



MANGALAYATAN
UNIVERSITY

Learn Today to Lead Tomorrow

NAAC
GRADE A+

Accredited University

STUDENTS' HAND BOOK

2024-2025

'The instructions and details mentioned in the book are indicative and may change. Students must refer to the latest orders issued from time to time on the subjects enumerated in the hand book'



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Mangalayatan University



The word **Mangalayatan** is fashioned by the combination of two words; Mangal & Ayatan, which refers to the 'Home' (Place) that endows bliss (contentment) and positive vibrations. Mangalayatan symbolizes the ultimate resource which underlines well-being and prosperity.

VISION

"To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness."

MISSION

- To be the enablers of a confluence of academic rigor and professional practicality.
- To bring global best practices to our students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide best campus environment to students and faculty with all facilities to nurture their interests.

Important Functionaries of University

S. N.	Name	Designation	Mobile No.
1	Prof. P. K. Dashora	Vice Chancellor	9690275275
2	Brig. Sumar Vir Singh	Registrar	7351002551
3	Prof. Dinesh Kumar Sharma	Controller of Examinations	7351002520
4	Prof. Abdul Wadood Siddiqui	Dean - Academic & Principal - SoP	9899578978
5	Prof. Ravi Kant	Dean - R & D	8851480173
6	Prof. Rajeev Sharma	Dean - FH & Head - IBMC	7351002565
7	Prof. Masood Parveez	Director- CDOE	7217011466
8	Prof. Rakesh Kumar Sharma	Director - INPS & Head - DBTLS	7906821687
9	Dr. Rajesh Kumar Upadhyay	Director- IQAC & Head- DEEE	9412277111
10	Dr. Manoj Varshney	Director - Student Activities & Head - CSD	9997080273
11	Prof. Saurabh Kumar	Director - Admissions	8279961088
12	Prof. Ashok Purohit	Director - Research	9829982900
13	Dr. Kishan Pal Singh	Director - FET & Head - DME, Proctor	7055006042
14	Dr. Rajesh Kumar Dhaked	Principal - MAMCRC	8530085037
15	Prof. Fowad Khurshid	Principal - DoP (IBMER)	9955881101
16	Prof. Sunil Gupta	Principal - MIPER	9021398422
17	Mr. Mohan Maheshwari	Principal - University Polytechnic	7055552220
18	Prof. Manisha Sharma	Head - Institute of Applied Sciences	9758266600
19	Ms. Meenakshi Bisht	Head - Paramedical Institute of Vocational Education	7417213190
20	Prof. Pramod Kumar	Head - Dept. of Agriculture	9412828148
21	Dr. Ashok Kumar Upadhyay	Head- DLIS & University Librarian	7428066447
22	Dr. Deepshikha Saxena	Head - IER	9897129206
23	Prof. Sahab Singh	Head - Dept. of Arts	8449944299
24	Dr. Poonam Rani	Head - DVPA & NSS Coordinator	6398244245
25	Dr. Santosh Gautam	Head - DJMC	9452257056
26	Dr. Haider Ali	Head - ILSR	9837654050
27	Dr. Priyank Gupta	Head - DCE	9927225782
28	Dr. Javed Wasim	Head - DCEA	7983342651
29	Dr. Dhirendar Singh	INPS	9334869546
30	Mr. Manoj Gupta	Finance Officer	9999780724
31	Dr. Ankur Kumar Agrawal	Human Resource Dept.	8630023626
32	Dr. Faeiz Khan	Chief Medical Officer	9993595306
33	Dr. Vipin Kumar	Training & Placement Officer	9760905028
34	Mr. Gopal Singh	Administrative Officer	6399661234
35	Mr. Yogesh Kumar Gautam	Senior Security Officer	9756357851
36	Mr. Lakshman Singh	Warden - Boys Hostel	8077692837
37.	Dr. Rekha Rani	Warden - Girls Hostel	7351002547
38.	Mr. Shishu Pal Singh	Incharge - University Transport	8393878616
39.	Mr. Manoj Kumar	Student Helpdesk	7500011199
40.	Mr. Mohit Pathak	Student Relationship Executive (Foreign Students)	9927890056

Academic Calendar for the Session 2024-25

Event	I, III , V & VII Semester
ODD SEMESTER	
Commencement of Session/ Registration	15 Jul, 2024
Last date of Registration	29 Jul, 2024
Orientation-cum-Induction Program (1st Sem)	12-17 Aug, 2024
Minor-I Examinations	17-20 Sep, 2024
Minor-I Examinations	17-20 Sep, 2024
Daksh (Academic Fest)	23-25 Oct, 2024
Convocation	*Nov, 2024
Minor-II Examinations	11-14 Nov, 2024
Major Practical Examinations	18-23 Nov, 2024
Last Day of Classes	29 Nov, 2024
Major Theory Examination	2-21 Dec, 2024
Winter Vacation for Students	22 Dec, 2024 - 05 Jan, 2025
Winter Vacation for faculty	29 Dec, 2024 - 05 Jan, 2025
EVEN SEMESTER	
Commencement of Even Semester/ Registration	06 Jan, 2025
Last date of Registration	20 Jan, 2025
Colosseum Sports Fest	24-28 Feb, 2025
Atharva (Cultural Fest)	24-28 Feb, 2025
Minor-I Examinations	04-07 Mar, 2025
Minor Practical Examinations	24-28 Mar, 2025
Minor-II Examinations	22-25 Apr, 2025
Major Practical Examinations	05-09 May, 2025
Last Day of Classes	16 May, 2025
Major Theory Examinations	19 May - 07 Jun, 2025
Summer Vacation for Students	08 Jun - 13 Jul, 2025
Summer Vacation for Faculty	08-28 Jun, 2025
Summer Semester	09 Jun - 19 Jul, 2025

*Minor changes due to any exigencies may be carried out with approval of Hon'ble Vice Chancellor

List of Holidays during the academic year 2024-25

S. NO.	DATE	DAY	HOLIDAY
1.	July 17, 2024	Wednesday	*Muharram
2.	August 15, 2024	Thursday	Independance Day
3	August 19, 2024	Monday	Raksha Bandhan
4.	August 26, 2024	Monday	Janmashtami
5.	September 16, 2024	Monday	*Eid e Milad/Barawafat
6.	October 02, 2024	Wednesday	Mahatama Gandhi Jayanti
7.	October 11, 2024	Friday	Maha Navami
8.	October 12, 2024	Saturday	Vijaya Dashami
9.	October 31, 2024	Thursday	Diwali
10.	November 02, 2024	Saturday	Govardhan Puja
11.	November 03, 2024	Sunday	Bhai Dooj
12.	November 07, 2024	Thursday	Chhat Puja
13	November 15, 2024	Friday	Guru Nanak Jayanti
14.	December 25, 2024	Wednesday	Christmas Day
15.	January 14, 2025	Tuesday	*Birthday of Mohd. Hazrat Ali
16.	January 26, 2025	Sunday	Republic Day
17.	February 26, 2025	Wednesday	Maha Shivratri
18.	March 13, 2025	Thursday	Holika Dahan
19.	March 14, 2025	Friday	Holi
20.	March 31, 2025	Monday	*Eid-ul-Fitr
21.	April 06, 2025	Sunday	Ram Navmi
22.	April 10, 2025	Thursday	Mahavir Jayanti
23.	April 14, 2025	Monday	Dr. B.R. Ambedkar Birthday
24.	April 18, 2025	Friday	Good Friday
25.	May 12, 2025	Monday	Buddha Purnima
26.	June 07, 2025	Saturday	*Idul-Zuha(Bakrid)
*Subject to change of visibility of moon.			

Instructions Related to Fees Payment

All students are required to pay the first semester fee at the time of admission. For the subsequent semesters, students are required to pay the semester fee before the start of semester. Schedule for payment of fees is declared in advance. Those students who do not pay the fee by scheduled date will have to pay fine as specified.

Academic Fee

All students are required to register for every new semester before the start of classes for the semester.

Those students who have not paid the fee for new semester or have any other dues, will not be registered till they clear the dues and will not be allowed to attend classes till they register. They will be marked as absent in all the classes missed. This may lead to detention due to lack of attendance at the end of semester.

For the students who are eligible for any fee concession, the fee concession amount will be deducted from semester fees. The student will be required to pay only the balance amount.

It must be noted that some of the fee concessions for subsequent years are dependent on marks/grade achieved by the student in the previous year.

Hostel Fee

Hostel fee are to be paid in advance at the beginning of the semester. The schedule for payment of hostel fees is declared in advance. Rooms will be allotted on first come first served basis.

For booking the type of room in advance, students need to pay 50% of hostel fee in advance & balance within specified date. Failure to pay the balance fee by due date will get the booking cancelled & priority will be shifted to other applicants.

Students joining the hostel for the first time have to deposit a security amount of Rs. 5000/-. This will be refunded while leaving the hostel.

Transport Fee

Students desirous of using university bus facility are required to pay the transport fee for the semester in advance.

Schedule for payment of transport fees will be declared in advance.

Students on payment of bus fees will be issued bus passes. They will be required to carry the bus passes every day, failing which they will not be permitted to board the bus.

There will be frequent inspection of the buses. Students found travelling without paying bus fees will be charged a fine of Rs. 5000/-.

Casual travel by bus for students staying in Hostels:

Students staying in University Hostels may be allowed to travel by University buses while going home on weekends etc based on availability of seats. They will pay the specified charges in the Accounts Section in advance and use the paid slip from the Accounts Section for boarding the buses. Following charges are prescribed for casual travel for the current semester:

For using bus casually prescribed per day fare for various routes is:

1. Sadabad, Khandauli: Rs.100/- (one side/both sides).
2. Agra: Rs.100/- (one side), Rs.150/- (both sides).
3. Aligarh, Hathras, Sasni, Mathura, Khair, Harduaganj, Atrauli, Kasimpur: Rs. 50/- (one side), Rs.100/- (both sides).

Students not staying in University hostels will not be permitted to travel in University buses as casual travellers.

Note: Students are advised to read the notices on the Notice Boards and on the Student Portal regularly.

Process for Payment of fee

- For Paying Fee, University has a prescribed fee challan (3 parts) issued by the Document Section on request. On receipt of fees payment confirmation over challans from bank; fees are recorded for the respective student.
 - Fees may be paid through following modes :
1. **Payment in cash at Punjab National Bank Extension at the University Campus:** For this students need to obtain fee challan and present prefilled challan in the bank for fee payment after verification from the Accounts Section. After cash is deposited, fee challan is duly signed and sealed by bank & first copy of it is retained by bank, second copy is sent to the University Accounts Section and third copy is given to the student as proof of payment.

2. **Payment through Cheque/DD:** For this students need to obtain fee challan and submit the cheque/DD at Accounts Section with prefilled fee challan. Duly sealed and signed student copy of fee Challan is given to the student as proof of payment. Cheque/DD should be issued in the name of Finance Officer, Mangalayatan University, payable at Aligarh.

Note: Outstation cheques (except Multicity or at par cheques facility) will not be accepted.

3. **Payment of fee at other banks (in Cash /online transfer):** In case a student pays the fee in other banks, she/he needs to get the original copy of fee challan verified from the Account Section for proper recording within a week of payment and retain a duly verified student copy of fee challan for future reference.

University Bank accounts Details are as under:

For Depositing Cash: Punjab National Bank A/c No. 1825000100087495 in the name of FO Mangalayatan University, IFSC code- PUNB0614200, Branch Code 6142.

For NEFT/Online payment: HDFC Bank A/c No. 50200040515779, IFSC code- HDFC0003691 Branch Code 3691 (in the name of Mangalayatan University).

All the bank charges that arise due to bank transactions (outstation clearance, cash deposit charges, cheque bounce charges, ATM transfer charges etc.) will be borne by the concerned student.

Mentorship at Mangalayatan University

The mentorship at Mangalayatan University is an across the board phenomenon as it spans across all the institutes of the university. It aims at providing one to one care and all round guidance to students enrolled at Mangalayatan University, the mentor being their own teacher. Mentor of a student is just like a Teacher- Guardian to him.

Each teacher of the university will be appointed as the mentor of selected group of students from his institute. So, every student will have a mentor appointed for him or her out of the faculty members of the institute concerned.

Mentor a teacher guardian, his role from a student's perspective The role of a mentor from a student's point of view amply reflects from his teacher- guardian character. He is in a way the teacher and guardian embodied in one body and soul with a sole aim to ensure all round, long-lasting and sustainable development of the student being mentored by him. However, here an attempt is being made to more vividly portray the dimensions and virtues of the mentorship at Mangalayatan University.

As a student moves to university from the college, several important changes also accompany him related to the new and competitive higher education environment and at times he finds himself in need of guidance and counselling, fortunately, a mentor is there as a torch bearer.

1. Mentor is like a monitor who monitors all activities of a student.
2. The basic aim of such monitoring is to foster all round development of the mentee.
3. The all-round development of a mentee can only be ensured if the learning process is smooth and free from all kind of worries and unwanted physical, mental and emotional hindrances.
4. The mentor is there to take stalk of all such issues and resolve them well before they assume threatening and career destroying dimensions for a student.
5. A mentee may encounter a host of problems ranging from behavioural and attitudinal to academics and professional performance.
6. Mentoring is a long-term phenomenon and it encompasses in it not only the issues related to classroom learning but also those related to external environment.

7. Companies are looking for the corporate citizens whom they can fit into various positions so as to run the business in an ethical manner. The mentors at Mangalayatan University would enable their mentee to instil such ethical character in their behaviour which will help them grow as corporate citizens with professional skills.

To draw maximum benefit from Mentorship, there are certain things which a student will have to take care of

1. Do not hesitate to share your problem with the Mentor.
2. Though mentor will meet at least once in 15 days with the mentee, however, it will be more worthwhile that mentee also facilitates such meeting in case the mentor is preoccupied with certain other tasks.
3. Mentor will keep sharing his observations about the progress of the mentee with his parents and it is the responsibility of the mentee to provide correct information about the phone number, e-mail etc of his parents.
4. Mentor will submit a feedback report to the Director/Dean/HOD of the institute. Following are the parameters of such a report: Academics- G-Good (Above Average), S- Satisfactory (Average), NS- Not satisfactory with one or more backs Attendance- G-Good (Above 75%), S-Satisfactory (75%), NS- Not Satisfactory (Below 75%)
5. Mentor may record his observation about any other aspect/ area, he deems fit.
6. A separate note will be attached for any of the items in the feedback report for the purpose mentioned in point number 4
7. Proper Mentorship can act as a catalyst to take the career trajectory of a student in most appropriate direction. However, mentor too needs inputs to see to it that this task is achieved in an efficient manner, so it becomes the responsibility of the mentee to not only to frankly share the problem, he is encountering but also provide correct information to the mentor as valuable inputs.

Issue Resolution Process

Document Section: It is situated in Krishna Block; students can approach Document section for:

Issues	Process	Process
Migration Certificate	Manual Application	
Character Certificate	Manual Application	
Bank Loan Demand Letter	Manual Application	
Issue of duplicate ID cards	Manual Application	
Bonafide Letters	Manual Application	
Railway Concessions	Manual Application	
No Dues	Manual Application	
Semester Registration		Online through Student Portal
Fee submission Slips		Online through Student Portal
Personal Data in records (Photo, name, parents' details, address, contact details etc.)		Online through Student Portal

Process: Application by the Student to Document Section

Branch Change:

It is only permitted in Third Semester (Second Year) only.

Branch change shall be strictly according to the merit list prepared by the University on the basis of total marks obtained by a student in the first year University Examinations. Only those students who have passed in all the subjects (without any carry over paper or grace in any subject of any semester) shall be considered for change of Branch.

The Change of Branch should be completed within 20 days of the announcement of the Second semester major exam.

The decision of the Appellate Authority / Vice-Chancellor shall be final.

Process: Application by the student Class Coordinators HoD remarks
Dean/Director's Recommendation remarks
Help Desk Registrar Office.

Communication Service Department (CSD): It is situated in Krishna Block; Students can approach CSD for issues related to ERP system, Internet Problem, e-mail service etc.

Student Portal: Student Portal is an online resource for the students from where students can see their progress, keep up to date on the important student related circulars and notices, view results, attendance, download fee challans, register to new semester, access their Mangalayatan University e-mails etc. This portal fulfils the academic and administrative needs of a student.

Fee Challan: For submission of fee of every semester, students can download the fee challan from student portal.

Attendance Status: Students are required to fulfil the 75% attendance to appear in the major exams. Students can easily check their attendance progress from student portal.

Mangalayatan Mail: E- mail id is provided by CSD (Communication System department) to each and every student for better communication. Students can easily get important instructions, updates of university, etc.

Results: Students can view their semester as well as back examination results on line.

Transport Registration: Any day scholar who wishes to apply for University's transport facility, can do so easily online through the student portal by just selecting their city, stoppage and time slot.

Semester Registration: As the registration is compulsory for every student for new semester; facility is available on student portal to register on line.

Notice and Circulars: Students can easily view the important student related notices and circulars on their portal.

Profile: Students can view their full personal information. They can also send a request to change any personal data if found incorrect.

Download Section: Important formats viz. scholarship forms, anti-ragging affidavits etc are available.

Password Change: Students can change the password of their portal as the default password is set.

Help: Students can get assistance on use of the portal.

Issue Tracking System: This system is generated for tracking the issues of student, related to any department. They have to write their problem and that problem will be forwarded to the concerned person and will be solved in a span of time. So, by this system students need not run from one department to other. They can trace their problem status from student portal itself.

Attendance Rules

The students of the University shall be required to maintain at least 75% attendance in their classes to make them eligible to appear in the examinations. The said attendance criteria will also be applicable to allow the students to appear for the Internal Tests and the students whose attendance falls short of 75%, shall not be allowed to appear in the said tests which will adversely affect the marks to be allotted to them for internal assessment. However, 10 % waiver in the attendance may be granted to the students on medical ground by the Vice - Chancellor on the advice of Registered Medical Practitioner and on the recommendation of the concerned Dean/Director. In addition to this relaxation, the Vice-Chancellor shall have the discretion to grant 5% waiver in attendance for absence of the students for their participation in certain events like Inter-University/ State / All India level sports, cultural events, debates, workshops, seminars, NSS etc., absence due to natural calamities, casualty of the parents or any other unavoidable circumstances beyond the control of the students. In any case, the waiver of more than 15% will not be allowed.

Regulations Governing Academic Evaluation under CGPA Scheme

1. Introduction

The CGPA (Cumulative Grade Point Average) system of evaluation which has built-in continuous and comprehensive evaluation shall be adopted for all programmes offered by the University. In this system, a student is awarded a letter grade based on his/her performance in a subject over the semester relative to the performance of other students in that subject. These letter grades will also carry a numeric equivalent termed as grade point. The grade point multiplied by the credits of the subject gives the grade points earned by a student in a given subject. The weighted average of the grade points earned by a student in a semester is termed as GPA of the student in that semester. The weighted average of the GPAs of all semesters completed by the student is termed as the CGPA of the student at that point. The CGPA on completing all the semesters and all credits for all semesters of the course will be termed as the CGPA of the student in the course/programme. The system is discussed in detail in the subsequent sections.

2. Curriculum/Program of Study

2.1. Curriculum: Every Department offering a course has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. The courses of study bulletin will be updated at regular intervals and made available on University web site for all courses offered by the University.

2.2. Course Credit System: In general a certain quantum of work (learning) measured in terms of credits is laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the number of credits associated with a subject being dependent upon the number of hours of instruction per week in that subject. In general, credits for a subject are obtained by using a multiplier of unit (1) for lecture and tutorial hour per week throughout the semester, and a multiplier of half (0.5) for laboratory hours per week throughout the semester. Thus, for example, a theory subject having 3 lectures and one tutorial per week throughout the semester carries four credits. Similarly, a laboratory subject having two laboratory hours per week throughout the semester carries one credit. Credits will also be assigned to Practical Training, Seminars and Projects etc.

2.3. Credits requirement and normal duration for courses: A student has to earn a minimum number of credits to get a particular degree. The detailed break-up of subject-wise credits will be specified in the courses of study. Normally each semester (90 clear teaching days) will be of 16-30 credits depending on the programme. Minimum number of credits to be earned by a student to get a degree and the normal duration for such courses will be as follows:

2.4. Semesters – Odd, Even & Summer (Extra): The University will follow a credits-based semester system. There will be two semesters in a year. The semester that begins in July/Aug will be known as Odd Semester and the Semester that begins in January as Even Semester. During the summer vacation i.e. (May-July), there will be an additional semester known as Summer Semester or Extra Semester for summer courses, Self-study courses (subject to availability and consent of faculty), and students with attendance shortage during normal semester etc. to provide an opportunity to clear backlog courses. The details about conduct of Summer (Extra) Semester are given in Section 6.

3. Attendance Requirement

3.1. Requirement for Odd/Even Semesters: A student must maintain an attendance of at least 75% in each subject. Any student not fulfilling the above requirement will not be allowed to appear in the end-semester examination and will be detained. He/she will have to repeat the course and fulfil the attendance requirement before being allowed to appear for the end-semester examination.

3.2. Requirement for Summer (Extra) Semester: A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be allowed to sit in the end-semester examination for that subject. However, he/she will be allowed to appear in the other subject(s) registered for, in which the requirement of attendance was fulfilled earlier. A student can also register for improvement to enhance his marks.

3.3. Special Condonation: In exceptional cases, the shortage of attendance may be condoned by the Vice Chancellor up to a maximum of 10% of the total number of classes held for the subject. This will be done strictly on Medical grounds or on extreme compassionate grounds. For condonation on medical grounds, the medical certificate will be from a hospital and will be scrutinized by a committee appointed by the University. Such certificates must be submitted to the Dean/HoD within a week of return to the Institute. Certificates submitted after the said period shall not be entertained on any account.

4. Assessment and Examination

4.1. Assessment Procedure: All courses undertaken by students will be evaluated using a system of continuous assessment. The students will be evaluated on class/tutorial participation, assignment work, laboratory work, class tests, quizzes and sessional examinations which together will constitute the In-Semester Assessment. In addition, the students will also have to appear in the end-semester examination in all the theory subjects as per the course of study. 30% weightage will be for in-semester assessment and 70% for end-semester exam. The detailed procedure of evaluation and award of grades is discussed below:

4.2. In-Semester Assessment: The weightage for the In-Semester assessment through the various modes listed above will normally be as follows:

There will be two in-semester (sessional) examinations of one-hour duration for each theory subject to be held as per the schedule fixed in the Academic Calendar. The in-semester examinations for the theory subjects will normally be conducted for 30 marks and the standard of questions should normally be equivalent to those set in the end-semester examination.

If a student is detained due to shortage of attendance in a subject, he/she will not be awarded any in-semester assessment for the subject.

The in-semester assessment in laboratory subjects will be once in a semester of two hour duration along for each practical lab.

The in-semester assessment in case of drawing subjects (e.g. Engineering Graphics, Mechanical drawing etc.) will be based on class work, assignments and mid-term tests/sessional.

4.3. End-semester Examination: It is mandatory for the students to appear in the end-semester examination to be eligible for evaluation of grades. The end-semester examination will be conducted centrally by the University. Papers will be examined by Internal examiners (preferably the subject teachers). However, for evaluation of projects and theses, external examiners may be invited.

4.4. Grading System: For every subject taken by a student he/she is awarded a grade based on his/her overall performance over the semester in that subject. These grades are described by the letters O, A+, A, B+, B, C, F, S, U, UFM, Dt., Ab each of which not only indicates a qualitative assessment of the student's performance but also carries a quantitative (numeric) equivalent called the grade point as given below:

Grade	O	A+	A	B+	B	C	S	U	UFM	Di.	Ab	F
Grade Value	9.0 - 10.0	8.0 - <9.0	7.0 - <8.0	6.0 - <7.0	5.0 - <6.0	4.0 - <5.0	Sat- is- f- a- c- t- o- r- y	U n - satis- f- a- c- t- o- r- y	Unfair means	D e - tained	A b - s- e- n- t	<4.0

4.5. Regarding the students appearing for back papers, the cut-off of the previous semester papers will be taken as cut-off for grades.

4.6. For subjects which are not there in the previous semester and the examination is held only for back papers or for the subjects offered in the extra semester, criteria used will be the same as used in the last regular examination held for that subject.

4.7. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):
The performance of a student in a semester is indicated by a number called GPA (Grade Point Average).

The GPA is the weighted average of the grade points obtained in all the subjects taken by the student during the semester.

An up to date assessment of the overall performance of a student since the time he joined the course is obtained by calculating a number called CGPA. The CGPA is weighted average of the grade points obtained in all the subjects studied by the student since he joined the course. The CGPA will also be calculated at the end of every semester to two decimal places and will be indicated on grade reports.

GPA and CGPA can be calculated by the following equations:

GPA

Grade points in a subject: Grade achieved by the student in that subject x Credits for that subject.

S = sum of grade points for the student for the semester. C = total number of credits for the semester
 $GPA = S/C$

CGPA

Semester grade points = GPA x C

S_{total} = Sum of semester grade points for all semesters completed at the point.

C_{total} = Sum of credits of all semesters completed at the point

$$CGPA = S_{total} / C_{total}$$

5. Performance Requirements

5.1. Award of Degree: Once a student completes the requirements for a degree, he/she will be conferred with a degree in the next convocation. However, after the declaration of the final result, a provisional certificate will be issued, which will be valid till the next convocation.

For award of degree, a student has to fulfil the following requirements:

- (a) The student should have taken and passed the subjects as prescribed in the courses of study/curriculum and should have earned the minimum number of credits specified for the program of study.
- (b) The student should have satisfactorily fulfilled other academic requirements (as specified in the course of study/curriculum) like practical training, work visits, seminars, project and mandatory audit courses.
- (c) The student should have paid all dues to the University.
- (d) The student should have no case of indiscipline pending against him/her.

A student will not be awarded any class or division for his/her performance in the course. However, CGPA obtained by him/her will be mentioned in the grade card and certificate to be issued to him/her. The grades will be mentioned in the grade cards and certificates.

5.2. Maximum Period for Completion of Programme: A student must complete the programme of study within a period equal to the N+2 years, where N is the normal duration of the programme. With the permission of the Vice Chancellor, one more year shall be given to the student to complete the programme.

5.3. Equivalence of CGPA with percentage of marks: The equivalent percentage of marks for the CGPA obtained by a student will be calculated as follows:

Equivalent Percentage of marks = CGPA x 10

6. Extra/ Summer Semester

6.1. Registration: Extra semester/Summer semester will run during summer vacation to provide an opportunity to clear backlog paper(s), if any. The semester will normally run for 8 weeks. A student can register for a maximum of 10 theory and lab subjects during summer semester/extra semester on payment of fees as prescribed. A course will run provided a minimum no. of students (as prescribed) register for the same and a faculty member is available for running the course.

6.2. Eligibility: A student is eligible to join extra semester courses if he/she has been detained from appearing in end- semester exam in previous year due to attendance shortage in a given subject. No student who has passed a subject will be eligible to register for that subject in summer/extra semester. No student will be allowed to join after the commencement of extra semester.

6.3. Attendance: A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be eligible for appearing in the end-semester examination for that subject. However, he/she will be eligible to appear in the other subject(s) registered for, in which the requirement is fulfilled.

6.4. In-Semester Assessment: During extra semester, a fresh in-semester assessment will be done as per the guidelines.

6.5. Eligibility to Appear in Summer Semester Examination:

Only those students who attend classes in the Summer Semester will be eligible for appearing in the Sem Exam at the end of Summer Semester. The university, however reserves the right not to conduct an examination in any particular subject during extra semester examination.

7. Re-evaluation/Scrutiny of End- Semester Answer scripts

The Controller of Examinations will issue a notice asking the interested students to apply for re-evaluation/scrutiny of end-semester examination answer scripts on a prescribed form which will be available at the COE Office.

Re-evaluation/Scrutiny will be generally done by the concerned subject teacher by showing the answer sheets to the student. The Director/Dean/COE may also constitute committee(s) to re-evaluate/scrutiny the answer scripts. The recommendation(s) of the teacher/committee(s) will be submitted to Controller of Examinations who will take appropriate action on the same as per policy.

8. Back Paper Examinations

Students who fail in some papers in the Semester End Exams will have to clear those papers in Back Paper Examinations conducted in the subsequent semesters by the University.

Odd Semester

There will be a Back Paper exam after the Odd Semester examinations. All papers of Odd Semesters (I, III, V, VII etc.) will be conducted. Students with F grade in any of the odd semesters may register and appear in these examinations.

Even Semester

There will be a Back Paper exam after the Even Semester examinations. All papers of Even Semesters (II, IV, VI etc.) will be conducted. Students with F grade in any of the Even Semesters may register and appear in these examinations.

Special Back Paper Exam

In exceptional cases, special Back Paper exams may be conducted for First year and Final Year students on recommendation by concerned Head/Director and the approval of Vice Chancellor. This will be normally organized with the Summer Semester Exams.

9. Handling of Cases of Malpractice during Examinations

9.1. Acts of Malpractice: The following acts on the part of students during examination will be considered as acts of malpractice:

(a) Minor acts of Malpractice (Category I offences)

- (i) Having in his possession or having access to any paper, books or notes or Chits with content related to subject of examination.
- (ii) Found receiving assistance from others or giving assistance to others.
- (iii) Copying from any paper, book or notes.
- (iv) Allowing any other candidate to copy from his answer books or found trying to copy from the neighbours.
- (v) Disclosing identity by making peculiar marks in the answer books.
- (vi) Found having any written matter on the person (palm, leg, clothes, etc.) or on any item in his/ her possession (e.g. calculator, scale, handkerchief etc.).
- (vii) Scribble the points on the question paper and/or pass on the same to some other examinee.
- (viii) Write any appeal on the answer book for more marks etc. (ix) Carrying mobile phones in examination hall.

(b) Serious Acts of Malpractice (Category II offences)

- (i) Use of obscene or abusive language during the examination.
- (ii) Trying to cause disturbance to the fellow examinees and/or proceedings of examination.

- (iii) Tearing off or spoiling the sheets in the answer book.
- (iv) Destroying any evidence of malpractice.
- (v) Second instance of minor act of malpractice by a student.

(c) Very serious Acts of Malpractice (Category III offences)

- (i) Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
- (ii) Impersonation
- (iii) Third instance of category I Act of malpractice by a student.
- (iv) Second instance of category II Act of malpractice by a student.

9.2. Procedure to be followed: When a student is found indulging in an act of malpractice, the following procedure will be followed:

- (a) The Room Superintendent of the examination hall where the student is found indulging in malpractice will expel the student from the exam hall. That paper of the concerned student will stand cancelled.
- (b) Candidate will be allowed to appear in the remaining papers of that examination provisionally. Chief Superintendent may however bar the candidate from appearing in remaining papers of that examination, if he considers the presence of the candidate on remaining days to be detrimental to the smooth conduct of examination.
- (c) The case along with all documents & evidence will be handed over by the Room Superintendent/Chief Superintendent to Controller of Examinations, who in consultation with VC, will order a malpractice committee to go in to the details of the case and recommend a suitable punishment as per guidelines laid down in section 9.3 below.
- (d) The recommendation of the Committee will be discussed by Controller of Examinations with HOI and forwarded to VC for confirmation of the recommended punishment.
- (e) On confirmation of punishment by VC, the punishment will be communicated to the students and all others concerned. The result of the student for the concerned examination will then be finalized based on the punishment awarded.
- (f) In case of class tests/sessional examinations, the cases of malpractice will be reported to the Dean concerned, who will conduct enquiry and recommend punishment to be awarded to the student. The Director will confirm the punishment and the same will be communicated to the students and others concerned.

9.3. Guidelines for the award of punishment:

(a) Class tests/ Sessionals

- (i) Punishment for any student indulging in any offence of Category I shall be at least scrapping the paper in which the student is found indulging in malpractice and at the most scrapping of all papers of that sessional examination.
- (ii) Category II – At least scrapping all his/her papers of that sessional examination and may extend to scrapping of marks for other components of in- semester assessment.
- (iii) Category III - Second instance of Category II or Category III offence shall invite the punishment of at least scrapping of all the papers of all the sessional examinations for the in-semester assessment and may even lead to suspension for one year or rustication of the student depending upon gravity of offence.

(b) End Semester Examinations

- (i) A candidate indulging in any offence of category I shall be punishable by at least scrapping of that paper and at the most scrapping of all the papers appeared in that examination.
- (ii) Category II offence shall attract the punishment of minimum scrapping of all papers appeared in that examination and maximum upto suspension for one year.
- (iii) For an instance of category III the punishment will be suspension for minimum one year and may be upto rustication from the University.
- (iv) If students walk-out from the examination, no re-examination will be carried out under any circumstances. Students will be awarded zero marks and will be required to clear the resultant back paper in the next examination whenever

10. Issuing the Grade-Sheet/Mark Sheet

The Controller of Examinations will fix a date for the issue of Grade Sheet/Marks Sheets and get them distributed through the Dean/Head/Class Coordinators. For issuance of duplicate copy of marks sheet, students will be required to pay a fee of Rs. 200/- per marksheet. Such Marks Sheets will be labelled as duplicate.

Note: After successful completion of each semester, all the students are required to get register in next semester of the Programme.

Mangalayatan University Students Council (MUSC)

Introduction

Realizing the necessity for student self-governance, understanding the importance of articulating the views of the student body, desiring to further the welfare of students, and believing that student government is needed to carry out these actions.

Purpose

The Purpose of the formation of MUSC is to provide opportunity to the students to learn managerial, leadership qualities by the way of organizing and participating in Sports, Curricular and extracurricular activities to enable them to develop their overall personality.

Selection Procedure

All the bonafide students of Mangalayatan University shall become the members of MUSC and are the voting members of MUSC, if they fulfil the criteria.

Criteria of Selection:

HoDs will select the Class Representatives (CRs) in the beginning of Even Semester on following guidelines:-

- Only those students of first year may be selected as class coordinators who have a minimum of 75% marks in qualifying examinations.
- Only those students of subsequent years may be selected as class coordinators who have a minimum of 75% marks or 8 CGPA without any backlog.
- The selection will be done by the respective HoD in the class room by calling the names of interested students fulfilling the minimum selection criterion and asking other students to Vote by showing their hands.
- The Authorities of Students Council viz. Joint Secretary, Secretary etc.

There will be one class coordinator per section for undergraduate programmes and post graduate programmes. Others having less number of students may select only one coordinator for the Institute or for a group of classes.

Constitution

Membership

- Membership is offered to all the students who fulfil the criteria of selection.

Governing Body

MUSC will be governed by a body, which is composed of eight members and an ex-officio member. The eight members shall be:

1. President
2. Secretary
3. Joint Secretary
4. Treasurer
5. 4 executive members

The President, Secretary, Joint Secretary, Treasurer and Executive members will be the students selected among all the members forwarded by HoD for MUSC.

Selection Procedure for Governing body will be the same as defined for the selection criteria of CRs.

- The selected CRs will be given chance to volunteer their candidature for the nominated posts of Governing body.
- All the volunteers will be given chance to present themselves in front of all the members of MUSC.
- All the members will give their consent by showing their hands.
- The number of showed hands will decide the candidate for the post of Governing body.

The different Student Clubs will be formulated under MUSC like Literary Club, Cultural Club, Hostel/Mess Club, Technical Clubs, Social Club etc.

The composition of Clubs will be on the guidelines issued for Establishment and Operation of students Club.

The Governing body of different student Clubs will be selected among the members of MUSC, and here the members of MUSC can nominate/suggest the students for governing body from other bonafide students also (who are not CRs) and who have good academic record and should not have received any punishment/warning on disciplinary grounds.

Students' Conduct and Discipline Rules

Conduct Rules

- (I) All students are advised to maintain the environment clean and not to litter the campus.
- (ii) Identity Cards/ Bus Cards should always be kept by the students and produced on demand by the authorities.
- (iii) Students should come to the class room in the prescribed uniform and in a decent and presentable attire.
- (iv) They are advised not to bring in any political influence in matters pertaining to their career.
- (v) Discipline and decorum should be maintained in all functions- Seminars, Workshops, Convocation, Sports Events etc.
- (vi) Strike, Picketing, Gherao are totally banned in the campus.
- (vii) Malpractice of any kind will not be allowed during the Internal / University Examination.
- (viii) Students who indulge in copying from neighbours using paper bits / books / notes / calculators / cell phones etc. will be severely dealt with in accordance with the prescribed University norms and rules as applicable for all University examinations.
- (ix) All students are required to attend laboratory classes.
- (x) Prescribed dress code has to be observed in respective labs.
- (xi) Records should be brought and instructions should be followed accordingly.
- (xii) A congenial atmosphere should be maintained in the laboratory classes.
- (xiii) Misbehaviour with students/staff will not be tolerated in labs and will be seriously dealt with.

Violation of the discipline shall include the following:

- (i) Disruption in spheres of teaching or during conduct of students' examinations, research or administrative work and while participation in extra-curricular activities. Attempts to disturb the peaceful residential life of any staff member or misconduct preventing the staff from smoothly discharging his or her duties.

- (ii) Damaging or defacing University property or the property of members of the University or any other such property inside or outside the University campus.
- (iii) Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- (iv) Use of abusive and derogatory slogans or intimidating language or incitement of feelings of hatred and violence or any act committed to further the same.
- (v) Eve-teasing or disrespectful behaviour towards women or girl students.
- (vi) Assault upon or intimidation of /or exhibiting insulting behaviour towards a teacher, officer, employee, student or any other person.
- (vii) Colluding with any person for unauthorized entry into the campus or attempting at an unauthorized occupation of any portion of the University premises, including hostels or residence.
- (viii) Getting enrolled in more than one-degree course of study simultaneously is violation of the University rules.
- (ix) Committing forgery, tampering with or misusing of the University documents or records, identification cards etc.
- (x) Furnishing false certificate or false information to any office bearer under the control and jurisdiction of the University.
- (xi) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises.
- (xii) Indulging in acts of gambling in the University premises.
- (xiii) Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
- (xiv) Arousing communal or regional feelings and creating disharmony among students.
- (xv) Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to carry out identification checks.
- (xvi) Tearing of pages, defacing, burning and destroying of books belonging to the library or published for seminars.
- (xvii) Unauthorised occupation of hostel rooms or unauthorised acquisition or use of University furniture in one's allotted hostel room or elsewhere.

- (xviii) Accommodating guests or other persons in hostel rooms without permission of the Proctor or Warden.
- (xix) Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
- (xx) Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behaviour.
- (xxi) Any act of moral turpitude.
- (xxii) Any offence under law.
- (xxiii) Committing any of the offences specified in the Examination (Engaging in Unfair Means and Disorderly Conduct) Regulations of the University.
- (xxiv) Violation of the Traffic Rules as notified by the Proctor.
- (xxv) Improper behaviour while on tour or excursion.
- (xxvi) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.
- (xxvii) Using of cell phones within academic boundaries/or keeping cell phones in bags on the University campus.
- (xxviii) Students shall not:
- Attempt to access or circumvent passwords or other security-related information of students or employees and neither should they be found uploading or creating computer viruses.
 - Attempt to alter, destroy, or disable computer equipment, data, the data of others, or other network(s) connected to the system.
 - Usage of the Internet or other means of electronic communications to threaten students, employees, or volunteers.
 - Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - Use of e-mail or Web sites to encourage illegal behaviour.
 - Attempts to access pornographic material on Internet.
- (xxix) Any other act which may be considered by the Vice Chancellor or the Discipline Committee to be an act of violation of discipline.

Nature of Penalties

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:

- a. Written warning and information to the parents/guardians.
- b. Fine of Rs.500/- which may extend depends upon gravity of offence.
- c. Suspension from the Class/Department/Institute/Hostel/Mess/Library/ or debarring from availing of any other facility.
- d. Suspension or cancellation of Scholarships, Fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- e. Recovery of pecuniary loss caused to University property.
- f. Debarring from participation in Sports/NCC/NSS and other such activities.
- g. Disqualifying from holding any representative position in the Class/ Institute/Hostel/Mess/Sports / Clubs and similar other bodies.
- h. Hostel shift.
- i. Expulsion from the University / Department / Faculty / Institute / Hostel / Mess / Library / Club for a specified period.
- j. Debarring from appearing in an examination.
- k. Issue of Migration Certificate.
- l. Disqualifying from further studies, or cessation of further admission or re-admission.

Guidelines for Rustication

Indulging in communal activities

Any act of moral turpitude

Gross misbehaviour with faculty/staff/students

Ragging

Eve teasing

Forgery, tampering or misusing of university documents or records

Cyber crime

Officer authorized to recommend the disciplinary action

Following officers are authorized to recommend disciplinary action by way of imposing penalties.

1. Deans of the Institutes/Registrar
2. Heads of the Department of Studies.

Disciplinary Committee

There shall be a Disciplinary Committee to conduct enquiries into the disciplinary matters and to impose penalty on the students found guilty.

Appellate Authority

The Vice-Chancellor of the University is the Appellate Authority to appeal against any penalty/punishment imposed by the Disciplinary Committee. It is open to the aggrieved student, not satisfied with the decision of the Discipline Committee, to submit an Appeal representing his case before the Appellate Authority / Vice-Chancellor of the Mangalayatan University within 10 days from the date of issue of the letter imposing the penalty. All such appeals should be addressed to the Appellate Authority / Vice-Chancellor Mangalayatan University in a sealed cover either personally or by post/courier etc.

Anti-Ragging Measures

Ragging is a criminal offence as per the Supreme Court verdict. Ragging in all its forms, within or outside the University Campus is totally banned.

Definition of Student Ragging : Any conduct by a student, whether by words spoken or written or by an act which includes physical abuse, lewd acts, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardships, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher / junior student or other students or forcing a student to do any act which such a student is not willing to do and which has the effect of causing or generating a sense of shame or embarrassment or danger to student's life or adversely affects the physique or psyche of a fresher or a junior student.

Punishable Ingredients of Ragging :

- Abetment / instigation to ragging.
- Criminal conspiracy to rag.
- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging.
- Violation of decency and morals through ragging.
- Injury to body, causing hurt / mental trauma or grievous hurt.
- Wrongful restraint.
- Wrongful confinement.
- Use of criminal force.
- Assault as well as sexual offences or unnatural offences.
- Extortion.
- Criminal trespass.
- Offences against property.
- Criminal intimidation.
- Attempt to commit any or all of the above-mentioned offences against the victim.
- Physical or psychological humiliation

- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences arising from the definition of "Ragging".

Crisp Orders - To Refrain from the following

- To address seniors as 'Sir'
- To perform mass drill
- To copy class notes for seniors.

Punishments against Ragging :

Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the University shall be punished, depending upon the nature and gravity of the offence, as established by the Anti-Ragging Committee of the University. The possible punishment for those found guilty of ragging at the University level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarships / fellowship and other benefits.
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival, outing, competitions etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 4 semesters
- Expulsion from the University and consequent debarring from admission to any other University for a specific period.
- Fine of Rupees 25,000/-
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective

punishment as a deterrent to ensure community pressure on the potential raggers.

- Rigorous imprisonment up to three years.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

Students in distress owing to ragging related incidents can access the Toll free Help-Line 1800-180-5522 or contact Ed.CIL (India) Ltd., Ed. CIL House, 18-A, Sec.-16A, Noida 201301 (U.P.)

The fresher / junior students are hereby instructed that they should move in groups within the academic areas / campus, should not respond to the offending calls from seniors, should not participate in any kind of "fresher's party" anywhere inside/outside the campus, desist from doing anything against their will even if ordered by the seniors. The students are assured that they have nothing to fear as the University cares for them and shall not tolerate any misconduct against them.

Mangalayatan University Anti Ragging Squads 2024-25

Anti-Ragging Squad for 2024-25				
S. No.	Faculty/Student Name	Academic Unit	Role	Contact No.
1	Dr. Kishan Pal Singh	DME	Nodal Officer	7055006042
2	Prof. Pramod Kumar	Dept. of Agriculture	Member	9412828148
3	Prof. Sidharth Jain	IBMC	Member	9368377553
4	Prof. R. K. Sharma	DBTLS	Member	7906821687
5	Dr. Fowad Khurshid	IBMER	Member	9955881101
6	Dr. Rajesh Kumar Dhaked	MAMCRC	Member	8530085037
7	Dr. Javed Wasim	DCE	Member	7983342651
8	Dr. Haider Ali	ILSR	Member	9837654050
9	Dr. Yatendra Pal	IER	Member	9720007183
10	Dr. Hibah Islahi	IAS	Member	9458531884
11	Ms. Meenakshi Bisht	PIVE	Member	9536560928
12	Mr. Yadvendra S. Thenuan	SoP	Member	9457350166

Help Line: In case of ragging incidences, the students may immediately call any member of anti ragging squad of your institute and bring it to their notice for necessary help, guidance and action.

Central Library Rules

1. The Library will remain open from 08.00 a.m. to 09.00 p.m. on all working days except Sundays. Every Sunday it will remain open from 09.00 am to 03.00 pm.
2. The following persons are entitled to make use of the books, journals, magazines etc., within the Library premises:-
 - a) Members holding key authority positions in the University and members of Committees and various Bodies appointed by the University authorities.
 - b) Faculty members of the Mangalayatan University.
 - c) The University employees.
 - d) Students of the University departments holding identity cards.
 - e) Other persons with special permission of the Chairman of the Library Committee or the Librarian.
3. Reader's Ticket will be issued to the students by the Librarian on an application to be submitted in the prescribed format (for departmental library only). The Reader's Ticket will be valid for one academic year only and may be cancelled in the middle of the year by the Chairman of the Library Committee on the recommendations of the Librarian in case of infringement of any of the Library Rules or for misconduct.
4. Every student shall be required to show, while entering the Library, the Identity card to the Guard at the Security Counter and write his / her name and the enrolment number in the Entry Register provided for the purpose. On demand by the Library staff, the student is required to show the Identity Card.

Use of reading materials:

5. Every person taking a book out of the Library and every reader using a book within the Library shall be responsible for its safe custody and return without any damage, and in the event of it being lost or damaged (including pencil or ink markings) he/she shall either replace the book or pay the compensation as may be fixed by the Library Committee.
6. A new book shall not, normally be taken out of the Library till 15 days after it has been classified and catalogued.
7. Periodical publication shall not borrowed from the library by any reader, except with the permission of Chairman of the Library Committee/ Librarian.

8. Manuscripts will be issued for reference purpose in the Library only with the special permission of the Chairman of the Library Committee / Librarian.
9. Strict instruction to the readers that they should not write on, damage, make any mark on any book, or turn down the pages.
10. Any reader noticing a defect in or damage to any book or manuscript in the Library should immediately bring it to the notice of the librarian or the Library employee on duty.
11. No tracing, copying or mechanical reproduction of any book, map or manuscript shall be done without the special permission of the Librarian.

Issue of Reading Materials

12. Any book, forming a part of "Text Book Collection", "Reference Collection" or any book valuable for its rarity or its illustration or any manuscripts, or theses, shall not be borrowed from the Library by any reader, except with the permission of the Chairman of the Library Committee/ Librarian,

Note:

- a) Any reader desirous of making an excerpt from a thesis or a manuscript (in possession of the Library) may do so with prior permission of the Librarian and should acknowledge the same in his / her publication.
 - b) Non-Book material like maps, atlases, records, cassettes, CDs etc. will not be issued outside of the library.
 - c) Only one book shall be issued against a single Borrower's card.
13. The number of books from the Circulation Section to be issued for purpose of study outside the Library against Borrower's name are as under:
 14. Books and other reading material borrowed from the library are liable for being deposited, during the time mentioned, (but not same day) and shall be returned within fifteen days from the date of demand of deposit or earlier, if necessary.
 15. Students studying in different Departments of the University are entitled to borrow two books, at a time, from the lending section for a period of 15 days. However, the same books may be reissued two times, if there is no demand from others.
 16. Overdue charges of Rs. 5.00 per day shall be levied on those students who fail to return the book within the prescribed period.
 17. In case of loss of token of property counter, the new token may be issued to the readers by depositing Rs. 100/-. The property counter is for the

students' bags containing only the books. They should not keep their other valuables / belongings in property counters such as purse, calculators, mobiles, laptops etc. in their bags. Library will not be responsible for loss of any such item.

Other Rules:-

18. Loud talks, conversations, making noises and smoking is strictly prohibited in or near the Library.
19. The Library Advisory Board has power to refuse admission to any one infringing upon the rules and regulations of the Library.
20. The users of the Library may suggest to the Librarian any book or journal for being acquired by the Library and the suggestions so made will be considered by the Library Committee.

Loss of Reading Materials:

21. A borrower who loses a book issued to him / her which is rare and not available for sale shall have to bear double cost of the book plus 10% procuring charges of cost of the book plus Rs. 75/-processing charges (and overdue charges, if applicable). As far as possible, the borrower should replace the book lost or its latest edition, where the earlier edition is not a rare book.
22. In case of books running in series or set, patrons shall make good the loss of the single volume lost, if it is available in the market, or pay the cost of the entire series or set in case the single volume is not available for sale and the entire set will be accepted as a substitute.

Circulation Desk:

23. The timing of issue/ return of books will be from 9:15 A.M. to 4:30 P.M. on all university working days.

Personal Belongings:

24. The facilities for depositing the personal belongings should be availed only when students are actually making use of the Library. Under no circumstances shall valuable articles or cash be deposited with Security at the Counter, nor shall the Library be held responsible for any loss or damage to personal property. The security at the Circulation Counter is authorized to examine everything that passes into or out of the Library.

Photo copy Facility:

25. Photo Copy facility is available for users of the University at nominal of Rs. 0.50 per page. This is applicable only in case of Library book.

Miscellaneous:

- a) The students of respective Departments shall return books due, soon after the examinations are over. Names of the students from whom books are due will be reported to the Controller of Examinations to hold their results.
- b) In the event of any doubt or dispute arising in the interpretation of these rules the decision of the Chairman of the Library Committee shall be final.

Reading room Convention:

Readers are requested to

- a) Leave their belongings, like umbrellas, files, books etc. with the security Guard on duty at the Property counter and receive from him a token against belongings, at the Property Counter.
- b) Return the token to the Guard before collecting the belongings, while leaving the library.
- c) Bring only note- book or paper inside the Library.
- d) Not to disturb the order of the books on the shelves.
- e) Leave books at the respective place after use.
- f) Not to sprinkle ink on the floors of the Library.

Suggestions for using books:

- a) Pulling a book from the shelf by holding the spine will damage its binding. If the shelf is packed, push further with your fingers the two books adjacent to the one you need. Then it will be easy for you to pick up the books you want without damaging its binding.
- b) In case you have to leave your table for referring to dictionary or any other work, while reading, please do not leave the book open on the table or do not keep the book pen with its face down or insert your note book in between the pages and close the book temporarily, all these tend to damage the binding of books and spell a disaster to it. Request book-marks from the Assistant-in-Charge and close book from the inside.

Warning Bell: A warning bell will be given 15 minutes prior to closure of the library. All shall immediately return the book, taken for reference purpose, to the Assistance in-charge and then leave the library.

Hostel Rules and Regulations

1. Management of the Hostel

- 1.1. The Vice-Chancellor is the Patron of the University Hostel. There are separate Chief Wardens for Boys & Girls hostels. The Wardens will assist the Chief Warden in day to day working of the hostel.
- 1.2. The Hostel Council consisting of hostel authorities and student representatives will meet periodically to review hostel activities including mess menu and make suggestions for improvement.

2. Admission

- 2.1. A student admitted to the University shall not automatically become eligible for residing in the Hostel.
- 2.2. Application for admission to the hostel must be made in the prescribed form with one passport size photograph. The decision for admission to the hostel shall be subject to the approval of the Chief Warden.
- 2.3. Admission to the hostel does not confer anyone the absolute right of residence. Even hostellers may be asked to vacate the hostel at any time if circumstances so warrant. Admission ordinarily entitles the resident to reside in the hostel during the period when the University is in session, after which they have to vacate the hostel within 48 hours. The authorities may close down any or all dining halls during vacation or other periods.
- 2.4. Admission is to be made afresh every Semester after submitting no dues even in the case of all hostellers who desire to reside in the hostel. Renewal of admission shall not be automatic.
- 2.5. Every student before being admitted to the hostel shall give to the Warden an undertaking in writing that he/she will abide by the rules and regulations of the hostel and the University. This undertaking shall be duly signed by the student and parent / guardian.
- 2.6. Students admitted to the hostel shall be full boarders of the hostel.
- 2.7. Failed / unsuccessful students shall not be allowed to continue availing the hostel facility.

3. Hostel Fee

Before admission, each student will have to pay admission fee, mess deposit, establishment and other charges which may be revised from time to time.

4. Mess

- 4.1. The mess will normally be open for services during the following hours:

Breakfast	07:45AM	08:45AM
Lunch	12:30 PM	02:00 PM
Supper	05:00 PM	06:00 PM
Dinner	07:30 PM	09:00 PM

- 4.2. Only vegetarian food (Jain food) will be served in the hostel mess and canteen. Non-vegetarian food is strictly prohibited on the University campus.
- 4.3. For guest mess facilities are available on payment.
- 4.4. 'Outside food' is not allowed in the mess.

5. Cleanliness in the Hostel

- 5.1. Residents are responsible for the cleanliness of the rooms and corridors etc. They should ensure that their rooms are regularly cleaned by the scavengers for this purpose.
- 5.2. All waste paper and refuse should be placed in a receptacle especially provided for this purpose.

6. Rooms

- 6.1. Rooms shall only be allotted as per the availability and allotment of rooms to the students shall be at the discretion of the Hostel Committee comprising the Registrar, Proctor, Finance Officer & Wardens. They shall occupy only the rooms allotted to them. If a resident occupies a room other than the one allotted to him / her, he / she will render him /herself liable for disciplinary action and in addition, may be required to pay rent for both rooms. The Warden / Deputy Warden are empowered to shift any resident at any time from one room to another without assigning any reason.
- 6.2. Students are not permitted to take their meals to their rooms. As a special case, when a student is confined to bed due to illness, the food may be served in his/her room with the permission of the Chief Warden/ Warden.
- 6.3. Use of TV, Extra lamp and other electrical appliances such as electric iron, electric stove or immersion heater are not permitted. If any of

these are found in the rooms, the same will be confiscated. However, Walkman with headphones is allowed. It should not be used in the academic block.

- 6.4. Playing of cards is strictly prohibited. No indoor / outdoor games should be played inside the rooms or along the corridors.

7. Furniture and Hostel Property

- 7.1. Each room of the hostel is equipped with required furniture and fixtures such as tables, chairs, cots, wardrobes, dustbins, electrical fittings etc. Beddings is to be brought by the occupants. Residents are expected to make proper & judicious use of these items provided to them.
- 7.2. Residents shall not tamper with any of the hostel property, damage furniture, tamper electric fittings etc. Driving of nails, defacing of walls, breach of hostel discipline will be treated as wilful violation of hostel discipline.
- 7.3. The damage of the hostel property will be made good from the occupants of the hostel.
- 7.4. Students found involved in damaging University hostel property shall not be given hostel facility in future.
- 7.5. No furniture shall be removed or shifted from the rooms to which they have been allocated without prior permission of the competent authority.
- 7.6. Outgoing residents before vacating shall handover to the hostel authorities the furniture and fixtures allotted to them in the same condition as they were entrusted to them, subject to usual wear and tear.
- 7.7. No papers or posters are permitted to be pasted on the walls.
- 7.8. At the end of every semester/year, all the residents have to surrender the keys of the rooms and no resident is allowed to keep his/her belongings in the room.
- 7.9. If above rules are violated, the cost of repainting/repairing/replacing shall be levied from all the inmates of that particular room, besides disciplinary action.

8. Discipline

- 8.1. Discipline in the hostel will be under the control of the Wardens.
- 8.2. Any act, which causes disturbance to inmates in the hostel, will be considered as breach of discipline and will be viewed seriously.
- 8.3. Smoking is strictly prohibited in the Campus. If students are found smoking, they will be dismissed from the hostel and the University.
- 8.4. Students are strictly warned of the serious and cognizable offence of being in possession of liquor or intoxicating drinks / drugs or if found under influence of any kind of substance abuse.
- 8.5. Residents are not permitted to convene meetings of any nature in the hostel, without seeking written permission from the Warden.
- 8.6. Residents are not allowed to put up any notice on the Hostel Notice Boards without seeking written permission from the Warden.
- 8.7. Residents shall not interfere in the working of the hostel staff, and cases of misconduct, if any, should only be brought to the notice of the chief Warden / Warden for appropriate action.
- 8.8. Residents and their guests are forbidden to enter the kitchen.
- 8.9. The students should not remain in the hostel during the class hours and at other times when their presence is expected in the University, unless permitted by Chief Warden / Warden.
- 8.10. Student whose name is removed from the rolls of the University shall surrender his / her hostel accommodation and must vacate the room forthwith.
- 8.11.
 - a) Staying in hostel without authorization is strictly prohibited. The occupants who allow their rooms to be used illegally are liable for disciplinary action.
 - b) Students shall not invite day scholars to their rooms. If day scholars are found change inmate of that room are liable for disciplinary action besides paying a fine of Rs. 500 per day per person. Day scholars are also liable to be fined and disciplinary action will be taken.
 - c) Residents and day scholars should not come to the rooms during free hours when the University is in session.
- 8.12. All boy students shall return to the hostel premises before 09:30 p.m.

and be in their rooms by 09.30 p.m. Anybody coming in after 09.30 p.m. must produce Identity Card and sign in the register placed at the entrance and enter legibly his name, class, Enrolment Number and room number. Such late-comers should meet the Warden the following working day morning and submit an explanation in writing for their late return to the hostel. If any resident is found to be violating this rule repeatedly, he will be expelled from the hostel and the University.

- 8.13. All girl students shall return to the hostel premises by 09:00 p.m. Failure to comply with this rule may entail expulsion from the hostel and the University.
- 8.14. Study hours are from 9:30 p.m. to 11:00 p.m. Apart from study hours, silence hours are observed from 11.00 p.m. to 6.00 a.m. on all the days. During the study and silence hours, no student should unnecessarily loiter in the corridor and should not go to other rooms. If found violating this rule they are liable for disciplinary action.
- 8.15. Whenever inmates are leaving the hostels, they must enter their names, time of leaving and the purpose in the "OUT" register available at the gate and on their return, they must enter the time of their arrival in it.
- 8.16. No student of first year should be found in senior students' room or vice-versa, for whatever reason. Non-compliance with this rule will render both parties punishable. In case it is absolutely necessary for a first year student to meet a senior student in the hostel premises or vice versa, prior permission in writing from the Warden or Deputy Warden concerned must be obtained.
- 8.17. No Phone calls (incoming/outgoing) will normally be encouraged during study hours. Any call of an emergency/ inevitable nature will need to be justified to the authorities.
- 8.18. Anyone found guilty of ragging or preventing others from attending classes is liable to be expelled from the hostel and University immediately.
- 8.19. The Chief Warden is vested with full powers to expel a student from the hostel if his / her presence is considered detrimental to the discipline of the hostel. He has the right to suspend students pending enquiry.
- 8.20. Students should appear before the hostel authorities at any time round the clock, when hostel authorities in accordance with an emergent situation demand for it..

- 8.21. Discovery of any lethal weapons or firearms in possession of a student, shall invite expulsion from the University and legal action as per prevailing law.

9. Guests

- 9.1. Guests are governed by the same rules of discipline, as applicable to the students. Residents will be held responsible for their guests not adhering to the rules and regulations of the hostel.

10. General

- 10.1. Students residing in the hostels should bear in mind that the rules are framed with the sole intention of providing a congenial atmosphere for academic studies and prevalent extra-curricular activities. Hence, they are requested to co-operate with the administration to make their stay happy and memorable and devote their time to equip themselves for a glorious future.
- 10.2. Resident faculty will counsel the inmates of hostel between 7.30 p.m. and 8.00 p.m. on all Working days (except Saturday) in the counselling rooms of the hostel. Students are advised to avail of this facility to sort out their academic/personal problems.
- 10.3. Hostel and mess servants should not be sent on personal errands. Any complaints involving them should be made to the Chief Warden / Warden.
- 10.4. The Chief Warden/ Warden will be vested with the discretion of deciding all matters not expressly provided for in these rules.
- 10.5. The Vice-Chancellor / Registrar reserve the right to modify these rules as and when necessary.
- 10.6. Residents shall furnish details of their home address, telephone numbers, and the names and correct addresses of parents / guardians at the time of admission and should notify promptly any change of address.
- 10.7. The hostel authorities cannot be held responsible for any loss or theft pertaining to the belongings of the residents. The residents shall make their own arrangements for the safe custody of the same. Also, the residents are advised not to keep the costly items like gold rings and chains as well as cash in the hostel rooms.

- 10.8. Any information required to be notified will be displayed on the notice boards.
- 10.9. These rules and regulations are subject to such amendments as may be found necessary from time to time; and the amendments, whenever made, will have immediate effect and be binding on all residents.
- 10.10. Everyone should remember the importance of conserving power and water. Lights and fans should be switched off when not needed. Taps in the toilet should be properly closed to avoid wastage of water. The matter of leakage of taps should be reported to the Warden / Hostel authorities immediately for taking remedial action.

11. Change of Rules

The University reserves the right to change any or all the rules, regulations and procedures in this manual without any prior notice whenever it is deemed necessary to do so.

The Vice-Chancellor of the University may relax any of the above rules under special circumstances if he so deems it necessary.

12. Leave Rules for Hostellers

No student can leave the hostel for any reasons without producing out pass. In addition, the students should also enter the details and sign in the register at the University's main gate by showing the out pass. In case, prior permission has been obtained to leave the campus, the fact should be indicated in the register. The entries are to be periodically checked and signed by the Registrar. If the entries are found to be false, serious disciplinary action will be taken against the students concerned. For identity, the students should wear the ID card always.

