardian shall be allowed into the counselling hall. The candidates shall be called in the order of their ranking in the merit list.
- iii) Appearance at AIET and inclusion of name in the merit list does not necessarily mean that the candidate shall get admission to the specified course. His / her admission to the course shall depend upon the availability of seats at the time of his/her counselling and his/her eligibility.



- iv) At the time of reporting for counselling, the candidate shall produce the documents as listed in the Information Brochure (originals and two sets of photocopies). If the candidate fails to produce all or any of the documents listed in the information brochure, he/ she may forfeit his/her claim to the seat.
- v) The selected candidate shall be required to pay the amount of tuition fees and other fees prescribed by the Vidyapeeth, through a demand draft or in exceptional cases by cash. In case the candidate fails to pay the entire amount of fees, he/she may lose his/her claim for admission to the seat.
- vi) If any candidate finds it impossible to be physically present for the counselling session due to unavoidable circumstances, he/she may authorize any other responsible individual to represent him/her for the counselling session. This representative must carry with him/her letter of authorization in the prescribed format and the documents listed in the information brochure. If the candidate or his/her representative fails to report for the counselling session on the date and time mentioned in the schedule of admission, his/her claim for admission to the course shall stand forfeited.
- vii) The candidates admitted provisionally shall also submit affidavits in the prescribed format.

#### **6.6 REGISTRATION OF PROVISIONALLY ADMITTED STUDENTS :**

- i) All admissions of the Vidyapeeth shall, in the first instance, be deemed to be provisional. The office of the Registrar shall confirm the admission only after verification of his/her documents for eligibility and enroll the student by allotting him/her Permanent Registration Number. In case of any doubt, the matter shall be referred to a coordination committee.
- ii) Application Form for getting Eligibility and Registration of the Vidyapeeth for the students admitted on provisional basis will be as prescribed from time to time.
- iii) Eligibility Fee and Registration Fee shall be as prescribed by the Board of Management from time to time.
- iv) At the time of joining the college, the student shall submit the application for grant of eligibility and registration in the format as prescribed from time to time along with documents mentioned above. The College shall collect the necessary documents in original along with attested Xerox copies, at the time of admission/submission of eligibility and registration form and verify the xerox copies with the original documents. The Dean of the college shall make an endorsement to this effect.
- v) The college shall forward these forms within one month of the date of joining. The application forms shall be sent to the Registrar, Dr. D.Y. Patil Vidyapeeth, Pune along with prescribed fees of Eligibility and Registration by demand drafts drawn in favour of the Registrar, Dr. D. Y. Patil Vidyapeeth, Pune, on any nationalized bank payable at Pune. Eligibility Fees shall not be refundable, even if the student is found ineligible.
- vi) As far as possible, the eligibility shall be confirmed before the start of the second term. Admission of students shall be cancelled if the eligibility cannot be confirmed by 31st December of the on-going / current year of admission or prior to the cut-off date (whichever is earlier) due to non-submission of required documents.





*Following note is inserted with reference to the Supreme Court Writ Petition No. 267/2017 dated 9<sup>th</sup> May, 2017 and subsequent a letter F.No. C-18018/21/2017-MEC dated, 13th June, 2017 received from Directorate General of Health Services (DGHS)*

NOTE: The admission process for the programmes MBBS / BDS / BAMS / BHMS / MD / MS / MDS / MD (Hom.) is through NEET examinations conducted by National Board of Examinations. The common counseling for Medical and Dental admissions shall be conducted by Medical Counselling Committee (MCC) of Directorate General of Health Service (DGHS), Ministry of Health & Family Welfare, New Delhi.

The common counseling for Ayurved and Homeopathy Programmes shall be conducted by the AYUSH, New Delhi.

#### **6.7 FEES STRUCTURE FOR VARIOUS ACADEMIC PROGRAMMES OF THE VIDYAPEETH:**

- i) The Vidyapeeth shall stipulate and shall receive payment of tuition fees for different academic programmes (courses) offered by the Vidyapeeth through its various Institutes / Colleges.
- ii) No capitation fee, in any form, shall be charged in consideration of admission to any of the institutions of the Vidyapeeth.
- iii) Tuition fees and other fees for each of the academic programmes/courses offered by the Vidyapeeth shall be prescribed by the Board of Management of the Vidyapeeth on the recommendation of a Committee of Experts to be appointed by the Vice Chancellor of the Vidyapeeth.

The Committee of Experts shall include:

- (a) A former senior member of the judiciary or a senior/retired academic administrator (Chairman)
  - (b) A distinguished professional (doctor / engineer / technologist / management expert) or senior teacher in a professional discipline, as per the requirement of the programme/ course of study
  - (c) A Former Vice Chancellor/ Director of a Vidyapeeth-level institution or a retired senior member of the Administrative Services.
  - (d) A Chartered Accountant/ Cost Accountant
- iv) The Finance Officer of the Vidyapeeth shall work out, with the assistance of the Heads/Deans of the concerned academic units, the unit cost of education for each academic programme (course) taking into account all inputs (recurring and non-recurring) that are necessary for ensuring high standard of instruction in the different courses. He shall also take into consideration the expenditure related to the maintenance of the hospital (in the case of medical programmes) and the expenditure and overhead charges of the Vidyapeeth. He shall present the computed unit costs, and all supporting documents such as audited statements of receipts and expenditure, and also certificate of correctness from the Statutory



Auditors in respect of un-audited figures to the Finance Committee, which after scrutiny shall place them before the Committee of Experts.

- v) The recommendations of the Committee of Experts shall forward to the Finance Committee and Board of Management for its approval.
- vi) The Vice Chancellor shall issue instructions, as required, regarding the collection and refund of fees and may prescribe penalties for failure to pay fees by the due date/s.

In case of deserving students, the Vice Chancellor, at his discretion may recommend to the Board of Management remission/Concession of fees and/or the grant of loans/ loan scholarships.



## Bye law No. 07/2015: (amended upto July 2019)

### ACADEMICS AND ADMINISTRATION OF STUDENTS

*The sub-clause i.e. [7.1.1(1.1)] has been inserted as per the UGC (Institutions Deemed to be Universities) Regulations, 2019, approved by the Board of Management, vide its Resolution No. BM-17-19 at its meeting held on 12<sup>th</sup> April, 2019 and Notification dated 6th May, 2019.*

#### 7.1 PROCEDURE FOR STARTING A NEW ACADEMIC PROGRAMME / DEPARTMENT.

##### 7.1.1 Procedure:

The Vidyapeeth with the prior approval of its Board of Management and, also where applicable, the relevant Statutory bodies. Such Institutions shall inform the Commission about starting of a new course/ programme/ department/ school/ centre in its existing main campus and approved off-campus within one month of the grant of approval by the Board of Management of the Deemed to be University and concerned Statutory bodies.

- i) The head of a constituent college/institute of the Vidyapeeth, desirous of launching a new academic programme, shall submit to the Registrar of the Vidyapeeth proposal in respect of the new proposed programme on or before the date prescribed by the respective council.
- ii) The proposal for launching a new academic programme shall be submitted in a format as prescribed by Vidyapeeth or Respective Council. (Annexure A)
- iii) The Registrar shall place the proposal, before the Academic Council for their consideration.
- iv) On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for their consideration and approval.
- v) In the event of the proposal being approved by the Board of Management, the Registrar shall submit to the respective council or UGC, if necessary, a proposal for launching the said programme.
- vi) The Registrar shall convey the decision of the Board of Management/ respective council/UGC to the constituent college/ institute, which had initiated the proposal.

#### ANNEXURE A

##### Proposal for starting a New Academic Programme :

- 1) Name and Address of the constituent college/ institute initiating the proposal:
- 2) Title of the proposed programme:
- 3) Area/Field of Knowledge to be covered:
- 4) Faculty, under which the programme is to be started:
- 5) Central Statutory Council: with guidelines, if any, regarding starting and implementation of the programme:



- 6) Level of the Programme (Certificate/Undergraduate Diploma/Degree/Post-Graduate Diploma/ Post Graduate Degree):
- 7) Duration of Programme:
- 8) Duration of Internship (If any):
- 9) Intake Capacity:
- 10) Programme Pattern- Semester System/ Annual System:
- 11) Eligibility Criteria for Admission:
- 12) Evaluation Pattern
  - a) Examination at Vidyapeeth Level: Per Semester/Annual
  - b) Examination at College/ Institutional Level: (State Periodicity)
  - c) Does Evaluation involve Practical?
- 13) Vision/ Mission/ Goal/ Objectives:
- 14) Justification / Need for the Programme:
- 15) Job Opportunities for the passing students:
- 16) Will Placement be organized through campus interview:
- 17) Is the programme likely to attract enough number of students:
- 18) Required Additional Teaching Staff (Tabular Form)

Name of the Dept. (Proposed)	Designation of teacher	Edu. Qua.	Teaching Experience	Whether Full Time/ Part Time	Regular/ Ad-hoe	Scale of Pay	Trained Yes/No If Yes give details	Number of Publications

- 19) Required Administrative Staff (Tabular form)

Name	Designation	Qualification	Scale of Pay	Trained Yes/No If Yes give details

- 20) Required Area (With Estimated Cost)

Name of the Building (For New Courses)	Plinth Area	Covered Area	Cost / Estimated Cost

- 21) Existing/Required Machinery/Equipment/Computers with Approximate Cost (Tabulated Form)

Name of the Equipment	Cost	Make	Date of Purchase	Whether in Working Condition



22) Required Number of Books and Journals with approximate cost

Name of the Department	Total Number of Books	Total Cost

23) Estimated Expenditure for the First Year (Revenue and Capital Expenditure)

24) Estimated Expenditure during next three years (Revenue and Capital Expenditure)

25) Proposed Fee Structure (With Justifications)

26) Sources of Income

27) Provision of Funds (to cover deficit if any)

28) Justification in terms of financial viability

29) How many colleges/Institutes in Pune and Pimpri Chinchwad run the same programme?

30) How many colleges/institutes in the state of Maharashtra (Outside Pune and Pimpri - Chinchwad) run this programme?

**Head of Department**

**Head of the College/Institute**

## **7.2 CONDITIONS REGARDING INSTITUTION OF AWARD OF SCHOLARSHIPS, PRIZES AND MEDALS:**

- i) All offers of bequests, donations and endowments shall be accepted subject to the following conditions:
  - (a) The benefits of the endowments shall not be restricted to any caste, creed, religion or community. (Exception to this shall be the endowments for weaker sections such as women and backward classes as a whole).
  - (b) The donation / endowment shall be accepted after the approval by the Board of Management.
  - (c) The amount of an endowment / a donation shall not be less than Rs. 5,00,000/-
  - (d) All donations / endowments that are accepted shall be placed as long-term deposits in a bank with a view to receiving maximum interest.
  - (e) The interest received on an endowment deposit shall be utilized as follows:
    - 1) Ten percent of the amount shall accrue to the Vidyapeeth as administrative charges.
    - 2) Twenty percent of the amount shall be added to the corpus of the endowment fund in order to ensure the continuous growth of the fund in a manner that would compensate for inflation.



- 3) Seventy percent shall be utilized for the purpose for which the endowment has been made, i.e., for the award of medals, prizes, scholarships, fellowships, assistantships, etc.
- (f) Any unspent balance or surplus which may accumulate from the prize not being awarded during any year or the unspent balance accumulating for any other reason, shall be added to the corpus of the endowment.
- ii) The Board of Management may institute fellowships, scholarships, prizes and medals for the students, who are undergoing courses of studies in the constituent colleges / institutes or the departments of the Vidyapeeth and may award such fellowships, scholarships, prizes and medals to students for their extraordinary performance in the Vidyapeeth examination, sports, cultural and any other activity related to personality development. Instituting and awarding of such fellowships, scholarships, prizes, medals shall be on recommendation of the Academic Council.
- The composition of the committee shall be as follows:
- |  |                  |
|--|------------------|
| 1. Expert nominated by the Vice Chancellor               | Chairman         |
| 2. Two external experts nominated by the Vice Chancellor | Member/s         |
| 3. Registrar   | Member Secretary |
- iii) No Fellowship, Prize, Medal or any other Award, shall be available to a candidate who presents himself / herself for the examination to which the award relates, more than two years after the expiry of the minimum period prescribed by the Regulation governing that examination. The computation of the period for the purposes of this regulation shall begin from the date of the passing of preceding lower examination, which qualifies the candidate to enter on the course for the higher examination.
- iv) No Scholarships, Medals or Prizes to be awarded to a candidate, successful at any of the Vidyapeeth examinations, whose deficiency of marks in any of the head of passing in the respective examination, has been condoned (or who has been awarded grace marks) under the rules laid down in that behalf.
- v) The name of the candidate to whom the prize is awarded shall be published on the website and in a relevant publication and intimated to the donor.
- vi) If an endowment is accepted for instituting a prize / medal for a particular educational programme and if the Vidyapeeth decides to modify, change or delete that programme, the Vidyapeeth, on recommendations of the Academic Council and approval of the Board of Management, with the concurrence of the respective donor, may decide to use that endowment to institute a prize / medal for some other academic programme of the Vidyapeeth.
- vii) The Vidyapeeth shall constitute a committee to review all fellowships, scholarships, prizes and medals after every three years. The committee, constituted for the purpose may change the amount of the prize, medal, etc., and other allied matters, subject to the condition that the basic objectives for which the endowment is created, and the name of the prize, are not changed.



The composition of the committee shall be as follows :

- |   |                  |
|---|------------------|
| 1. Vice Chancellor  | Chairman         |
| 2. An external expert nominated by the Vice Chancellor    | Member           |
| 3. A nominee of the Board of Management                   | Member           |
| 4. A Dean of Faculty (by rotation according to seniority) | Member           |
| 5. Controller of Examination                              | Member           |
| 6. Registrar  | Member Secretary |

### **7.3 VIDYAPEETH STUDENTS' COUNCIL & STUDENTS' COUNCIL FOR EACH CONSTITUENT COLLEGE/INSTITUTE:**

#### **7.3.1 Preamble:**

There shall be a Vidyapeeth Students' Council and in addition to Students' Councils for each constituent college, to look after the welfare of the students, to co-ordinate the extracurricular activities, to promote participation of students in the policy process of academic and extra-curricular activities and to train students for democratic process for better corporate life. These councils shall not engage in political activities.

#### **7.3.2 Composition of College / Institute Students' Council:**

The Students' Council for each constituent college shall consist of the following: -

- i) Dean / Director/ Principal - Chairperson
- ii) One teacher, nominated by the Dean/Director/ Principal;
- iii) One teacher looking after extra-curricular activities, nominated by the Dean/ Director/Principal ;
- iv) Director of student's Welfare
- v) One student nominated by the Dean/ Director/Principal from each class, and one representative of interns, who have shown academic merit and have stood first in the examination of the preceding year and who are engaged in full-time studies/ training in the college;
- vi) One student each nominated by the Dean/ Director/Principal, from those who have shown outstanding performance in each of the following activities: -
  - (a) Sports;
  - (b) National Service Scheme;
  - (c) Cultural Activities;
- vii) Two lady students (nominated by the Dean/ Director/Principal), who have shown outstanding performance in Sports, National Service Scheme and Cultural Activities, if no lady student has found place in the council as a result of nominations at (vi) and (vii) above.



The student members of this Council shall be nominated by the Dean, on a date notified by the Vidyapeeth, from amongst themselves the Secretary of their Council, who shall be a student of second professional year or a higher class or an intern.

### 7.3.3 Composition of the Vidyapeeth Students' Council:

The Vidyapeeth Students' Council shall consist of: -

- |   |                  |
|---|------------------|
| 1. Vice Chancellor, or his nominee (in his absence)                       | Chairman         |
| 2. All Heads of Institute   | Member           |
| 3. Registrar  | Member           |
| 4. Secretary of the College Students' Council of each constituent College | Member           |
| 5. Director, Students' Welfare  | Member Secretary |

### 7.3.4 Student Office Bearers of Vidyapeeth Students' Council :

The Vice Chancellor shall nominate from amongst the students members of the student's Council of the constituent College/ Institutes :-

- (I) President
- (ii) Vice President
- (iii) General Secretary

### 7.3.5 General Provisions:

- i) The meetings of the College Students' Councils and the Vidyapeeth Students' Council shall be held as decided by the Chairman. There shall be at least two meetings of the respective Councils in an academic year.
- ii) A student shall be eligible to be, or continue to be, a member of any of the Students' Council, only if he / she is enrolled as a full time student trainee.

### 7.3.6 Residence and Health of Students

- i) Each constituent college/institute of the Vidyapeeth shall provide hostel/residential accommodation to students. In case, a college/institute does not directly maintain a hostel or residential accommodation, the college/institute may temporarily approve a hostel or residential accommodation for its students for such a period as the Board of Management may permit-- Provided that the college/institute while approving a hostel or residential accommodation shall see that all the required facilities are available.
- ii) Each constituent college / institute of the Vidyapeeth shall make arrangements for supervision, maintenance and inspection of facilities provided in the hostel/ residential accommodation.
- iii) Each constituent college/institute of the Vidyapeeth shall make arrangements for supervision of the students in order to maintain the discipline of the hostel/residential accommodation.





- iv) The resident student shall confirm the hostels rules drawn up by the Principal/ Deans of the respective college/ Institute and approved by the Vidyapeeth.
- v) Every non-resident outstation student (an outstation student not residing in the hostel or residential accommodation arranged by the college/institute) shall submit to the Dean/ Director of his/her college, the address, where he/she proposes to stay.
- vi) Every Dean/ Director shall maintain records of the following :
  - (a) Number of hostels and the number of the wardens /rectors / Superintendents;
  - (b) Number of resident students in each hostel and approved lodging;
  - (c) Number of non-resident students living with their parents;
  - (d) Number of non-resident students living with their guardians;
  - (e) Number of non-resident students living on their own.
  - (f) The college/institute shall provide the information whenever asked for by the Vidyapeeth.
- vii) Resident students in the hostel shall take their food in the mess provided by the college / institute. The college/institute shall appoint a committee to monitor the quality of food provided by the mess.
- viii) All colleges/institutes shall provide adequate playground and sports/gymnasium facilities for students.
- ix) Every college / institute shall provide for a health check-up of each student intending to reside in a hostel managed by the college/institute or in an approved residential accommodation before the student is admitted to such a hostel/residential accommodation, and ensure especially that no such student has any contagious disease. The health check-up should be arranged either in the hospital, attached to the medical college of the Vidyapeeth, or any other hospital approved by the Vidyapeeth.
- x) Every college/institute shall provide for arrangement for health checkup and care of all the students at regular intervals at least once a year and also for medicines at reasonable rates.

### **7.3.7 Report of Activities and Achievements of the Vidyapeeth:**

#### **Procedure to Submit the Report of Activities and Achievements of the Vidyapeeth:**

- i) The Vice-Chancellor shall place a six monthly report before the Board of Management, for its consideration, on activities and achievements of the Vidyapeeth.
- ii) Every department and constituent colleges of the Vidyapeeth shall prepare a quarterly report of all the major activities in the department and constituent colleges and submit the same to the Registrar. The Registrar shall scrutinize these reports, compile a comprehensive report on every quarter and submit the same to the Vice-Chancellor.



- iii) The Academic Year shall be from 1st of July of a calendar year to 30th of June of the next year.
- iv) The six monthly report shall include details of activities carried out during the respective period under the following heads:
  - (a) teaching and learning;
  - (b) research and orientation;
  - (c) extension including collaboration programme;
  - (d) Faculty improvement programme in the constituent colleges and the departments.
  - (e) Administrative work regarding academic issues, examinations, affiliations, financial receipts & expenditure, development activities, and students welfare activities
  - (f) Visits of the dignitaries to constituent colleges and the Vidyapeeth as well as visits of Vidyapeeth officers to other campuses.
  - (g) Important decisions taken by various authorities and committees of the Vidyapeeth constituted as per the Rules of the Vidyapeeth.
- v) The report shall have a “preamble” and shall be signed by the Registrar in consultation with the Vice-Chancellor.
- vi) The Board of Management shall consider such reports in its regularly convened meetings, and the Board may make suggestions thereon. The Vice-Chancellor shall consider such suggestions.
- vii) The Reports, so considered by the Board of Management along with suggestions made thereon and compliance thereof, shall be included in the Annual Report of Vidyapeeth, required to be sent to the University Grants Commission and the Govt. of India as prescribed in the Rules of the Vidyapeeth.



## Bye law No. 08/2015:

### **ACADEMIC CALENDAR OF THE VIDYAPEETH**

#### **Academic Calendar of the Vidyapeeth:**

- i) The Academic Year shall be from 1st of July of a calendar year to 30th of June of the next year.
- ii) The Faculty wise academic calendar for the next academic year shall be prepared by the Vidyapeeth at least two months before the expiry of the current academic year. The calendar shall be applicable to the entire academic and non-academic staff as well as students of the constituent colleges/ institutes.
- iii) There shall have to be minimum of 240 days in an academic year or as prescribed by the Statutory Councils.



## Bye law No. 09/2015: (amended upto July 2019)

### EXAMINATIONS

*The sub-clause i.e. 9.1.24 regarding “providing photo copies of assessed theory answer books” has been inserted vide Resolution No. BM-51-18 passed by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018 and Notification dated 10<sup>th</sup> January, 2019.*

*The sub-clause i.e. 9.1.9 regarding “Double Evaluation System” has been modified as per the amendments in Bye-Laws approved by the Board of Management vide its Resolution No. BM-29-19 at its meeting held on 30<sup>th</sup> July, 2019 and Notification dated 11<sup>th</sup> September, 2019.*

*The sub-clause i.e. 9.1.25 regarding “National Academic Depository (NAD)” has been inserted*

### 9.1. RULES FOR CONDUCT OF EXAMINATIONS OF THE VIDYAPEETH

#### 9.1.1 Conduct of Examinations:

- 1) The Vidyapeeth shall hold examinations normally two times in a year; one in May / June and second in October / November session.
- 2) Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this bye-law shall apply to all persons who seek to take the examinations of the Vidyapeeth.
- 3) A collegiate candidate, desirous of taking an Vidyapeeth examination, unless otherwise provided in any Bye-law, shall undergo a regular course of study in one or more constituent colleges / institutions of the Vidyapeeth for the course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Bye-laws.
- 4) The Dean/Director/Principal of the constituent college / institute shall send to the Controller of Examinations of the Vidyapeeth, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the Vidyapeeth, two weeks before the date of the commencement of the written examination. In case of shortage of attendance and non fulfillment of other requirements of the applicant as prescribed by the Vidyapeeth, the Dean/Director/Principal of the College/ Institute shall convey in writing to the Vidyapeeth to withdraw Examination Form/Admit Card of the concerned students at least two weeks before the commencement of the Vidyapeeth Examinations. In such cases, the student concerned should also be informed about their shortcomings by the college/ Institution concerned before submitting such report to the Vidyapeeth.
- 5) A collegiate candidate shall submit his application form for appearing to the examination through the Dean/Director/Principal of his college along with prescribed examination fees.
- 6) The Dean/Director/Principal shall forward such forms and fees to the Vidyapeeth on or before the date notified by the Vidyapeeth.



- 7) The Syllabi and the scheme for the Vidyapeeth Examinations shall be such as may be prescribed from time to time by the Academic Council of the Vidyapeeth.
- 8) The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the Vidyapeeth conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
- 9) No question shall be set at any Vidyapeeth examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.
- 10) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees. However, an applicant who is found ineligible for an examination shall be entitled to a refund of 50% of the net examination fee paid by him.
- 11) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and / or a fine, not exceeding than Rs. 1000/- will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
- 12) All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality as may be prescribed by the Vidyapeeth from time to time. The question papers shall be set to the examinees on the same day and at the same time and hour at all examination centres.
- 13) Notwithstanding anything contrary to this bye-law, no person shall be admitted to the Vidyapeeth examination, if he / she has already passed the same examination or corresponding examination of any other Vidyapeeth, which has been recognised as equivalent to that examination.
- 14) No student shall be allowed to keep terms for two regular different degree courses simultaneously in the same academic year. However, the students shall be allowed to keep terms for one degree and one diploma or one certificate course simultaneously in the same academic year and to appear for the examinations for the said course in the same examination session of the Vidyapeeth. No student shall be entitled to claim any change in the Vidyapeeth Examination Programme or any other concessions on the ground that examinations of the said two courses are held at the same time or on any other grounds. However, this clause shall not be applicable to the courses, which are offered under distance learning mode.

Provided further that this provision is concurrent with rules, guidelines of professional and statutory bodies at all India level such as UGC, AICTE, MCI, DCI, INC, CCIM, CCH, CMOC, etc.



- 15) The Vidyapeeth shall prepare and publish a schedule of examinations for each and every course conducted by it at least 3 months before the examinations.  
Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
- 16) All arrangements for the conduct of the Examinations at the Vidyapeeth level shall be made under the directions of the Board of Examinations.
- 17) Each Board of Studies shall have to recommend names of suitable persons for inclusion in the panel for appointment of Paper Setters, Examiners and Moderators at the Vidyapeeth Examinations in the respective subject, through the Board of Examinations.
- 18) The Controller of Examinations shall maintain a list of teachers in the Vidyapeeth and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant.
- 19) Internal and External Examiners: An "Internal Examiner" means a person who is a teacher in the constituent college(s) / institute(s) of the Vidyapeeth. The teachers in other universities in the state or outside the state shall be referred to as the "External Examiner".
- 20) Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.
- 21) Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He/She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the Vidyapeeth.
- 22) Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit, shall, ipso facto, cease to be examiners.
- 23) Examiners shall be appointed for examinations to be held in that academic year. They shall be eligible for reappointment for further examination/s. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.



- 24) A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.
- 25) The question papers, unless otherwise specified, shall be set in English.
- 26) The Dean/Director/Principal of the constituent college / institute where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
- 27) Every examination centre shall satisfy the following minimum conditions: -
  - (a) The place shall have a Post Office;
  - (b) The college shall have: -
    - i) a telephone
    - ii) a Fax machine
    - iii) e-mail (where the facility can be availed)
    - iv) computer with printer.
    - v) duplicator/copier facilities
    - vi) generator
    - vii) a steel almirah with a locker for safe custody of question papers and other confidential material.
    - viii) a well protected room of minimum 200 sq. ft. for storage of examination related work
    - ix) any other means of communication as may be conveyed from time to time.
- 28) The Vice-Chancellor shall ordinarily appoint the Dean/Director/Principal of the constituent college / institute as the Centre-in-charge for the Vidyapeeth examinations at that Centre. The Vice-Chancellor shall also appoint a suitable person as a Centre observer who along with Centre-in-charge, shall have joint responsibility for smooth conduct of examination.
- 29) In exceptional cases the Vice-Chancellor may appoint a person as the Centre-in-charge for the Vidyapeeth examinations at a centre even though he/she may not be a teacher in that college / institute.
- 30) The Controller of Examinations shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the Vidyapeeth.
- 31) The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the Vidyapeeth as per rules. The Centre-in -charge shall submit a detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond



one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-charge by the accounts section of the Vidyapeeth along with the cheque towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-charge.

- 32) No person other than the examinees, invigilators and such other persons as may be authorised by the Centre-in-charge or the Vidyapeeth permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the examination centre. The Centre-in-charge shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.
- 33) Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.
- 34) The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Centre-in-charge in reasonable time.
- 35) The Centre-in-charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
- 36) The results of each examination shall be prepared by a person, hereinafter referred to as tabulator / Computer Programmer.
- 37) The results of the examinees shall be tabulated in a prescribed form by a tabulator.
- 38) Tabulator / Computer Programmer shall be appointed by the Vice-Chancellor. Tabulator / Computer Programmer may be either a teacher of constituent college / institute or a staff member of the Vidyapeeth office or both or an agency approved by the Vice-Chancellor.
- 39) The results tabulated by the tabulators / computer programmer shall be scrutinised by a person hereinafter called the "Scrutineer".

#### 9.1.2. Terms of Tabulators and Scrutineers:

- 1) The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by Board of Management from time to time.
- 2) The tabulator / computer programmer shall perform the following duties:
  - (a) Posting of marks obtained by an examinee in the tabulation Register.
  - (b) Totalling of posted marks.
  - (c) Indicating failures in accordance with the provisions of the Rules / Bye-laws
  - (d) Stating the result at the specified place.

**Explanation:** The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the syllabus.





- (e) Preparation of list of examinees entitled for any awards or prizes;
  - (f) Preparation of the result-sheet in the proforma prescribed for its publication.
- 3) "Scrutineer" means a person who is appointed by the Vice-Chancellor and who actually does the work of scrutiny of the results.
- "Scrutiny" means and includes: -
- (a) checking of posting made by the tabulators from the original statement submitted by the examiner;
  - (b) checking of totals/aggregates posted by tabulator / computer programmer;
  - (c) checking of appropriate marking indicating failures;
  - (d) checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and
  - (e) checking of the list of awards prepared by the tabulators.

**9.1.3.** A Special Examination Committee consisting of three local members which includes Dean of the faculty, shall be appointed by the Board of Examinations each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared by the Board of Examinations unless it is approved by the Special Examination Committee.

#### **9.1.4 Functions of the Special Examination Committee:**

- 1) The Special Examination Committee may interpret the provisions of any Bye-laws and Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Bye-laws and Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.
- 2) *The Committee shall, after considering the discrepancies* pointed out by the Tabulators/Computer Programmer and Scrutineers, make its recommendations to the Vice-Chancellor, if required.
- 3) In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination order, bye-law, rules or regulations, which, in its opinion is necessary. .

#### **9.1.5 Verification of Answer Books:**

- 1) On receipt of any request, the Answer-books may be scrutinised for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. However, on verification, if any answer(s) is/are found unassessed, the Vice-Chancellor shall cause such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.



- 2) If, as a result of such verification, it is found that the result of the examinee needs to be changed for the said examination, the Vice-Chancellor shall publish a supplementary list embodying the results of such verification. .
- 3) Before a reply is sent to the applicant, the report of the verification of the answer-books by the scrutineers shall be counter-checked.
- 4) Application for verification from an examinee shall be submitted to the Controller of Examinations within fifteen days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of 15 days from the date of declaration of result. Verification of the written answer books shall be caused by the Vice-Chancellor as per the guidelines, mechanism as may be laid down from time to time.
- 5) If, the discrepancy in the application form of an examinee for admission to an examination (as communicated to him by the Vidyapeeth) is not removed by him/her within two months of the declaration of the result of that examination, his/her admission to that examination shall be liable to be cancelled.

**9.1.6 Heads of passing of various courses in the respective faculties shall be as under: (as per the norms of respective council,.)**

- i. Theory + Oral
- ii. Practical
- iii. Internal Assessment (Theory + Practical) (wherever applicable)
  - 1) The candidate to be eligible to pass in a subject shall pass in all heads of passing in the respective subject in the same attempt.
  - 2) Scheme and pattern of examination of various faculties will be as listed in the syllabi of respective subjects.
  - 3) The Standard of passing: The Standard of passing shall be as per the respective statutory central councils' norms. Where there is no statutory council for a faculty, the decision will be taken by the Academic Council. The standard of passing for the respective faculty shall be prescribed by the respective council or of the Vidyapeeth.
  - 4) Distinction: candidate securing 75% or above marks out of the maximum marks allotted to a subject shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he/she has secured 75% or more marks in an examination attempted as a whole.
  - 5) ATKT: ATKT shall be as per the respective statutory councils' norms. Where there is no statutory council, the decision shall be taken by the Academic Council. ATKT shall not exceed for more than two subjects. ATKT shall be as per the respective Statutory Councils' norms. Where there is no Statutory Council, or where the Council does not prescribe any rule in this respect, the decision in this regard shall be taken by the Vidyapeeth.



### 9.1.7 Internal Assessment:

Theory and Practical internal assessment marks shall be added as follows:

- 1) The number and marking pattern (Theory and practical marks distribution) of the periodical tests, terminal & preliminary examination shall be as per the syllabus.
- 2) The final result of the internal assessment examinations shall be submitted to the Vidyapeeth in the format before the start of Vidyapeeth examination with following instructions:
  - (a) Result sheet shall bear the signature of the students in front of their names and marks awarded.
  - (b) The result sheet shall be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Director/Principal of the college/Institute.
  - (c) The result sheet shall have date mentioned on it.
  - (d) The result sheet shall be sealed properly.
- 3) The result of each internal examination shall be put up on the notice board of the department of college for a period of one week. Theory answer papers shall be distributed to the students after declaration of the result of each examination for perusal of students and then they shall be re-collected and appropriate corrections shall be made if necessary.
- 4) All the answer books, question papers and related documents of the internal examinations shall be retained with the college for at least six months after the declaration of the Vidyapeeth examination result. Thereafter these records shall be shredded and disposed of. However, the record of failed students shall be kept until he/she passes the examination.
- 5) A committee shall be formed at the college level to deal with the problems related to the internal assessment examinations. This committee shall comprise of at least three faculty members and shall be constituted by the Dean/Director/Principal of the college/Institute.
- 6) No re-examination for internal assessment for MBBS programme shall be conducted. However, one additional exam shall be taken within 15 days only for those students who have represented the Vidyapeeth during the Examination period and/or for the students admitted at the hospital of the Vidyapeeth, due to genuine health problems.
- 7) In case of any complaint from the candidate regarding the internal assessment examination, a written complaint shall be lodged within seven days from the date of declaration of result with the H.O.D./Dean/Director/Principal. Such complaints shall be discussed in the committee meeting. The decision of the committee will be communicated to the student.



- 8) A candidate who is not satisfied with the decision of the committee at college level can appeal to the Vidyapeeth within seven days from the date of communication of result for redressal of his grievances.

#### 9.1.8 Grace Marks:

The grace marks policy for a faculty shall be as prescribed and modified from time to time by the respective central council. Where there is no Statutory Council or where the Council does not prescribe any rule in this respect, the decision in this connection shall be taken by the Vidyapeeth. The present policy for the faculty of Medicine is as under: -

- 1) The grace marks up to a maximum of five may be awarded to a student who has failed only in one subject but has passed in all other subjects.
- 2) These five marks shall be distributed in different heads of passing of that subject.
- 3) Provided that these grace marks shall be awarded only if the student passes after awarding these marks.

#### 9.1.9 Double Evaluation System:

The answer book(s) of examination except answer books(s) of the PG Medical, Dental and MPT (Paper III and IV) Courses shall be assessed by two examiners separately. The average marks of the total marks given by two examiners shall be considered for final computation of the result and such average marks shall be the marks obtained by the concerned examinee for the particular paper/subject as applicable. If there is a difference of more than (15%) \*marks between the two examiners, the said paper shall be evaluated by the third examiner and the average marks of the higher closer two examiners marks shall be considered as final marks.

*In Bye Law No. 9.1.9 for the words “20%”, the words “15%” shall be substituted.*

#### 9.1.10 Vigilance Squads:

- 1) The Vigilance Squad/s of not less than three and not more than four members, of whom one shall be a lady member, shall be appointed by the Vice-Chancellor to visit the Centres of Vidyapeeth Examination to:
  - i) Ensure that the Vidyapeeth Examinations are conducted as per norms laid down.
  - ii) Observe whether the Senior Supervisors and Block-Supervisors (Invigilators) are following scrupulously instructions for conduct of the Vidyapeeth examinations.
  - iii) check the students who try to resort to malpractices at the time of Vidyapeeth Examinations and report such cases to the Vidyapeeth.
- 2) The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Centre-in -charge to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc.



to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the Vidyapeeth Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.

- 3) The Vice-Chancellor shall appoint Vigilance Squad which may include –  
*Senior teachers of constituent College / Institute and desirably one lady teacher; and any other person as the Vice-Chancellor may consider appropriate.*
- 4) The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Director/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
- 5) The Dean/Director/Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to the Vidyapeeth as well as to the law enforcing authority.
- 6) The Dean/Director/Principal and Centre-in-charge shall extend all cooperation to the Vigilance squad.

#### 9.1.11 Amendment of Results:

##### 1) Due to errors:

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, *with the necessary approval of Vice-Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.*

##### Error means –

- i) *error in computer/data entry, printing or programming and the like.*
- ii) *clerical error; manual or machine error, in totaling or entering of marks on ledger/ register.*
- iii) *error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.*

##### 2) Due to fraud, malpractices etc.

After the declaration of the result, subsequently at any time, if it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of



the Board of Examinations been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

#### **9.1.12 Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.:**

- 1) No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters/ examiners/ moderators etc. shall be ordinarily made at the time of April examination session. However, if it is necessary to do so, the appointment of paper setters may be made at the time of October examinations session.
- 2) It shall be obligatory on every teacher and non-teaching employee of the Vidyapeeth, constituent Colleges/ Institutes to render necessary assistants and services in respect of the Examinations of the Vidyapeeth. If any teacher or non teaching employee refused the examination work, it shall be treated as misconduct and the teacher/employee concerned shall be liable for disciplinary action. If the teacher is appointed by the Vidyapeeth as Paper setter, Moderator, Examiner, Senior Supervisor etc. simultaneously for Vidyapeeth Examination work then the order of preference of work shall be as under:
  - i) Appointment of Paper Setters.
  - ii) Appointment as Examiner for practical Examinations.
  - iii) Appointment as Examiner/ Moderator for Assessment of
  - iv) Answer Books
  - v) Appointment as Internal Senior Supervisor (Centre In-charge)
  - vi) Appointment as Chairman/Member on the Vigilance Squad.
  - vii) Appointment as External Senior Supervisor (Centre observer)
  - viii) Appointment as Junior Supervisor / Invigilator.
- 3) The paper setters/examiners/moderators shall follow all the instructions given by the Vidyapeeth from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- 4) There shall be two senior supervisors at each examination centre, one internal and the other external, having minimum of five years of teaching experience. Out of these two, the internal shall be known as Centre-in-charge, and the external shall be known as Centre Observer, both to be appointed by the Vidyapeeth.
- 5) The Dean/Director/Principal of the college/Institute (where the examination centre is located) shall normally be the Centre-in-charge. Where substitute appointment has to be done, it shall be done only with prior permission of the Vidyapeeth.



However, the Dean/Director/Principal shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of centre-in-charge will be the same as that of examiners.

- 6) The Centre Observer appointed by the Vidyapeeth shall report to the Dean/Director/Principal of the college where examination centre is located one day earlier. He shall ensure that:
  - i) the proper arrangements for the conduct of examination are made.
  - ii) the stationery required for the conduct of examinations, question papers etc. are received at the examination centre.
  - iii) the packets of question papers are intact and duly sealed.
- 7) The Centre Observer, during the examination, shall ensure that:
  - i) the question paper packets are opened in his presence 20 minutes before the start of the examinations
  - ii) the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report.
  - iii) he shall not leave the examination centre during the examination period.
  - iv) the answer books are distributed to the students 10 minutes before the start of the examination.
- 8) The Centre-in-charge and Centre Observer shall be responsible for the whole conduct of examination.
- 9) A room of approximately 200 sq. ft. with maximum safety shall be made available for the custody of examination related matters.

#### **9.1.13 Conduct of Examinations:**

- 1) The examination forms of the students shall be accepted by the Dean/Director/Principal with the prescribed examination fees within the time prescribed by the Vidyapeeth from time to time. The forms so accepted shall be submitted to the Vidyapeeth within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 2) On receipt of the examination forms in the Vidyapeeth, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned examination centres by the Vidyapeeth normally 15 days before the commencement of the concerned examination.
- 3) The Centre-in-charge shall, immediately after the day's examination is over, dispatch the answer books to the Vidyapeeth within 24 hrs., where coding and masking of the answer books shall be done and the answer books shall be sent to Central Assessment Programme (CAP) centres.



- 4) The Directors of the CAP appointed by the Vidyapeeth shall receive the bundles of answer books sent by the Vidyapeeth.
- 5) The directors of the CAP shall arrange for the assessment of the answer books centrally as per the scheme of Central Assessment Programme of the Vidyapeeth.
- 6) The Director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the Vidyapeeth from time to time.
- 7) As soon as the mark lists are received in the Vidyapeeth examination section, the same shall be processed immediately.
- 8) The results of the examinations shall ordinarily be declared within 30 days from the last day of the examination (theory and/or practical) and the Vidyapeeth shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the constituent colleges / institutes for distributing the same to the students.
- 9) The answer papers of examinations shall be preserved for a period of at least 06 months from the date of declaration of result of the examinations concerned after which the papers shall be shredded and disposed of.

#### **9.1.14 Unfair means Resorted to by the Candidate:**

##### **General**

- 1) On receipt of a report regarding use of unfair means by any candidate at any Vidyapeeth examination, including breach of any of the rules laid down by the Vidyapeeth Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any Vidyapeeth examination or from any Vidyapeeth course in a Constituent College / Institute or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the Vidyapeeth examination for which the student appeared or by deprivation of any Vidyapeeth Scholarship held by him/her or by cancellation of the award of any Vidyapeeth prize or medal to him/her or by imposition of fine, not exceeding than Rs. 10,000/- or in any two or more of the aforesaid ways within a period of one year.
- 2) Where the examinations of the Vidyapeeth courses are conducted by the constituent Colleges / Institutes on behalf of the Vidyapeeth, the Dean/Director/Principal /Head of the concerned constituent College / Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the Vidyapeeth Authorities or by the College / Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any Vidyapeeth course in any constituent College / Institution either permanently or for a specified period or by cancellation of the result of the student in the constituent College / Institution examination for





which he/she appeared or by deprivation of any constituent College / Institution Scholarship or by cancellation of the award of any constituent College/Institution prize or medal to him/her or by imposition of fine, not exceeding than Rs. 10,000/- or in any two or more of the aforesaid ways.

- 3) On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Vidyapeeth or constituent Colleges / Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the Vidyapeeth examinations or the Dean/Director/Principal in the cases of the examinations conducted by the College/Institution on behalf of the Vidyapeeth, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring as disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

**Competent Authority:**

- 1) The Board of Examinations of the Vidyapeeth constituted under the provision of the Rules of the Vidyapeeth shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Vidyapeeth.
- 2) The Dean/Director/Principal /Head of the constituent College or Institution shall be the Competent Authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the constituent College / Institution on behalf of the Vidyapeeth.

**Definition of Unfair Means –Unless the context otherwise requires:**

“Unfair means” shall include one or more of the following acts of commission or omissions on the part of student/s during the examination period:

- i) possessing unfair means material and or copying there from.
- ii) transcribing any unauthorized material or any other use thereof.
- iii) intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- iv) unauthorizedly communicating with other examinees or anyone else inside or outside the examination hall.



- v) mutual / Mass copying.
- vi) smuggling-out, or smuggling-in of either blank or written answer books as copying material.
- vii) smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- viii) interfering with or counterfeiting of Vidyapeeth /College / Institution seal, or answer books or office stationery used in the examinations.
- ix) insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
- x) impersonation at the Vidyapeeth / College / Institution examination.
- xi) revealing identity in any form in the answer written or in any other part of the answer book by the student at the Vidyapeeth or College or Institution examination.
- xii) or any other similar act/s of commission and/or omission/s, which may be considered as unfair means by the competent authority.
- xiii) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- xiv) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- xv) “Possession of unfair means material by a student” means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- xvi) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. supervisor (invigilator), Sr. supervisor, member of the vigilance committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the sr. supervisor or centre in-charge or any other authorized person to the controller of examinations or



Dean/Director/Principal / Head of the constituent college / Institution concerned or any officer authorized in this behalf.

- xvii) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in sub-section 4.1.14, clause (xvi) “Student found in possession” above. the presumption shall be that the material did relate to the subject of the examination.
- 3) During examination, examinees and other students shall be under disciplinary control of the centre-in-charge.
  - 4) Centre-In-Charge of the examination centre shall, in the case of unfair means, follow the procedure as under:
    - i) The examinee shall be called upon to surrender to the Centre-In-Charge, the unfair means material found in his or her possession, if any, and his/her answer book.
    - ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Centre-In-Charge shall also sign on all the relevant materials and documents.
    - iii) Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix - III) shall be recorded in writing by the Centre In-Charge. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Centre-In-Charge shall record accordingly under their signatures.
  - 5) Centre-In-Charge shall take one or more of the following decisions depending upon seriousness/gravity of the case:
    - i) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
    - ii) Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
    - iii) May report the case to the concerned Police Station as per provisions of Maharashtra Act. No. XXXI 1982 - An act to provide for prevention of malpractices at the Vidyapeeth, Board and other specified examinations.
    - iv) Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked.



- v) All the materials and list of material mentioned, herein, and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned above, and the answer-book/s shall be forwarded by the Centre in-charge, along with his report, to the concerned, the Controller Of Examinations / Dean/Director/Principal / Head of the constituent college / Institution, as the case may be, in a separate and confidential sealed envelope marked “suspected unfair means case”.
- 6) In case of unfair means of oral type, the Jr. Supervisor (invigilator) and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations / Dean/Director/Principal / Head of the constituent college / Institution, as the case may be.

#### **9.1.15 Procedure to be followed by Examiner during Assessment:**

- 1) If the examiner at the time of assessment of answer-book suspects that there is a prima-facie evidence that the examinee/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the CAP Director along with the evidence, to the Controller of Examinations / Dean/Director/Principal / Head of the constituent college / Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.
- 2) A prima facie case of unfair means reported to the Vidyapeeth / constituent College / Institution by the Centre In-charge / Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Board of Examinations / Dean/Director/Principal / Head of the constituent college / Institution, as the case may be. In the case/sof unfair means reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the Vidyapeeth / College / Institution shall scrutinize the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to whom the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- 3) Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution, to which he/she belongs to, shall be informed accordingly.



#### **9.1.16 Appointment of Unfair Means Inquiry Committee**

- 1) For the purpose of investigating unfair means resorted to by examinees at the Vidyapeeth examination, the Board of Examinations shall appoint a Committee. The term of the Committee shall be as decided by Board of Examinations.
- 2) For the purpose of investigating unfair means resorted to by examinees at the examination held by the College / Institution, the Unfair Means Inquiry Committee appointed by the College / Institution shall consist of five teachers having atleast 5 years of teaching experience (other than the Dean/Director/Principal/Head) to be nominated by the Dean/Director/ Principal / Head, one of whom shall be designated as Chairperson. The members of the Examination Committee of the College / Institution shall not be appointed members on the Unfair Means Inquiry Committee.
- 3) The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defense and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

#### **9.1.17 Procedure to be followed by the Unfair Means Inquiry Committee should be as under:**

- 1) The Controller of Examinations / Dean/Director/Principal / Head of the constituent College / Institution, or the Officer authorized by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
- 2) The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.
- 3) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.
- 4) Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.



- 5) The Committee should follow the above procedure in the spirit of the principles of natural justice.
- 6) After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the examinee may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the examinee concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.
- 7) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

#### **9.1.18 Punishment:**

The Competent Authority concerned i.e. the Board of Examinations in the cases of Vidyapeeth examination, or the concerned Dean/Director/Principal / Head in the cases of constituent College / institution examination, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the examinee/s found guilty of using unfair means:

- 1) Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- 2) Debarring examinee from appearing for any examination of the Vidyapeeth / College / Institution for a stipulated period not exceeding five years.
- 3) Debarring examinee from taking admission for any course in the Vidyapeeth or constituent College / Institution for a stipulated period not exceeding five years.
- 4) Cancellation of the Vidyapeeth / College / Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- 5) In addition to the abovementioned punishment, the competent authority may impose a fine, not exceeding than Rs. 10,000/- on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such a examinee additional punishment / penalty as it may deem fit.
- 6) As far as possible the quantum of punishment should be as recommended category-wise under Section 7.1.19.
- 7) The examinee concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to and to the Centre-in-charge.



**9.1.19. The Broad Categories of Unfair Means Resorted to by examinee at the Vidyapeeth / College / Institution Examinations and the Quantum of Punishment for each Category Thereof.**

Sr. No.	Nature of Malpractice	Quantum of Punishment
(i)	Possession of copying material.	Annulment of the performance of the student at the Vidyapeeth / College/ Institution examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No. (ii) to Sr. No. (xii) in addition to the punishment prescribed thereat).
(ii)	Actual copying from the copying material.	Exclusion of the student from Vidyapeeth / College / Institution examination for one additional examination.
(iii)	Possession of another student's answer book	Exclusion of the student from Vidyapeeth / College / Institution for one additional examination. (Both the students)
(iv)	Possession of another student's answer - book + actual evidence of opying therefrom.	Exclusion of the student/s from Vidyapeeth/ College/Institution examination for two additional examinations (Both the students)
(v)	Mutual / Mass copying	Exclusion of the students from College / Institution / Vidyapeeth examination for two additional examinations.
(vi) (a)	Smuggling-out or smuggling in of answer book as copying material	Exclusion of the student from Vidyapeeth / College / Institution examination for two additional examinations.
(b)	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Vidyapeeth / College / Institution examination for three additional examinations.
(c)	Smuggling-in of written answer-book and forging signature of the invigilator thereon.	Exclusion of the student from Vidyapeeth / College / Institution examination for four additional examinations. Period of exclusion shall be counted as towards attempt/s.
(vii)	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Vidyapeeth / College / Institution examinations for four additional examinations.
(viii)	Interfering with or counterfeiting of Vidyapeeth /College / Institution seal, or answer-books or office stationery used in the examinations.	Exclusion of the student from Vidyapeeth / College / Institution examination for four additional examinations.
(ix)	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Vidyapeeth / College / Institution examination for four additional examinations.



Sr. No.	Nature of Malpractice	Quantum of Punishment
(x)	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Vidyapeeth / College / Institution examination for four additional examinations.
(xi)	Using obscene language / violence/ threat at the examination centre by a student at the Vidyapeeth / College / Institution examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Vidyapeeth / College / Institution examinations for four additional examinations.
(xii) (a)	Impersonation at the Vidyapeeth/ College/ Institution examination.	Exclusion of the student from Vidyapeeth / College / Institution examination for five additional examinations (both the students if impersonator is Vidyapeeth / College / Institution student).
(b)	Impersonation by a Vidyapeeth/ College/ Institute student at S.S.C./ H.S.C./ any other examinations.	Exclusion of the Impersonator from Vidyapeeth / College/Institution examination for five additional examinations.
(xiii)	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the Vidyapeeth or College or Institution examination.	Annulment of the performance of the student at the Vidyapeeth / College / Institution examination in full.
(xiv)	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the Vidyapeeth / College / Institution examination in full.
(xv)	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the Vidyapeeth / College / Institution Examination in full, and severe punishment depending upon the gravity of the offence.

- 1) If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examination, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
- 2) Practical / Dissertation / Project Report Examination: Student involved in malpractices at Practical / Dissertation /Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
- 3) The Competent authority, in addition to the above mentioned punishments, shall impose a fine, not exceeding than Rs. 10,000/- on the student declared guilty.

\* (Note: The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but shall not include performance at internal examinations, term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used thereat.)





### 9.1.20 Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination

#### A. Competent Authority:

- i) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the Vidyapeeth.
- ii) Dean/ Director/ Principal of the constituent college / Institute constituted by Byelaws shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the constituent colleges / Institution on behalf of the Vidyapeeth. The action taken should be reported to the Vidyapeeth within two weeks.

#### B. Definition: Unless the context otherwise requires

- i) “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examination by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.
- ii) Malpractices/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (i) and (ii) above) relating to the examination:
  - (a) Leakage of question/s or question paper set at the Vidyapeeth / College / Institution examination before the commencement of the examination.
  - (b) Examiner intentionally awarding marks to student in assessment of answer-books, dissertation or project work, which are glaringly higher or lower than the student deserves or awarding no marks at all to the student.
  - (c) Paper-setter omitting a question, Sr. No. of question, repeating question or setting question/s outside the scope of syllabus.
  - (d) Examiner/ referee showing negligence in detecting malpractices used by student/s.
  - (e) Jr. Supervisor, Sr. Supervisor, Centre-in-charge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.



- (f) Any other similar act/s of commission and/or omission/s, which may be considered as malpractices or lapses by the competent authority.
- iii) “Malpractices or lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- iv) 'College' means, constituent college or institution of the Vidyapeeth.
- v) 'Institution' means constituent institution of the Vidyapeeth.

**C. Investigating Committee:**

- 1) The Committee appointed by the Board of Examinations to investigate into unfair means resorted to by student/s at the Vidyapeeth examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the Vidyapeeth examinations.
- 2) Similarly, a Committee appointed by the constituent college / Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices / lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the constituent college / institution on behalf of the Vidyapeeth.

**D. Procedure for Investigation:**

- 1) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the Vidyapeeth / constituent College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the Vidyapeeth / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.
- 2) The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in



writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

- 3) The concerned person be asked to appear before the Unfair Means Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charges levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the committee.
- 4) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 5) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- 6) The Committee shall follow the principle of natural justice while following the above mentioned procedure.
- 7) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person. The Unfair means inquiry committee may relax above condition in genuine cases.
- 8) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

**E. Punishment:**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and may inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:



- 1) Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, disqualified from any examination work either permanently or for a specific period.
- 2) Imposing fine, not exceeding than Rs. 10,000/-.If the concerned person fails to pay the fine, within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 3) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 4) The competent authority or the Officer authorized in his behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 5) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in sub-clause no E.iii) above. , shall lie with the Board of Examinations if the case is pertaining to the Vidyapeeth examination or college examination and its decision in the appeal shall be final and binding.
- 6) The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- 7) The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

**9.1.21 Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of Vidyapeeth / College / institution Examinations:**

As far as possible the quantum of punishment be prescribed category-wise as hereunder:

Sr. No.	Nature of Malpractices / Lapses	Punishment
(i)	Paper-setter found responsible for leakage of the question set in the University / College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination Work + disciplinary action by concerned authorities as per the rules applicable.
(ii)	Leakage of question / question paper set in the University / College/ Institution examination before the commencement of the examination at the University/ College/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty /responsible person/s as per the prevailing rules / standard code by the concerned authorities.
(iii)	Favouring of a student (Examinee) by examiner, moderator, referee in assessment of answer books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University / College/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.



Sr. No.	Nature of Malpractices / Lapses	Punishment
(iv)	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / Project work, the marks to which the student is entitled to, at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
(v)	Paper-setter omitting question at the time of finalization of question paper set at examination or repeating the question and Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
(vi)	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
(vii)	Examiner showing negligence in detecting malpractices used by the student/s while assessing answer-books.	As decided by the authorities of the University / College / Institution.
(viii)	Guiding Teacher showing negligence in supervision of dissertation/Project work (e.g. use of manipulated data by a student)	As decided by the authorities of the University / College / Institution
(ix)	Invigilator / Centre-in-charge showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University / College / Institution.
(x)	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	(a) Disqualification from any examination work upto a period of three years and (b) Disciplinary action by the concerned authorities as per the rule if he/she is a University/ College /Institution employee.
(xi)	Invigilator helping student (examinee) in mass-copying while on examination duty.	(a)Permanent disqualification from any examination work.+ (b) Disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institutionemployee.

- 1) The competent authority, in addition to the abovementioned punishment, may impose a fine, not exceeding than Rs.10,000/- on the concerned person, if declared guilty.
- 2) The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.



### 9.1.22 Central Assessment Programme Scheme:

#### **Preliminary:**

The conduct of examinations and declaration of results is one of the important activities of the Vidyapeeth. The Scheme of Central Assessment Programme (CAP) is being introduced in the Vidyapeeth by way of this bye-law with a view of :

- 1) declaring the results in the shortest possible time,
- 2) increasing the reliability of the results,
- 3) maintaining uniformity and consistency in the assessment,
- 4) increasing accuracy and efficiency in the declaration of results and
- 5) creating confidence amongst the students about the assessment system.

### 9.1.23 Central Assessment Programme (CAP) Centre :

- 1) Answer-books of all Vidyapeeth examinations will be assessed only at the centres of Central Assessment Programme, set up by the Examination Section of the Vidyapeeth.
- 2) Dean/Director/Principal / Director of the college / institute, where a Central Assessment Programme centre is to be set up, shall recommend to the Vidyapeeth the name of a senior faculty member including himself / herself of his / her college / institute for appointment as CAP Director of the Central Assessment Programme.
- 3) Central Assessment Programme centre shall be fixed by the Vidyapeeth after ascertaining that the following infrastructural facilities are available at the centre:
  - (a) Spacious halls, sufficient to accommodate the required number of examiners, moderators and the administrative staff;
  - (b) Sufficient number of tables (one each for examiners and moderators) chairs and steel cupboards;
  - (c) One separate room for the safe storage of all the sensitive and confidential material related to the examination and the required stationery articles;
  - (d) A separate telephone connection as well as intercom facility;
  - (e) Two computer systems with one printer-all in good, workable condition;
  - (f) Two data entry operators.
- 4) The Dean/Director/Principal/ Director of the respective college / institute, where a CAP centre is being set up, shall make available staff and faculty and such other resources for the CAP as may be required by the Vidyapeeth.



**The Central Assessment Programme shall consist of the following stages:**

- 1) Pre-assessment work
- 2) Assessment work
- 3) Post-Assessment work

**1) Pre-assessment:**

- (a) To Fix the venue of the Central Assessment Programme (CAP):

The venue of the CAP shall be decided by the Vidyapeeth. It shall be on the Vidyapeeth campus / in constituent College / Institute / any other place.

- (b) Appointment of CAP Director:

The Director for the Central Assessment Programme shall be appointed by the Vice-Chancellor from amongst the following:

- i) Dean/Director/ Principal of the concerned constituent College / or his nominee from amongst the senior faculty members (only in very exceptional cases).
- ii) Any other senior faculty member, as the Vice-Chancellor may think fit.

The Director shall communicate his acceptance along with the undertaking in the prescribed form (Appendix –I attached below).

In order to expedite the declaration of the result the CAP Director must ensure that both the examiners shall evaluate the answer books at the earliest.

- (c) Invitation to Examiners:

The Vidyapeeth shall provide a list of eligible examiners and also indicating the number of students appearing for each subject and other relevant information to the Director. The Director / Controller of Examinations shall ascertain the number of examiners required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners shown in the lists finalized by the Vidyapeeth well in advance so as to enable the examiners to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners. In case of shortage of examiners as reported by the Director, CAP, the substitute appointments of examiners shall be made by the CAP Director from the list of examiners provided by the Vidyapeeth.



(d) Collection of Answer books:

It is the responsibility of the Dean/Director/Principal / Head of the College / Institute to see that the answer books of the examinations held at his/her centres are sent promptly to CAP Centres / Vidyapeeth as per instructions given by the Vidyapeeth from time to time.

(e) Preparation for CAP

- i) The Director of CAP shall make adequate arrangements to receive answer-books coming from the Vidyapeeth / examination centres from time to time.
- ii) On receipt of the answer-books at the CAP venue / Vidyapeeth, the staff employed for this work shall check the number of answer-books, Invigilator's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the COE / Officer nominated by the COE.
- iii) It shall be seen and verified that all the answer-books of the subject, are received from the centres of examinations / Vidyapeeth. This shall be checked with the subject-wise and centrewise summaries of the examination concerned. In case of non-receipt of answer-books from any examination centre / Vidyapeeth, the COE / the CAP Director shall take immediate steps for receiving the said answer-books from the concerned examination centre/Vidyapeeth.
- iv) The bundle of answer-books so prepared shall be computer-coded, masked and the coded sheets shall be inserted in the bundles of answer-books. The Invigilator's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the COE.

2) **Assessment Process:**

**Procedure for Assessment:-**

- (a) All the answer book(s) shall be evaluated by the First Examiner at the Central Assessment Programme (CAP).
- (b) The CAP Director shall provide a separate marklist to the First Examiner to make entries of the marks in the mark list.
- (c) The CAP Director shall arrange for Evaluation of all the answer book(s) by the Second Examiner. The Second Examiner shall make entries of the marks in the second mark list separately provided.
- (d) The First and Second examiners shall not mention the question wise marks in the body of the answer books and on the front page of the answer books.





- (e) The CAP Director shall keep,
  - i) all Mark lists of Answer book(s) on which First Examiners have allotted the marks, those Mark Lists to be kept in one envelope and marked as “Packet-A”.
  - ii) all Mark lists of Answer books on which Second Examiners have allotted the marks, those Mark Lists to be kept in separate envelope and marked as “Packet-B”.
- (f) The CAP Director shall ensure that,
  - i) each Answer book is assessed by the First and Second Examiners.
  - ii) all attempted answers are assessed by both of the Examiners.
  - iii) there is no any error/mistake in totalling of the marks. He shall get assessed the un-assessed answer(s) if any, by both the examiners and also get the mistake(s) rectified in totalling of the marks if any, from the examiners concerned.
- (g) The CAP Director shall submit sealed envelopes of Mark lists (Packet A & B) to the Examination department of the Vidyapeeth.
- (h) The Vidyapeeth shall take average marks of the total marks given by two examiners for final computation of the result. Such average marks shall be considered as marks obtained by the concerned examinee for the particular Paper/subject as applicable.

For example, if the total marks given by the first examiner in evaluation of answer book is suppose 46 out of 100, and the total marks given by the second examiner in evaluation of answer book is suppose 50, the Vidyapeeth will consider 48 marks as average marks obtained by the concerned student in the particular paper/subject.

The Vidyapeeth shall take average marks of the total marks given by two examiners for final computation of the result. Such average marks shall be considered as marks obtained by the concerned examinee for the particular Paper/subject as applicable. For example, if the total marks given by the first examiner in evaluation of answer book is suppose 46 out of 100 and the total marks given by the second examiner in evaluation of answer book is suppose 50, the Vidyapeeth will consider 48 marks as average marks obtained by the concerned student in the particular paper/subject.

If there is a difference of more than (15%) marks between the two Examiners, the said paper be evaluated by the third Examiner and the average marks of the higher closer two Examiners marks be considered as final marks.

**In the above paragraph for the words “20%”, the words “15%” shall be substituted.**



- 1) The Double Evaluation shall be carried out simultaneously at respective CAP Centers.
  - 2) The separate Re-evaluation facility shall not be available to the students as double evaluation is being carried out by the Vidyapeeth.
  - 3) The existing facility of Verification/Re-totaling of marks shall be continued for theory and practical answer sheets and mark lists.
  - 4) For PG Medical, Dental and MPT (Paper III & IV) Courses, all the Internal and External examiners shall assess the paper independently and the average of the marks of all the examiners shall be the marks obtained by the examinee.
- 3) Post -Assessment:**
- A. The Vidyapeeth shall issue instructions on the following:
- (i) Decoding / unmasking of assessed answer books.
  - (ii) Scrutiny and verification of assessed answer books.
  - (iii) Preparation and schedule of submission of mark lists to the Vidyapeeth.
  - (iv) Controller of Examinations shall officially declare the result after the approval of the Special Examination Committee, and finally by the Vice-Chancellor.



**Appendix:**

**Dr. D. Y. Patil Vidyapeeth**

**(Deemed to be University)**

**Pimpri, Pune – 411 018**

**Form of Undertaking**

I,.....Professor/Dr  
..... hereby give undertaking that, I  
solemnly and wilfully accept the responsibility of carrying out the work of Central Assessment  
Programme as a Director, entrusted to me by the Vidyapeeth vide its letter No. .... dated  
..... I further declare that I shall,

1. Strictly follow the instructions issued to me from time to time by the Vidyapeeth authorities.
2. Make all the necessary arrangements for smooth & timely conductance of the Central Assessment Work.
3. Take all the necessary steps of carrying out the pre-assessment, assessment and moderation and also post-assessment processes in strict confidential manner.
4. Forward the mark-lists duly completed and assessed answer-books back to the Vidyapeeth Office within the time limit prescribed by the Vidyapeeth.
5. Incur the necessary expenditure within the scope of instructions issued by the Vidyapeeth.
6. Forward the Audited Accounts / Statements to the Vidyapeeth Authorities within the stipulated time.
7. Forward the report of the Central Assessment Programme to the Vidyapeeth within the time stipulated.
8. Co-operate the Vidyapeeth Officials in the manner as deemed fit.

Signed today on .....day of ..... Two Thousand .....

**Signature**

**Director (CAP)**

Appendix II

Appendix III



#### **9.1.24 Providing of Photo Copy/ies of the assessed theory answer book/s.**

An examinee may apply for the photo copy/ies of the answer - book/ s in any number of theory subjects/papers for which he /she has appeared at the Vidyapeeth examination. The prescribed application form shall have to be filled in and signed by the examinee only and shall be submitted to the Dean /Principal / Director of the College / Institute concerned along with the requisite fees, within 10 days (both days inclusive) from the date of declaration of result of the examination concerned. The photo copy/ies of the answer-book/s along with the photo copy of the mark -lists of the student concerned from the mark-lists of the examiners shall be provided to the examinee after making corrections, if any, in the mark-lists of the examiners and concealing the identity of the examiners. The Vidyapeeth shall provide the photo copy/ies within 10 days from the date of receipt of application through the Dean /Principal / Director of College / Institute concerned. The provision of photo copy/ies of answer-book / s is an additional facility made available to the students.

The examinee shall be sole custodian of the photo copy/ies so provided and shall not be entitled to transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain himself from putting such photo copy/ies to any misuse that might jeopardize the reputation of the Vidyapeeth.

An examinee may apply separately for verification of answer - book/ s as per the existing provision. However, separate Re-evaluation facility shall not be available to the students as double evaluation has been carried out by the Vidyapeeth before declaration of the results.

#### **9.1.25 National Academic Depository (NAD):**

To bring the administrative and academic reforms in the field of education through the use of Information Technology for delivery of efficient services to all stakeholders, the Government of India has established the digital depository of academic awards to be known as National Academic Depository (NAD). NAD is Online store house of academic awards (i.e. Degrees, Diplomas Certificates, Mark-Sheets etc.,) The NAD would help in validating the authenticity of academic awards. This would provide benefit to educational institutions, students and employers by enabling online access and retrieval eliminate fraudulent practices such as faking / forging of certificates and Mark sheets and facilitate validation.

The student can Login to the NAD portal by filling up the form online by using NAD website (<https://cvl.nad.co.in>).



## 9.2 CONVOCATION

### 9.2.1 About Convocation:

- 1) The convocation for conferring Degrees and Diplomas of the Vidyapeeth shall be held at least once during an academic year, on a day, date and time to be fixed by the Vice Chancellor, in consultation with the Chancellor.
- 2) The Registrar shall give a notice of the date of the convocation to the members of the Board of Management and Academic Council, and shall publish the said notice in newspapers and on the Vidyapeeth website.
- 3) The notice period shall not be less than six weeks; provided that the Vice Chancellor may, by his order, reduce the period of notice to not less than four weeks, if, in his opinion, the circumstances so require. This condition of minimum notice period shall not apply for the special convocation.
- 4) The Registrar under the directions of the Vice Chancellor shall prepare the programme to be followed at the convocation.
- 5) The costume to be worn by the Chancellor, the Vice-Chancellor, the Pro-Vice Chancellor, Members of the Board of Management and of the Academic Council, other officers of the Vidyapeeth, and the candidates eligible to receive the degree at the convocation, shall be such as specified by the Board of Management.
- 6) The Vidyapeeth may confer Degrees, Diplomas and other academic distinctions in each Faculty, as prescribed, on such persons who are eligible for the same.
- 7) The Vidyapeeth shall also confer *Honoris Causa* (Honorary degree) as may be decided by the Board of Management, at the annual or special convocation to honour a person who has made an extraordinary contribution in the fields of Arts, Social Sciences, Humanities, Science & Technology, Health Sciences, Public Administration, Cultural and Social Work etc. which may be held as and when desired on a date to be fixed by the Vice Chancellor in the consultation with the Chancellor.
- 8) The applicants for Degrees, Diplomas and other Academic Distinctions may be arranged and presented at the convocation in the following order:
  - (a) *Honoris Causa*
    - i) Doctor in Science (D.Sc.)
    - ii) Doctor of Literature (D.Lit.)
    - iii) Doctor of Philosophy
  - (b) Doctor of Science
  - (c) Doctor of Philosophy



- (d) Super Speciality degree
    - i) D. M.
    - ii) M. Ch.
  - (e) Master of Philosophy
  - (f) Master's Degree
  - (g) Post Bachelor's Diploma
  - (h) Bachelor's Degree
  - (i) Any other Degree / Diploma
- 9) For conferment of Degrees, Diplomas, etc., Faculties shall be arranged in the order of their dates of establishment.
  - 10) The Vidyapeeth shall confer at the convocation a Degree / Diploma in the programmes, approved by the Board of Management from time to time, to such persons as have undergone the prescribed courses and have passed the qualifying examinations for the same.
  - 11) Every person, who has pursued an approved course of study in the Vidyapeeth or in a constituent college / institute and has passed the examination prescribed by the Vidyapeeth, shall be eligible, on payment of prescribed fees, to be admitted to the respective Degree or Diploma in person or in absentia, at his option, at the convocation.
  - 12) At the Convocation, the Dean of each Faculty, or in his / her absence, a member of the Faculty, nominated by the Vice-Chancellor, shall present to the Chancellor or the Vice-Chancellor, the persons who have sought admission to the respective Degrees and Diplomas. Such presentation shall take place in the order mentioned in Clause (8) above.
  - 13) Subject to such general or special orders as may be issued by the Board of Management from time to time on this behalf, all candidates successful at the final examination for a degree or diploma shall be entitled to be admitted to “receive the said” degree or diploma at the next convocation held after the publication of results of that examination.
  - 14) If any candidate is absent at the first convocation held after the publication of results, he / she shall, on application to the Registrar, be entitled to be admitted to the degree in absentia. Such application shall be accompanied by a receipt of fees as may be prescribed by the Vidyapeeth from time to time.
  - 15) The graduates of various faculties shall be presented Faculty-wise in groups. However, the graduates of the Super-specialties and Doctorate programmes shall be presented individually.



- 16) The degrees, medals and prizes and other such honours will be conferred / presented to the awardees, individually by the Chancellor / Vice Chancellor. The formal document of the degree and diploma shall bear signature of the Chancellor / Vice Chancellor in token of the conferment of the degree.
- 17) The manner of conferment of degree / diploma, the language of the convocation proceedings and the language of the formal document of degrees and diplomas shall be as decided by the Board of Management.
- 18) Notwithstanding the above, and in accordance with the Regulations of the UGC in this regard the following be added:

Degrees are given within 3 months of passing of a degree course or even earlier without the Convocation, if so requested by any student (including a foreign one)



Appendix -I

DPU
Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed to be University)

Date:- / /20

Statement of the Candidate

Case No.: ..... Seat No.: ..... P.R.No.: .....
Examination: ..... April / October 20
Candidate's Name : .....
Address: .....

To,
The Controller of Examinations
Dr. D. Y. Patil Vidyapeeth,
Sant Tukaram Nagar,
Pimpri, Pune – 411 018.

Sir,

I am submitting herewith my statement regarding unfairmeans/ malpractice in which I am
involved. I hereby declare that I have resorted to unfairmeans/not resorted to unfairmeans
during this examination for some other paper.

.....
.....
.....

The detail of other paper during which I have resorted to unfairmeans:

Exam. & Subject: .....

Date : \_\_\_\_\_

Signature with Date:

Name : .....

College: .....

( Note: The candidate shall sign the statement with date and write his name at the end.)

Sant Tukaram Nagar, Pimpri, Pune – 411 018, Maharashtra, India.
Ph. 91-20-27805000 / 27420156. Fax 91-20 -27420010.
E-mail - exam@dpu.edu.in / coe@dpu.edu.in Website - www.dpu.edu.in





Appendix -II

**DPU**  
**Dr. D. Y. Patil Vidyapeeth, Pune**  
**(Deemed to be University)**

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**Form of Undertaking**

Candidate's Name : .....  
Address: .....

To,  
The Controller of Examinations  
Dr. D. Y. Patil Vidyapeeth,  
Sant Tukaram Nagar,  
Pimpri, Pune – 411 018.

Sir,

I..... the undersigned, student of  
..... College/Institute ..... appearing for  
..... Examination..... at ..... the  
..... College (Centre) do hereby state on  
solemn affirmation as under:-

I the undersigned that I am involved in respect of an alleged use of unfairmeans in the Examination hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of unfairmeans against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the Examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of unfairmeans referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness where of I set my hand to this undertaking.

Before me

**Signature of the Candidate**  
Date:

Chief Conductor of the Centre and rubber stamp of the Vidyapeeth/College/Institute.

Date:



Appendix -III

DPU
Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed to be University)

Report of the Jr. Supervisor / Sr. Supervisor / Centre In-Charge

Block No. :
Examination:
Subject:
Date:

To,
The Controller of Examinations
Dr. D. Y. Patil Vidyapeeth,
Sant Tukaram Nagar,
Pimpri, Pune – 411 018.

Sir,
I.....the undersigned. Jr. Supervisor appointed on the above-mentioned
Block at the .....examination held at ..... college (Centre),
am hereby making report against Candidate No .....
Shri/Smt. ....at the examinations, as follows ;

Yours faithfully,
(Jr. Supervisor)

Date:
Time:
Name & Address of the Junior Supervisor

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On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfairmeans
resorted to by the aforesaid Candidate No. and therefore the case be forwarded to the University for investigation.

Signature of Sr. Supervisor
Name:
Date:

Forwarded to the Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune for necessary action.
Seal of the College/Institution/Vidyapeeth (Centre)

Place:
Date:
Encl:

Signature of Centre In-Charge

(N.B.: Kindly enclose a copy of the relevant question paper)



## Bye law No. 10/2015:

### DISCIPLINED CONDUCT OF THE STUDENT

#### 10.1 OBLIGATIONS OF THE STUDENT

- 10.1.1 Conduct himself/herself properly
- 10.1.2 Maintain proper behavior.
- 10.1.3 Observe strict discipline both within the campus & outside of the Institution, and also in Hostel.
- 10.1.4 Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrespect.

#### 10.2 Any act/s of the student which is contrary to the clause (1), shall constitute **misconduct and/or indiscipline**, which include any one or more of the acts jointly or severally, mentioned hereinafter;

- 10.2.1 Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- 10.2.2 The student who is repeatedly absent from the class, lectures, tutorials, practicals and other courses.
- 10.2.3 The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- 10.2.4 Any student found misbehaving in the campus/class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- 10.2.5 The Students who is not present for all the class tests, midterm tests, terminal and preliminary examinations.
- 10.2.6 Permitting or conniving with any person/parent/guardian, which is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the Institution.
- 10.2.7 Obstruction to any student or group of students in any legitimate activities, in classrooms/laboratories/field or places of social and cultural activities within the campus of the Institute.
- 10.2.8 Possessing or using any fire arms, lethal weapon, explosives, or dangerous substances in the premises of the Institution.
- 10.2.9 Indulging in any act which would cause embarrassment or annoyance to any student/authority/staff or any member of the staff.
- 10.2.10 Stealing or damaging any farm produce or any property belonging to the Institution, staff member or student.
- 10.2.11 Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.



- 10.2.12 If the student fails to complete the assignments regularly and has poor academic performance as assessed by the regular class teachers and internal assessment, he/she will not be allowed to appear for the Vidyapeeth examination.
- 10.2.13 If a student remains absent for lectures, practical or class test and examinations without prior permission of the Principal or the head of the departments, she/he will not be compensated for extra class.
- 10.2.14 Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards.
- 10.2.15 Damage of property of the college and its sister institutes like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- 10.2.16 Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.
- 10.2.17 Use of mobile phones and head phones during college hours is prohibited.
- 10.2.18 As per the rules and regulations of the Dr. D.Y. Patil Vidyapeeth, Pimpri, Pune, 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, hospital (tertiary, secondary, primary) posting and bedside clinics etc.
- 10.2.19 The Students must present in proper dress code with apron/ lab coat, name badge and identity card on all week days /working days and during clinical duties.
- 10.2.20 Admission of the student will be cancelled at any point of time in case of;
- 10.2.20.1 Not submitting the required documents in time.
  - 10.2.20.2 Failing to fulfill required eligibility criteria of the programme.
  - 10.2.20.3 Submission of fake or incorrect documents.
  - 10.2.20.4 Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire programme.
  - 10.2.20.5 Not paying the stipulated fees on time.

### **10.3 PROHIBITION OF RAGGING:**

- 10.3.1 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (as amended) and the MCI (Prevention and Prohibiting Ragging in Medical Colleges/ Institutions) Regulations 2009, and DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009 shall be applicable to all students of the Vidyapeeth.



- 10.3.2 It is mandatory to fill the online Anti Ragging undertaking, by every student at the time of the admission and on commencement of every academic year.
- 10.3.3 Smoking or consumption of alcoholic beverages, or use of banned materials inside the College, Hostel and Campus is strictly prohibited. Any violation on the part of the students will be viewed very seriously and they will be suspended from the college immediately pending enquiry and in the case of hostellers, they will be expelled from the hostels immediately. Such students will not be permitted to attend classes/sit for examinations and enter the campus without the written permission of the competent Authority.

#### **10.4 ATTENDANCE & PROGRESS:**

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/ academic performance/ attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the Vidyapeeth Exam/ expelling from the Hostel or College, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution/Vidyapeeth.

#### **10.5 PAYMENT OF TUITION AND OTHER FEES**

- 10.5.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
- 10.5.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the Institution/College concerned. Late payment, if any, will attract penalty as specified.
- 10.5.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued Hall Ticket for the Vidyapeeth examination(s)/debarred from appearing for the Vidyapeeth examination(s).
- 10.5.4 All fees, once paid to the Vidyapeeth account, will not be refunded or adjusted for any other purpose under any circumstance.

#### **10.6 RULES RELATING TO VIDYAPEETH EXAMINATIONS:**

- 10.6.1 The candidates appearing for the Vidyapeeth theory examinations shall be under the direct disciplinary control of the Centre Incharge. Possession of cell phone or any electronic device or incriminatory materials by a candidate or found copying from any device in the examination hall, is strictly prohibited.
- 10.6.2 Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the Vidyapeeth Examination Manual.



## 10.7 RULES FOR HOSTEL STUDENTS

All inmates of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:-

- 10.7.1 only bonafide students of Vidyapeeth are eligible for admission to the hostels.
- 10.7.2 Students who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
- 10.7.3 No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
- 10.7.4 Inmates should switch off fans and lights before leaving their rooms.
- 10.7.5 The inmates are advised to close the taps after use in order to avoid wastage of water.
- 10.7.6 Dining services will be provided only in the mess and there will be no room service.
- 10.7.7 Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
- 10.7.8 While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.
- 10.7.9 To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the Warden.
- 10.7.10 All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.
- 10.7.11 Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/Principal/Director of Faculties.

All students will be governed by the rules stated above and by those that will be framed from time to time during the academic year.

**Failure on the part of the students to abide by the disciplinary rules will result in such punishment including expulsion from the College/Hostel as may be imposed by the Institution/Vidyapeeth/Head of the Institution.**

**The decision of the Institution/Vidyapeeth/Head of the Institution with regard to disciplinary cases shall be final and all the students shall abide by such decisions.**



## **10.8 POWERS OF COMPETENT AUTHORITY (DEAN/PRINCIPAL/ DIRECTOR AT THE INSTITUTE LEVEL)**

The Competent authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- 10.8.1 Warning/reprimand
- 10.8.2 Fine
- 10.8.3 Cancellation/withheld scholarship/award/prize/medal.
- 10.8.4 Expulsion from the Hostel.
- 10.8.5 Expulsion from the institution.
- 10.8.6 Cancellation of the result of the student concerned in the examination of the Institution.
- 10.8.7 Temporary annulment from the Hostel/ Institution.
- 10.8.8 Rustication from the Institution.

## **10.9 PROCEDURE FOR INQUIRY**

If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in clause No. 8, the authority shall make inquiry, in following manner:

- 10.9.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- 10.9.2 Student charged shall be required within 15 days of the notice to submit his/her written representation about such charge/s.
- 10.9.3 If the student fails to submit written representation within specified time limit, the inquiry may be held exparte.
- 10.9.4 If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- 10.9.5 The student charged shall be required to produce documents, if any in support of his defense. The inquiry authority may admit relevant evidence/documents.
- 10.9.6 Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority
- 10.9.7 The competent Authority on the basis of findings, shall pass such orders as it deems fit.

**PROVIDED; procedure prescribed above need not be followed, when the student charged admits the charges in writing.**

## **10.10 APPEAL**

If the punishment/fine/rustication is imposed on a student by Dean/Principal/ Director, such student shall be entitled to prefer an appeal before the Vice- Chancellor within thirty (30) days of the receipt of the order.

**DPU**

**Dr. D. Y. PATIL VIDYAPEETH, PUNE**

**(Deemed to be University)**

**(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)  
(An ISO 9001:2015 and 14001:2015 Certified University)**

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