



॥ अंतरी पेटवू ज्ञानज्योत ॥

**KBCNMU**

JALGAON



## Handbook of Code of Conducts for Students



Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon

# **Handbook of Code of Conducts for Students**

## **1.0 Preamble:**

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon is committed to foster a conducive and harmonious environment wherein the students, faculty members work together to achieve academic excellence. Hence, the students are expected to meet the personal, ethical and moral conduct. This requires personal integrity and mandate to practice self-accountability. The University takes every effort to attain academic excellence among the students for career opportunity on global platform and make them a good human being. The academic excellence is attained only when every student maintains discipline, and the decorum in conformity to the code of conduct for students of KBCNMU. For this purpose, handbook of Code of Conduct is formulated to reflect the standard procedures and practices adopted by the University for regulating the student activities in the campus and expectations of professional conducts of students. This code of conduct values the student diversity and the University is committed to treat students in a fair manner and intended both to advance the object of the University towards teaching, learning, academic excellence so as to secure the observance of its core values. Therefore, each student enrolled to various courses on the campus are abide by this code of conduct, pertinent disciplinary policies, student grievances and Student's Council elections. This system is designed for an educational purpose and does not function as a court of law.

### **1.1 Purpose**

The purpose of this handbook is to (a) pioneer and administer a student discipline process, inculcate civic sense, educate to become conscious members, (b) promote student growth through collective responsibility, (c) protect the ethos and rights of all members of KBCNMU and (d) maintain harmonious ecosystem in the University appropriate for the higher education. This document, therefore, provides guidelines on the issues related to proper conduct of students in campus as well as society. All students are required to be aware of act consistently to achieve academic excellence and elevate University performance at global platform.

## **2.0 Jurisdiction:**

2.1 The University shall apply this code of conduct to all students enrolled with KBCNMU also take notice of all acts of misconduct including, incidents of ragging on the campus, sexual misconduct and misconduct related to University activities and functions.

- 2.2 The University may extend jurisdiction over conduct which affects student conduct and discipline including, (a) violation of sexual harassment policy, (b) physical assault, (c) threats of violence, (d) possession/use of weapons, fireworks, explosives/destructive devices, prohibited drugs/alcohol, narcotics, nuisance to off-campus community, meetings/processions without administrative permission, (h) theft, (i) misbehaviour during student council elections, (j) participation in riots and (k) association with terrorist groups.
- 2.3 Every student shall comply with the obligations set out in this code of conduct and act in a way that furthers the University's object and upholds its core values.
- 2.4 The code of conduct shall be read in conjunction with the statutes, ordinances of the University.

### **3.0 Ethics and conduct:**

The code of conduct is applicable to all kinds of conducts of students that occurs on campus as well as off campus which may impact the University's interest in higher education and society as a whole.

#### **3.1 Code of Conduct for students**

##### **3.1.1 General Code**

- 3.1.1.1 Every student shall observe discipline and contribute to the academic excellence of the University and maintain harmony among the student community as well as other stakeholders.
- (a) Student must respect the faculty members and staff of the University.
  - (b) Students shall ensure neat, clean campus and shall say no to chewing of tobacco, gutkha, gums etc. or smoking.
  - (c) Students shall remain punctual in classrooms/laboratories and maintain discipline in the classrooms, laboratories, library, cafeteria, etc.
  - (d) Students shall maintain a co-operative and collaborative approach to interpersonal relationships.
  - (e) Students shall ensure that the academic process in their course is consistent with the Statutes, Ordinances and Maharashtra Public Universities Act, 2016.
  - (f) Students shall read notice board, official correspondence from University including e-mails.
  - (g) Students shall act ethically and honestly in preparation, conduct, submission and academic work, examinations etc.

- (h) Students shall use resources in lawful and ethical manner and for University purpose only.
- (i) Students shall act honestly and ethically during academic pursuit.

3.1.1.2 Student shall not indulge in any act of indiscipline which includes:

- (a) any violation of Regulations, Policies and Code of Conduct for Students as prescribed and prevalent from time to time;
- (b) breach of an Undertaking or refusal to obey the directions/ instructions of the HOD/Director, Registrar and/or Vice Chancellor;
- (c) leaving University premises without permission and inability to provide proof of identity when requested to do;
- (d) misbehaviour with a fellow student, faculty or staff or any person in the University;
- (e) violent, indecent, disorderly, threatening, verifying, intimidating or offensive behaviour or language (oral write up or electronically, including blogs, social networking websites and other electronic means);
- (f) unreasonable noise, use of verbal/written abuses, derogatory or un-parliamentary language/ terms against any officer, academic staff, administrative staff, other employee or student of the University;
- (g) distribution or literature/propaganda material, in print or electronic form or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal;
- (h) any kind of betting/gambling, littering in the University.
- (i) any act of malpractice related to any examination/test/evaluation process/print work;
- (j) mass bunking of classes and other University activities, causing disruption in any manner in the functioning of the University;
- (k) possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including hostels of the University, or threat to use of any weapons, prohibited items or chemicals.
- (l) physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University, and /or causing injury to any person within or outside the University Campus;

- (m) violation of status, dignity and honour of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation;
- (n) creating intolerance on religious or communal grounds;
- (o) accessing banned sites and/or pornographic sites and/or material in the Campus.
- (p) any behaviour construed as discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the University, or any visitor to the University;
- (q) fraud or deception in relation to the University or its staff, students or visitors;
- (r) bribery or attempted bribery, gifts or any other advantage to any student or employee of the University, or any visitor;
- (s) theft, misappropriation, unauthorized use or misuse of University property;
- (t) failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- (u) any activity that amounts to ragging or any similar act shall result in the student being summarily suspended from the University;
- (v) any act that tends to or brings the university and/or its Officials, staff or other students into disrepute and/or adversely affects its reputation;
- (w) any act either singly or with others that creates disturbance within any part of the Campus/class rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- (x) promoting any business or trading activity within the University Campus;
- (y) any slogans or any violent activity in pursuance of any demands or issues; and any other act of commission or omission, which constitutes indiscipline.

3.1.2 The student must uphold academic integrity, rights and safety of others.

3.1.3 Each student must submit a signed statement accepting this code of conduct by giving an undertaking as per Annexure-I.

3.1.4 The student shall deter from indulging in any form of misconduct which affect the University's academic repo substantially. The misconduct include : (a) any act of discrimination (physical/verbal conduct) based on gender, caste, race, religion, colour, language, disability, sexual orientation, marital/family status, gender identity etc., (b) destroying University's property, (c) disruptive activity in University's event, (d)

inability to produce identity card issued by the University and (e) participation in nefarious activities as listed above.

- 3.1.5 The student shall not interact with media representative/invite media persons on the campus nor provide audio/video clippings of any activity on the campus without prior permission.
- 3.1.6 The student shall not indulge in sharing derogatory remarks about other individual(s) from the University on social media nor involved in any form of conspiracy/false remarks.
- 3.1.7 The student(s) shall not involve in destruction of University property, abuse computer system, tamper electronic communication systems.
- 3.1.8 The student shall not make audio/video recordings streaming, take photographs without prior consent.
- 3.1.9 The student must provide written consent of the Director in an event, where a student is forced to discontinue studies for any legitimate reason. In such cases, the student shall be required to clear pending hostel/mess dues and shall revoke scholarship.
- 3.1.10 (a) In case of breach of code of conducts, disciplinary committee shall be constituted to recommend a suitable action upon inquiry and suggest the action to be taken against the student(s) based on the nature of misconduct as per O. 157 under Maharashtra Universities Act, 1994 and Section 127 of Maharashtra Public Universities Act, 2016 and as per the functional mechanism of working described in Uniform Statute no. 5 of 2019.
- (b) The committee shall indicate clear action as (a) warning to the student(s) for violation of code, (b) restrictions to various facilities on the campus, (c) suspension/forfeiture of scholarship/fellowship for a specific time period, (d) suspend for a specified period, (e) non-eligibility to apply for admission to academic programmes, (f) withhold degree certificate and (g) expulsion of student(s) from the University permanently,
- (c) The delinquent student(s) may initially appeal to the Director for punishment or appeal to the University authorities. In any case, the decision of the University authorities shall remain final.
- 3.1.11 The maintenance of conduct by the students in the University shall be regulated by Ordinance no. 157 of KBCNMU, Jalgaon framed under the Maharashtra Universities Act, 1994.

### **3.1.12 Policy on attendance**

**Student attendance in class/laboratories/academic events are essential for academic progress during the study.**

- 3.1.12.1 Every student shall be regular and attend at least 75% of total lectures held in each term. Attendance requirement of students in classrooms/laboratory shall be governed by Ordinance 68 of North Maharashtra University, Jalgaon framed under Maharashtra Universities Act, 1994.
- 3.1.12.2. Attendance shall be recorded in the *Attendance Register* by the concerned Course In-charge in every Lecture, Seminar, Tutorial, and Practical Class as scheduled in the Time-Table for the Programme of study as notified by the Head/Director of the concerned School/Institute.
- 3.1.12.3 The student shall be informed of her/his attendance records so that the concerned student is aware of any shortage of attendance, as applicable. The student is expected to take note of such periodic notifications regarding shortage of attendance and ensure that the minimum attendance criteria is complied with. Failure to do so shall result in the student becoming ineligible to appear for the Term End Examinations of the Course(s) concerned. In such cases, it shall be the sole responsibility of the student to complete the Course.
- 3.1.12.4 The parent/legal guardian of the student who is absent in class will be informed of the absence of the student through mobile/email/postal communications. These communications are sent through mobile email postal communication address provided by the students/parents at the time of admission.
- 3.1.12.5 Student with shortage of attendance (below 75% of the classes actually conducted in every course in the concerned academic term) shall not be permitted to appear in the term end examinations of the course(s) in which the attendance shortfall exists, irrespective of the student's academic performance in the continuous assessment.
- 3.1.12.6 The parent/legal guardian of the student whose attendance is below 75% (as on the date of generating the attendance record), shall be informed accordingly. The parent/legal guardian concerned is expected to take such notifications seriously and advise her/his ward to attend classes regularly.
- 3.1.12.7 The student and parent/legal guardian shall be cautioned through e-mail/phone number that shortage of attendance below the minimum eligibility criteria (i.e.,

**minimum of 75%** of the classes actually conducted in every Course the student has registered for in the Academic Term) for appearing in the Term End Examinations, may be at risk of being barred from appearing for the Term End Examination due to shortage of attendance or may result in the loss of an Academic Year even after repeated warnings given to the student. The student shall be advised to adhere to all attendance requirements as prescribed by the Ordinance 68.

**(Ordinance 68 of NMU, Jalgaon framed under MUA, 1994).**

For keeping term in any class in a College/University Department/Recognized Institution, a student shall attend at least 80% of lectures delivered per term in case of a Course/Courses where keeping of separate term is prescribed; whereas in case of a Course where the terms have to be kept consecutively, 80% attendance at the lectures shall be calculated for both the terms, at the end of Second term. Besides' the requirements for essential work, performance thereat and attendance therein and other requirements as prescribed, shall have to be satisfied for earning the terms.

3.1.12.8 Students shall submit medical certificate of illness in case of attendance <75% for condonation request and keep the term through course In-charge and Director of School/Institute as per Ordinance 71 of KBCNMU, Jalgaon.

**(Ordinance 70 of NMU, Jalgaon framed under MUA, 1994).**

The Management Council may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the Discipline Committees in case of the Post-Graduate Courses and the Principals of the Colleges in case of the Undergraduate Courses.

**(Ordinance 71 of NMU, Jalgaon framed under MUA, 1994).**

In case a student is permitted to participate in the N.C.C./N.S.S. camps or to undergo a training or military duties/Inter-University/Inter-Collegiate Competitions/ Sports and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student.

**(Ordinance 72 of NMU, Jalgaon framed under MUA, 1994).**

The Principals and Heads of Institutions shall keep a Register of the daily attendance of duly admitted students.



**(Ordinance 73 of NMU, Jalgaon framed under MUA, 1994).**

(a) To keep a term at a College or Recognized Institution, a student must complete to the satisfaction of the Principal or the Head of the Institution, the course of studies at the College or Institution prescribed for such terms for the Class to which the student belongs.

(b) In Colleges where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under-Graduate student of that College who has joined such training. Such a candidate shall have to produce, along with his application for admission to the examination, a Certificate from the Principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year. This Certificate shall be issued by the Principal in consultation with the N.C.C. Authorities.

**3.1.13 Students Identity Card:**

The University Identity Card is a valid document with barcode and issued by the Director, Knowledge Resource Centre after admission to particular programme of University.

(a) The student should carry a University Identity Card, display at all the times in the University campus and follow the dress code wherever, defined by the schools/institute, (b) Student will not be allowed into the campus without the Identity Card and student must produce Identity Card to use Knowledge Resource Center, Health Unit, Laboratories etc.,

(c) A student must return the Identity Card to the Knowledge Resource Center after completing the programme or expulsion or withdrawal or failure to do so, security deposits will be forfeited, and certificate will not be issued.

(d) Any misuse of Identity Card may lead to disciplinary action against the student. In case of loss of Identity Card, student should apply for duplicate Identity Card after payment of Rs. 50/-.

**3.1.14 Restrictions on use of mobile phones:**

(a) The students shall switch off mobile phones during lecture hours, laboratories, workshops, library, moot court and academic activities, (b) Students may use mobile phones in the permissible areas in the University and (c) Student found for use of mobile phone in restricted areas will be cautioned or mobile phone may be confiscated.

### **3.1.15 Use of Student's personal Laptop**

Students may bring their personal Laptops/Tablets to the University Campus. The general rules for using personal Laptops/Tablets are given below:

- 3.1.15.1 Students may use Laptops in the Tutorial Classes, if required as part of the course work/class assignments, with prior permission of the concerned Course Incharge.
- 3.1.15.2 Students may use their laptops in the Classrooms/Seminar Halls for assignment/seminar/ paper presentation purposes, or any other academic activity as required/approved by the concerned Course Instructor.
- 3.1.15.3 In case a student wants to use her/his laptop during a class/lecture for academic purpose, that student shall seek prior permission from the concerned Course Incharge to use the laptop in the classroom. Students are not permitted to use personal laptops in the classroom during a lecture without prior permission of the Course Incharge. Violation of this rule will result in disciplinary action on the student, and the errant student's laptop/tablet will be confiscated by the Course Incharge.
- 3.1.15.4 Students are not permitted to use/take their personal laptops to the Computer Labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action on the student, and the errant student's laptop/tablet will be confiscated by the Course Incharge.
- 3.1.15.5 Students may use their laptops in the Computer/Project Laboratories to carry out assignments/project work with prior permission of the concerned Course Incharge.
- 3.1.15.6 Students shall not make use of personal laptops in the University Laboratories/Classrooms for any non-academic/curricular work or activity. Violation of this rule will result in stringent disciplinary action on the student, and the errant student's laptop/tablet will be confiscated forthwith.

### **3.1.16 Defacement/Damage/Theft of University Property**

- (a) The students shall not indulge in any wilful breakage, defacement, damage or theft of University property (which includes any University infrastructure, equipment, furniture, sports goods, canteen facilities, hostel facilities, furniture, buses, and such other facilities and equipment of any kind belonging to the University).
- (b) Any student or group of students guilty of stealing, defacing, breaking or damaging any property, equipment, facility and/or infrastructure of the University shall be subject to stringent disciplinary action and penalties which include:

- (i) Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
  - (ii) Forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission.
  - (iii) Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
  - (iv) Penalty and suspension from the University.
  - (v) Expulsion from the University.
- (c) The decision of the Vice Chancellor, based on the recommendations of the Disciplinary Committee, in such cases shall be final and binding upon the student.

### **3.1.17 Co-curricular and Extra-Curricular Activities**

3.1.17.1 The University shall remain committed to the overall development and transformation of each student by providing different mandatory co-curricular activities and extra-curricular activities such as Sports, Cultural, Hobby Clubs, etc. Some Programs include mandatory Study Tour, Internships and other Training Programs.

3.1.17.2 Students shall be encouraged to become members in NSS and NCC, and actively participate in the NSS/NCC programs of the University.

3.1.17.3 Students shall be promoted to attend and participate in the special programs and activities organized by the University.

### **3.1.18 Policy on Knowledge Resource Centre facilities**

The University Knowledge Resource Centre (KRC) provides a conducive environment for study, research and learning. Access to textbooks, reference books and general reading materials, journals apart from important e-resources is regulated by this policy. Accordingly, the rules are framed for effective utilization of the KRC by the students. Students are instructed to visit the KRC regularly and utilize the resources available for academic purpose only.

#### **3.1.18.1 Classification Scheme**

The student users shall use OPAC computers along with the instructions given for easy location of books since all the books in the KRC are classified according to Dewey Decimal Classification scheme.

### **3.1.18.2 Internet Browsing**

- (a) Internet browsing facility in the KRC shall be utilized only to make subject related searches and for accessing the electronic databases subscribed by the university. Online chatting and playing games are strictly prohibited inside the KRC.
- (b) Installation of any software program without the knowledge of the KRC staff will attract penalties.

### **3.1.18.3 Use of Electronic Equipment**

- (a) Student shall not use of Electronic equipment such as Mobile phones, Audio players and similar gadgets inside the KRC. However, students may use their personal laptop/tablet in the KRC for academic work only with prior permission of the Director,
- (b) A student bringing a laptop inside the KRC will have to enter the details of the Laptop in the Register kept for this purpose and (c) Any misuse of the Laptop in the KRC will result in the confiscation of the Laptop by the Director and debarred from bringing the Laptop to the KRC.

### **3.1.18.4 Rules for Borrowing Books**

- (i) KRC books shall be issued only upon producing the University Identity card as per the rules/procedure listed below:
  - (a) Identity cards are not transferable. KRC staff may refuse to issue books to anyone who uses others' cards. Books should not be sub-lent to others.
  - (b) Books will be issued to all students for a period of 15 days.
  - (c) Books borrowed should be returned on or before the date mentioned in the due date slip. Overdue charges will be collected.
  - (d) Books have to be returned to the KRC as and when they are recalled by the Director.
  - (e) Students shall check the condition of the books before borrowing and any book found in a damaged condition will not be issued. Please bring to the notice of the KRC staff immediately if any damage or defect is noticed while borrowing.
  - (f) The Borrower shall be fully responsible for the books issued upon his/her card. Any damage to the book or marking during the borrowed period will attract penalty or total replacement of the book.
  - (g) Student should replace the book or pay the value thereof if books borrowed are damaged or lost by the borrower.

### **3.1.18.5 Rules of Borrowing Non-Book (CD-ROMs)**

Two CD-ROMs will be issued to all categories of students for a period of 2 days. Overdue charges will be collected.

### **3.1.18.6 Rules for Renewal of Books**

- (a) Renewal of books shall be done for those books that are not in demand by others.
- (b) Students shall bring the books to the KRC for renewal.
- (c) Books can be renewed twice for days each time if there is no demand from others as per rules of KRC.
- (d) In case the book is reserved by others, then its renewal is not possible, and it has to be returned to the KRC.
- (e) Books will not be renewed more than two times at a stretch irrespective of the demand. Such books have to be returned on or before the due date and kept in the KRC for two working days before issuing to the same member.

### **3.1.18.7 Rules for Reservation of Books**

- (a) Reservation of books can only be done for those books that are on circulation. Books which are on the shelves cannot be reserved.
- (b) Online reservation, using the KRC Software, is possible from within the University Campus.
- (c) If a book is reserved by more than one person, each one gets a priority number automatically based on first come first served basis. Such books cannot be renewed to the borrower or issued to anyone other than those reserved.
- (d) Whenever a reserved book is returned to the KRC, each member by order of priority in the reservation list, will be intimated and given two working days to borrow the books. If he/she fails to borrow then the next person in the list is allowed to borrow the book.

### **3.1.18.8 Reference Books**

Dictionaries, Encyclopedia, Handbooks, Manuals, Year Books, Periodicals, Back volumes of periodicals, Reports, Text Books, Newspapers and all those books bearing the stamp "Reference" will not be lent out. These resources are meant for reference within the KRC premises only.

### **3.1.18.9 Overdue Charges, Loss of Books and Identity Card**

For late returns of books and loss of book(s), the rules/guidelines of KRC in force shall be applicable.

### **3.1.18.10 Digital Library**

The KRC has subscribed to the following online databases which are available to students and faculty within the campus as well as on remote access by User ID and Password. Online databases are copyrighted, and the users are required to use the content for the academic reference only. Student will be issued by passwords may be collected from the Director, KRC, on request.

- (a) INFLIBNET
- (b) IEEE Digital Library
- (c) ASTM Digital Library
- (d) ProQuest ABI Global
- (e) J-Gate (Engineering)
- (f) J-Gate (Social Science and Management)
- (g) NTPEL Lectures

### **3.1.18.11 Printing and Photocopying Facility**

- (a) Photocopying of the KRC materials can be obtained from the library at nominal charges as fixed by the KRC from time to time. Photocopy charges may be paid at the Desk.
- (b) The KRC subscribes to a number of print journals, general magazines & newspapers. List of these journals has been displayed in the KRC. These periodicals are only for reference and are not for circulation.

### **3.1.18.12 Working Hours**

Monday to Saturday: 9.00 AM to 05.40 PM.

Reading Room: 06.00 AM to 11.00 PM.

Circulation (Issue & Return): 09.00 AM to 5.30 PM.

The KRC will be closed on Sundays and other holidays of the University.

### **3.1.18.13 General Instructions**

- (a) Access to the KRC is restricted to Faculty, Staff and Students of KBCNMU only. Students shall always bring valid identification card for all transactions, without which the KRC staff will not issue books/ other resources.
- (b) Student shall always use the Call Number for locating the books; the call number is printed on the spine of the book for easy identification. Approach the subject rack with the help of the Call Number. In case of any difficulty in locating the books, please contact the KRC staff for help.

- (c) Student shall use the Online Public Access Catalogue (OPAC) for identifying the books he/she requires and to know the availability. After consulting the books, leave them on the tables. KRC staff will replace them.
- (d) Student shall leave personal belongings in the property rack before entering the KRC. However, no valuables should be left in the racks and the KRC will not be responsible for any loss of users' belongings left in its premises.
- (e) "A book misplaced is a book lost forever" – Replacing books in different locations on the stacks should be avoided. Since the KRC follows open access system, books taken out of the racks should be left on the tables. KRC staff will replace them.
- (f) Student shall observe strict silence inside the Library. If conversation becomes necessary, it should be in low tones only.
- (g) Student shall not carry any food and beverages inside the KRC.
- (h) If any books are defaced, such as marking / underlining / folding of pages etc., double the cost of the latest edition of the book will be charged from the student. If a student is found guilty of theft, tearing part of the books, and/or causing damage to the KRC / laboratory property, disciplinary action will be taken against the students with penalties ranging from forfeiture of the Security Deposit to expulsion from the University.

### **3.1.19 Policy against Plagiarism**

3.1.19.1 The University shall ensure the authenticity as well as accuracy of documentation of the research record, whether in a post graduate project, review write up, pre-registration research proposal, research progress report, pre- submission synopsis, final thesis, publications, or any other form of claims made to the academia, government, industry, media, or public at large.

3.1.19.2 For this purpose, the guidelines followed widely across the world shall be adopted, such as those issued by the Committee of Publication Ethics (COPE) [[publicationethics.org](http://publicationethics.org)], or, The Singapore Statement on Research Integrity [[www.singaporestatement.org/statement.html](http://www.singaporestatement.org/statement.html)].

3.1.19.3 Students, in particular Undergraduate students, Postgraduate students, Research Scholars and Faculty members shall follow the best practices of research documentation/publishing/communication, including how to avoid unethical publishing practices, and they should use anti-plagiarism software Turnitin®, URKUND or other approved software as frequently as needed.

- 3.1.19.4 All written submissions for publication such as Project Reports/Dissertation/Papers/Theses and other publications under the name of the University must adhere to the anti-plagiarism guidelines provided by the Course Instructor(s), Research Supervisors, Ph.D. Regulations or other University Notification from time to time. If required, the electronic file (text) shall be scanned using anti-plagiarism software (Turnitin®, or URKUND or other approved software). Also, non-text contents such as tables, figures, images, drawings, schema, etc., shall be critically examined to ensure that the submission is free from any unethical content/practice, prior to final submission/publication.
- 3.1.19.5 Research Scholars/Post graduate students in particular, shall submit the anti-plagiarism scanning report of the complete Thesis at the time of submission of the Thesis for evaluation, as specified in the Ph.D. Regulations, 2018 of the University.
- 3.1.19.6 The students, Research Scholar(s), Supervisor(s) and Author(s) shall be held responsible for any such document found to have unethical content/practices including, but not limited to plagiarism, falsification and fabrication of results/data/claims. Such Project Reports/Dissertations/Publications/Theses shall be withdrawn by the University, regardless of their consequences to their authors, including cancellation of Registration for the Course(s) concerned and/or withdrawal of their Ph.D. degrees, if awarded. Such research scholars may also be debarred from admission to the same or any other program in the University.

### **3.1.20 Policy on Medical Care**

- 3.1.20.1 The University takes due care for the general health and wellbeing of each student and the University shall not take responsibility of serious medical conditions arising out of ailments, sickness, injuries, accidents, etc. Student shall get treatment for minor ailments and first aid in the Primary Health Care Centre of the University. In case a student requires further medical attention, he/she will be immediately transferred to the nearest local hospital and the same shall be informed to the parents who will take full responsibility.
- 3.1.20.2 The University will take all precautions in providing minor first aid medical care within the University Campus, and if deemed necessary, inform the parent/legal guardian of the concerned student. The University shall not be held responsible for any incident during the provision of this service. Further, the University shall not be held responsible in cases of any medical exigencies such as accidents, which may



occur inside the campus, in sport's fields or in any other outdoor sports/ activities and journeys to and from the University, including Private/Public Transport facility The University shall not be liable in torts or any other Law for any accident injury or damage caused to a student due to any act or omission or commission by the concerned student and/or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

3.1.20.3 The University shall provide Ambulance facility for further treatment, in case a student is admitted to private Medical Practitioner(s) in Jalgaon city area.

### **3.1.21 Parking facility**

3.1.21.1 The University provides limited parking space for the two-wheeler and four-wheeler vehicles of students for which each student shall be issued a **vehicle identity sticker** from Administration Office of the University. Any vehicle without the sticker shall not be permitted to enter the University campus.

3.1.21.2 The student shall park their vehicles in the allocated parking zones. Every student using the parking facility must comply with the parking and traffic rules.

3.1.21.3 Students using two-wheelers must wear helmets while riding the vehicle. Students without helmets will not be allowed to enter and park their two-wheeler vehicles inside the campus.

3.1.21.4 Exceeding speed limits within the campus is strictly prohibited.

3.1.21.5 Any violation of these rules will result in the parking facility being withdrawn from the student.

### **3.1.22 Policy on University Hostel Accommodation Facility**

The University provides safe, convenient and comfortable Hostel facilities with a Mess at a reasonable amount. Separate Hostels are provided for Boys and Girls. All students shall follow the ***Hostel Policy, Rules and Code of Conduct*** once admitted to the University Hostels.

- (a) Admission to the Hostel is done on merit basis at the time of Admission to the University.
- (b) Students who need Hostel facility for the Summer Term must apply for the same and pay the prescribed Hostel Fee applicable for the Summer Term as stipulated by the University.

- (c) Student shall provide nomination of a local guardian for admission to the Hostel, and he/she should be accessible to the Hostel Authorities for contact in times of emergency.
- (d) In case a student fails to maintain a minimum 75% attendance in all Courses registered, at the end of the concerned Semester, the Hostel facility shall be withdrawn for the student. The concerned student will not be provided the University Hostel facility for the next Semester/Academic Term.
- (e) The hostel facility shall be co-terminus with a course of study the student pursuing at the University.
- (f) The student and parent/legal guardian of the student shall give an undertaking as prescribed by the *Hostel Policy, Rules and Code of Conduct for Hostellers*.

### **3.1.23 Policy on Sports**

The University shall encourage sport activities both indoor and outdoor games, to create a vibrant sporting culture and provide competitive and friendly recreation for students to bring out the best among the students in terms of physical fitness, and sportsman spirit. The University facilities for several sports activities shall be utilized appropriately and in accordance with rules and regulations specified in Ordinance 7 of KBCNMU framed under the Maharashtra Universities Act, 1994 and Section 57 and 58 of Maharashtra Public Universities Act, 2016.

### **3.1.24 Internship, Professional Practice and Placement Assistance**

The University has a dedicated Central Training and Placement Cell (CTPC) to provide assistance for Internship, Professional Practice (as applicable) and Career Placements to all the eligible students.

- (a) The students shall strictly follow the instructions, rules and guidelines issued from time to time to be eligible to avail such facilities.
- (b) Every student must have a minimum of 75% or above attendance in all Courses in every Semester/Academic Term to be eligible to avail the facilities offered by the Industry Interface and Placement Cell.
- (c) The University shall not extend any Professional Practice or Placement support to students penalized in Disciplinary cases.
- (d) The students shall refer to the curriculum pertaining to the concerned Program of study for more details on Internship and Professional Practice as applicable to the concerned Program of study.

- (e) The pre-final year students of a Programme of study shall be aware of relevant Placement Rules and Guidelines issued by the CTPC at the appropriate time.

### **3.2 Policy on Disciplinary Practice for misconduct**

- (1) All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice Chancellor.
- (2) The Vice Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.
- (3) The Vice Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled.

Provided that, the Vice Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

- (4) Without prejudice to the powers of the Vice Chancellor, the principals of conducted colleges, Director/Heads of university institutions shall have authority to exercise all such powers over the student as may be necessary for the maintenance of proper discipline.
- (5) Provisions as regard to discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct, shall be as prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
- (6) Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published on the notice board of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same.
- (7) At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other

officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.

### **3.2.1 Disciplinary Committee**

3.2.1.1 Any act of indiscipline pertaining to the Code of Conduct for Students listed above will be investigated by the Disciplinary Committee of the University. Based on the act of indiscipline, disciplinary action against the student shall be imposed, which may range from a penalty fee/fine and/or recovery of costs/expenses incurred by the University to restore or replace or repair any property destroyed or damaged or defaced by the student, suspension or expulsion from the University.

3.2.1.2 The Vice Chancellor may, on the recommendation of a Committee constituted in this regard or on her/his own, order or direct that any student found guilty of indiscipline:

- (a) be kept under disciplinary probation with or without supervision for a stated period;
- or (b) be suspended for a stated period; and/or (c) be fined monetarily with a specified amount; and/or, (d) that the result of the concerned student in the examination in which he has appeared be withheld for a stated period or cancelled; and/or (e) be debarred from one or more examinations conducted by the University; and/or (f) be debarred from the Professional/Industry Practice provisions/facility of the University; and/or (g) be debarred from the Placement Assistance of the University; and/or (h) be debarred from Registering for a concerned Academic Term of the University; or (i) be expelled from the University; or (j) any other punishment which the Vice Chancellor may deem fit, and (k) in case a student is found guilty of indiscipline and is punished as stated above, his/her scholarship (if awarded) under the University Scholarship Policy shall be withdrawn with immediate effect. Student shall be liable to refund all amount received as Scholarship from the University from the date of admission.

3.2.1.3 The University shall be entitled to issue notice with or without the photograph of the student concerned to intimate the school/institute about the misconduct or the punishment imposed upon the student.

3.2.1.4 The decision of the Vice Chancellor regarding punishment shall be final and not open to question.

3.2.1.5 Nothing stated herein shall prevent the University from initiating or instituting appropriate action in accordance with prevalent law, both civil and/or criminal in addition to the actions defined above.

### **3.3 Policy on Anti-Ragging**

Ragging is a cognizable offence and University has an effective anti-ragging policy which is based on UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and prohibition of Ragging in the campus (Maharashtra Prohibition of Ragging Act, 1999).

### **3.4 Policy for Prevention of Sexual Harassment**

The University shall maintain a community in which students and employees can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. (See University Policy on Prevention of Sexual Harassment).

### **3.5 Students' Council in University, Colleges, recognized institutions:**

#### **3.5.1 Functions and Duties of the Students' Council:**

[Refer to Statute 177 of Maharashtra Public Universities Act, 2016 and uniform statutes of 2018 as per Section 72 (10) of Maharashtra Public Universities Act, 2016.]

**Statute 177:** The Students' Council shall have the following functions and duties, namely:-

- 1) to look after the welfare of the students;
- 2) to promote and coordinate the extracurricular activities of different students' associations and committees which are constituted at the college and recognized institution /university department and university level, like Art circle, Gymkhana Committee, Elocution and Debate Committee, Literary Committee, etc.;
- 3) to promote democratic outlook, civic sense and spirit of oneness amongst students;
- 4) to inculcate sense of moral values, humanities and nationalism among students;
- 5) to promote sense of belonging and commitment to betterment of society and State;
- 6) to promote and maintain discipline among the students on the campus;
- 7) to organize various activities for promoting cultural, social and personality development of the students;
- 8) to assist proactively in resolving the difficulties and grievances of the students within its jurisdiction;

- 9) to suggest innovative ideas and schemes for students' welfare to the respective competent authorities;
- 10) to contribute in developing goodwill and perception about the University/college/institution in the society;
- 11) to suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students;
- 12) to suggest appropriate measures for elevating quality and excellence in education;
- 13) to promote more participation of students in different events of sports, culture and other outreach programmes;
- 14) to strive for provisions of the basic amenities and facilities to the students;
- 15) to assist in the process of framing and implementation of different types of feedback mechanisms;
- 16) to organize various programmes for the welfare of the students;
- 17) to prepare the annual report of the activities of the Students' Council and submit the same to the Principal/Director/Pro-Vice-Chancellor, as the case may be, with a copy to the Board of Students' Development of the University;
- 18) to perform such other functions and duties as may be assigned to it by Principal/Director/Pro-Vice-Chancellor, as the case may be.

### **3.5.2 Procedure for conduct of Business meetings of Students' Council:**

**[Refer Statute 178 of Maharashtra Public Universities Act, 2016 and Uniform Statute 6 of 2018 as per Section 72 (10) of Maharashtra Public Universities Act, 2016].**

- 1) The Secretary of the College Students' Council shall call a meeting of the College Students' Council with the prior permission of the Principal/Director of the college/institution and the President of the College Students' Council. A notice of the meeting shall be sent to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting. In case of emergency, the notice period shall be of minimum three clear days.
- 2) The Secretary of the College Students' Council shall prepare an agenda for a meeting in consultation with the Principal/Director of the college/institution.
- 3) The Principal/ Director of the college/institution shall preside over the first meeting of the College Students' Council. The Secretary of the College Students' Council shall offer secretarial services to the meeting.

- 4) The Secretary of the University Department Students' Council shall call a meeting of the University Department Students' Council with the prior permission of the Director of Students' Development and the President of the University Department Students' Council.
- 5) The Secretary of the University Department Students' Council shall prepare an agenda for a meeting in consultation with the Director of Students' Development.
- 6) The Director of Students' Development shall preside over the first meeting of the University Department Students' Council. The Secretary of the University Department Students' Council shall offer secretarial services to the meeting.
- 7) The Secretary of the University Students' Council shall call a meeting of the University Students' Council with the prior permission of the Pro-Vice-Chancellor and the President of the University Students' Council.
- 8) The Secretary of the University Students' Council shall prepare an agenda for a meeting in consultation with the Pro-Vice-Chancellor.
- 9) The Vice-Chancellor shall preside over the first meeting of the University Students' Council. The Secretary of the University Students' Council shall offer secretarial services to the meeting.
- 10) The Students' Councils shall meet at least once in every three months.
- 11) The quorum for the meeting of the Students' Council shall be one-third of the total number of members. If there is no quorum, the meeting shall stand adjourned for half an hour and no quorum shall be necessary for such adjourned meeting.
- 12) The President or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- 13) All proposals on the agenda shall be decided by a simple majority of votes of the members present. The President shall have a vote. In case of equality of votes, the President shall have the casting vote.
- 14) Before the preparation of annual financial budget of the college/institution/ University, the Principal/Director at college/institution level, the Director of Students' Development at University department level and the Vice-Chancellor at the University level, shall call a meeting of College Students' Council / University Department Students' Council / University Students' Council for inviting their proposals and suggestions. The Students' Council shall prepare its activity-wise budget proposal on the basis of different types of fees collected for the student

welfare activities, such as student welfare fee, gymkhana fee, gathering fee, poor students' aid fund, etc.

- 15) The Secretary of the respective Students' Council shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the President for his approval.
- 16) Approved minutes of the meeting of the Students' Council shall be sent to the Principal/Director/Director of Students' Development/ Pro-Vice-Chancellor for the needful.
- 17) In the last meeting of the year, the report of the activities of the Students' Council shall be prepared and submitted to the Principal/Director/ Director of Students' Development/Pro-Vice-Chancellor.

### **3.5.3 Nomination of Students' on Students' Council**

**[Refer to Ordinance 99 of Maharashtra Public Universities Act, 2016]**

- (1) There shall be a University Students' Council as specified in clause (b) of sub-section (4), a university department Students' Council for the departments of the university and a college Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.
- (2) The University Department Students' Council shall consist of the following members, namely :-
  - (a) President, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;
  - (b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;
  - (c) One lady representative, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;
  - (d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;



- (e) one student from each department, elected by an electoral college consisting of students who are engaged in full time studies in that department ;
  - (f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Vice-Chancellor from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;
  - (g) Director, Students' Development shall be an ex-officio member.
- (3) The College Students' Council for each institution, conducted college or affiliated college shall consist of the following members, namely:-
- (a) President, elected by an electoral college consisting of students who are engaged in full time studies in that college;
  - (b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college;
  - (c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in that college;
  - (d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral college consisting of students who are engaged in full time studies in that college:  
 Provided that the University shall decide the category of reservation for each college for the purpose of this clause by drawing lots;
  - (e) one student from each class, elected by an electoral college consisting of students who are engaged in full time studies in that class;
  - (f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Principal from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria;
  - (g) one senior teacher as coordinator of the Students' Council appointed by the principal of the college and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.
- (4) (a) There shall be University Students' Association consisting of the following members, namely:-

- (i) Presidents of the University Department Students' Council and each College Students' Council;
  - (ii) Secretaries of the University Department Students' Council and each College Students' Council;
  - (iii) Lady representatives of the University Department Students' Council and each College Students' Council;
  - (iv) Student representatives, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes of the University Department Students' Council and each College Students' Council.
- (b) The University Students' Council shall consist of the following members, namely:
- (i) President, elected by the members of University Students' Association from amongst themselves;
  - (ii) Secretary, elected by the members of University Students' Association from amongst themselves;
  - (iii) one Lady Representative, elected by the members of University Students' Association from amongst themselves;
  - (iv) one Representative belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, by rotation, elected by the members of University Students' Association from amongst themselves;
  - (v) one student each from (a) National Service Scheme, (b) National Cadet Corps (c) Sports and (d) Cultural activities nominated by the President of the University Students' Council in consultation with the Director, Students' Development from amongst the students of the University Departments and affiliated colleges who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities respectively on the basis of prescribed criteria;
  - (vi) Director Board of Student Development, Director Sports and Physical Education, Director Board of Lifelong Learning and extension shall be permanent invitees.
- (5) The first meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he may deem fit.

- (6) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full-time student.
- (7) During the period of election, no person, other than a student on the rolls of college or institutions or University, shall be permitted to take part in the election process in any capacity. Any student or a candidate violating this condition shall be liable for disciplinary action against him in addition to the revocation of his candidature.
- (8) The budget, frequency of meeting of the University Department Students' Council, Students' Council for each institution, conducted college or affiliated college and University Students' Council shall be as may be prescribed by the Statutes.
- (9) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.
- (10) One third of the members of the Students' Council shall constitute the quorum. The procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed by the Statutes. The Council shall meet at least once in every three months.
- (11) The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the Official Gazette.
- (12) The provisions of this sections shall come into effect from such date after issuing the order under sub-section (11), as specified by the State Government in such order.

### **3.6 Students' Grievance Redressal system in the Cell:**

1. Refer to Statute Maharashtra Public Universities (Functional Mechanism of working of Student Grievance Redressal Cell) Uniform Statute 5 of 2019.
2. Definitions: (1) in this statute unless the context otherwise require:
  - (i) "aggrieved student" means a student who has any complaint in the matter concerned with the grievances defined under this statute and includes a person

seeking admission to university or college or recognized institution or higher educations.

- (ii) “declared admission policy” means such policy for admission to a course or program of study as may be offered by the university or college or recognized institution and published in the prospectus.
- (iii) “grievances” include the following complaints or the aggrieved students, namely:
  - (a) Making admission contrary to merit determined in accordance with the declared admission policy of the state and University.
  - (b) Irregularity in the admission process by the university or college or recognized institution.
  - (c) Refusing admission in accordance with the declared admission policy as published in prospectus.
  - (d) Non publication prospectus either hard copy or online, as specific in para 3 of this statute.
  - (e) Publishing any information in the prospectus, which is false or misleading, and not based on facts.
  - (f) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the university or college or recognized institution by a person while seeking admission in such university or college or recognized institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue.
  - (g) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such university or college or recognized institution.
  - (h) Breach of the policy for reservations in admission as may be applicable.
  - (i) Insisting upon students to submit the original academic and personal certificates and testimonials like mark sheets, school leaving certificate and other such documents at the time of admission, wherever such original documents are not compulsorily required.

- (j) Complaints of alleged discrimination of students on the grounds of gender, race, caste, class, creed, place of birth, religion and disability.
  - (k) Non-payment or delay in payment of scholarships to any student by the University College or recognized institutions after receiving the same from concerned authority.
  - (l) Non-adherence of rules of refund of fees in case of cancellation of admission.
  - (m) Undue delay in conduct of examinations or declaration of result beyond that specified period in the academic calendar.
  - (n) Failure to provide students amenities as may have been promised or required to be provided by the university or college or recognized institution.
  - (o) Non transparent or unfair evaluation practices:
    - (iv) “Department Grievance Redressal Cell (DGRC)” means a cell constituted under this Statute, at the level of a university department or university institution as prescribed in sub-para (1) of para 5.
    - (v) “Institutional Grievance Redressal Cell (IGRC)” means a cell constituted under this Statute, at the level of the university as prescribed in sub-para (2) of para 5.
    - (vi) “College Grievance Redressal Cell (CGRC)” means a cell constituted under this Statute, at the level of a college or recognized institutions, as the case may be as prescribed in sub-para(3) or para 5.
    - (vii) “University Grievance Redressal Cell (UGRC)” means a cell constituted under this Statute, at the level of the university as prescribed in sub-para (4) of para 5.
    - (viii) “office of profit” means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached.
    - (ix) “Ombudsperson” means the Ombudsperson appointed under this Statute.
3. Word and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the Maharashtra Public Universities Act, 2016 (Mah. Act. VI of 2017)
4. Mandatory publication of prospectus, its contents and pricing:

- (1) Every university or college or recognized institution shall publish and upload on its web site, before expiry of at least sixty days prior to the date of commencement of the admission process to any of its courses or programs of study, a prospectus containing the following for the information of person intending to seek admission to such university or college or recognized institution and the general public namely:
- (i) The list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the university, as the case may be, for every course of program of study, including teaching hours, practical session and other assignments.
  - (ii) Each component of the fee, deposits and other charges payable by the students admitted to such university or college or recognized institution for pursuing a course or program of study, and the other terms and conditions or such payment.
  - (iii) The number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made.
  - (iv) The conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student to a particular course or programme of study, specified by the university or college or recognized institution.
  - (v) The process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course of programme of study and the amount prescribed for the admission test.
  - (vi) Rules or regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
  - (vii) The percentage of tuition fee and other charges refundable to a student admitted in such university or college or recognized institution in case student withdraws from such university or college or recognized institution before or after completion of course or programme of study and the time within and the manner in which such refund shall be made to that student.

- (viii) Documents to be submitted at the time of admission.
  - (ix) Details of the teaching faculty, including their educational qualifications, along with the category they belong to Regular or Visiting and teaching experience of every member of its teaching faculty.
  - (x) Information with regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the university or college or recognized institution;
  - (xi) All relevant instructions in regard to maintaining the discipline by students within or outside the campus of the university or college or recognized institution;
  - (xii) Clear demarcation of aided and un-aided courses;
  - (xiii) Any such information as the university or college or recognized institution may deem fit.
2. The University or college or recognized institution shall publish or upload information referred to in sub-para(1q) above, on its official website, and inform prospective students and the general public by giving wide publicity in newspapers and through other media.
  3. The University or college or recognized institution shall fix the price of each printed copy of the prospectus including admission form, being not more than the reasonable cost of its publication and distribution, and no profit be made from the publication, distribution or sale of prospectus.
  4. Exclusion to Entertain Grievances. – Grievances relating to subject matter governed by any Statutory Mechanism evolved by the State Government for which grievance redressal mechanism has specifically been provided under the relevant State Act, shall not be entertained by the Grievances Redressal Cells or the Ombudsperson.
  5. Grievance Redressal Cells. – (1) Department Grievance Redressal Cell (DGRC).
    - (i) In case of universities, all complaints relating to university department or university institution shall first be addressed to Department Grievance Redressal Cell (DGRC) to be constituted at the level of university department or university institution, composition of which shall be as follows:
      - (a) Head of the university department or university institution – Chairperson;
      - (b) A Professor from outside the university department or university institution to be nominated by the Vice-Chancellor – Member;

- (c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the university department or university institution – Member Secretary.
  - (ii) The Chairperson and members of the Cell shall have a term of two years.
  - (iii) The quorum for the meeting shall be two, including Chairperson.
  - (iv) The DGRC shall follow the principles of natural justice while deciding the grievance of the students.
  - (v) The DGRC shall resolve the grievance within period of fifteen days of receiving the complaint and shall submit the report to the head of the department or head of the institution, as the case may be.
  - (vi) The DGRC shall provide a copy of the order to the aggrieved person(s).
- (2) Institutional Grievance Redressal Cell (DGRC).
- (i) The complaints not related to university department or university institution and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Cell (IGRC) to be constituted by the Vice Chancellor of the University, composition of which shall be as follows-
    - (a) Pro-Vice Chancellor / Dean / Senior professor – Chairman;
    - (b) Two senior professors other than Chairperson - Member
    - (c) One Senate member from the constituency of registered graduates - Member
    - (d) Director, Students’ Development – Member Secretary.
  - (ii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Cell members shall be two years.
  - (iii) The quorum for the meetings shall be three, including Chairperson.
  - (iv) The IGRC shall consider the recommendation of DGRC while taking the decision. However, the IGRC shall have the power to review recommendations of the DGRC.
  - (v) The IGRC shall follow the principles of natural justice while deciding the grievances.
  - (vi) The IGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The IGRC shall suggest periodically to the University, different ways and means to minimize and prevent such grievances.
  - (vii) The IGRC shall provide a copy of the order to the aggrieved person(s).



- (3) College Grievance Redressal Cell (CGRC)
- (i) In case of colleges or recognized institutions, all complaints shall first be addressed to College or Recognized Institution Grievance Redressal Cell (CGRC) composition of which shall be as follows –
    - (a) Principal of the college or head of the recognized institution – Chairperson.
    - (b) Two senior faculty members nominated by the Principal of the College, or head of the recognized institution;
  - (ii) The tenure of the members shall be two years.
  - (iii) The quorum for the meeting shall be two, including Chairperson.
  - (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
  - (v) The CGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The CGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.
  - (vi) The CGRC shall provide a copy of the order to the aggrieved person(s).
- (4) University Grievance Redressal Cell (UGRC):
- (i) In case of grievance against the university and the grievance not resolved by CGRC, it shall be referred to University Grievance Redressal Cell (UGRC) for which the Vice-Chancellor of the affiliating university shall constitute a University Grievance Redressal Cell (UGRC) consisting of the six members for an individual college or recognized institution or a group of college or recognized institution keeping in view the location of the college or recognized institution. The UGRC shall be constituted by the Vice Chancellor of the University consisting of –
    - (a) Pro-Vice Chancellor / Dean / Senior professor – Chairman;
    - (b) Three Principals from amongst the members of the Senate, of whom one shall be a woman and one shall be from Scheduled Castes or Scheduled Tribes of Denotified Tribes or Nomadic Tribes or Other Backward Classes;
    - (c) One member of the Senate from the constituency of registered graduates;
    - (d) Director, Students' Development – Member Secretary.
  - (ii) The Chairman and members of the Cell shall have a term of two years.
  - (iii) The quorum for the meeting shall be three, including Chairperson.

- (iv) The UGRC shall follow the principles of natural justice while deciding the grievance of the students.
  - (v) The UGRC shall resolve the grievance within a period of fifteen days of receiving the complaint. The UGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.
  - (vi) The UGRC shall provide a copy of the order to the aggrieved person(s).
- (5) Any person aggrieved by the decision of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell may within a period of six days prefer an appeal to the Ombudsperson.
- (6) In case the grievance is against any member in the Cell, the concerned member shall abstain himself from the proceeding on such issue.
6. Ombudsperson – (1) The University shall appoint an Ombudsperson to hear and decide the appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell.
- (2) The Ombudspersons shall be a person not related to the University and who is a judge not below the rank of retired District Judge or a retired Vice Chancellor or a retired Registrar or a retired Professor or a retired Principal.
- (3) The Ombudspersons shall not, at the time of appointment during one year before such appointment or in the course of his tenure as Ombudsperson be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement towards the University.
- (4) The Ombudsperson, or any member of his immediate family shall not –
- (i) hold or have held at any point in the past, any post or employment in the office of profit in the university;
  - (ii) have any significant relationship, including personal, family, professional or financial, with the university;
  - (iii) hold any position in university by whatever name called, in the administration or governance structure of the university.
- (5) The Ombudsperson in the university shall be appointed by the Vice Chancellor of the University, the approval of the Management Council of the University, on part-

time basis from a panel of three names recommended by the Search Committee consisting of the following members, namely -

- (i) Eminent educationist nominated by Chancellor – Chairperson.
  - (ii) Vice Chancellor of the public university to be nominated by the State Government – Member.
  - (iii) Vice-Chancellor of the concerned University - Member;
  - (iv) Registrar of the concerned University....Secretary.
- (6) The Ombudsperson shall be a part-time officer appointed for a period of three years, from the date he resumes the office and may be re-appointed for another one term in the same University. It shall be ensured by the university that the office of Ombudsperson shall not remain vacant for a period more than three months and within such period of vacancy, the Vice-Chancellor shall assign temporary charge to the sitting Ombudsperson from any of the universities governed by the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).
  - (7) The Ombudsperson shall be paid the sitting fee per day as approved by the Management Council of the University for hearing the cases, in addition to reimbursement of the conveyance.
  - (8) The Ombudsperson may be removed on charges of proven misconduct or misbehaviour or for violation of any of the conditions mentioned in sub-clauses (e3) and (4) above, by the Vice-Chancellor with the approval of the Management Council of the University.
  - (9) No appeals for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, appeals relating to issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
  - (10) The Ombudsperson may seek an assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
  - (11) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving an appeal from the student.
8. Procedure for Redressal of Grievances by Ombudsperson and Grievance Redressal Cell.
- (1) University or college or recognized institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that university of college or recognized institution may submit an application seeking grievance redressal.

- (2) On receipt of any online complaint, the university or college or recognized institution shall refer the complaint to the appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (3) The Grievance Redressal Cell or the Ombudsperson, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the university or college or recognized institution and the aggrieved person.
- (4) An aggrieved person may appear either in person or be represented by such person other than legal practitioner, as may be authorized to present his case.
- (5) The grievances not resolved at the appropriate Grievance Redressal Cell(s) shall be referred to the Ombudsperson.
- (6) The university or college or recognized institution shall co-operate with the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson or Grievance Redressal Cell(s), as the case may be, to the Vice-Chancellor of the university.
- (7) On the conclusion of proceedings, appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (8) Every order under the signature of the Ombudsperson or Chairperson of the appropriate Grievance Redressal Cell, as the case may be, shall be provided to the aggrieved person and the university or college or recognized institution, as the case may be, and shall be placed on the website of the university or college or recognized institution.
- (9) The university or college or recognized institution, as the case may be, shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the university or college or recognized institution, as the case may be, shall be reported by the Ombudsperson to the University Grants Commission.
- (10) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

9. Information Regarding Ombudsperson and Grievance Redressal Cell.- The university or college or recognized institution, as the case may be, shall provide detailed information regarding provisions of Grievance Redressal Cell(s) and Ombudsperson on their website and in their prospectus prominently.
10. Consequences of Non-Compliance. – The University Grants Commission, in respect of any university or college or recognized institution, as the case may be, which wilfully contravenes this Statute or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, may proceed to take one or more of the following actions, namely -
- (1) Withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956 (3 of 1956);
  - (2) Withholding any grant allocated to the university or college or recognized institution, as the case may be;
  - (3) Declaring the university or college or recognized institution, as the case may be, ineligible for consideration for any assistance under any of the general or special assistance programmes of the University Grants Commission.
  - (4) Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the University Grants Commission, declaring that the university or college or recognized institution, as the case may be, does not possess the minimum standards for redressal of grievances.
  - (5) Recommended to the affiliating university for withdrawal of affiliation, in case of a college and withdrawal of recognition in case of recognized institution;
  - (6) Recommend to the concerned State Government for necessary and appropriate action, in case of a university;
  - (7) Take necessary and appropriate actions against any university or college or recognized institution, as the case may be, for non-compliance.

Provided that no action shall be taken by the University Grants Commission unless the university or college or recognized institution, as the case may be, has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

### **3.7 Policy on Admission to academic programmes in the University**

Admissions to academic programmes in the University shall be open to all irrespective of caste, class, creed, gender or nationality. All admissions shall be made on the basis of merit in the qualifying examinations and as per the eligibility criteria specified by respective BoS and guidelines prescribed by the Government of Maharashtra as well as other concerned regulatory system.

- 3.7.1 The students shall be admitted to an academic Programme of study of the University subject to fulfilment of eligibility criteria as prescribed from time to time by the University for the concerned programme of study. The eligibility criteria for admission to the various programmes of the University shall be clearly specified in the University prospectus.
- 3.7.2 A student admitted to an academic programme of study, shall continue till she/he pass out the programme or she/he withdraw from the said programme in accordance with the then prevalent regulations.
- 3.7.3 Every student duly admitted to the University for an academic programme after compliance with prescribed formalities and payment of prescribed fees, deposits, as applicable, and other amounts and submission of prescribed documents and certificates shall be allotted a provisional slip number.
- 3.7.4 In case a student fails to pay the University Fee and Deposits, as applicable, for admission to a programme of study, and/or fails to produce all the mandatory documents and certificates required for admission to the University before the prescribed last date thereof, the provisional offer of admission to the student shall stand withdrawn forthwith and the student shall not be entitled to be admitted to the University.
- 3.7.5 In case a student desires to join the University on the basis of Lateral Entry or transfer of credits from other Institutes/Universities during the programme, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down by the University. Program Regulations, and admission shall be dependent on his/her eligibility so determined.

### **3.8 Policy on University Fee**

- 3.8.1 The purpose of the Fee Policy is to provide all the information to the student (and parents) require for enrolment to the academic programme. The University Fee Policy details about the University Fees, Charges and Deposits shall be given in prospectus at the time of Admission.
- 3.8.2 The University Fee shall be on an “Annual” basis (i.e., charged annually) and in advance, for the concerned Academic Year and not a “Semester” based Fee structure. However, the fee payment can be facilitated in two instalments irrespective of the date of announcement of results of Term End Examinations and starting date of the concerned Semester.
- 3.8.3 The University Fee (including Deposits, where applicable) is payable through any of the following means:
- i. Bank Demand Draft/challan
  - ii. Net-banking
- 3.8.4 Security Deposit, where applicable shall be refunded only when the student completes his/her Program of study from the University, or withdraws from the University, and after adjusting dues, if any.
- 3.8.5 In case, a student is required to repeat/re-register an Academic Year, the Annual Fee payable by her/him shall correspond to the Academic Year to be repeated and shall be as per the Fee Policy in force at that point of time.
- 3.8.6 The policies relating to the University Fee and Deposits, where applicable, are the prerogative of the University and may be revised by the University from time to time. Such changes shall be binding on all the students.
- 3.8.7 All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of the Court of Jalgaon.
- 3.8.8 **Fee Payment Schedule and Late Fee Rules**
- 3.8.9 Admission withdrawal and Fee Refund Policy
- (a) “Admission Withdrawal” means a student admitted to the first year of a Program of study seeks withdrawal of admission. All applications for Admission withdrawal shall be submitted using the prescribed Admission Withdrawal Form available in the Admission Section of the University. The refund policy as provided in the Admission Brochure shall be applicable.

- (b) The maximum time to make the refund as applicable shall be thirty (30) calendar days from the date the admission withdrawal is completed. The University will make the refund, if any, through cheque only.

### **3.8.12 Withdrawal from Programme fee refund Policy**

- (a) In case of a student seeking withdrawal from the Program of study after completion of one/more Academic Year(s), the concerned student shall submit the request for withdrawal from the Program of study using the prescribed Withdrawal Form from concerned School of the University. The following refund policy will apply ONLY if, the student has submitted the prescribed Withdrawal Form.
- (b) If a student submits the Withdrawal Form on or before 31st July of the current Academic Year, the advance instalment of University Fee for the next Academic Year, if paid by the student, shall be refunded after deduction of a withdrawal processing fee and any dues as applicable. Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues, if any.
- (c) In case the application for withdrawal is submitted after 15th July of the current Academic Year, the advance instalment of University Fee, if paid by the student for the next Academic Year, shall not be refunded under any circumstance. Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues and deduction of the withdrawal processing fee.
- (d) In case of a student seeking withdrawal on account of not getting promoted to the next Academic Year, the advance instalment of University Fee for the next Academic Year, if paid by the student, shall be refunded after deduction of any dues as applicable. Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues, if any.
- (e) No interest shall be payable on refund of any fees/deposit.
- (f) The maximum time to make the refund, as applicable, shall be thirty (30) calendar days from the date the withdrawal is completed. The University will make the refund, if any, through cheque only.
- (g) In case of any dispute, the decision of the Vice Chancellor would be final and binding.
- (h) All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of Courts of Jalgaon.



### **3.9 Policy on University Scholarship**

3.9.1 The University awards several scholarships to encourage meritorious students and support deserving students. The University is committed to support deserving students whose father/mother are Defence/Ex-Service(Armed Forces) personnel, differently-abled students. There are special scholarships available to students from Jammu & Kashmir and foreign students from SAARC countries.

3.9.2 Receiving any scholarship shall not be a matter of right for the student. Awarding of scholarship/s shall be the sole discretion of the University.

3.9.3 The various categories and details of Scholarships offered by the University shall be notified by the University at the time of admission to a new Academic Year.

3.9.4 The conditions and rules for the award of Scholarship in the University Tuition Fees shall be clearly prescribed in the University Scholarship Policy notified at the time of Admission.

3.9.5 All students who are awarded any type of University Scholarship shall be required to give a written undertaking to abide by the rules and conditions of the award of such Scholarship.

### **3.10 Academic Calendar**

3.10.1 The academic activities of the University shall be regulated by the Academic Calendar approved by the Academic Council, and released at the beginning of each Academic Year. The Academic Calendar shall be available on the website of the University ([www.nmu.ac.in](http://www.nmu.ac.in)). The University shall conduct the Classes, Tests, Mid-term Examinations, Term End Examinations, co-curricular activities and other University activities as per the Academic Calendar issued at the commencement of the Academic Year. However, the University shall reserve the right to make any changes in the Academic Calendar.

It is mandatory for students and faculty to strictly adhere to the Academic Calendar for completion of academic and other University activities.

#### **3.10.2 Registration**

The University follows a credit-based Semester system, therefore Registration at the beginning of each Semester on the prescribed dates announced in the Academic Calendar and through notifications issued by the University is mandatory for every student till she/he completes her/his Program.

3.10.2.1 Every eligible student shall register in person, at the beginning of each Academic Term, on the dates specified in the Academic Calendar and/or notice issued by the University from time to time in this regard. The eligible student shall Register for the concerned Courses as prescribed by the respective Program Curriculum. Without Registration, any academic activity (Course / Seminar / Practical / Project work / Internship, etc.) undergone by a student will not be counted towards the requirements of her/his enrolled Program.

3.10.2.2 An eligible student will be permitted to Register for the Academic Term only after payment of the annual University Fee and other dues/charges as may be applicable.

3.10.2.3 If an eligible student fails to Register for an Academic Term on the notified dates, the concerned student shall not be allowed to attend the classes in the concerned Academic Term under any conditions whatsoever. Students are cautioned that failure to Register on the notified dates will result in the loss of an Academic Term/Year.

### **3.10.3 Programme Regulations and Curriculum:**

3.10.3.1 Every student admitted to the 1st Year of any Program of study shall receive a copy of the concerned Program Curriculum at the commencement of the 1st Academic Year of the Program of study. Any subsequent change in the Programme Curriculum shall be notified to all students separately.

3.10.3.2 At the commencement of every Semester, every eligible student should be informed to get the copy of curriculum from University website ([www.nmu.ac.in](http://www.nmu.ac.in)). The student must use the Course Curriculum diligently and adhere to the guidelines provided in the curriculum in order to enhance learning and performance in the concerned course.

### **3.10.4 University Timings for Students**

The University Timings for Students is stated in the following Table:

#### **University Timings for Students**

##### **Monday to Saturday**

3.10.4.1 **Class Time-Table** will be published at the beginning of each Academic Term. Each class/period is of 60 minutes duration. Theory class/laboratory timings shall be notified by the respective Departments/Schools/Institute.

3.10.4.2 The University reserves the right to extend the class timings in the academic interests of the students.

3.10.4.2 Every student must be present inside the classroom on time for every class. Students who arrive late will be marked absent for that class.

3.10.4.3 Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University/concerned School/Institute. All students must attend such notified activities without fail.

### **3.10.5 Computer Laboratory Rules**

3.10.5.1 Computer Laboratories will be open during University working hours and/or as required or notified by the Director/HOD of the concerned School/Department. Students should use the Computer Lab only for academic learning activities and curricular related assignments/projects.

3.10.5.2 All activities of the students over the University Campus Network will be monitored for security purposes.

3.10.5.3 The rules governing access to the Computer Labs and conduct inside the Labs are listed below:

- (a) Only faculty members, students and staff of the University are allowed inside the Computer Lab. No visitors are allowed inside the Lab without prior permission from the concerned Director/HOD.
- (b) Students must log-in and log-out using the Lab Attendance Register kept for this purpose at the time of entry and exit from the Computer Lab.
- (c) Students must wear the Identity Cards and should be dressed as per the University Dress Code applicable to them. Students without Identity Card and/or violating the dress code shall not be permitted to enter the Lab.
- (d) Students shall not carry any pen drives, CD's or other external storage devices without prior permission from the Lab In-charge and the details of these storage devices shall be registered in the Lab Register. Failure to comply with this requirement shall result in disciplinary action against the concerned student and the unauthorized storage device(s) used by the student, or in possession of the student shall be confiscated. Whenever any student has copied any data or program from the system, the same should be shown to the Lab In-charge for verification or approval.
- (e) Students shall occupy/use only the systems as identified/assigned by the Course In-charge. Every student shall be given unique login username and password. The student shall not pass on this information to any other student. Any attempt by a

student to use the system without authorization shall result in disciplinary action against such student and/or against the student who receives the information referred to above.

- (f) Students shall not indulge in hacking or any such unethical/unauthorized attempt to access information in files/systems other than their own.
- (g) Any attempt to destroy or destruction of data or programs in individual machines as well as the server shall result in stringent disciplinary action against the errant student, which may include debarment from Placement Assistance and/or participation in University Competitions/Events.
- (h) The Internet/Wi-Fi facility is provided purely for academic learning and acquiring knowledge. Internet usage is free of cost, subject to certain conditions. Students shall vacate the system after 60 minutes if required by other fellow students. Audio or Video chatting is prohibited in all the Labs of the University. Students are prohibited from visiting any sites which do not add learning value or are illegal. Violation of this regulation shall be deemed to be a serious act of indiscipline. Use of the Lab and/or the facilities provided therein for any purpose other than the bonafide purpose of prescribed academic learning shall be deemed to be a serious act of indiscipline and the University shall be entitled to take action as it deems fit.
- (i) Students shall not use the Internet/Wi-Fi facility for sending unproductive, provocative, illegal mails or indulge in undesirable chat. Any attempt to misuse the Internet/Wi-Fi facility shall result in disciplinary action on the concerned student, which may include withdrawal of the Internet/Wi-Fi facility for the student, debarment from Placement Assistance and/or participation in University Competitions/Events.
- (j) Beverages and eatables are strictly prohibited inside the Lab.
- (k) Mobile phones are strictly prohibited in the Lab and violation of the rule results in the confiscation of the mobile phone and expulsion from the Lab.
- (l) If any damage is caused to any computer system or its peripherals due to negligence and/or deliberate mischief by student(s), the entire cost of the system/peripherals will be recovered by the University from the concerned student(s).

### **3.10.6 Rules for Other Laboratories and Workshop**

3.10.6.1 Students are required to report for laboratory and workshop sessions on time as per the time-table.

- 3.10.6.2 Students are required to wear laboratory/workshop uniforms as prescribed by the respective Schools/Institute. Care should be taken by students to wear heavy duty shoes to prevent accidents in the workshop.
- 3.10.6.3 All students must maintain the Laboratory/Workshop Records as prescribed by the concerned Course. No student will be permitted to the Laboratory/Workshop class without the Laboratory/Workshop Records. Students are required to report to the laboratory/workshop sessions with their record note books and must proceed to work on their experiments only after approval/permission of the Course In-charge. Students should adhere to the instructions given by the Course In-charge and/or the laboratory/workshop technician during the laboratory/workshop class.
- 3.10.6.4 All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by students and take the help of the Course In-charge whenever they are unsure of how to handle any equipment.
- 3.10.6.5 Students must inform the faculty, laboratory assistant/workshop assistant of any breakages or malfunctioning of equipment immediately and as and when it is noticed.
- 3.10.6.6 Any damage caused to equipment/machinery/appliances due to negligence or deliberate mischief by the student(s), will be recovered by the University from the concerned student in terms of penalty fees, or deduction from the Security Deposit, if applicable, paid by the student(s) at the time of admission.
- 3.10.6.7 Any unruly behaviour in the laboratory/ workshop shall be dealt with immediately by the Course In-charge, which may include sending the errant student(s) out of the Lab/Workshop and any other penalty as imposed by the Head/Director of the Schools/Institute.
- 3.10.6.8 All materials used in the laboratory/workshop are the property of the University and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the concerned HOD/Director.
- 3.10.6.9 Students absenting themselves from laboratory/workshop sessions cannot claim to re-do the experiments as a matter of right. The discretion/decision of the HOD/ Director will be final in this case.
- 3.10.6.10 Any loss, damage, injury occurring to the student and/or the equipment in the Lab arising out of failure to follow or adhere to the instructions issued by the Course In-charge or due to acts of negligence of a student shall be the liability of the student.

### **3.11 Policy and Guidelines on Acceptable Use of IT Equipment, Systems and Internet**

3.11.1 This Policy outlines the use of its IT equipment and systems and usage of the internet. The objective of this policy is to ensure that the University's data and reputation is not put at risk through inappropriate use of its information and systems.

#### **3.11.2 Monitoring**

- (a) The University does not monitor IT usage but may use automated monitoring systems when it deems appropriate.
- (b) The University may monitor e-mails for the purpose of detecting spam, viruses and attachments and may monitor the use of the internet for visits to inappropriate sites and software use for license compliance.

#### **3.11.3 Using Business Facilities for Personal Use**

- (a) The University provides computers/laptops/storage devices for official use. Personal use of these devices should be limited to reasonable use of the internet provided it does not have a detrimental impact on work and no inappropriate material is stored on them.
- (b) Individuals are requested not to use their University e-mail address for inappropriate uses.

#### **3.11.4 Working Securely**

- (a) Individuals shall not attempt to circumvent or defeat security or audit controls unless specifically authorised to do so by the Information Security Team of the University.
- (b) Individuals shall not exercise caution while creating passwords and advice not to use words found in dictionaries as passwords since these can be easily cracked. Where possible, a combination of upper- and lower-case letters, numbers and punctuation marks should be used.
- (c) Individuals shall not write down or give their passwords to anyone, including to IT staff, as they will be held responsible for any actions taken in their name. In an event any individual believes that someone else knows his/her password, the password should be changed immediately.

- (d) Individuals shall not leave their PCs or laptops unattended without locking the screen or logging out.
- (e) Individuals should inform the IT Team if they suspect someone of trying to access data for which they do not have authorisation.

### **3.11.5 Appropriate use of software, equipment and information**

3.11.5.1 Software must be installed on the Systems only by authorised staff and used in accordance with licensing agreements. The use of unlicensed software on the Systems is illegal and may lead to the University suffering serious financial penalties or loss of reputation. Only approved software as prescribed by the IT team should be used on the Systems.

3.11.5.2 Individuals should not copy, download, share or distribute music or video files on the Systems without the permission of the owner of the intellectual property rights.

3.11.5.3 No equipment should be installed, linked or attached to the Systems unless this has been specifically approved by the IT team.

### **3.11.6 Potential Loss of Data.**

Individuals are advised to keep a backup of all data stored on the Systems.

### **3.11.7 Appropriate Use of E-Mail.**

3.11.7.1 Students shall not open e-mails or attachments which appear dubious or suspicious. If any individual is warned of or suspects a computer virus infection, hoax or persistent spam, it should be reported to the IT team.

3.11.7.2 Students shall not send defamatory, abusive or offensive e-mails either internally or externally. The University uses automated monitoring tools and such e-mails will not be delivered.

3.11.7.3 Individuals shall not send attachments larger than 25MB as these can adversely affect the service for all users of the system.

3.11.7.4 Group e-mail ID provided for operational convenience of the different groups shall use it judiciously and avoid using these group mail ID's for forwarding spam, unwanted mails, defamatory, sensitive and confidential content. Access to send e-mails to group ID may be restricted.

### **3.11.8 Appropriate use of the Internet and Intranet.**

3.11.8.1 Individuals shall not view or download any pornographic, obscene or offensive material.

3.11.8.2 Whilst using social networking sites, contributing to blogs, wikis etc, individuals should take care

(a) not to engage in activities which may bring the University into disrepute;

(b) not to post private or confidential information;

(c) not to post derogatory, offensive, defamatory, hateful, inappropriate, explicit or obscene material.

3.11.8.3 Usage of internet during class hours is based on individual faculty preference. Students are advised to check with the faculty members.

### **3.12 Permanent Form of Permission and Indemnity**

#### **Explanatory Note to the Parents/Legal Guardian of the Student:**

As part of the Program curriculum, your son/daughter/ward may have to travel on industrial internship, tours and participate in similar curricular and extra-curricular programs which may involve activities, industrial tours and other expeditions/tournaments organized by the University. The purpose and necessity of this undertaking is to obtain permission from you to enable your son/daughter/ward to participate in such activities stated above, and also, to indemnify the University in an event of unforeseen loss of personal property, injury and accident or life, that may befall your son/daughter/ward. This, undertaking by the Parent(s)/Legal Guardian of the Student (Annexure), is a one-time exercise and once the student and parent/legal guardian have signed this form, the student will follow the instructions issued by the University from time to time.

3.13 The University reserves the sole right to interpret, revise, modify or change all provisions contained in this Student Handbook: Rules, Policies and Code and Conduct for Students. All Rules and Policies are subject to review and periodic revision.

3.14 The Vice Chancellor is responsible for the final interpretation and will decide necessity for reviews, interpretations or possible revisions of the Rules and Policies. All such changes, amendments and/or additions shall be binding on all students during the total duration of the Program of study.



### **3.15 Jurisdiction**

All disputes in matters related to the Student Handbook: Rules, Policies and Code and Conduct for Students shall be subject to the exclusive jurisdiction of the Courts of Jalgaon only.

**Students' Undertaking**

(To be submitted at the time of admission)

**Name of the student:** Mr./ Ms.

**Address:**

E-mail ID:

Mobile number: +91

**Program to which admitted:**

**School/ Institute:**

1. I hereby undertake, if admitted, to attend lectures (Minimum 75%) and all internal assessment programs in the School/ Institute. If I fail to do so, my term will not be granted.
2. I hereby submit the disciplinary jurisdiction of the authorities of the university and shall observe and abide by the rules made by them.
3. I understand that if admitted, my admission will be confirmed only on my production of the transference certificate/migration certificate from my previous college or educational institution and the final eligibility certificate of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
4. I undertake to take an identity card immediately and carry it with me while in the college premises and to produce it when demanded by college staff.
5. I understand that the curriculum and the fee structure and admission rules and criteria for this year, course over the years is likely to be revised from time to time by the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon and that fees might increase, and I undertake to pay the increased fees whenever demanded by the University and to comply with the rules from time to time.
6. I am aware that the mobile phones, or similar electronic instruments must be switched off in classrooms, library and during any activity in the department. If such instruments ring or are used during classes, in the library or during activities, the instrument is liable to be confiscated by the University authorities, or fine may be imposed by the University.
7. I am aware that smoking cigarettes or taking any addictive substance in the university premises including the canteen, hostel, mess, etc. is prohibited and if found doing these, I will be liable for disciplinary action.
8. I am also aware that it is my responsibility to keep the university premises clean.
9. I promise not to indulge in any ragging activity (as defined by 'the Maharashtra Prohibition of Ragging act, 1999) inside or outside the University premises.
10. I promise not to indulge in cyber-crime or post any derogatory comment about the University, teachers or fellow students in social media.

11. I am aware about the sexual misconduct or harassment appeal and I promise not to involve in any form of sexual misconduct during study in the university.
12. I declare that my participation in all University activities such as travel on Industrial Internship, Tours, participation in similar curricular and extra-curricular programmes which involve activities, industrial tours and other tournaments organized by the University is full on my own will and in full agreement. Parent also gives consent for participation of activities mentioned above and agree to pay necessary charges specified for participation/damage to the equipment/loss of equipment and further absolve the University authorities from all liabilities in case of any accident/mishap occur to ward/son/daughter during the activities.

**Signature of the student**

**Date:**  
**Place:**

**Signature of parents  
(Father/Mother/Local Guardian)**

**For approval purpose**

- # Website address of this Policy : [www.nmu.ac.in](http://www.nmu.ac.in)
- # History of Document: Issued with approval of Vice Chancellor.

Approved by	Date	Resolution No.
(i) Academic Council	04/12/2020	AC A-79/2020
(ii) Management Council	-	-

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