



**MANAV RACHNA  
UNIVERSITY**

Declared as State Private University vide Haryana Act 26 of 2014

# **MANAV RACHNA UNIVERSITY**

(Established vide Haryana Act 26 of 2014)

## **MINUTES OF TENTH MEETING OF THE BOARD OF MANAGEMENT**

**Dated: 15.12.2018**

**MINUTES OF THE TENTH MEETING OF THE BOARD OF MANAGEMENT OF THE UNIVERSITY HELD ON SATURDAY, DATED 15.12.2018 AT 11.00 A.M IN THE BOARD ROOM, A BLOCK, MR CAMPUS, FARIDABAD.**

Tenth meeting of the Board of Management of Manav Rachna University was held on Saturday, Dated 15.12.2018 at 11.00 A.M in the A Block, Board Room, MR Campus, Faridabad to consider various administrative, academic and financial matters. The following were present:

1. Prof. (Dr.) Sanjay Srivastava, Vice Chancellor;
2. Dr. N.C. Wadhwa, Vice Chancellor, MRIU
3. Prof. (Dr), Shalini Tuli, Associate Professor, Govt College, Faridabad (Nominee of Addl. Chief Secretary to Govt., Haryana),
4. Shri M.K. Miglani, Former Vice Chancellor , KU & HAU (Haryana),
5. Prof. (Dr.) Meenakshi S. Khurana, Pro Vice Chancellor;
6. Prof. Sangeeta Banga, Dean, Academic;
7. Prof.(Dr.) Parul Jhalaria, Dean, Mgt. & Comm,
8. Prof. (Dr.) B.M. Bahal, Dean, Applied Sciences & Research (Special Invitee)
9. Prof (Dr) Babita Prashar, Dean, Education
10. Prof (Dr) Joshe P. Varhse, Professor Emeritus, Law (Special Invitee)
11. Dr. Kameshwar Singh, Registrar/ Member Secretary.

Dr. Amit Bhalla, Vice President, MREI, Shri S.K.Jain, MD, Indo Autotech Limited, Faridabad, Shri Navdeep Chawla, M.D. Psychotropic India Ltd., and Dr. M.M. Kathuria, Special Invitee, could not attend the meeting due to their other professional engagements; they were granted leave of absence.

The following are the minutes of the meeting:

#### **10.1 Opening remarks by the Chairman**

The Chairman welcomed the Members present in the meeting and said that the hard work put forth by the faculty has brought the University to the next level during the last three years of its existence. He apprised the Board that Prof.(Dr.) Sangita Banga, Professor has, now, been assigned with the responsibility of Dean Academics, Prof.(Dr.) Shruti Vashist, who had been earlier working with the MRIIRS as Professor, has now been appointed as Professor, ECE in the University and entrusted with the responsibility of Dean Students Welfare and HoD ECE.

The Chairman, further, talked about the 3<sup>rd</sup> Advisory Board Meeting of the Faculty of Law which was held on December 01, 2018 wherein the Advisory Board, took a decision to establish a Centre of Excellence on ADR (Alternative Dispute Resolution).



The University celebrated Constitution day on November 26, 2018. On this occasion, Hon'ble Justice B.D. Ahmad and Senior Advocate Sh. Arvind P. Datar talked about Challenges in Legal Profession- Decoding the Myths & Reality. The University also organized Manav Rachna Fourth Public Lecture on October 31, 2018. Hon'ble Justice R.C. Lahoti himself delivered a talk for more than hour on "Role of Citizens in Building an Independent India", which were indeed highly inspiring and mesmerizing for all who attended the Lecture.

The Chairperson further apprised the Council that faculty members of the University have now been focusing towards enhancing the Research and in pursuit of that submitted a number of Research Projects to AICTE for Grant-in-aid and project titled "Development of High Breed Graphene oxide Neno-Structures for their Photo catalytic and Photo electrochemical application" worth Rs. 46,25,000/- (5,90,000 SEK) submitted to Department of Science and Technology under India Swedish Scheme. He further stated that two faculty members namely, Dr. Jyoti Pruthi and Ms. Hanu Bhardwaj, who had applied to AICTE for Technical Leadership Program, (UKIERI) UK India Education and Research Initiative and have been selected among the 200 applicants who had undergone first Phase of Training. Next two phases are due in February and June 2019.

He further mentioned that, Prof. Rajat Gera, HoD, Dept. of Management & Commerce, has been invited for the second International Conference on Business, Economics and Finance (BEF 2019) which will be held in Xian Chine, from March 23 to 25.

He further, said that two new faculties, Dr. Aditya Kumar and Dr. Sandeep Kumar have joined the University as Assistant Professor and Associate Professor respectively in the Dept. of Physics. Both of them have extensive post doctoral work at leading Korean institutions/labs. With these words, he asked Registrar to take the other Agenda Item:

He also apprised that, Ms. Akanksha Ahuja, B.Tech CSE who published a paper titled "Acceleration of Electron in the Plazma Wkaefield of Proton Bunch" in Nature Volume 561, Pages 263-367 (2018)". She also completed her final year internship at CERN, Geneva with a stipend of Rs. 2,26,600/- and got placement in CERN with Annual Package of 32000 CHF.

## **10.2 Confirmation of the Minutes of the last meeting held on 16.10.2018**

The Board was informed that Minutes of the Ninth Meeting of the Board held on 16.10.2018 were circulated to all the members vide letter no. MRU/ BoM (A&M)/ (Vol. III) 2017, dated 31.10.2018 and through email dated 31.10.2018, no comments were received from any one of the members. Copies of the Minutes were placed before the Hon'ble Members for confirmation.

**Decision: Board confirmed the Minutes of the Ninth Meeting.**

Minutes of the 10<sup>th</sup> Meeting of BoM held on 15.12.2018



### 10.3 Action Taken Report on the Decisions taken in the Ninth Meeting of the Board of Management.

It was submitted for information that, Action Taken Report on the decision, which were made in the last meeting on the agenda, are given below for perusal of the Hon'ble members:

A. No	Agenda	Decisions	Action taken thereon
9.1	Opening Remarks by the Chairman		No action required
9.2	Confirmation of the Minutes of the Eighth Meeting held on 12.07.2018	Confirmed the Minutes of the last meeting	No action was required
9.3	Action Taken Report on the Decisions taken in the Eighth Meeting of the Board.	Took the Action Taken Report on record	No action required
9.4.	Matter for Information (i) Faculty / Student Achievements (ii) Faculty joined / resigned from the Service (iii) Appointment of Deans and HoDs	The Board took the information on record.	No action required
9.5	Matter for Ratification (i) Appointment of Faculty and the Staff in the University. (ii) Rationalization of intake of UG Programs to be offered during the academic session 2019-20	The Board ratified the decisions taken by the University.	No action required
9.6	Consideration of the recommendations of the Finance Committee	The Board approved the recommendation of the Finance Committee for further submission to the Governing Body	The Recommendation of the Board was further placed before the Governing Body, in its Eighth Meeting held on 16.10.2018. GB approved the same.
9.7	Approval of decisions of the Academic Council taken in its Eighth Meeting held on 28.09.2018.	Board approved the decisions of the Academic Council.	Action was taken accordingly.



9.8	Amendment in the provisions in the Note (iii) (a) below Section 14 of the Leave regulation, 2011 relating to encashment of Earned Leave on Superannuation.	Board considered the proposal and approved the same	Notified for information of all the concerned.
9.9	Amendment in the Provision of the Casual Leave to be availed by Faculty & Staff	Board considered the proposal and approved the same	Notified for information of all the concerned.
9.10	Any other matter with the permission of Chair  (i) Consideration of revised policy of Research, Innovation & Incubation for faculty members.  (ii) Publishing of Law journal by the Faculty of Law  (iii) Consideration and approval of Annual Report of Examination for the year 2017-18  (iv) Reporting of the Action taken by the University on feedbacks received from the various stakeholders i.e. Faculties of the Departments, Alumni and Employers during the Academic Year 2017-18	Board approved the revised policy of Research, Innovation & Incubation for faculty members  Faculty of Law and Faculty of Education would publish journals biannually in January & July of year  Board Considered and approved the Annual Report of Examination for the year 2017-18  Board of Management accepted Report regarding Action Taken on Feedback	Policy was circulated among the faculty members of the Departments for their information and action at their end.  Both the Faculties were informed of the same and they will be acting on it.  No action required  No action required.

**Decision: The Board took the Action taken Report on record.**

#### **10.4 Matter for information**

##### **(i) Faculty/ Students Achievements**

- Dr. Parneeta Dhaliwal awarded with the prestigious "Teaching and Research Excellence National Award-2018", by IRDP Group Of Journals, India on 30th May, 2018



- Shivam Parashar, BBA FAA SEM III student won the Gold medal as member of winning Team (Delhi) in Kho Kho at 5th Student Olympics National Games 2018 held at Dwarka, New Delhi from Oct 26-28, 2018.
- Number of Faculty members and students registered for Swayam-NPTEL courses in the Jan 2018 session and July 2018 Session. A large number of students and faculty successfully completed these courses and have earned **Elite+Gold**, **Elite** and **successfully completed** certificates. Above all, there are many national Toppers among students and faculty for various courses. The achievements of SWAYAM-NPTEL MRU Local chapter for **Jan-April 2018** and **July - Oct 2018 sessions** are listed below:

**PERIOD FROM JANUARY TO APRIL 2018**

<b>Achievements</b>	
<b>Student</b>	<b>Six certificates</b> 1. One Elite + Gold Certificate (Among 1% National toppers) 2. Three Elite certificates 3. Two successfully completed certificates
<b>Faculty</b>	<b>Three certificates</b> 1. SPOC of SWAYAM-NPTEL LOCAL CHAPTER awarded certificate for ACTIVE SPOC for the ACTIVE LOCAL CHAPTER for Session Jan-April, 18 2. Two Elite certificates

**PERIOD FROM JULY TO OCTOBER 2018**

<b>ACHIEVEMENTS</b>	
<b>Student</b>	<b>6 National Toppers and 23 certificates</b> 1. Two students among 1% National toppers 2. Two students among 2% National toppers 3. Two students among 5% National toppers 4. Thirteen Elite certificates 5. Four Elite + Gold certificates 6. 6 successfully completed certificates.
<b>Faculty</b>	<b>3 National Toppers and 24 certificates</b> 1. Three faculty members among 5% National toppers 2. Seventeen faculty members with elite certificates 3. Seven faculty members with successfully completed certificates

**(ii) Faculty joined / resigned from the Service**

The Board was informed that during the last two months, 03 Faculty Members (Professor-1, Associate Professor -1 and Assistant Professor – 1) have joined in the Department of Electronics & Communication Engineering and the Department of Physics of the University. One Faculty Member holding the position of Associate



Professor in the Dept, of Law has resigned from the post of for personal reasons and relieved from the University.

**(iii) Conferment of Honoris causa, Doctorate of Philosophy during the Second Convocation to be held in the December, 2018.**

It was submitted for information that the University intends to award Honoris Causa, Doctorate of Philosophy to Sh. Sanjeev Singh, Chairman, IOCL and Sh. Rakeysh Omprakash Mehra, Filmmaker & Screen Writer for their achievements in Industry & Cinema respectively during the Second convocation of the likely to be held in the last week of December/January. A proposal to this effect duly recommended by the Academic Council & Governing Body of the University has been submitted to Hon'ble Governor, State of Haryana/ Visitor of the University for his Approval.

Hon'ble Members were apprised that the subject matter is under consideration of the Hon'ble Governor and approval for the same is likely to be received soon. The Chairman also informed the members that the convocation will now required to be deferred and may be held sometime in the month of February, 2019 as per advisory received from the office of the Hon'ble Governor, Haryana.

**(iv) Appointment of Deans and HoDs**

It was informed to the Board that the following faculties have been appointed as Dean & HoD -

(a) Prof. (Dr) Shruti Vashisht, Professor, ECE has been appointed as **Dean, Student Welfare** and **HOD, ECE** vide Order no. MRU/OM-OO/Vol.II/2017/693 dated 29.10.2018.

(b) Prof. (Dr.) Rashee Singh, Associate Professor, Education has been appointed as **HOD**, vide Order no MRU/OM-OO/Vol.II/2017/692 dated 29.10.2018

**Decision: Board took the above information on record.**

**10.5 Matter for Ratification:**

The following actions taken by the University were placed before the Board for their ratification:

**(i) Appointment of Faculty and Staff**

The Board was informed that in order to fill up vacant position of the faculty in academic departments, recruitment action was started by notifying the vacancies in the leading news papers as well as uploading of the same on the university website. After short listing of the Candidates, the interview was held on different dates by the Selection Committee to select the suitable Candidates.

Based on recommendations of the Selection Committees, the following persons were issued the offer of appointment with the approval of the Vice Chancellor.



All have joined the posts from the date indicated against their names in the University.

S.No.	DISCIPLINE	NAME	DESIGNATION	D.O.J
1	Physics	Dr. Aditya Sharma	Assistant Professor	15.10.2018
2	Physics	Dr. Sandeep Kumar	Associate Professor	03.12.2018

Two more appointments (Professor-01, Cordinator-01) have been made by transfer from other Units of MR in the University. Both have joined the University on 01st of November, 2018.

S.No.	DISCIPLINE	NAME	DESIGNATION	D.O.J
1	ECE	Dr. Shruti Vashisht	Professor	01.11.2018
2	Law	Tanvi Arora	Coordinator	01.11.2018

The copies of the offer letter and joining reports were placed before the Hon'ble Members for ratification of the same.

**Decision: Board ratified the appointments made by the University.**

#### **10.6 Approval of decisions of the Academic Council taken in its Ninth Meeting held on 07.12.2018.**

Board was informed that Academic Council in its Ninth Meeting held on 07.12.2018 considered 10 Items including 4 regular items i.e Opening remarks by the Chairperson, Confirmation of the Minutes of last Meeting, Matter for Information and Action Taken Report. The Council held deliberations over all the items and approved the same.

1. Matter of Ratification of Massive Open Online Courses (MOOCs) offered by the Academic Departments
2. Approval of Admissions made after 27.9.2018 under UG/PG programs during the academic session 2018-19.
3. Amendment in Manav Rachna University (Third) Regulation, 2017 in light of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations 2018.
4. Conferment of Degrees to UG/PG Students Pass out in the year 2018.
5. Amendment in Chapters 3 & 4 of the First in light of the AICTE New Model Guidelines.

Copy of Minutes of the Academic Council was tabled in the Meeting for perusal of the Members.

It was mentioned by the Chairman that matters concerning Faculty of Law deliberated and decided in the meeting of the Advisory Board, Faculty of Law should also be placed before the Board for information. The Registrar, clarified that Minutes of the Meeting were yet not received, however same would be taken care in future.

Minutes of the 10<sup>th</sup> Meeting of BoM held on 15.12.2018





**Decision: Board approved the decision of the Academic Council.**

**10.7 Amendment in Manav Rachna University (Third) Regulation, 2017 in light of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations 2018.**

It was submitted for information that the Policy relating to prevention of Plagiarism in research work which is called as Manav Rachna University (Third) Regulation, 2017 was duly approved by the Board of Management in its Fifth Meeting held on 15.05.2017 and the same was in force from the date.

Now, University Grant Commission has published notification, namely UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations, 2018 on 23.07.2018, which includes guidelines to prevent plagiarism in the research work / dissertations, level of plagiarism and the penalties to be imposed by the University in case of Plagiarism has happened in the documents. The Clause 6(e) of the Regulation prescribes that Higher Educational Institution shall develop a policy on Plagiarism and get it approved by its relevant statutory bodies/authorities and the approved policy shall be placed on the home page of the website of the Institution.

After having gone through the UGC Regulation on the subject matter, it has been found that, some of its provisions are not available in the Policy of Plagiarism approved by the Board of Management in the year 2017. This has necessitated amendment in the existing MRU (Third) Regulation, 2017.

Accordingly, Manav Rachna University Plagiarism Policy (First Amendment) 2018 has been drafted. It was placed before the Academic Council in its Ninth Meeting held on 07.12.2018 for consideration. The Academic Council deliberated over it and approved for placing the same before the Board for their approval.

A copy of Manav Rachna University Plagiarism Policy (First Amendment) 2018, duly approved by the Academic Council was placed before the Hon'ble Members of Board for reference and approval of the same.

**Decision: Board approved the proposed Manav Rachna University Plagiarism Policy (First Amendment) 2018. Approved regulation annexed as Annexure No. I.**

**10.8 Amendment in First Ordinance in light of the AICTE New Model Guidelines.**

Board was informed that the First Ordinance of the University which comprises Six Chapters is currently under notification at the level of Government. But, after publishing of the Model curriculum by the AICTE and introduction of MOOCs, It had become necessary to review the Course Curriculum of the existing programs under offer and make changes in the course contents as well as in the number of credits assigned in the scheme of examinations. Accordingly, the amendments have been

Minutes of the 10<sup>th</sup> Meeting of BoM held on 15.12.2018



proposed in Chapter 3 & 4 in r/o Credits for the Courses and provisions of Credit Transfer for MOOCs, reducing the total credits required for award of Degrees. The ordinance approved by the Academic Council was placed before the Board. for approval.

**Decision: Board approved the amendments in the First Ordinance for submission to Government. Approved amendment in the First Ordinance annexed as Annexure No. II.**

### **10.9 Approval of Annual Report of the University for the Year, 2017-18.**

The Board was informed that, as per the provision under the section 42 of the Haryana Private Universities Act, 2006 and amended from time to time, Annual Report of the University shall be prepared by the Board of Management, which shall include among other matters, the steps taken by the university towards the fulfillment of its object and shall be approved by the Governing Body. In order to prepare the report, a committee headed by the Dean Academic with four other members was constituted. The draft Annual Report of the University submitted by the Committee was tabled in the Meeting for approval of the Board. Board deliberated over the draft Annual Report and approved the same for submission to the Governing Body for their approval.

**Decision: Board approved the Annual Report of the University for the year 2017-18.**

### **S.A. 10.1 Approval of MRU (Leave) Regulation, 2018**

Board was informed that after incorporation of the University, it has adopted the Leave rules in force in the erstwhile Manav Rachna College of Engineering and same is enforced as on date. Amendment in the said rule was approved by the Board of Management in its Ninth Meeting held on 16.10.2018. It is now felt that University should have proper Leave Regulation in its name and with this objective the MRU (Leave) Regulation, 2018 has been prepared a fresh incorporating the amendment therein earlier and the one approved by the Board in its last meeting. The proposed Leave Regulation shall repeal the Leave Rules and amendments made therein in force. Board after deliberation approved the same.

**Decision: Board approved the MRU (Leave) Regulation, 2018. Approved regulation annexed as Annexure No. III.**

### **S.A. 10.2 Introduction of 4 Years Integrated Teachers Education Program (ITEP) from the Session 2019-20.**

It was submitted for information to the Hon'ble Members that National Council for Teacher Education (NCTE) recently announced 4 year Integrated Teachers Education Programs and invited applications from composite Universities /



Institutions, however submission of online application is currently put on hold till further notice. The programs for which, we intend to apply are given hereunder:

**1. ITEP - Pre Primary to Primary (Art & Science Stream) - One Unit (50) each for both streams.**

**2. ITEP - Upper Primary to Secondary (Arts & Science Stream) One Unit (50) each for both the streams**

The Integrated Teacher Education Program (ITEP) has been launched for Class 12 pass students by NCTE to enhance the teaching profession in the country. Candidates who want to pursue this program should pass Class 12 with minimum 50% marks. The duration of the ITEP program is a four-year which includes eight semesters, inclusive of field-based experiences, teaching practice and internship. In some cases, the maximum time period to complete the program may be extended up to six years.

The program is offered in Arts and Science stream. It includes General Studies comprising Mathematics and Science, Social Sciences and Humanities and also professional studies comprising perspectives in education, other core education courses, curriculum and pedagogy of school subjects and workshop related to the tasks and functions of a school teacher. Detailed program structure and syllabus for the newly notified 4 years Integrated Teacher Education Program, Arts & Science Stream are yet to be notified by the NCTE.

An application seeking approval/NOC to start the above mentioned programmes under the Faculty of Education from Academic session 2019-20 is submitted to the Directorate, Higher Education, Punchkula.

The copies of the Public Notice and Notification regarding NCTE Amendment Regulation, which has been published and also available on website of NCTE, were also placed before the Hon;ble Members of the Board for perusal.

**Decision: Board approved the Introduction of 4 Years Integrated Teachers Education Program (ITEP) from the Session 2019-20.**

**10.10 Any other matter with the permission of Chair.**

**(i) Ph.D. Admissions**

Chairman apprised that University has recently concluded admissions for the current Academic Year which will commence from January 2019. This year we received 131 applications against 35 seats in different faculties. After rigorous exercise, at the level of Departmental Research Committee and at the level of Selection Committee 35 candidates who have found to have potential and interest in research were selected and informed of the admissions. 4 have joined till date.

**(ii) Revision of fee for Ph.D Programs**

The Chairman mentioned that the matter relating to revision of fee for Ph.D Program should also have to be brought before the Board. The Registrar, apprised that as per advice of the Board all financial matters should come through Finance Committee,



and this time meeting of the FC was not held, as such the revision of fee was not taken up, however it will be taken up through Finance Committee in the next meeting.

Chairman further liked to know whether the revision would be applicable on existing students or not. Pro Vice Chancellor informed that revision shall not be applicable to the old batches of Ph.D Program during the defined duration of Ph.D Program i.e. 3 years. Thereafter, it can be applied on them.

The Chairman advised that the matter should be deliberated at the level of Dean and Registrar and be resubmitted before the Board for consideration in the next meeting.

Meeting ended with a vote of thanks to the Chair.



(Dr. K. Singh)  
Registrar

**F.NO. MRU / BoM (A&M) /Vol. IV / 2018**

**Dated: 19.12.2018**

To,

1. PS to Chancellor for kind information of the Hon'ble Chancellor
2. PS to VC for kind information of the Hon'ble Vice Chancellor
3. Additional Chief Secretary to Government, Haryana Higher Edu. Department, Room No. 58, VIII Floor, Haryana Civil Secretariat, Sec.-1, Chandigarh
4. PS to VP for kind information of the Hon'ble Vice President, MREI
5. Dr. N.C. Wadhwa, Vice Chancellor, MRIIRS
6. Ms. Shalini Tuli, Associate Professor, (Nominee of the Govt)., Govt. College, Sector 16, Faridabad.
7. Dr. M.M. Kathuria, Trustee, NIT Faridabad
8. Sh. M.K. Miglani, Former VC, KU & HAU, H.N. 1161, Sector-15, Fbd.
9. Sh. S.K. Jain, MD, Indo Autotech Limited, Faridabad
10. Sh. Navdeep Chawla, Chairman / Managing Director, Psychotropic India Ltd. 214-216, Sector-15, Faridabad
11. Prof. (Dr.) Meenakshi S. Khurana, Pro Vice Chancellor
12. Prof. (Dr.) Sangeeta Banga, Dean (Academics)
13. Prof. (Dr) Parul Jhalaria, Dean, Faculty of Management & Humanities
14. Prf. (Dr) Babita Parashar, Dean, Faculty of Education
15. Prof. (Dr.) Joshe P. Verghese, Professor Emeritus, Faculty of law
16. Prof. B.M. Bahal, Dean Applied Sciences

# **MANAV RACHNA UNIVERSITY, FARIDABAD**

## **MANAV RACHNA UNIVERSITY PLAGIARISM POLICY (FIRST AMENDMENT) REGULATION, 2018**

**(Approved by Board of Management on 15.12.2018)**



# MANAV RACHNA UNIVERSITY, FARIDABAD

The following Regulation of University received the approval of the Board of Management on 15.12.2018 and is hereby notified for general information;

## Manav Rachna University Plagiarism Policy (First Amendment) Regulation, 2018.

- 1 (i) This regulation shall be called Manav Rachna University Plagiarism Policy (First Amendment) Regulation, 2018 Short title and commencement:
- (ii) This shall apply to the students, faculty, researchers and staff of the Manav Rachna University
- (iii) This shall come into force from the date Board of Management approved the Regulation.

- 2 In the Manav Rachna University (Third) Regulation, 2017 (herein after referred to as principal Regulation) after the clause 1, the following clause shall be inserted Insertion of New Section 1A.

### 1 A. Definitions -

In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of the University who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- d. "Degree" means any such degree specified by the University or by University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in the University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;



- h. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the University level;
- i. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- j. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- k. "Programme" means a programme of study leading to the award of a masters and research level degree;
- l. "Researcher" refers to a person conducting academic / scientific research in University;
- m. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of the University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- n. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);
- o. "Staff" refers to all non-teaching staff working in University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- p. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time mode);
- q. "Year" means the academic session in which a proven offence has been committed.

3 after the clause 7, the clause 7(A) curbing plagiarism shall be shall be inserted

Insertion of Clause  
7(A)

**7 (A) Curbing Plagiarism**

- a) University shall ensure to implement the technology based



mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- f) University shall create Institutional Repository on its website which shall include dissertation / thesis / paper / publication and other in-house publications.

- 4 The existing clauses 8 and 9 of Regulation shall be substituted with the following clauses after clause 7 "General instructions for the faculty to avoid Plagiarism".

Substitution of  
Clause 8 & 9 of  
existing regulation

### **8. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

#### **Note:**

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

### **9. Levels of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%





5 after clause 9, the following shall be inserted:

Insertion of clause  
10, 11,12,13 & 14

#### **10. Detection/Reporting/Handling of Plagiarism**

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities of University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

#### **11. Departmental Academic Integrity Panel (DAIP)**

- i. All Departments in University shall notify a DAIP whose composition shall be as given below:
  - a. Chairman - Head of the Department
  - b. Member - Senior academician from outside the department, to be nominated by the head of University.
  - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

#### **12. Institutional Academic Integrity Panel (IAIP)**

- i. University shall notify a IAIP whose composition shall be as given below:
  - a. Chairman - Pro-VC/Dean/Senior Academician of the University
  - b. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
  - c. Member - One member nominated by the Vice Chancellor from outside the University



- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

### 13. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

#### 13.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.



**Note 1: Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained** - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice Chancellor.

### **13.2 Penalties in case of plagiarism in academic and research publications**

- I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. **Level 1: Similarities above 10% to 40%**
  - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to one annual increment.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to two successive annual increments.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

**Note 1: Penalty on repeated plagiarism** - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

**Note 2: Penalty in case where the benefit or credit has already been obtained** - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice Chancellor.

**Note 3:** University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.



**Note 4:** If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

**Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

#### **14. Removal of Difficulty**

MRU reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Authorities of the University

For and on Behalf of  
Manav Rachna University

Registrar



## Manav Rachna University (Short Amendment) First Ordinance, 2018.

### An Ordinance

Further to amend the Manav Rachna University, (First) Ordinance, 2016.

1.
  - This Ordinance shall be called Manav Rachna University (Short Amendment) First Ordinance, 2018. Short Title and commencement:
  - This shall apply to the students pursuing B.Tech, M.Tech programs of the Manav Rachna University.
  - This shall come into force with effect from July 01, 2018
2. Words "*Objective of summer training modules shall be to enhance the employability and entrepreneurial skills of the students*" is inserted before the words "these modules ----- skills to the students." Clause 3.2 (c)(v)(i) and Clause 4.2 (c) (5) Summer Training Module  

The words "*suitably designed with the purpose of developing hard and soft skills to the students and*" is inserted between "these modules shall be "and learning by doing". Insertion of words in the second line

Words "*Modules can be concentrated during summer or extended over a period of time including regular semester period for the desired outcome to be achieved*" is inserted after the words learning by doing". Insertion in 3<sup>rd</sup> line
3. For the figure and words "190 and 205 depending upon the specified curriculum and scheme of examination of a B.Tech programme. Recommended distribution of credits over the semesters of the programme is as specified in the table 3.1", *words 150 to 160. A student will be eligible to get Under Graduate degree with Honours or additional Minor Engineering if he/she completes an additional 20 credits. A student can earn 20% of the total credits through MOOCS* is substituted and Table 3.1 deleted. Clause 3.2(d) Program credit distribution  

Figure "90-100" is substituted with "68-74".

"Recommended distribution of credits over the semesters of the programme is as specified in the table below" after M.tech program and Table 4.1 deleted. Clause 4.2(d) Program credit distribution

Words "*with the prior permission of the competent*



*authority*” is inserted between the words “semester” and “the range-----”.

Insertion in the second line in the Note below the clause

Words “*The evaluation cell have two parts, Part A and Part B*” is inserted after word “study”.

Insertion in third line in Clause 3.3 and Clause 4.3 Examination

Words “*of three written examinations for theory and lab courses (T1, T2 & T3 and PT1, PT2 and PT3 )*” is inserted after the word “comprise”

Insertion and deletion in Clause 3.3 (i)

Words “*as given below in the Table 3.2*” after “comprise” and *table 3.2* are deleted.

Words “be done as given below in table 3.3 is substituted with “*have at least one end term examination (T3). Lab/practical component of the course shall be evaluated in the same manner as that for practical/lab component of hard courses (PT1, PT2 & PT3)*”.

Substitution and deletion in Clause 3.3 (ii)

Table 3.3 deleted

Words “*that for practical/lab component of hard courses (PT1, PT2 & PT3).*” are substituted for words “as given in the Table 3.2”.

Substitution in Clause 3.3 (iii)

Words “*offered by department*” between words “course and of Humanities” are deleted.

Deletion in Clause 3.5 (a)(v)

Words “as given below in the Table 4.2” is substituted with “*of three written examination for theory and Lab courses (T1, T2 & T3 and PT1, PT2 & PT3)* after the word “comprise”

Insertion, Substitution and deletion in Clause 4.3(a)

Table 4.2 deleted.

Words “*above stated*” between besides the and “PART A” in sub para is deleted.

Words “*For hard courses, End Term exam will be minimum 50% of the total weightage of the course*” is inserted below PART A : PART B = 4:1

Words “be done as given below in the Table 4.3” are



substituted with *“have at least one end term examination (T3). Lab/practical component of the course shall be evaluated in the same manner as that for practical/lab component of hard courses (PT1, PT2 & PT3)”* after word “done”. insertion and deletion in Clause 4.3(b)

Table 4.3 deleted.

Words *“above stated”* between “besides the” and “PART A” in sub para is deleted.

Words “as given in the table 4.2. The PART A: PART B= 4:1 after “examination” are substituted the word *“that for practical / lab components of hard courses (PT1, PT2 & PT 3) .*

Figure 14 is substituted with 12, 29 is substituted with 24 and 20 is substituted with 16

substitution in Clause 4.3 (c)

substitution in clause 4.5 (b) - Lower and Upper Limits for Credit Registered





**MANAV RACHNA  
UNIVERSITY**  
Declared as State Private University vide Haryana Act 26 of 2014

# **MANAV RACHNA UNIVERSITY**

(Declared as State Private University vide Haryana Act no 26 of 2014)

## **Manav Rachna University (Leave) Regulation, 2018**

(Approved in 10<sup>th</sup> Board of Management Meeting Held on 15<sup>th</sup> Dec. 2018)

**Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004**

**HARYANA**





# MANAV RACHNA UNIVERSITY

Sector 43, Faridabad

## Leave Regulations

In exercise of the power conferred by the clause 8 (iv) (e) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Board of Management of the Manav Rachna University hereby makes the Regulation relating to Leaves.

### (1) Short Title, Application and Commencement

- (a) These Regulation shall be called the Manav Rachna University (Leave) Regulation, 2018
- (a) These Regulations shall repeal the Leave Rules, 2011 and amendment made on 16.10.2018.
- (b) This shall come in force from the date of approval of the Board of Management.

### (2) Scope

These regulations shall apply to all University employees other than the following:

- a) Persons on deputations from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by term and conditions of deputation.
- b) Employees appointed on contract (They will be granted leave in accordance with the terms of contract).
- c) Part-time employees.
- d) Employees appointed on work-charge basis.
- e) Casual workers.
- f) Any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

### (3) Definitions:

- a) A "completed year of service" means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra – ordinary leave unless otherwise provided.
- b) "Competent Authority" means the authority empowered by the Board of Management to grant leave.
- c) "Earned Leave" means leave earned on the basis of actual service rendered during vacations.
- d) "Month" means a calendar month.
- e) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.
- f) "Family" means a University employee's wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

**Note:** The term "Family" however does not include an adopted mother, step mother and such other adventitious dependants. The term "legitimate children" includes children adopted under the Hindu law.

- g) "Holiday" means a holiday prescribed or notified as such by the competent authority. The term does not include "local holidays" which may be granted at the discretion of the Vice Chancellor.
- h) "Competent Medical Authority" means the Medical Officer of the Manav Rachna University, Faridabad or a Government doctor of a gazette rank or such other authority as may be approved by the Vice Chancellor on the merits of each case. Provided that in the case of employees belonging to rural areas, where there is no Government / Municipal Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.
- i) "Pay" means the monthly pay drawn on the day before the leave commences.



**(4) Right of Leave:**

- a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/she joins his/her post may be treated as on duty but he/she will draw leave salary only after he/she joins his/her post. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

Unless otherwise specified in these rules and except in the case of casual or medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.

**(5) Leave shall not be granted to an employee:**

- a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- b) who is under suspension.

**(6) Commencement and Termination of Leave:**

- a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- b) Sundays, or other holidays (except vacations) may be prefixed as well as suffixed to leave.

**Note:** Teachers are normally expected to be present on the first and last working days of each term; in special circumstances any kind of leave except casual leave may be prefixed as well suffixed to vacation/break/recess with the permission of the Vice Chancellor.

**(7) Return to duty on expiry of leave:**

- a) Except with permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/her.
- b) No University employee who has been granted leave on medical certificate will be allowed to return to duty without his first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed. The authority competent to grant leave may at its discretion waive off the production of medical certificate in case of an application for leave for a period not exceeding 03 days at a time on medical ground. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

**(8) Absence from duty.**

- a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- b) Willful absence from duty for more than a week may involve forfeiture of appointment. [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process without prior permission of the Vice Chancellor].
- c) When an employee does not resume duty, after remaining on leave for a continuous period of one year, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.



**(9) Conversion of one kind leave into another kind:**

- a) At the request of an employee the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/her at the time leave was granted, but he/she cannot claim such conversion as a matter of right.
- b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

**(10) Leave to persons appointed on probation:**

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post he/she shall not be deprived of the benefit of leave rules applicable to his/her permanent post.

**(11) The following kinds of leave would be admissible to the members of teaching staff:**

- i) Casual Leave
- ii) Special Casual Leave
- iii) Earned Leave
- iv) Vacations Leave
- v) Maternity Leave
- vi) Quarantine Leave
- vii) Hospital Leave
- viii) Extraordinary Leave
- ix) Academic Leave
- x) Duty Leave
- xi) Study Leave
- xii) Sabbatical Leave.

**(12) The following kinds of leave would be admissible to the members of the non-teaching staff:**

- i) Casual Leave
- ii) Special Casual Leave
- iii) Earned Leave
- iv) Maternity Leave
- v) Quarantine Leave
- vi) Hospital Leave
- vii) Extraordinary Leave
- viii) Duty Leave
- ix) Compensatory Leave.

**(13) Casual Leave**

- a) The amount of casual leave that may be granted to non-teaching and teaching staff shall not, exceed 12 days respectively in one calendar year, provided that in case of employees joining/leaving the University service during the course of a year, it will be granted on prorata basis.
- b) Casual leave shall not be combined with any other kind of leave (except compensatory leave, special casual leave and academic leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Sundays and holidays



falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 10 days one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.

- c) Casual leave cannot be carried over to the next leave year.
- d) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.

**(14) Special Casual Leave**

In addition to casual leave, special casual leave to the extent mention below may be granted:

- a) To undergo sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Program to such employees whose wives get sterilized after having two alive children. Leave in this case will be restricted to six working days.
- b) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 07 days.
- c) Special Casual Leave cannot be accumulated nor can it be combined with any kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- d) Such leave must be planned and got sanctioned in advance from competent authority.

**(15) Earned Leave:**

Earned leave admissible to a teacher under vacation staff category shall be  $\frac{1}{2}$  of the period, if any, during which he/she is required to perform duty during vacation.

**NOTE:**

- i) Earned leave at the credit of a teacher shall not accumulate beyond 120 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher "Study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- ii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- iii) Encashment of earned leave shall be allowed to the teaching and non-teaching staff members at the time of their superannuation for a period not exceeding 120 days. Provided no such encashment shall be admissible in the case of such staff member, who resigns from the service. Encashment of earned leave shall be made on the basis of last pay drawn including basis pay plus AGP + DA only.
- iv) The teachers under non vocational staff category and Non-Teaching Staff members shall be credited 14 days earned leave on the completion of one year of service and clearance of probation. However actual credit of earned leave shall be given on 1st January and 1st July on pro-rata basis.

**(16) Vacations Leave**

- i) Teachers shall be categorized in vacational and non-vacational staff categories for which a separate notification shall be issued by the university. Normally all teachers performing administrative duties shall be placed under non-vacational staff category.



- ii) Vacation in an academic year shall not exceed 28 days including holidays and off days. It may be granted in June/July or November/December in a calendar year when the classes of the students are off. Authority to grant of vacations upto 15 days shall lie with the Dean of the concerned Faculty and beyond 15 days by the Vice Chancellor, on the recommendations of the Head of the Department, who may grant the same in two or more spells depending upon the exigency. In case, a Faculty doesn't have dean, Vacation leave shall be granted by the Vice Chancellor or the Dean nominated by him. However, minimum period of vacation in single spell may not be less than 7 days including off days and holidays.
- iii) Dean of the Faculty concerned / Vice Chancellor may refuse vacation to a teacher if the exigency so demands. However, in such case the reasons of retaining the teacher shall be recorded by the Sanctioning authority in the form of a speaking order and his/her progress during the retention period shall be monitored.
- iv) Vacation shall not be carried over in the next academic year.
- v) If a vacational teacher joins on or before 31<sup>st</sup> July of a calendar year, he/she shall be entitled for 28 days vacation starting 1<sup>st</sup> June in the next calendar year. If a vacational teacher joins between 1<sup>st</sup> August and 31<sup>st</sup> December of a calendar year, he/she shall be entitled for 14 days vacations starting 1<sup>st</sup> June in the next calendar year. If a teacher joins on 1<sup>st</sup> January and afterwards, he/ she shall not be entitled for any vacations in that calendar year.

**(17) Maternity Leave:**

- i) Maternity leave upto two living children may be granted by the competent authority to a woman employee on half pay for two months. However, she may be given additional maternity leave as required on medical ground without pay.  
Provided that normally total period of maternity leave including other types of leave should not exceed 06 months. A teacher availing maternity leave within Rules i.e. upto 60 days shall be allowed to join duty on the expiry of Maternity Leave. However, if she applies for extension of leave in the category of Earned Leave or Extraordinary Leave to take care of child, she will not be allowed to join in between the academic session except 15 days before the start of new academic session.
- ii) No maternity leave will be allowed on the birth of third living children in such cases, however, leave of kind due will be allowed.
- iii) Female employee who has already two living children before her entry in University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- iv) Maternity leave shall not be debited to the Earned leave account.

**Note :**

1. Maternity leave without pay may also be granted in case of miscarriage including abortion, subject to the condition that the leave, applied for, does not exceed 06 weeks and the application is supported by a medical certificate.
2. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

**(18) Quarantine leave:**

If an employee or any member of his/her family, living with him/her is suffering from any infectious disease such as small pox, cholera, plague, etc, quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the University Medical Officer or Municipal Medical Officer or Health Officer or the Chief Medical Officer of the District. The Employee will be considered on duty. A leave in excess of this period will be treated as leave of the kind due.

**(19) Hospital Leave:**



- i) Hospital leave may be granted to an employee whether permanent or temporary for medical treatment for injury if such injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.
- ii) Hospital leave may be granted on full pay or half pay or otherwise as the Board of Management may consider necessary.
- iii) The amount of hospital leave is limited to 03 months in any period of 03 years.
- iv) Hospital Leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the leave account of the employee concerned.

**(20) Extra Ordinary Leave:**

- i) An employee (whether permanent or temporary) may be granted extra ordinary leave by the competent authority:
  - a) when no other leave is admissible; or
  - b) when other leave is admissible, the employee applies in writing for the extra ordinary leave for any special reason.
- ii) Extra-ordinary leave shall be without pay and allowances. The leave shall not ordinarily exceed one year at a time.

**(21) Academic leave:**

- a) Academic Leave not exceeding 10 days in a calendar year may be granted to a teacher for the following purposes:
  - i) to conduct examinations of a University, Public Service Commission, Board of Examination or other similar Bodies/Institutions;
  - ii) to inspect academic institution attached to a University or to a Statutory Board etc;
  - iii) to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board;
  - iv) to attend meetings of the Selection Committees of the Public Service Commission/Universities/Boards/Affiliated colleges;
  - v) to participate in a literary, scientific or educational conference, symposium or cultural or sports activities conducted by bodies recognized by the University; or
  - vi) for any other purpose as may be approved by the Vice Chancellor to be of academic nature.
- b) The Vice Chancellor may at his discretion grant academic leave in excess of 10 days on the merit of each case.
- c) Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.
- d) The academic leave admissible to a person joining/leaving the University service during a calendar year will be on prorata basis.

**(22) Duty Leave:**

- i) Duty leave may be granted for:
  - a) attending conferences, congresses, symposia and seminars recognized by the University in India and abroad on behalf of the University;
  - b) delivering lecturers in Institutions and Universities in India and abroad at the invitation of such Institutions or Universities received by the University and accepted by the Vice Chancellor;
  - c) working in another Indian or foreign University and other agency institution or organization when so deputed by the University or for performing any other duty for the University;
  - d) working on a delegation or committee appointed by the Government of India, State Government, the University Grants Commission or any other agency recognized by the University; and



- e) attending such short term courses as the Board of Management may approve as useful for the University.
- ii) Duty leave may be granted for such a period and subject to such terms and conditions as may be determined by the Vice Chancellor if the period in each case does not exceed 10 days and by the Board of Management beyond 10 days.
- iii) Duty leave may be combined with earned above, half pay or extraordinary leave with approval of the Board of Management.

**(23) Study Leave (without pay):**

A member of the staff who has completed two year active service in the University may be allowed to apply to another University or a Government or a similar body, in India or abroad, through the Vice Chancellor for higher studies or for research, with or without a scholarship, fellowship or financial aid. If the same is granted he/she may be allowed Study Leave (without pay) upto 03 years but if the duration of the course is more than 03 years, study leave may be allowed to a maximum of five years. Study leave under this clause can be combined with any other leave provided the total period does not exceed five years.

A person allowed study leave (without pay) will be entitled to rejoin duty, to the normal increments for the period of such leave on production of a satisfactory progress report. No increment will, however, be admissible for any period of Study Leave (without pay) in excess of five years during the whole tenure of service of any employee. Before availing himself/herself of such leave the member of the staff shall be required to furnish a bond with two sureties the serve the University for at least two years on expiry of the leave under the clause failing which he/she will be required to pay 06 months salary and other expenses incurred by the University to the University. This will, however, not be applicable to those, who join back and thereafter apply for any assignment under the rules and allowed to join higher and sanctioned leave of any kind.

**(24) Sabbatical Leave:**

- a) Professors in the University not being eligible for study leave shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the Professor's Grade on the University for undertaking study, research and writing purposes within the country or abroad.

**OR**

- i) Professors of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University. This leave shall not granted to a Professor who has less than three years of service in the University before the age of superannuation.
- ii) The duration of sabbatical leave shall not exceed one or two semesters. Accordingly, if the Professor has actually worked in the University for not less than six or twelve semesters respectively since his/her return from the earlier spell of sabbatical leave, he/she shall not be granted sabbatical leave until the expiry of six semesters from the date of his/her return from previous sabbatical leave or any other kind of training Programme.
- b) In reckoning the service in the Professor's grade for this purpose six years service rendered without any break will be taken into account, i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months service, an additional period of equal duration will have to be rendered for the completion of six years service for the purpose of sabbatical leave.
- c) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with sabbatical leave.



- d) Sabbatical leave may be availed of only twice of one year each only, during the entire period of service of a Professor in the University. Provided he/she has rendered approved service of not less than six years before each spell of sabbatical leave.

Note:

- 1) The Program to be followed during sabbatical leave shall be submitted for approval (by the University) alongwith the application for grant of leave.
  - 2) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.
- e) A Professor shall, during the period of sabbatical leave, be paid full pay / half pay / without pay and allowance (subject to the prescribed conditions being fulfilled) at the rates to be decided by BOM. The University shall not, however, fill up his/her post.
- f) A Professor on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad.

**(25) Compensatory Leave:**

Compensatory Leave will be granted only for working hours over 4.5 hours on Sunday and Holidays (as per holiday list). The Compensatory Leave shall not be applicable in the case of Managers and above for non teaching staff and Assistant Professor and above for teaching staff. However, in the event of the deployment of faculty and staff on special duties like Admission/Entrance Tests and other important institutional events and functions falling on Sundays and Holidays, they shall be granted Compensatory Leave with the approval of the competent authority

**(26) General:**

- 1) A leave account shall be maintained by the Head of the Institution or the Officer or concerned in the case of every employee of the University.
- 2) An University employee who is dismissed or removed from the service, if reinstated is entitled to count former service for leave.
- 3) An employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- 4) Every University employee, proceeding on leave, must record on his/her application for leave, the address at which the letters will find him/her during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority.

**(27) Physical Fitness for Efficient Discharge of Duties:**

The appointing authority shall have power to require a University employee to appear before a Medical Board to test his/her physical fitness for the efficient discharge of the duties of his/her post, whenever it has reason to believe that University employee is not physically fit to carry out his/her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

IN ADDITION TO THE ABOVE LEAVE RULES THE BOARD OF MANAGEMENT MAY, IN EXCEPTIONAL CASES, GRANT FOR THE REASONS TO BE RECORDED, OTHER KINDS OF LEAVE, SUBJECT TO SUCH TERMS AND CONDITIONS AS IT MAY DEEM FIT TO IMPOSE.

