

# **ORDINANCES OF THE GLA UNIVERSITY, MATHURA**

## **PRELIMINARIES**

- (a) These “Ordinances” shall be known as the Ordinances of the GLA University, Mathura, established in 2010, vide Act 21 of UP Government and further incorporation with the Uttar Pradesh Private Universities Act, 2019, UP Act No. 12 of 2019.
- (b) These Ordinances will include Academic Ordinances, Service Ordinances and Ordinances related to Discipline and Conduct of Students.
- (c) The Rules under the Academic Ordinances shall be applicable for all the regular Programs offered by the University and any matter relating and incidental thereto.
- (d) The Rules under the Service Ordinances shall be applicable to all the regular employees of the University.
- (e) The Rules under the Ordinances related to Discipline and Conduct of Students shall be applicable to all the bonafide students of the University.
- (f) They shall come into force with immediate effect after their formulation by the Executive Council (EC), approved by the Governing Body.
- (g) Subject to the provisions of the Act and Statutes, the Ordinances shall be made, revised, amended by the EC as deem fit.
- (h) The provisions of the Rules under these Ordinances will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University.
- (i) Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, the Ordinances and the Regulations.
- (j) “Clause”/“Sub-clause” Means duly numbered Clause/Sub-clause of the Ordinances.
- (k) “He” includes “She” and “His/Him” includes “Her”.



# **ORDINANCE – 1**

## **ACADEMIC ORDINANCES**

### **1. Definitions**

- (a) “Academic Advisor” means a faculty member assigned the task to provide Program-specific and Course-specific information to students and to advise them on the selection of suitable courses.
- (b) “Class” means a specific group of students meeting for specific instructional purposes. It shall also refer to the meeting itself for a lecture, a tutorial or a practical.
- (c) “Continuing Student” means a student who has registered in one or more courses in a particular program being run at the University.
- (d) “Program” means an area of study leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University.
- (e) “Program Detail” means Scheme of Courses that constitutes a Program.
- (f) “Course” means a subject offered as a unit of studies within an Academic Program.
- (g) “Course Detail” means detailed syllabus of a course and its LTP (Lecture-Tutorial-Practical per week) structure.
- (h) “LTP” means Lectures, Tutorials and Practical (Laboratory) hours of a course per week in a regular term. LTP of a course means the number of hours engaged per week of each in a course.
- (i) “Lecture” means a class in which a designated teacher delivers lecture on the theoretical concepts of a particular course to a group of students.
- (j) “Tutorial” means a class that offers students (generally in smaller groups compared to lectures classes) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.
- (k) “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- (l) “Pre-requisites” means conditions that must be met before a student can register for a course. Pre-requisites can include other courses or a specific skill level (e.g., a minimum grade in a specific course).
- (m) “Scheme” means the courses of the Program, their sequencing, their pre-requisites, and their nature whether they are compulsory or optional.
- (n) “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, and such related details for a Program.
- (o) “MTE” means Mid-Term Examination.
- (p) “ETE” means End-Term Examination.

- (q) "Roll Number" means a unique number allotted to a student after completion of all admission formalities in a particular Program. Roll number of a student remains unchanged throughout the duration of his enrolment in a particular program at the University. A student will not be considered as a bonafide student of a Term, if the Roll Number of the students has not been validated.
- (r) "Fresher" means a student who registers for the first time at the University in any program.
- (s) "Disciplinary Probation" refers to the status assigned to a student under punishment for having committed some act(s) of indiscipline, academic or otherwise and once assigned, the student remains on Disciplinary Probation for the period decided by the Proctorial Board.
- (t) "Suspension" by the University means withdrawal of the right of access to all or some of the premises or facilities of the University from students where action is taken as an interim measure pending further investigation
- (u) "Rustication of students" by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfilment of certain conditions.
- (v) "Expulsion of a student" by the University means his permanent removal from the University rolls with prohibition from future enrolment.

## 2. Courses of Studies

The courses of studies at the GLA University shall be:

- (i) Four-year Bachelor's Degree Programs in Engineering, Pharmacy and Agriculture.
- (ii) Three-year Bachelor's Degree Programs under lateral entry schemes in Engineering and Pharmacy.
- (iii) Three-year Bachelor's Degree Program in Business Administration, Commerce, Computer Applications, Sciences and Humanities.
- (iv) Two- year Bachelor's in Education.
- (v) Two-year Master Degree Course in Computer Applications.
- (vi) Two-year Master's Degree Programs in Business Administration, Engineering, Pharmacy, Science and Humanities.
- (vii) Five-year Bachelor's (Honours) Degree Programmes in Law.
- (viii) Fiver-year Integrated Master's Degree Program in Management.
- (ix) Three-year part-time Master's Degree Programs in Engineering.
- (x) Three-year Diploma in Engineering
- (xi) Two-year Diploma in Engineering under lateral entry scheme.
- (xii) Two-year Diploma in Pharmacy.
- (xiii) One Year Certificate Programme.
- (xiv) One-year Postgraduate Diploma.

Also, Full-Time & Part-Time Doctoral Programs in Engineering, Technology, Management, Pharmacy, Applied Sciences, Humanities and Social Sciences, Education and Law. Dual Degree Programs.

### 3. Eligibility Criteria for Admission

The eligibility criteria for all the above courses shall be as follow:

Name of Course	Duration	Eligibility
B. Tech. (Biotechnology*, Civil Engg., Computer Science & Engg., Electrical Engg., Electronics Engg., Mechanical Engg.)	4 Yrs.	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with Chemistry / Computer Science, with marks as mentioned in the admission brochure every year.
* For B. Tech. (Biotechnology), candidate with Biology, instead of Mathematics is also eligible to apply.		
B Tech - CS In academic collaboration with IBM	4 Yrs.	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with Chemistry/ Computer Science, with marks as mentioned in the admission brochure every year.
B. Tech - CS with DCS	4 Yrs.	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with Chemistry/ Computer Science, with marks as mentioned in the admission brochure every year.
B. Tech - ME with DCS	4 Yrs.	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with Chemistry/ Computer Science, with marks as mentioned in the admission brochure every year.
B Tech Lateral Entry	3 Yrs.	Marks obtained in 3 years Diploma recognized by Board of Technical Education/ University in corresponding branch of Engineering or B. Sc. (PCM) and B. Tech. 1 <sup>st</sup> year as mentioned in the admission brochure every year.
B Pharm	4 Yrs.	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics / Biology, with marks as mentioned in the admission brochure every year. (Candidate must attain the age of 17 years on the last day of the calendar year).
B Pharm Lateral Entry	3 Yrs.	Passed Diploma in Pharmacy from a PCI approved Institution, with marks as mentioned in the admission brochure every year. (Candidate must attain the age of 18 years on the last day of the calendar year).
D Pharm	2 Yrs.	Passed 10+2 examination with PCB / PCM with marks as mentioned in the admission brochure every year. (Candidate must have attained the age of 17 years on the last day of the calendar year).
B Sc (Hons.) Bio-Tech	3 Yrs.	Passed 10+2 examination with Physics, Chemistry & Biology/ Mathematics / Biotechnology with marks as mentioned in the admission brochure every year.
B Sc (Hons.) Chemistry	3 Yrs.	Passed 10+2 examination with Chemistry with marks as mentioned in the admission brochure every year.
B Sc (Hons.)Physics	3 Yrs.	Passed 10+2 examination with Physics with marks as mentioned in the admission brochure every year.



B. Sc. (Hons.) Agriculture	4 Yrs.	Passed 10+2 examination with Physics, Chemistry & Biology/ Maths/ Agriculture or Two years Diploma in Agriculture with marks as mentioned in the admission brochure every year.
BCA	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
BBA	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
BBA -Family Business	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
BBA (Hons.)	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
B Com (Hons.)	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
B Com (Hons.) Global Accounting in Association with CIMA	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
BA (Hons.) Economics	3 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
B Ed	2 Yrs.	Bachelor's Degree and/or Master's Degree in Sciences/ Social Sciences/ Humanity OR Bachelor's in Engineering or Technology with marks as mentioned in the admission brochure every year.
BA LLB (Hons.)	5 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
B COM LLB (Hons.)	5 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.
M Tech	2 Yrs.	First Division in B Tech in the relevant branch or MCA (for Computer Science). For Energy Systems, First Division in B Tech in EE, EN, EC, ME or M. Sc. Physics.
M Pharm	2 Yrs.	First Division in B Pharm
M Sc Bio-Technology	2 Yrs.	Passed B. Sc. (Biotech) OR Passed B Sc (Life Sciences) with marks as mentioned in the admission brochure every year.
M Sc Microbiology & Immunology	2 Yrs.	Passed B. Sc. (Biotech) OR Passed B Sc (Life Sciences) with marks as mentioned in the admission brochure every year.
M Sc Chemistry	2 Yrs.	Passed B. Sc. OR Equivalent Degree (with Chemistry) with marks as mentioned in the admission brochure every year.
M Sc Physics	2 Yrs.	Passed B. Sc. OR Equivalent Degree (with Physics) with marks as mentioned in the admission brochure every year.
M Sc Mathematics	2 Yrs.	Passed B. Sc. (With Mathematics OR Equivalent Degree (with Math Mathematics) with marks as mentioned in the admission brochure every year.
MA English	2 Yrs.	Passed BA or Equivalent degree (with English) with marks as mentioned in the admission brochure every year.
MBA(Integrated)	5 Yrs.	Passed 10+2 examination with marks as mentioned in the admission brochure every year.

MBA	2 Yrs.	Passed Recognized Bachelor's Degree of Minimum 3 Yrs. duration with marks as mentioned in the admission brochure every year.
MBA (Financial Markets & Banking)	2 Yrs.	Passed Recognized Bachelor's Degree of minimum 3 Yrs. duration with marks as mentioned in the admission brochure every year.
MBA – Logistics and Supply Chain Management in academic collaboration with Safeducate	2 Yrs.	Passed Recognized Bachelor's Degree of minimum 3 Yrs. duration with marks as mentioned in the admission brochure every year.
MBA - Construction Management	2 Yrs.	Passed B. Tech. - CE, ME, EE Architecture with marks as mentioned in the admission brochure every year.
MCA	2 Yrs.	Passed Recognized Bachelor's Degree of minimum 3 Yrs. duration with Mathematics as a compulsory subject at 10+2 level or at graduate level with marks as mentioned in the admission brochure every year.
Diploma in Engineering	3 Yrs.	Passed 10th examination with marks as mentioned in the admission brochure every year.
Post-Graduate Diploma in YOGA	1Yrs.	Passed Recognized Bachelor's Degree of minimum 3 Yrs. duration with marks as mentioned in the admission brochure every year.
Post-Graduate Diploma in Fitness Management	1Yrs.	Passed Recognized Bachelor's Degree of minimum 3 Yrs. duration with marks as mentioned in the admission brochure every year.
Short Term Diploma	1 Yr.	Passed B Tech / Diploma in Mechanical Engineering with marks as mentioned in the admission brochure every year. Passed 10+2 examination with marks as mentioned in the admission brochure every year.
PhD	3 Yrs.	Master's Degree in relevant/ appropriate discipline/ field/ subject with marks as mentioned in the admission brochure every year.

#### 4. Selection Process

- (a) Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed.  
However, the University shall make provisions for reservations in admission of students of the weaker section of the society, student having excelled in sports and persons with disabilities in accordance with the guidelines of the UGC/ Regulatory Bodies or as per the provisions made by the University.
- (b) Applications for admission to various Programs of studies shall be invited through advertisement in regional & national newspapers, university website and other electronic media.
- (c) Selection for admission shall be made for a particular Program on the basis of merit to be decided either through competitive examination or marks obtained in qualifying examinations as applicable or both and/or personal interview/ personal interview + group discussion, wherever applicable, to be decided by the University from time to time.

- (d) Every student selected for admission in first year of a Program shall fill Admission Form along with Form for Hostel Accommodation/Availing Transport Facility arranged by the University. He shall submit all essentially required documents for Admission along with notarized Affidavits/Undertakings from self and parent/legal guardian, as specified.
- (e) Initially Provisional Admission will be given to all the students till the completion of all the admission formalities and verification of the credentials.
- (f) Regular Admission will be given only after submission of medical fitness Certificate in the prescribed format available on the university website,, deposition of prescribed fees and other admission formalities.
- (g) If the deficiency is not removed or the required formalities are not completed by the prescribed date as notified in the university website, the Provisional Admission shall stand cancelled.
- (h) Hostel Accommodation/Transport Facility (if available) will be provided to the admitted students either on provisional or regular basis as the case may be.

## **5. Fee Structure**

- (a) A fee structure shall be established for different Program concomitant with the objectives of the University to provide quality education.
- (b) The Academic fees chargeable from students for various Programs of studies shall be recommended by the Fee Committee and approved by the Executive Council. The fee revision, if any, shall be notified by the University. Fee once revised shall be applicable to all the newly enrolled students, provided it shall be done only at the beginning of the academic year.
- (c) The fee structure approved by Executive Council will be published on the University Website and admission brochure every year.

## **6. Syllabi & Scheme of Examinations**

- (a) The subjects and the course contents for every Program shall be followed as approved by the Executive Council on the recommendations of Academic Council. For each Degree/Diploma Program, there will be a separate Board of Studies which will prepare the detailed syllabi and schemes of examinations and forward the recommendation to the Academic Council.
- (b) Details of Curriculum of UG & PG Programs will be published as approved by the University.  
  
The University shall follow an annual/ semester/ trimester/ system in the courses as decided/adopted by the University.
- (c) The University follows Choice Based Credit System (CBCS) except for the courses where Regulatory Bodies suggest otherwise. The prominent features of Choice Based Credit System are process of continuous evaluation of student's performance and flexibility to allow a student to progress at an optimum pace suited to his ability or convenience to fulfil the requirement of the minimum credits earned for continuation in the Program of study.

## 7. Medium of Instruction and Examination

In all the Academic Programs, the medium of instruction and examination shall be English except those in Education where both Hindi and English are allowed.

## 8. Tenures of Courses

The maximum period in which a student will be allowed to complete his degree requirements is as follows:

For Doctoral Programs	-	Six Years
For 5-year Degree Programs	-	Eight Years
For 4-year Degree Programs in Pharmacy	-	Eight Years
For 4-year Degree Programs (except B.Pharm)	-	Seven Years
For 3-year Degree/Diploma Programs	-	Five Years
For 2-year Degree/Diploma Programs	-	Four Years
For 1-year Degree/Diploma Programs	-	Two Years

## 9. Academic Session, Academic Calendar and Academic Load

### *Academic Session*

In Semester System, the academic session of the University is divided into three parts: two regular semesters termed as Odd and Even Semesters and a Summer Term. The two regular Semesters (Odd and Even) are normally of eighteen weeks duration whereas Summer Term is approximately of nine weeks duration.

Where Trimester System is followed, the academic session of the University is divided into four parts, i.e., three trimesters and a summer term. Each trimester will be of twelve weeks duration and summer term will be approximately of six weeks duration.

Recognised by UGC Under Section 2(f)

### *Annual System*

One/Two week(s) is/are utilized for mid-term examination. The last week of each Semester/ Trimester/ Summer Term is used for the end-semester/ trimester/end-summer term examinations. The exact dates of start and end of the Semester/ Trimester/Summer Term will be as notified in Academic Calendar from year to year.

### *Academic Calendar*

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the University, approved by the Executive Council on the recommendation of the Academic Council.

### *Academic Load*

Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. Under CBCS Scheme, the student is expected to register for such number of credits or subjects as specified in CBCS regulations framed and adopted by the University.

A student may, however, be permitted by Dean Academic Affairs as recommended by the HOD of the concerned Department to take an extra course to (i) clear backlogs, or (ii) improve Grade Point Average, if it is required to meet the minimum academic requirements.

The university may allow change of branch in third semester subject to the availability of seats in specific branches, satisfying minimum CPI requirement and pre-requisite fulfilment as decided by the Academic Council from time to time.

If any student is seeking transfer in any year/semester/trimester of any course from some other institute/university, the credits earned by him in the earlier institute/university may be transferred as per the provisions of the regulatory authorities.

## **10. Registration**

All students are required to register in each year/semester/trimester/ summer term, if any, for the courses to be pursued by them, as per the Program, on the dates specified in the Academic Calendar.

The sole responsibility for the registration in time as specified in academic calendar in a year/semester/trimester/summer term will be of the student concerned only.

### **Registration Procedure**

The registration procedure shall involve:

- (a) Online/offline filling of the registration form mentioning the courses to be credited in the year/semester/trimester/summer term, if any
- (b) Payment of fees and clearance of outstanding dues (if any).

The candidate admitted to the University in his first year in any Program is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his registration regularized. The students of the University whose results have not been declared and are seeking registration in other semesters/trimesters/ summer term shall be admitted only provisionally. However, they shall have to fulfil all the requirements of registration after the results are declared on or before the last date prescribed by the University, failing his provisional registration will stand cancelled.

**Late Registration:** If for any compelling reason like illness etc., a student is unable to register on the day of registration, he can register by the last date of registration specified in the academic calendar on payment of the late registration fee.

**Cancellation of Registration:** Unauthorised absence for a period of three/two or more weeks at a stretch during a year or semester/trimester or summer term, respectively, shall result in automatic cancellation of the registration of a student from all the courses in that year/ semester/ trimester or summer term.

**Summer Term Registration:** A list of courses to be offered in the Summer Term shall be brought out by the Office of Dean Academic Affairs, towards the end of the academic year (before the date of declaration of results) or by the date as specified in the Academic Calendar.

Students shall have to register for these courses at the beginning of the Summer Term on the advice of their Academic Advisors. However, this facility is not available to students not registered for the subjects earlier in a year/ semester/ trimester. Late Registration in summer term is not permitted.

There will be sufficient number of theory, tutorial and laboratory classes in Summer Term as prescribed by the Board of Studies of concerned Department for certain subjects/year(s) of study in a Program, for which the process of evaluation will remain the same as specified for the semester/trimester system, as the case may be, including the criteria for attendance. For certain subjects/year(s) of study in a Program where the classes are not held, the process of evaluation will be through an end-term-examination, irrespective of semester/trimester system, as the case may be.

The student is expected to register in a year/ semester/ trimester/ summer term as per the requirement of the programme of the University.

## **11. Performance Evaluation**

(a) Courses: Performance Evaluation of the students in a course/ subject shall be a continuous process based on their performance in the mid-semester/ mid-trimester examinations, quizzes, short tests, assignments, and the annual/ end-semester/ end-trimester examinations.

(i) Theory Courses in Semester System

For courses based on Semester System, the evaluation will be done through mid-semester examination and one end-semester examination. This will be in addition to quizzes, assignments, attendance, etc. The mid-semester examination will carry a weightage of 30 marks, and the end-semester examination will carry a weightage of 50 marks. The remaining 15 marks will be awarded by teacher for performance in quizzes, presentations and assignments etc. to be devised by the department/ teacher [Autonomy to Teacher/ Department]. There will be 5 marks for attendance. The Mid-Term will be of one hour duration and the End-Term will be of 3 hours duration. The End Term Examination shall be from the entire syllabus.

(ii) Theory Courses in Trimester System

In the trimester system, there will be one mid-trimester examination and one end-trimester examination. The mid-trimester examination will carry a weightage of 30 marks while the end-trimester examination will carry a weightage of 50 marks. The remaining 20 marks will be awarded on the basis of attendance and performance in assignments, quizzes, presentations etc.

There will be no additional/makeup test in lieu of any mid-semester/trimester test missed by any student. Similarly, there will be no examination in lieu of any missed end-term examination of any semester/ trimester/ summer term. However, the extremely genuine cases will be examined by an appropriate

committee constituted by the Vice-Chancellor who may approve the recommendation of committee for holding make-up examination of such genuine cases.

(iii) Courses in Annual System

For courses based on Annual System, the evaluation will be done through the guiding statutory body of Program concerned for both Theory and Laboratory Subjects.

(iv) Laboratory Courses

In each laboratory course, the student will be required to carry out the number of experiments as specified in the course. Each laboratory class/ practical conducted will be assessed by the course instructor based on the work done during the class, submission of the report, and understanding of the work done.

There may be an examination at the end of semester/trimester/ summer term with or without an additional/ external examiner. The total marks at the end of the semester will be sum of the marks awarded in all the experiments conducted which will be awarded out of 100 marks.

The students have to perform all prescribed experiments (upto minimum 10). The continuous evaluation during semester/trimester shall be of 40% marks. The End Term practical examination shall be of three hours of 60% marks with distribution among Experiment (20%), Quiz/MCQs (20%) and Viva-voce (20%).

(v) M. Tech. and M. Pharm. Thesis

The thesis work of specified credits in specified semester (last but one) for full and part time students shall be evaluated for first part by three presentations of 30%, 30% and 40% marks by an internal panel constituted by Departmental Research Development Committee (DRDC) as per the programme regulations. The evaluation for the second part (final semester) of the thesis work shall be done as follows:

Two presentations of 25% marks each by internal panel as above, and Final Oral Defense of 40% marks with an external examiner approved by the Vice-Chancellor; the marks shall be as awarded by the external examiner. 10% marks will be awarded for a publication from M.Tech./ M.Pharm. thesis as decided by the Academic Council. The grade will be awarded to the student on submission of thesis on the basis of total marks obtained by him out of 100 marks.

The soft copy of the thesis after defense (M.Tech. & M. Pharm.) shall be submitted in the University Library and the hard copy of the thesis in the Department by last date of submission as mentioned in the Academic Calendar for the award of degree in the following Convocation.



- (b) Summer Training, Project, Seminar etc.

Summer Training, Project, Seminar, and other learning oriented activities shall have associated credits as stated in the Program details.

- (c) Attendance requirement

Since all the courses are professional in nature, it is therefore obligatory on the part of the student to attend each and every Lecture, Tutorial, and Laboratory class in a course. However, on account of late registration or illness or any other contingencies, *the attendance requirement will be a minimum of 60% for appearing in First Mid-Term, 70% for appearing in Second Mid-Term, and 75% for appearing in End-Term Examination, of the classes scheduled/held.*

However, in extraordinary case the requirement of attendance can be further condoned up to 15% by the Vice-Chancellor on the recommendations of the Dean Academic Affairs. An application on prescribed format for condoning limited shortage of attendance (upto 15% only) will be made by the student at least one week prior to the start of the annual/end-semester/end-trimester/end-summer term examination.

Any candidate who fails to meet the attendance criteria indicated as above in any course shall not be allowed to take the annual/ end-semester/end- trimester/end-summer term examination of that course and will be treated to have failed that particular course irrespective of marks obtained in other components.

- (d) Credits and Grade System

All courses, except non-credit courses, shall have credits associated with them as per their LTP Structure which shall be determined as follows:

- (i) One lecture hour per week per semester/trimester shall be assigned one credit.  
(ii) One tutorial/practical hour per week shall be assigned half credit.

However, the credits associated with every course will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded off to the next whole number.

Students admitted in the program except B. Pharm. and M. Pharm shall be awarded letter grades 'P' and above provided they have secured at least 28 marks out of 80 marks in regular mid and end-semester/ trimester examinations or 35% marks out of total marks of regular mid and end-semester/trimester examinations. The final grades shall be based upon their performance in examinations (80% marks) and work carried out during the semester/trimester/summer term in the form of assignments, presentations, quizzes etc., the details of which will be worked out by the respective faculty member (20% marks). The letter grades based upon the overall marks obtained in a course shall be as follows:

S. No.	Marks (out of 100)	Letter Grade	Description	Grade Point
1.	91 – 100	O	Outstanding	10
2.	81 – 90	A+	Excellent	9
3.	71 – 80	A	Very Good	8
4.	61 – 70	B+	Good	7
5.	51 – 60	B	Average	6
6.	50 <sup>a</sup>	C <sup>a</sup>	Pass <sup>a</sup>	5 <sup>a</sup>
7.	41 – 50 <sup>b</sup>	C <sup>b</sup>	Adequate <sup>b</sup>	5 <sup>b</sup>
8.	40 <sup>b</sup>	P <sup>b</sup>	Pass <sup>b</sup>	4 <sup>b</sup>
9.	< 50 <sup>a</sup>	F <sup>a</sup>	Fail <sup>a</sup>	0 <sup>a</sup>
10.	< 40 <sup>b</sup>	F <sup>b</sup>	Fail <sup>b</sup>	0 <sup>b</sup>

a = for practical subject only;

b = for theory subject only

Students obtaining 'F' grades will be required to register (with fee) and repeat or substitute theory and/or practical subjects in summer term or as and when offered.

- (e) Students admitted in B. Pharm. and M. Pharm shall be awarded letter grades 'C' and above provided they have secured at least 50% marks including internal assessment. The final grades shall be based upon their performance in all examinations and work carried out during the semester/summer term in the form of assignments, presentations, quizzes etc., the details of which will be worked out by the respective faculty member. The letter grades based upon the overall marks obtained in a course shall be as follows:

S. No.	% of Marks	Letter Grade	Description	Grade Point
1.	95.00 – 100	A+	Outstanding	10
2.	90.00 – 94.99	A	Excellent	9
3.	80.00 – 89.99	B+	Very Good	8
4.	70.00 – 79.99	B	Good	7
5.	60.00 – 69.99	C+	Fair	6
6.	50.00 – 59.99	C	Average	5
7.	<50.00	F	Fail	0
8.	ABSENT	AB	Fail	0

- (f) Incomplete Grade 'I'

A student may be awarded 'I' grade in a subject if he has missed, for genuine reason, to complete a minor part (quiz, assignment, presentation) but not any examination of the course requirement, if he has done satisfactorily in all other parts. The 'I' grade must, however, be converted into an appropriate letter grade through completing the missed work or an alternative make up exercise assigned by the faculty by the last date specified in the academic calendar. Any outstanding 'I' grade after this date shall be automatically converted into respective letter grade based on marks obtained in other components like mid-semester/mid-trimester/mid-summer term examinations, end-semester/end-trimester/end-summer term examinations, quiz(es), assignment(s) etc.

(g) 'S' and 'U' Grades

A student may be awarded 'S' or 'U' grade in the Project/ Dissertation/ Thesis based upon his satisfactory or unsatisfactory performance before the Committee constituted for the evaluation of work carried out by the students at various intervals during the academic year as per the evaluation scheme of the programme.

(h) Credits for General Proficiency

The weightage of the General Proficiency for B. Tech. student for every semester/trimester of the Program shall be one credit for assignment of marks and letter grades jointly by HOD, Chief Proctor and Club President based on the general conduct/ behaviour/ discipline and his active participation in club activities where registered throughout the semester/ trimester.

(i) Change of Grade Already Awarded

A letter grade once awarded shall not be changed unless a representation is made by either the student or the faculty who taught that course to the Dean-Academic Affairs through the HOD. All such cases will be considered by the Dean-Academic Affairs who will recommend the change of grade(s), if any, specifying the reasons for the same to the Vice-Chancellor. The Vice-Chancellor will consider the recommendations on their merit and take a decision.

(j) Challenge Evaluation

The provision of re-evaluation of answer scripts after declaration of results as a mechanism for redressal of grievance of a student with reference to evaluation. The request of students for challenge evaluation shall be considered by a Committee constituted by the Vice-Chancellor.

**12. Conduct of Examinations and use of Unfair Means (UFM) and/or Misconduct during Examinations**

The Central/ Departmental Examination Committee shall appoint requisite number of Centre Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee/ Centre Superintendents in consultation with the respective Head of the Departments will assign flying squad/ invigilation duties to faculty members in requisite number to ensure fair and smooth conduct of examination as per the set rules.

Any student observed not focusing on working on his answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet, if a student is found to possess smart phone/ mobile phone/ electronic gadget or using unfair means or engaging in misconduct with the Invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad, who may permit that student to continue to write the examination, after completion of the necessary formalities.

After the examinations are over, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behaviour. After examining the facts of the case and statement of the student and the concerned invigilator, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him as having failed in that entire semester/ trimester/ summer term. The intensity of punishment shall increase with repeat occurrence of UFM/ Misconduct by the same examinee. The Vice-Chancellor will consider the recommendations of the Examination Committee and take a decision.

The student held guilty of using UFM/Misconduct during any examination of a subject shall be awarded only grade 'P' in theory and 'C' in practical whenever declared pass in the subject and will not be permitted to repeat this subject to improve his grade in the subject.

The M. Tech., M. Pharm. and Ph. D. students found using Unfair Means and/or Misconduct during Examinations shall be summarily required to leave the programme and withdraw admission from the University.

### 13. Semester/Trimester Performance Index (SPI/TPI):

The SPI/TPI shall be a weighted average of the grade points earned by a student in all the courses he registered for in a semester/ trimester and describe his overall performance in that semester/ trimester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_k$  etc. and the corresponding credits are  $c_1, c_2, c_3, \dots, c_k$ , the SPI/TPI shall be given by:

$$\text{SPI/TPI} = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + \dots + c_k g_k}{c_1 + c_2 + c_3 + \dots + c_k} = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

where  $k$  is the number of courses for which the candidate remains registered during the semester/ trimester.

### 14. Cumulative Performance Index (CPI)

The Cumulative Performance Index (CPI) shall indicate the overall academic performance of a student in all the courses registered upto and including the latest completed semester/ trimester/ summer term. It shall be computed in the same manner as the SPI/TPI, considering all the courses (say,  $n$ ), and shall be given by

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} = \frac{\sum_{j=1}^m \text{TC}_j (\text{SPI}_j/\text{TPI}_j)}{\sum_{j=1}^m \text{TC}_j}$$

where  $\text{TC}_j$  is total credits of  $j$  semesters/trimesters, and  $m$  is number of semesters/ trimesters completed.

Whenever a student is permitted to repeat or substitute a course, the new letter grade, if better, obtained shall replace the old letter grade in the computation of CPI.

For courses under CBCS scheme, all the courses in which a student registers in a semester/ trimester/ year, excluding those in which the student gets an F grade will be considered while calculating the SPI/CPI. The SPI/CPI shall indicate the overall academic performance in the courses cleared upto that semester/ trimester/ year.

### 15. Grade Report Card

The Grade Report Card may be issued to each student at the end of each academic year. The duplicate copy of the Grade Report Card or the Transcript Card, if required can be obtained on payment of prescribed fee.

## 16. Withholding Grade Report Card

The Grade Report Card of a student may be withheld if he has not paid his dues or if there is a case of indiscipline pending against him or for any other such reasons.

## 17. Promotion to Subsequent Year of Study

- (a) Under CBCS scheme, Promotion to subsequent year/ semester/ trimester shall be made as mentioned below:

Sl.	Course Duration	Promotion To	Rule(s)
1.	2 Years (Except B. Ed.)	2 <sup>nd</sup> Yr. of study	(Total No. of Credits of 1 <sup>st</sup> Year-16) Credit earned along with aggregate 5.5 CPI
2.	3 Years (Except Diploma)	2 <sup>nd</sup> Yr. of study	(Total No. of Credits of 1 <sup>st</sup> Year-16) Credit earned along with aggregate 5.5 CPI
		3 <sup>rd</sup> Yr. of study	No backlog of 1 <sup>st</sup> Year Earned Credit must be minimum of 78% of total credit upto 2 <sup>nd</sup> Year along with aggregate 5.5 CPI
3.	4 Years (Except B. Pharmacy)	2 <sup>nd</sup> Yr. of study	(Total No. of Credits of 1 <sup>st</sup> Year-16) Credit earned along with aggregate 5.5 CPI
		3 <sup>rd</sup> Yr. of study	No backlog of 1 <sup>st</sup> Year 36 Credits earned in 2 <sup>nd</sup> Year along with aggregate 5.5 CPI
		4 <sup>th</sup> Yr. of study	No backlog of 2 <sup>nd</sup> Year Earned Credit must be minimum of 78% of total credit upto 3 <sup>rd</sup> Year along with aggregate 5.5 CPI
4.	5 Years	2 <sup>nd</sup> Yr. of study	(Total No. of Credits of 1 <sup>st</sup> Year-16) Credit earned along with aggregate 5.5 CPI
		3 <sup>rd</sup> Yr. of study	No backlog of 1 <sup>st</sup> Year 36 Credits earned in 2 <sup>nd</sup> year along with aggregate 5.5 CPI
		4 <sup>th</sup> Yr. of study	No backlog of 2 <sup>nd</sup> Year 36 Credits earned in 2 <sup>nd</sup> Year with minimum 5.5 CPI aggregate
		5 <sup>th</sup> Yr. of study	No backlog of 3 <sup>rd</sup> Year Earned Credit must be minimum of 78% of total credit upto 4 <sup>th</sup> Year along with aggregate 5.5 CPI

\* CPI calculation does not include subjects with F Grade

- (b) In courses where CBCS is not followed:

- (i) A student of First year with F Grade has to repeat the relevant subjects in the summer term to clear them with improvement in his CPI to move into next year of study. A student of Higher year with F Grade in subject(s) has to write Supplementary/Carry Over Examination either during the semesters/ trimesters or summer-term to clear them with improvement in his CPI. If it is perceived that it will not be sufficient to attain the desired result/CPI, the student may be allowed to repeat one or more subjects (with C and/or D grades) by the HOD/ Dean-Academic Affairs so that he may attain the desired CPI to move into the next year of the study. However, any student who has dropped/ deemed to drop a Semester/ Trimester shall not be permitted to register for the courses of that Semester/ Trimester in the Summer-Term.

Further, all such candidates whose CPI is below 5.50 may also be allowed to register in summer term if they so desire to improve their CPI. However, total number of subjects to be allowed in summer term will be such that the total credits for them do not exceed 16, unless and until permitted by the committee constituted for the purpose by the Vice-Chancellor in genuine cases and in unprecedented circumstances, and no course where the candidate has obtained grade better than C will be repeated.

- (ii) The student of Diploma Program should obtain a minimum CPI of 5.00 to move to the next higher year of Program and the students of all degree Programs should obtain a

minimum CPI of 5.25 for first year and 5.50 for rest of years students to move into the next higher year of Program, provided the student does not have F grade in any of the laboratory subject.

- (iii) If the student is not able to move into subsequent year of study due to non-attainment of requisite minimum CPI, he shall have to repeat subjects with F and E grades (along with subjects with C and D grades, if required) in semesters of next year in which these are offered so as to clear them with improvement in his CPI to move into next year of study.
  - (iv) A student of first year who could not obtain required CPI for promotion to second year of his Program of studies for two consecutive years will be declared unfit for the Program and disqualified for that particular Program.
  - (v) A student having backlog of first year will not be promoted to third year and a student having backlog of second year will not be promoted to fourth year till he clears his backlogs.
  - (vi) For the subjects offered in 3<sup>rd</sup> Semester/ 4<sup>th</sup> Trimester onwards in various courses of studies, there exists a provision of Carry Over (CO) examination. The students can take a maximum of 2 papers in a semester (4 papers in two semesters/ three trimesters). This will be applicable to clear backlogs or to improve CPI if it is less than 5.50 for students for degree programs and 5.25 for students for diploma programs. The CO paper will be of 3 hours duration.  
The CO papers will be of 80 marks each of three hours duration. Remaining 20 marks will be of T.A. as obtained earlier by the student in the subject.
- (c) For students admitted in first year of B. Pharm. and M. Pharm
- (i) A student is allowed to go and attend classes of next higher classes with all carry over papers. However, he would not go to third year until he clears all the subjects (both theory and practical) of first year. Similarly, a student without clearing all the subjects (both theory and practical) of second year would not be promoted to fourth year.
  - (ii) A student of third year may go to fourth year and appear in all the papers but without clearing all the subjects (both theory and practical) of third year his fourth year result would not be declared.
  - (iii) The examination for carry over subjects of odd semester would be held after even semester examinations. The Examination for carry over subjects of even semester would be held after Odd Semester Examinations.

#### **18. Conversion of CPI to Percentage of Marks**

The Conversion of CPI to exact percentage of marks does not have a perfect rational. However, its equivalence at best can be arrived at by multiplying CPI with 10.

#### **19. Award of Certificates and Degrees**

A student of Diploma in Engineering Programme will be awarded a Diploma, if he obtains a minimum CPI of 5.00 and complete the credit and other requirement of the Program as specified in the Program detail. The student of Diploma Program obtaining CPI of greater than or equal to 5.00 but less than 6.50, will be placed in Second Division.

A student of Bachelor's or Master's Program (except in Education and Pharmacy) will be awarded a degree if he obtains a minimum CPI of 5.50 and completes the credits and other requirements of the Program as specified in the Program detail. The student obtaining CPI of greater than or equal to 5.50 but less than 6.50, will be placed in Second Division.

If the CPI is greater than or equal to 6.50 but is less than 8.00, the candidate will be placed in First Division. If the CPI is greater than or equal to 8.00, the candidate will be awarded the diploma/degree in First Division with Honours, provided he clears all the subjects in single attempt in normal duration of the Program, and that too in regular semesters/ trimesters without use of unfair means/ misconduct during examinations.

A student of Bachelor's or Master's Program in Education will be awarded a degree if he obtains a minimum of 40% marks in Theory and minimum of 50% marks in Practical Subject and completes the other requirement of the Program as specified in the Program detail. The student obtaining percentage of marks greater than or equal to 50 but less than 60, will be placed in Second Division. If the Percentage is greater than or equal to 60 but is less than 75, the candidate will be placed in First Division. If the Percentage is greater than or equal to 75, the candidate will be awarded the First Division with Honours, provided he clears all the subjects in single attempt in normal duration of the Program, and that too in regular semesters/ trimesters without use of unfair means/ misconduct during examinations.

The students of Diploma in Pharmacy Programme will be awarded Diploma only if he obtains a minimum 40% marks in each Theory and Practical including sessional marks on completion of the other requirements of the program. The student of Diploma Program obtaining percentage of marks greater than or equal to 60 in aggregate in all subjects in a single attempt will be placed in First Class. A student securing 75% marks or above in subject(s) in a single attempt shall be awarded Distinction in Subject(s).

A student of Bachelor's or Master's Program in Pharmacy will be awarded a degree if he obtains a minimum CPI of 5.00 and completes the credits and other requirements of the Program as specified in the Program detail. The student obtaining CPI of greater than or equal to 5.00 but less than 6.00, will be placed in Second Class. If the CPI is greater than or equal to 6.00 but is less than 7.50, the candidate will be placed in First Class. If the CPI is greater than or equal to 7.50, the candidate will be awarded the degree in First Class with Honours, provided he clears all the subjects in single attempt in normal duration of the Program, and that too in regular semesters/ trimesters without use of unfair means/ misconduct during examinations.

## **20. Cash Awards and Merit Scholarships**

Cash Awards/ Merit Scholarships of the value to be decided by the Executive Council will be awarded to the top students in each degree Program (Bachelor's and Master's) every year on the basis of merit of the previous academic year. The students of passing out batch of a program shall be awarded Gold/ Silver Medals and/or Merit Certificates based on number of students in the respective Degree/ Diploma programs.

## **21. Ph.D. Program**

- (a) A candidate applying for Ph.D. Program in a particular discipline must possess a Master's degree in relevant/ appropriate discipline/ field/ subject with first division. Where the division is not awarded, the applicant must have obtained a minimum of First Class in Master's degree. A candidate for Applied Sciences and Humanities & Social Sciences will also be considered with 55% marks in Master's degree.

If a candidate has obtained a Master's degree by Research only, then in his case, the requirement of first division/ CGPA will be waived off provided the candidate has at least one publication in refereed journal of repute.

Further, a candidate holding Bachelor's degree in Engineering/ Pharmacy with Honours based on CGPA/ CPI or marks obtained (8.00 and above on a 10 point scale or 75%), and five years of teaching/research experience with at least one publication in refereed journal of repute, can be considered for admission to Ph.D. Program.

In addition all applicants shall have to qualify the Ph.D. entrance test conducted by the University or by Central Bodies such as UGC/ CSIR/ IITs/ IIMs etc. The applicants qualifying in the entrance test shall also undergo an interview by the Departmental Research Degree Committee (DRDC) of the Department.

Further,

- (1) NRI candidates having recognized qualification certified by AIU and foreign nationals sponsored by ICCR/ MHRD are eligible for admission in Ph.D. at the GLA University.



- (2) In case of relocation due to marriage or otherwise a woman Ph.D. Scholar registered in any UGC recognized University may take admission in Ph.D. at the GLA University as per the guidelines laid by the UGC dated 12<sup>th</sup> April, 2016.
  - (3) The University shall follow guidelines as laid down by the regulatory agency UGC from time to time in its Ph.D. program.
  - (4) Any faculty member working at the GLA University who likes to pursue his Ph.D. can register in the University as per the terms and conditions of the University.
- (b) Any Regular Faculty member from the University having Ph.D. degree with post Ph.D. experience of at least ONE year of teaching/ research will be permitted to supervise a candidate for his Ph.D. Program. A supervisor shall not have, at any given point of time, more than eight Ph.D. scholars under him. The candidate can have a co-supervisor from amongst the faculty members having at least three years of teaching/ research experience and a Ph.D. Degree.

The University shall permit eminent faculty members from other reputed National Institutions/ Research Laboratories etc. to serve as a joint Supervisor.

- (c) Supervisor/ Co-Supervisor can also be from the same department or from other department (for inter-disciplinary areas) of the same institute or from other related institute by the approval of the Departmental Research Development Committee.
- (d) The appointment of the External Joint Supervisor for a selected student shall be approved by the Vice-Chancellor through DRDC of concerned Department in a formal manner depending on the number of student(s) per faculty member, the available specializations among the faculty supervisors, and the research interest of the student as indicated during the student's interview.
- (e) The Supervisor/ External Joint Supervisor/ Co-Supervisor of the student once selected shall not be changed except in extra-ordinary circumstances, by the Dean-Academic Affairs in consultation with HoD.
- (f) Each student with a Master's degree and admitted to a Ph.D. Program shall be required to undertake course work for a minimum period of one semester. He shall undertake a minimum of four courses including (i) Research Methodology and (ii) Research and Publication Ethics (RPE) as compulsory courses. However, candidates possessing M.Phil. Degree will be governed by the norms of the UGC in respect of the course requirements. The students with a Bachelor's degree admitted to a Ph.D. Program, shall be required to undertake a minimum of seven courses including (i) Research Methodology and (ii) Research and Publication Ethics as compulsory courses.

However, the DRDC, on the recommendations of the Supervisor, after due consideration of the background of the student in relation to the proposed topic of research, may require the students to register for more courses. The course work shall be treated as pre-Ph.D. preparation.

A Ph.D. student pursuing the course work must attend at least 85% of classes in each course. However, the Dean-Research and Development may condone the attendance requirement for a student depending upon the genuineness of the case.

If found necessary, the course work may be carried out by the doctoral candidates in sister Departments/Institutes either within or outside the University for which due credit will be given to them.

The minimum acceptable Cumulative Grade Point Average for the course work shall be 6.50 on 10 point scale or First Division where marks are awarded.

- (g) A student shall be eligible to begin independent research for his Ph.D. dissertation after satisfactorily completing his course work. However, he has to clear the written and/ or oral Comprehensive Examination in the areas of his specialization. The full-time and the part-time Ph.D. students must clear the comprehensive examination within a period of 18 months and 24 months, respectively from the date of admission to the Doctoral Program of the University. A maximum of three opportunities will be given to any student to clear the comprehensive examination. In case, the candidate is not able to clear the

comprehensive examination as mentioned, his registration for Ph.D. Program will automatically stand cancelled.

- (h) After the Comprehensive Examination, the candidate shall present the state-of-the-art seminar on his research area. The candidate shall be required to submit the research plan having the title of the problem identified for research work along with pertinent review of literature through DRDC to the office of Dean-Research and Development.
- (i) The candidate can make an application to the DRDC, duly recommended by the Supervisor, for change of the title, prior to preparation of a draft thesis. In case of change in problem, the state-of-the-art of the changed module? or of the entire problem shall be repeated.
- (j) Some of the successful and meritorious candidates may be offered financial assistance in the form of Teaching/Research Assistantship. Such scholars would be expected to put in 8 hours per week towards teaching/research related work assigned by the Supervisor/HoD.
- (k) The time limit as per MHRD, UGC Notification dated 5<sup>th</sup> May, 2016 for Ph.D. work shall be as follows:

Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

However, a request for extension for not more than one year shall be made by candidate subject to the approval of the Vice Chancellor through DRDC and Dean R & D.

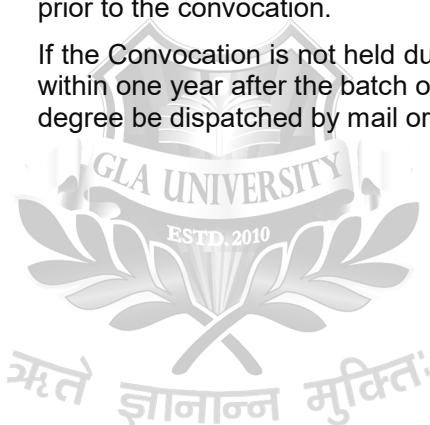
The student will have to register in every semester until submission of the thesis.
- (l) A full-time and a part time student shall submit progress report of the research work at the end of the each semester to the supervisor which shall be assessed by the DRDC, along with the supervisor and the co-supervisor for award of S grade for every 4-credit units towards the work/ progress, if it is found satisfactory and U grade for the remaining work/ progress in that semester, if it is found unsatisfactory.
- A warning will be issued to the scholar if he gets three U grades in a semester or eight U grades in total.
- Sixteen U grades will lead to cancellation of registration of the candidate from the Ph.D. degree Programme.
- (m) The Ph.D. candidate can submit thesis only after acceptance for publication of a minimum of two research papers from his research work in refereed Journals of Repute listed in International Data Base (such as SCOPUS, EBSCO, and alike). The manuscripts shall have the name of the student as the principal author and the Supervisor as the second author.
- (n) Prior to the submission of thesis, the Ph.D. candidate shall make a pre-Ph.D. presentation in the department before the DRDC for assessment of the work done, and results obtained along with the publications. The pre-Ph.D. presentation shall also be open to all faculty members and research students. The comments received in the presentation may be suitably incorporated into the thesis under the advice of the supervisor.
- However, if the candidate does not submit his Ph.D. thesis within six months of Pre-Ph.D. (Open) Seminar, then a permission for extension of another six months need to be obtained through DRDC from the Vice-Chancellor/ Dean-Research and Development.
- The candidate will be allowed to submit the thesis only after the permission of the DRDC. The candidate should submit three copies of synopsis and thesis, through Supervisor in soft cover who would get the report on similarity index and check for plagiarism. The Supervisor shall be satisfied for limits of similarity index (< 20%) and plagiarism (< 15%) before forwarding it in the format prescribed by the University to Dean-Research and Development.

- (o) The Examination Board for the Ph.D. thesis shall consist of two External Examiners, preferably one from abroad (developed nation) or IIT/ NIT/ IIM/ Central Research Institutes, who shall be experts in the subject area of the thesis, not below the rank of Professor or equivalent. The two external examiners shall be chosen/ appointed, by the Vice-Chancellor, from a list of six (6) experts proposed by the Supervisor and an equal panel by Dean-Research and Development, 3 each from India & Abroad. The Vice-Chancellor may appoint expert(s) outside the lists provided by the Supervisor and Dean-Research and Development. The information about the appointed examiners shall not be made available to the candidate and the Supervisor by the Dean-Research and Development.
- (p) Each external examiner shall submit a detailed confidential assessment report of the thesis including research methodology adopted, interpretation of the results obtained, and utility of the research conducted while recommending one of the following courses of action:
- (1) That the thesis is satisfactory and the candidate be permitted to defend his thesis orally.
  - (2) That the candidate be allowed to defend the thesis with certain critical observation(s) indicated by the examiner. The candidate shall defend such observation(s) during oral defense of his thesis; else make suitable corrections/ amendments as suggested by the examiner.
  - (3) If the thesis requires substantial revision and/or some additional work, the candidate will normally be required to submit the revised thesis within a period of six months but in any case this period will not be extended for more than twelve months. The revised thesis shall be sent to the same examiner for his comments.
- (q) In the event of disagreement in evaluation of the thesis by the two external examiners, the matter will be referred by the Dean-Research and Development to the Vice-Chancellor who may suggest/ get the thesis examined by a third external examiner.
- (r) The oral defense of the thesis shall be conducted, when the external examiners consider the work to be satisfactory and recommend that the oral examination be conducted. The student shall defend his thesis before the Oral Defense Committee (ODC) consisting of the Head of the Department, Dean-Research and Development, Supervisor and Co-supervisor, if any, and one external examiner. The date and the venue of the defense will be notified by the Dean-Research and Development so that all those interested in the subject should be able to attend the oral defense. The ODC will recommend one of the following courses of action:
- (1) that the degree be awarded
  - (2) that the candidate should appear for another oral defense in a manner to be prescribed by the Committee.
- (s) After successful oral defense of the thesis and having incorporated all necessary modifications/ corrections as suggested during the examination process the student shall submit five copies of the thesis bound in the specific format of the University along with its soft copy. The hard bound copy of the thesis must contain the appropriate copyright certificate in the beginning of the thesis.
- One copy of the thesis shall be sent to Central Library, one to the Department/ Departmental Library, one will be retained by the candidate after endorsement of satisfactory defense, one will be retained by the office of the Dean-Research and Development and the fifth copy will be sent to the Supervisor of the candidate.
- (t) The candidate shall also submit a "Summary of the Research" in requisite number of words along with requisite fee for its publication in the International Dissertation Abstracts.

- (u) Following the successful completion of the Oral Defense and Announcement of the award of Ph.D. Degree, the University shall issue a Provisional Certificate to the candidate certifying to the effect that the student has successfully completed his doctoral work and will be awarded the degree in the forthcoming convocation and that the work is in accordance with the provisions to UGC Regulations, 2016 and the University shall also submit a soft copy of the Ph.D. thesis to the UGC for hosting the same in INFLIBNET, accessible to all Institutions/ Universities, within a period of thirty days.

## **22. Convocation**

- (a) The Convocation of the University shall be held at a date fixed by the Executive Council. The Registrar shall report to the Executive Council the names of all students who fulfil the requirements prescribed for various Degrees of the University and have become qualified under these regulations for the award of the Degrees, the names of the persons to the awarded the degrees shall also be submitted to the Uttar Pradesh Higher Education Council before 30 days of the date of the Convocation for its approval.
- (b) If a student is unable to attend the Convocation in person to receive his degree, he may obtain his degree in absentia by submitting an application in prescribed format fifteen days prior to the convocation.
- (c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within one year after the batch of the students has become eligible to receive the degree, the degree be dispatched by mail or collected by the students from the office of the Registrar.



GLA  
UNIVERSITY  
MATHURA  
Recognised by UGC Under Section 2(f)

Accredited with

**A**

Grade by **NAAC**

## **ORDINANCE – 2**

### **SERVICE ORDINANCES**

#### **RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES**

The Service Ordinances shall apply to all categories of employees except Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Executive Officer and Chief Finance Officer of the University.

#### **1. Categorization of Posts**

The various categories of posts of employees in the University shall be:

- (a) **Academic:** Professor, Principal, Librarian, Associate Professor, Deputy Librarian, Assistant Professor, Assistant Librarian, Lecturer, Pro-tem-Lecturer and Teaching Assistant, Workshop Superintendent and any other teaching/ research posts specified by the Executive Council.
- (b) **Administrative Officers:** Registrar, Controller of Examinations, Finance Officer, Deputy Registrar, Assistant Registrar, Horticultural Officer, Medical Officer, Sports Officer, University Engineer, Assistant Engineer, Estate Officer, Store Purchase Officer, Transport Officer, Training and Placement Officer, Training and Development Officer, Personal Relation Officer, Accounts Officer, Audit Officer, Manager House-Keeping, System Administrator and such other officers as may be decided by the Executive Council.
- (c) **Technical Staff:** Chief Technical Officer, Junior Engineer, Computer Programmer, Software Developer, Hardware Engineer, Laboratory Assistant, Laboratory Technician, Electrician, Pharmacist, Nurse, Gardener, Workshop Supervisor, Carpenter, Plumber, Mechanic, Machinist, Welder, Black Smith, Glazier, Fire-man and such other posts of technical staff as may be created by the Executive Council.
- (d) **Supporting Staff:** Personal Secretary, Personal Assistant, Steno-Typist, Typist, Accountant, Accounts Clerk, Store-Keeper, Assistant Store-Keeper, Supervisor, Driver, Peon, Attendant, Mali, Helper, House-Keeping Staff, and such other posts of supporting staff as may be created by the Executive Council.

#### **2. Qualifications & Selection Process**

- (i) **For Category 1(a) and 1(b) posts;**  
These shall be decided by the Executive Council keeping in view the norms laid down by UGC or any other Regulatory Bodies.
- (ii) **For Category 1(c) and 1(d) posts;**  
These shall be decided by the Executive Council.
- (iii) The Selection Committee for the posts of Category 1(a) and Category 1(b) except for those mentioned in the Statutes shall be as follows:
  - The Vice-Chancellor as the Chairperson of the Selection Committee.
  - The Pro-Vice-Chancellor
  - Two/Three outside experts in the concerned subject/field
  - Head of the concerned Department, if any,
  - Nominee of the Chairperson of the Governing Body.
  - Registrar, Member Secretary

At least four members, including two outside subject experts and nominee of the Chairperson of the Governing Body shall constitute the quorum.

- (iv) The Selection Committee for the posts of Category 1(c) and Category 1(d) shall be as follows:
- The Pro-Vice-Chancellor as the Chairperson of the Selection Committee.
  - One/ Two experts in the concerned subject/field
  - Head of the concerned Department, if any,
  - Nominee of the Chairperson of the Executive Council.
  - The Registrar, Member Secretary

At least four members, including one expert and nominee of the Chairperson of the Executive Council shall constitute the quorum.

- (v) Applications for various posts specified in categories 1(a) and (b) shall be invited through advertisement in Regional and National Dailies.
- (vi) The applications received in response to the advertisements shall be compiled by the Registrar and forwarded to the concerned officer/head to prepare the summary of the candidates satisfying the eligibility criteria with remarks and send back to the Registrar for further necessary action. The Registrar shall place the summary sheet before the Screening Committee constituted by the Vice-Chancellor. The shortlisted candidates by the Screening Committee and approved by Vice-Chancellor will be called for interview through Registrar.
- (vii) The Selection Committee shall consider all the candidates called for interview. The Selection Committee may also consider an eminent person for the post of Professor/ Associate Professor/ Assistant Professor *in absentia*. No act or decision of the Selection Committee shall be called to question by anyone merely because of the absence of any of its member or members, provided the quorum is complete at the time of the meeting.
- (viii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of merit, provided that not more than three candidates are recommended for one vacancy/post.
- (ix) Appointments shall be made on regular, *ad hoc* or contractual basis. Any recruitment on contractual mode will be valid for a period of 11 months which can be renewed further. *Ad hoc* appointment will be valid for a period as recommended by the Selection Committee but should not be more than two years. The regular appointee shall be on probation for one year which can be extended further, if considered necessary.
- (x) All the regular appointments shall be approved by the Executive Council or its Chairperson subject to be ratified in the next meeting of the Executive Council.

### 3. General Conditions of Service for Regular Employees

Without prejudice to any special condition that may be incorporated in the appointment order, all employees of the University shall be governed by the following terms and conditions:

- (i) **Medical Fitness:** All appointments are subject to the condition that the appointee is medically fit. He shall provide a certificate to that effect from Medical Officer of any Government Hospital.
- (ii) **Termination of Service:** The appointing authority shall have the power to terminate the service of an employee as already laid down in the Statutes of the University.
- (iii) **Pay Scales and Allowances:**
- (a) On first substantive appointment to a regular post, the initial basic pay in the

scale shall be fixed at the minimum of the scale; provided that the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale.

- (b) Each employee shall be entitled to the annual increment as specified in the scale of pay. It shall be paid automatically unless it is withheld as a penalty for disciplinary or non-performing reasons by the appointing authority.
- (c) In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:
  - 1. Dearness Allowance at the rates and subject to such conditions as the Executive Council may prescribe from time to time.
  - 2. House Rent Allowance as decided by Executive Council from time to time.
  - 3. Conveyance Allowance wherever specially provided for in the appointment letter.
  - 4. Special pay wherever specially mentioned in the appointment letter.

**(iv) Employee Provident Fund**

- (a) Employee Provident Fund established for the benefit of the employees by the Government of India shall be managed according to the plan approved by the Executive Council.
- (b) An employee shall be required to subscribe to the fund as per the plan approved by the Executive Council.

**(v) Holidays and Leaves**

- (a) **Festival & Public Holidays:** Regular employees shall be entitled to avail Festival & Public holidays as specified in the Academic Calendar of the University.

- (b) **Leaves:** Regular employees shall be eligible to avail the following types of leaves:

- (i) **Casual Leave (CL)** is the leave on full salary, which the regular employees can avail on account of urgent private need or emergency. It can be availed to a maximum of 12 (Twelve) days in an Academic year. It should be applied for and sanctioned in advance except in case of emergencies. In such a situation the employee must inform his reporting authority.

- (ii) **Vacation Leave (VL)** can be availed only by Professor/ Associate Professor/Assistant Professor/Lecturer of the University. They shall be entitled to thirty days of Vacation Leave each academic year that can be availed during vacations as specified in the Academic Calendar of the University.

In the event, any faculty member is required to work in the University during the vacation period, and is unable to avail his Vacation Leave in total or in part, during these vacations, his Vacation Leave (VL) entitlement will be converted into Earned Leave (EL) at the rate of  $\frac{1}{2}$  day for each day of un-availed VL.

Entitlement for VL will be applicable only after putting in a minimum of one Academic Year of service.



- (iii) **Earned Leave (EL)** can also be earned by all other regular employees of the University except Professor/Associate Professor/ Assistant Professor/Lecturer only while on duty at the rate of one and quarter days for every completed month of service (15 days in an Academic Year).

The Earned Leave can be availed :-

- (a) only when it is applied for 3 days in advance and sanctioned.
  - (b) no less than three (03) days at a time.
  - (c) Only by the regular employee who has completed one Academic Year of service in the University.
- (iv) **Study Leave (SL)** may be granted to an employee to enable him to undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his sphere of duties, provided that study leave shall not be granted unless the employee has completed at least three years in the regular service in the University.

The Study Leave may be granted for a period based on the Programme duration but not more than three years at a time. The total period of Study Leave granted during the entire career of an employee in the University shall not exceed five years. The minimum gap between two spells of Study Leave shall be three years.

The employee shall be eligible to draw, during the Study Leave period, a part or full salary last drawn before proceeding on leave as recommended by the Dean-Academic Affairs and approved by the Vice-Chancellor.

The employee availing the Study Leave shall be required to sign a bond to serve the University for a period which shall be equal to two times the period of Study Leave availed by him failing which he would be liable to compensate the University for an amount indicated in the bond.

The Study Leave period shall be counted as *on duty period* for the purpose of increments only after availing the leave.

The study leave may be granted to a maximum of 10% of the sanctioned number of posts in any Department/Section.

- (v) **Maternity Leave (ML)** to female employees may be granted on salary for a maximum of three months. It can be availed maximum two times in the service career, provided the concerned employee serves the University at least for three year after availing the Maternity Leave failing which she has to pay an amount equal to the salary withdrawn during the Maternity Leave.
- (vi) **Half-Pay-Leave (HPL)** may be availed by an employee for a maximum of ten days in a calendar year on medical grounds.
- (vii) **On Duty Leave (ODL)** may be sanctioned to the employee of the University for attending Conference/ Seminar/ Meeting for the purpose of Projects etc. or when any employee is requested by the authority to be engaged in any activities outside in the interest of the

University. Number of such leave at any instance of time shall be at most the days engaged for the purpose plus two days.

- (viii) **Compensatory Leave** is granted to an employee, other than the employees of category 1(a) and 1(b) as compensation for working on holidays/weekly off as desired by the competent authority. An employee cannot be granted more than three Compensatory Leaves in a quarter of calendar year. This type of leave cannot be accumulated or merged with any other leaves.
- (ix) **Extra-Ordinary Leave (EOL)** may be sanctioned with or without salary by the Chairman Governing Body under the recommendation of the Vice-Chancellor as a special case.

**(c) Right of Leave**

- (i) Any type of leave except Casual Leave even when due and admissible cannot be claimed as a matter of right and may be refused or curtailed by the Competent Authority, if the exigencies of work so require.
- (ii) If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, or remains absent without intimation for ten days, he shall be deemed to have left the service of the University on his own accord and his name shall be struck off from the rolls of the University and intimated accordingly to him at the address provided by the employee by post. However, the condition of termination of service will apply in such cases. And necessary legal action may be initiated against such employee. Sundays and notified holidays occurring during the period of all kinds of leave except CL will be counted into/treated as part of leave applied for but not as prefix or suffix.

**4. Discipline and Related Matters**

**(i) Suspension**

The appointing authority may place an employee under suspension:

- (a) If disciplinary proceedings against him are contemplated or are in progress.
- (b) If a criminal case against him is pending in a trial court; Provided that subsistence allowance will be paid in line with CCS rules of Government of India not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension as decided by the appointing authority, on the recommendation of duly constituted Inquiry Committee.

If an employee is exonerated of the charge against him, the period of suspension shall be treated as normal period of service and he shall be paid his full emoluments for that period.

**(ii) Penalties**

The appointing authority may, for good and sufficient reasons to be recorded in writing after an enquiry in which the employee is given the opportunity to explain his conduct/lapse etc., impose on an employee any of the following penalties:

- (a) Censure
- (b) Withholding of promotion or annual increment with or without cumulative effect.
- (c) Demotion to a lower rank or to a lower stage in the time scale of pay
- (d) Compulsory retirement
- (e) Removal from service with/without disqualification for future employment in the University

## **5. Code of Conduct**

- (i) All employees shall abide by the Indian Constitution and respect its ideals and Institutions, the National Flag, the National Anthem.
- (ii) All employees shall also abide by all the Rules and Regulations of the University and shall respect the University Flag and University Logo.
- (iii) All the employees of the University shall promote harmony and the spirit of common brotherhood transcending religious, linguistic and regional or sectional diversities.
- (iv) All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealings.
- (v) Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of any nature whatever.
- (vi) All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
- (vii) All employees shall perform duties assigned by the competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
- (viii) An employee shall leave the station of posting only with prior approval of the competent authority during leave, holidays or vacation and shall inform the authorities of his contact details.
- (ix) No employee shall be under the influence of liquor or drugs during working hours and in Academic Area.
- (x) No employee shall engage in political activities. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest, integrity or security of the University, State, Public Order or in any indecency which involves Contempt of Court or impinges adversely on the dignity of the University.
- (xi) No employee shall accept any offer to participate in a radio or TV broadcast, contribute an article, write a letter/news item to any newspaper, periodical or participate in online discussion forum etc., except with the permission of the competent authority;
- (xii) No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.

- (xiii) No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- (xiv) An employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties with prior approval of the competent authorities.
- (xv) No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any enterprise or the company.
- (xvi) No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- (xvii) No employee or a member of his family shall accept gift from any person having or likely to have official dealing with him.



GLA  
UNIVERSITY  
MATHURA  
Recognised by UGC Under Section 2(f)

Accredited with

**A**

Grade by **NAAC**

## **ORDINANCE-3**

### **DISCIPLINE AND CONDUCT OF STUDENTS**

#### **1. Definitions**

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts

**Academic Activity** – It is any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicum, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.

**Academic Integrity Committee** – It is a panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panelist will serve as the Committee Chairperson, selected by the Associate Vice-President of Student Affairs (or designee).

**Advisor** – He is an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

**Appeals Committee:** It is appointed by the Vice-Chancellor

**Faculty Member** – He is a member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a student This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

**Respondent** – He is a student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.

**Student** – He is an individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned

a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

**Student Group** – It consist of a number of persons who are associated with the University and each other, but who have not registered, or are not required registering, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.

**Student Organization** – It is a student-led organization that has been approved and is recognized by the Student Government Association

**University** – It is the GLA University and its affiliates

**University Business Day** – It refers to any day the University is open for official business (usually Monday through Saturday, not including University breaks or holidays)

**University Official** – He is an individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, Hostel in-charge, law enforcement officers, or facility managers

**University Policy** – It is any written guidelines of the University

**University Premises** – It is a land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates

**Witness** – He is an individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter

## 2. Purpose

The Code of Conduct outlines University behaviour expectations for students, student groups, and student organizations. The Code of Conduct aligns with GLA University's institutional values and helps the University meet its legal obligations.

## 3. Philosophy

GLA University is a living, learning, and working community dedicated to the personal and academic growth of its students and serves as an educational, cultural, and economic driver for Uttar Pradesh and the greater public good. The University also endeavors to provide students with the necessary tools to engage in effective communication and to resolve conflicts in an appropriate manner.

Freedom of inquiry and freedom of expression are valued as critical components in the generation and transfer of knowledge to advance the University's mission. The Code of Conduct is designed for the promotion and protection of an environment that encourages reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals.

By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with GLA University rules and policies; central, state, and local laws; and city ordinances. Being a member of the GLA University community is a privilege, and the student conduct process will determine if a student's conduct warrants that they should no longer share in that privilege.

#### 4. Code of Conduct for all Students of the University

- (a) Every student shall observe proper discipline in the campus and within a radius of two kilometer from the University conforming to rules and regulations as may be in force from time to time in the University.
- (b) Every student should
  - ☛ come to the class in time in proper uniform,
  - ☛ attend the theory, tutorial and laboratory classes;
  - ☛ submit the assignments timely;
  - ☛ participate in co-curricular and extra-curricular activities on a regular basis;
  - ☛ appear in all the examinations;
  - ☛ behave decently in civilized manner with fellow students, senior and junior students, employees, teachers and authorities of the University.
  - ☛ Move around and inside any academic department to maintain silence and not disturb the classes and the faculty members.

Use of mobile phones for non-academic activities in the class rooms, laboratories and library area is strictly prohibited.
- (c) A valid photo identity card issued by the University must always be carried by the students. He is required to produce as a proof of his identity on demand by any teacher/security personnel/invigilators and flying squad in the examination hall or other authorities of the University.
- (d) Every student shall take due care of the property in the University Campus.
- (e) It is collective as well as individual responsibility of the student(s) not to litter and to maintain the campus and its environs neat and clean.
- (f) All the students shall take care of their belongings themselves. The Authorities of the University shall not be responsible for the loss or damage to the belongings of the students.
- (g) Every student shall execute Undertaking/Affidavit of good behaviour and satisfactory academic performance and also of total compliance of the rules and regulations of the University as in force from time to time during the entire period of his stay in the University. His parent/legal guardian shall execute Undertaking/Affidavit (in the prescribed format) of good behaviour of the student and also of total compliance of the rules and regulations of the University as in force from time to time by the student during the entire period of his stay in the University.
- (h) Possession/Consumption of *pan masala*, tobacco, liquor, drugs or any other intoxicant(s) in any form and spitting on roads, corners and walls of the buildings is strictly prohibited in the campus and within a radius of two kilometer from the University.
- (i) The University does not permit students to bring in the campus motorized vehicles unless authorized by the University.



## 5. Code of Conduct for all Resident Students of the University

- (a) It is the endeavour of the University to make it fully residential as soon as possible and allot hostel accommodation to all newly/freshly admitted/registered full-time Under-Graduate, Post-Graduate and Doctoral Degree students/scholars, except those permitted by the competent authority of the University to reside with his parent or legal guardian (or blood relation in extraordinary circumstances) in Mathura district and/or wherefrom the transport facility is being made available by the University.
- (b) Every student residing in the hostel automatically becomes a member of its mess.
- (c) All the resident students shall observe rules and regulations of the hostels. They should also observe quiet hours from 10:00 pm to 06:00 am during which the noise from the source should not be loud enough to disturb the fellow residents as well as the other residents of the campus. During other hours also, unnecessary or non-essential noise must be avoided.
- (d) The resident students cannot host guests/outside in their rooms without the written permission of the Warden of the hostel/Chief Warden. Visitors of the opposite gender are strictly prohibited to enter the residential rooms of the hostel any time.
- (e) The student shall be responsible for conduct of his permitted guest in the hostel including any financial charges that may result from damages, if any.
- (f) The resident students are responsible for the condition/upkeep of their rooms and all the furnishings assigned to them. They should return these to the hostel authorities in good condition while vacating the room. If the room is damaged, disfigured and defaced or its furnishings damaged or lost by the residents then they will be imposed fine assessed by the competent authority.
- (g) Electrical/Electronic Items other than calculators, mobile phones, tablets, laptops and computers are not allowed/ permitted to students in hostel.
- (h) Life threatening and other banned items such as weapons, narcotics etc. shall not be brought inside the campus premises/hostels. If such items are found during search or otherwise, the items will be taken away and disciplinary proceedings will be initiated. Only electrical/electronic items of hostel inmates may be returned as and when the University authorities find it appropriate to do so.
- (i) Use of internet facilities for indecent purposes is strictly prohibited.
- (j) All the hostel inmates shall inform of any change in contact number and address of parent/guardian to warden as well as administrative officer and faculty adviser for the up-gradation of records.
- (k) No hostel inmate shall leave the hostel for outstation without prior and proper permission of the Warden/Chief Warden for holidays and HOD, in addition, for working days of the University.
- (l) Hostel inmates visiting city and surroundings in permitted hours shall leave the campus after proper entry at the main gate and return in time as notified seasonally. In case, there is likelihood of overstay than permitted hours, its intimation with valid reasons should be given to the Warden/Chief Warden within permitted hours without fail.

## 6. Acts of Indiscipline and Punishments

(a) The following shall constitute acts of indiscipline:

- (i) Unauthorized use of any facility such as mess, transport etc. as specified by the University authorities from time to time.
- (ii) Indulging or instigating others to indulge in vitiating the academic environment of any section/class/branch of study in the University.
- (iii) Damaging the furnishings and equipment of the class room(s), tutorial hall(s), laboratories, library, common rooms, offices and/or common facilities such as toilet etc. of the academic floor/ wing/ block etc.
- (iv) Attempting to harm himself or others in campus premises and within a radius of two kilometer from the University.
- (v) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than eight centimeter in length in the hostel room or outside.
- (vi) Keeping, using or supplying intoxicants in any form.
- (vii) Gambling/online gaming in any form.
- (viii) Ragging, bullying or harassing of student(s), in any form.
- (ix) Demonstration in any form including taking out procession and holding meeting.
- (x) Strike or hunger strike.
- (xi) Boycotting of a University function, program or activity or preventing any student from attending classes, functions, programs or any other activity of the University.
- (xii) Abusing, intimidating, manhandling, physically assaulting, and causing injury to any student or employee of the University.
- (xiii) Recourse to violence and rioting.
- (xiv) Showing or causing to show any disrespect to a teacher or officer or any misbehaviour or intimidation of fellow student/employee of the University.
- (xv) Incitement to commit any act of indiscipline.
- (xvi) Any breach of law of the country/state or the statutes, ordinances, rules and regulations of the University or orders of competent authorities.
- (xvii) Disturbing other students in their studies.
- (xviii) Damaging any other property within the campus of the University and/or damaging assets of the University outside the campus.
- (xix) Disorderly behaviour in any form.
- (xx) Displaying/ distributing/ circulating unauthorized/ forged notices, leaflets, posters or electronic media at any place in the campus.
- (xxi) Disfiguring or defacing anything or writing slogans and undesirable things on the buildings and structures of the University and its sister establishments.
- (xxii) Any act specifically forbidden by the Warden, Chief Warden Dean (Student Welfare) or any other officer of the University.

- (xxiii) Misuse of Computers and/or Communication Technology
- (a) Misuse of Computers or other Technology – engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by a GLA University or GLA affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
  - (b) Misuse of Communication Technology – using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
  - (c) Violation of Copyright Law – engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.
- (xxiv) Any other act intended or expected to cause inconvenience, annoyance or injury to any fellow student(s), employee(s) of the University or resident(s) of the campus, or guest(s)/visitor(s) to the University.
- (xxv) Defiance of any other provision of Sections 1 and 2 of this Ordinance.
- (b) The Departmental Discipline Board (DDB)/Proctorial Board (PB) or its Subcommittee (PBS), as may be decided by the competent authority/ the Enquiry Committee constituted for the purpose will probe into the Acts of Indiscipline of student(s) and depending upon the nature & seriousness of the Act(s) of Indiscipline, recommend one or more of the following punishments with approval of the competent authority/body:
- (i) Monetary fine.
  - (ii) Deduction in marks/reduction in letter grade(s) of the General Proficiency.
  - (iii) Collective or Group Fine imposed when it is impossible to fix the responsibility on any members of the group for any act of indiscipline.
- Any student or group of students indulging in any act of indiscipline including stealing or damaging property or equipment(s) and causing loss to the assets of the University/residents/fellow students shall be financially responsible and pay the assessed charges for losses, damages, repairs or replacements along with fine imposed, if any.
- (iv) Reprimand on Record (RR), wherein an official warning to the student(s) not to repeat any act of indiscipline in future is given with or without punishments described under 3(b)(i) and/or 3(b)(ii). In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as his parent/legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.
  - (v) Conduct Probation (CP), wherein an official warning to the student(s) not to repeat again any act of indiscipline in future is given with or without

punishments described under 3(b)(i) and/or 3(b)(ii). However, this warning will also contain that any further act of indiscipline might lead to withholding character certificate and/or debarring from facility of campus placement and/or rustication of the student(s) involved for minimum of a semester/trimester to up to four semesters/six trimesters (two years) from the University. In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as his parent/legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.

Bonds as specified under 3(b)(v) will have to be executed which will remain operative for the entire remaining period of the stay in the University. The Character Certificate to student kept on Conduct Probation will be issued only after the recommendation of the Departmental Discipline Board/Proctorial Board and Dean, Students' Welfare.

A student on 'Conduct Probation' may be refused readmission/registration, if his CPI is less than the minimum CPI required to move into next year of study.

- (vi) Rustication for one semester/trimester to up to four semesters/six trimesters (two years).

Student(s) so rusticated, if hosteller(s), shall be required to vacate the hostel immediately.

After the period of rustication to be able to complete the degree requirements of the Program in which he was registered prior to rustication, the rusticated student may be readmitted on bond(s) with such conditions as may be imposed of good behaviour and satisfactory academic performance of the student by the student as well as his parent/ legal guardian (to be executed in the presence of the Registrar of the University). Nevertheless, he will remain on 'Conduct Probation' throughout his remaining period of studies at the University.

If a student has been awarded punishment of rustication in his final semester/trimester of studies, the Vice-chancellor, however, on receipt of an unconditional apology, security deposit of Rupees one lakh, and fine as imposed, may keep it under abeyance so as to enable him to complete the degree requirements on compassionate grounds. Students who have been given the benefit of abeyant rustication will only be allowed to participate in the academic activities (i.e., attending classes and writing examinations only).

If a placed student has been awarded punishment of rustication in his final semester/trimester of studies, his employer may also be informed of his act(s) of indiscipline and punishment awarded.

The Character Certificate to rusticated student(s) will be issued only after the acceptance of the recommendation of the Departmental Discipline Board/ Proctorial Board and Dean, Students' Welfare by the Vice-Chancellor. Rusticated student(s) shall also be debarred from admission in any further degree Program/Employment in the University

- (vii) Expulsion from the University for act(s) of indiscipline of student(s) which can be construed as serious offence in conducive to the health of the

University or further acts of indiscipline of the student(s) on 'Conduct Probation'/'Abeyant Rustication'/readmitted after rustication.

Student(s) so expelled from the University, shall be required to leave the University immediately. The punishment may be entered in the transcript of the student(s) and he shall be debarred from admission to the University in any further degree Program/ employment in the University.

- (c) Expulsion of the student(s) from the hostel: if the act(s) of indiscipline of student(s) vitiate(s) the atmosphere of the hostel(s), the student(s) may be expelled for a specified period or forever from the hostel.

When the student(s) is/are expelled from the hostel, then his (their) parent(s)/ legal guardian(s) are required to execute a bond that he (they) will reside in Mathura District at a suitable place which will not be in radius of at least ten km from the University campus and that he (they) will not indulge in any act of indiscipline; else, he (they) will attract rustication/expulsion from the University.

- (d) There shall be a permanent record card of each student of the University in which entries will be made of his act(s) of indiscipline and punishment(s) awarded as well as punishment(s) revoked, if any.

## **7. Act of Sexual Harassment and/or Misconduct and Punishments**

- (a) Any sexual suggestiveness on the campus shall be considered as a violation of the academic ambience of the University.

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- (i) Any unwelcome physical, verbal or non verbal conduct of sexual nature
  - (ii) Demand or request for sexual favours
  - (iii) Making sexually coloured remarks
  - (iv) Physical contact and advances
  - (v) Showing pornography
  - (vi) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
  - (vii) Creating an intimidating offensive or hostile learning environment
  - (viii) Humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned
  - (ix) Any other Act of harassment in any other form
- (b) The Internal Complaints Committee (ICC) depending upon the nature & seriousness of the Act(s) of Sexual Harassment and/or Misconduct, can recommend one or more of the following punishments. Further, the penalty awarded shall be recorded in his Personal File.
- (i) Warning or reprimand
  - (ii) Written apology
  - (iii) Bond of good behaviour
  - (iv) Withdrawal of hostel accommodation

- (v) Debarring from exams and/or placement activities
- (vi) Withdrawal of the right to an official Character Certificate from the University
- (vii) Withhold privileges of the student such as access to the library, auditoria, transportation, scholarships, allowances, and identity card
- (viii) Suspend or restrict entry into the campus for a specific period
- (ix) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants
- (x) Withholding of a degree awarded by the University
- (xi) Award reformatory punishments like mandatory counseling and/or, performance of community service
- (xii) Any other suitable punishment approved by the competent authority

## 8. Ragging

The University is free from Ragging in all respects. It strictly follows the guidelines and regulation on ragging. The term “Ragging” which has been define by the UGC vide their notification No F. 1-15-/2009 (ARC) dated 29<sup>th</sup> June 2016, is as follows:

*“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background.”*

## 9. Student Academic Integrity

1. Engaging in academic misconduct as described in Student Academic Integrity

A. Alcohol, Drugs, & Other Substances

1. Consumption of Alcohol
2. Unauthorized Possession and/or Consumption of Alcohol – possession and/or consumption of alcohol except as expressly permitted by law and University policy
3. Unauthorized and/or Unlawful Distribution, Sale, and/or Service of Alcohol – engaging in the distribution, sale, and/or service of alcohol, regardless of age, except as expressly permitted by law and University policy
4. Social Host – permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the University, except as expressly permitted by law and University policy
5. Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances – unauthorized possession, use, and/or misuse of drugs and/or other substances which may alter a student’s mental state or impair a student’s behaviour including, but not limited to, marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines.
6. Driving While Impaired – control or operation of a vehicle (e.g. automobile, motorcycle, bicycle, scooter, etc.) when impaired by alcohol, drugs, or another substance
7. Public Intoxication – being impaired by alcohol or another substance to the point where one’s behaviour adversely affects, or could affect, the regular operations of members of the University community

**B. Damage and/or Destruction of Property**

It is engaging in the intentional, reckless, and/or unauthorized defacement, damage, or destruction of University property or the property of another

**C. Disruptive Behaviour**

1. **Failure to Comply** – It is the failure to comply with the reasonable directive or request (including appearing for meetings or student conduct hearings) of a University official, law enforcement officer including, but not limited to No Trespass Notices, building or campus ban/restriction, or removal from campus housing facilities.
2. **Interference with a University Process or Procedure** – It is the behaviour that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or the rights of other members of the University community.
3. **Academic Environment Disruption** – It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and functions within a classroom, laboratory, or other academic environment. This includes interfering with the academic mission of the University, interfering with other students' ability to benefit from the educational program, or interfering with a faculty member's ability to carry out the normal educational functions of any academic environment.
4. **University Event Disruption** – It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
5. **Disruptive Behaviour**– It is the behaviour that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly, or engaging in public fighting

**D. Fire and General Safety**

1. **Breaking the Plane** – It is the behaviour like throwing, dropping, or releasing any object or substance out of or off of a University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
2. **Failure to Follow Emergency Procedures** – It is the failure to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify the University of a fire explosion, chemical spill, or other safety hazard.
3. **Falsely Reporting an Emergency** – It is to make a false report regarding an emergency including, but not limited to, a bomb threat, a fire, or other emergency
4. **Fire, Explosion, or Other Safety Hazard** – It is the act that causes intentionally or recklessly a fire, explosion, or other safety hazard including, but not limited to, blocking emergency exits.
5. **Fireworks, Hazardous Chemicals, or Explosives** – It is an unauthorized possession of or use of fireworks, hazardous chemicals, or explosives.

6. Interference with or Misuse of Emergency Equipment – It is the act like tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, Shocker Alert system, or an emergency call box.

E. Harm and Endangerment

1. Physical Violence – It is an act like engaging in behaviour that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. Threats – It is an act like engaging in behaviour, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behaviour includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
3. Harassment – It is an act like engaging in behaviour that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyber bullying, intimidation, or coercion.
4. Endangerment – It is an act like engaging in behaviour that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/or creating hazardous conditions.
5. Harm or Endangerment of Animals – It is an act like engaging in behaviour that threatens or endangers the health or safety of any animal except as permitted by law or University policy.

F. Keys/Unauthorized Entry

1. Unauthorized Entry – It is an act like engaging in the misuse of access privileges or unauthorized access or entry to any University property, building, structure, or facility of any individual or group.
2. Unauthorized Keys – It is an act like engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, structure, or facility of any individual or group.

G. Misrepresentation

1. Providing False or Misleading Information – It is an act like providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
2. Falsification of Records/Documents – It is an act like forging, altering, or misusing any record or document including, but not limited to, medical documentation, letters of recommendation, transcripts, contracts, financial aid forms, receipts, test results, admissions applications or other materials, transfer documents, or applications for residency classification.



3. Misrepresenting Self, the University, or Another – It is an act like misrepresenting oneself to a University official, law enforcement officer, potential employer, or other individual or entity; acting as a representative of the University, any group or organization, or any individual without prior authorization; or engaging in the unauthorized use or misuse of University, University-affiliate, group, or organization's names or images. This includes, but is not limited to misuse of GLA's ID card or other form of identification, or permitting another to use your identification for unauthorized purposes.
4. Fraudulent Identification – It is an act like manufacturing, distributing, delivering, selling, providing, purchasing or possessing any form of fraudulent identification.

#### H. Misuse of Computers and/or Communication Technology

1. Misuse of Computers or other Technology – It is an act like engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by a GLA University or GLA affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
2. Misuse of Communication Technology – It is an act like using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology
3. Violation of Copyright Law – It is an act like engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.

#### I. Retaliation

It is an act like engaging in, or causing another to engage in, an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behaviour prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee or visitor should be reported to the Office of the Registrar.

#### J. Solicitation

It is an act like engaging in unauthorized canvassing or solicitation including, but not limited to, sending advertisements or recruitment materials via Blackboard, or other forms of communication not intended for canvassing or solicitation; placing flyers under and/or on doors in University facilities or on vehicles.

K. Theft

It is an act like engaging in the taking, misappropriation, or possession of University property or the property of another including anything of value, goods, services, funds, and/or other valuables or possession of property that can be reasonably determined to have been stolen.

L. It is an act like engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University facilities or University vehicles.

M. Unauthorized and/or Unlawful Gambling

It is an act like conducting, organizing, or participating in any gambling activity except as expressly permitted by law and University policy.

N. Violation of Law or University Policy

Violation of Law – It is the behaviour that would constitute a violation of any central, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

O. Weapons

It is an act like engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/or University policy. This includes the use of any object or material to cause or threaten physical harm.

**10. Process Outcomes & Consequences**

Students, student organizations, and student groups who are found to have violated this Code of Conduct will receive consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, “prior conduct history” includes incidents occurring within the preceding five years. Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur with that consequence.

**11. Appeals**

Following written notification of the outcome of their cases, respondents may submit one appeal. The presumption is that the investigation and decision processes have been appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

**12. Authority**

The Registrar serves as the primary conduct administrator, as designated by the University Chancellor. In this capacity, the Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.

**13. Ethics Policy**

(a) It is to set forth the expectations for the responsible acquisition, discovery, and application of knowledge by students at GLA University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University

(b) Philosophy

GLA University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, GLA University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviour will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Integrity policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Integrity policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis.

(c) Prohibited Conduct

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behaviour. Lack of familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at GLA University:

- (i) Plagiarism – It represents the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or accurate citation/attribution.
- (ii) Unauthorized Use or Possession of Materials or Resources – It is to use or possess any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).
- (iii) Unauthorized Collaboration or Consultation – It is the collaboration or consultation with another individual or group during an academic activity without the express permission of the faculty member.

- (iv) Fabrication, Falsification, or Misrepresentation of Information – It is to provide fabricated or falsified information or misrepresent the information in an academic activity or related to academic attendance or other academic requirements.
- (v) Academic Interference – It is to engage in any behaviour or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:
- removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
  - tampering with another person or group's work; and/or
  - interfering with another student's academic performance.
- (vi) Unauthorized Resubmission – It is to submit an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was given for the previous enrolment period.
- (vii) Facilitation of Academic Misconduct – It is to engage in behaviour that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or forcing or coercing another student to complete academic work on behalf of another.
- (viii) Bribery – It is to offer, give, receive, or solicit any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.
- (ix) Unauthorized Sale, Distribution, or Receipt of Academic Materials – It is to buy, sell, receive, or distribute academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowd sourced digital databases and web platforms.
- (x) Use of Unfair Means and /or Misconduct during examinations – The Central / Departmental Examination Committee shall appoint requisite number of Central Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee / Centre Superintendents in consultation with Heads of the Departments will assign flying squad / invigilation duties to faculty members in requisite number to ensure smooth conduct of examinations as per the set rules.

Any student observed not focusing on working on his/her answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet if a student is found to possess smart phone/ mobile phone or using unfair means or engaging in misconduct by the invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad who may permit that student to continue to write the examination after completion of the necessary formalities.

On the conclusion of the examination, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behaviour. After examining the facts of the case and statement of the student, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him/her as having failed in that entire semester/ trimester/ summer term. The intensity of punishment shall increase with repeat occurrence of unfair means/ misconduct by the same examinee. The Examination Committee will consider the recommendations on their merit and take a decision.

The student held guilty of using unfair means / misconduct during any examination of a subject shall be awarded only grade "D" whenever declared pass in the subject and will not be permitted to repeat this subject to improve his/her grade in the subject.

For the students admitted in first year of the program in 2017-18 and onwards the student held guilty of using unfair means/ misconduct during any examination of a subject shall be awarded only "Pass" grade ("P" in theory and "C" in practical) whenever declared pass in the subject and will not be permitted to repeat/replace this subject to improve his/her grade in the subject.

The M.Tech, M.Pharm and PhD students found using unfair means and or misconduct during examinations shall be summarily required to leave the program and withdraw from the University.

An examinee using unfair means/ misconduct in the examination shall be debarred from any financial assistance/ scholarship/ fellowship with immediate effect and the amount paid/ adjusted, if any, in the academic fee will be recovered.

- (xi) Reporting, Procedures and Appeals- Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of the Dean Academic Affairs. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of the Dean Academic Affairs to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of the Dean Academic Affairs, even when the faculty member chooses not to sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.

Students who disagree with the sanction imposed by the faculty member may request a hearing by the Dean Academic Affairs who will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.

The Office of the Dean Academic Affairs will maintain a record of all reported incidents of Academic Misconduct. In some cases (e.g., repeat

offenders or egregious offenses), the Office of the Dean Academic Affairs may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Office of the Dean Academic Affairs will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate, and may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions.

- (xii) Sanctions- Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible.
- (xiii) Jurisdiction- This policy applies to behaviour that is committed by:
- a University student, student group, or student organization;
  - an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
  - an individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.

This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behaviour conducted online, via e-mail or through other electronic media. The University may take action if an alleged violation of this policy is brought to the attention of University officials.

Accredited with

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Grade by NAAC