

Ethical Values 2024-25



**Shoolini University of Biotechnology and Management Sciences,
Bajhol, Solan, Himachal Pradesh-173229**

Shoolini University is a forward-thinking institution committed to fostering strong ethical values. It promotes diversity, honesty, respect, and fairness through a comprehensive ethics policy, research guidelines, and a strict code of conduct for administrators, staff, and students. The university's mission statements reflect its unwavering dedication to excellence. By offering world-class education to deserving individuals, Shoolini ensures equal opportunities for personal and professional growth. Its operations are guided by principles of integrity, transparency, and accountability, fostering a culture of trust and openness. With a distinctive focus on research and innovation, Shoolini encourages ground breaking ideas to tackle global challenges. The institution strives to spread success and happiness among all its stakeholders, making it a hub of inspiration and positive impact. By upholding these core values, Shoolini University sets a remarkable example, nurturing a morally responsible and inclusive community of students, scholars, and change makers.



Students and Faculty taking oath to follow the Code of Conduct

For Official Use

CODE OF CONDUCT HANDBOOK (ADMINISTRATION)



**Office of Registrar
SHOOLINI UNIVERSITY OF BIOTECHNOLOGY
& MANAGEMENT SCIENCES**

CODE OF CONDUCT HANDBOOK (ADMINISTRATION)

1. Talent Acquisition

Shoolini University is an equal opportunity employer and appointment to all positions in the University service is based on the principle of merit. The University Board of Management shall approve all the establishments and shall be responsible for all appointments through the Appointments Board except as provided for otherwise. Shoolini University has adopted a policy to attract outstanding persons to join the faculty, by offering them attractive compensation/packages, upwards of the UGC norms, by offering consultancy avenues and challenging work environment. The University has adopted the recruitment procedure as notified by University Grant Commission New Delhi vide notification number F3-1/2009 date 28-06-2010; as approved by the Board of Management of the (Shoolini ACT – UGC 12b)

Officers of the University

The following shall be the officers of the University, Power and Functions.

1. The Chancellor
2. The Vice Chancellor
3. The Pro-Chancellor
4. Pro-Vice Chancellor
5. The Registrar
6. The Chief Finance and Accounts Officer
7. The Dean of Academic Affairs
8. The Dean of Research & Development
9. Controller of Examinations
10. The Dean of Student Welfare
11. The Dean of Extension Education
12. The Dean of Planning & Publications
13. The Dean of Placements
14. The Dean of Estate & Operations
15. Librarian

1.1 Appointment of the Officers

1.1.1 The Chancellor

1. The Chancellor shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in a manner and on such terms and conditions as may be specified by the statutes.
2. The Chancellor shall be the Head of the University.
3. The Chancellor shall preside over at the meetings of the Governing Body and convocation of the University conferring degrees, diploma or other academic distinctions.

Powers and Functions

In addition to the powers conferred upon him, under sub-section (4) of section 12, the Chancellor shall exercise the following powers, namely:-

1. He shall be the chairperson of the Governing Body;
 - To call for any information or record;
 - To appoint the Vice Chancellor;
 - To remove the Vice Chancellor in accordance with the provisions of sub section (7) of Section 13; and
 - Such other powers as may be specified by the statutes.
2. He shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units, including the buildings, laboratories, records and equipment thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units;
3. In case of its inspection or inquiry relating to any of the affairs of the University or any Academic Units, he shall communicate to the Vice Chancellor the result of such inspection or inquiry together with his views thereon and advise the Vice Chancellor with regard to the action to be taken thereon and on receipt of the report made by him, the Vice Chancellor shall communicate the same forth-with to the Board of Management for consideration and the Board of Management shall communicate through the Vice Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by it upon the results of such inspection or inquiry;
4. Where the Board of Management or the Management of the Faculty or Academic Units, as the

case may be, does not take action to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management or Management of the Faculty or Academic Units, as the case may be, issue such directions as he may deem fit and the University or the Faculty or Academic Units as the case may be, shall comply with such directions;

5. Without prejudice to the foregoing provisions, he may, by order in writing, annul proceedings of the University or any of its authority or the decision of any officer as the case may be, which is not in conformity with the provisions of the Act or the statutes or the subsequent statutes or ordinances as the case may be;
6. Provided that before issuing such order, he shall call upon the university or faculty or any of its Academic Units as the case may be, to show cause why such an order should not be made and if any cause is shown within the period specified by it or by him in this behalf, he shall consider the same,
7. When the Chancellor is away from the Head quarter or if he is unable to perform his duties due to ill health or for any other reasons, the Vice Chancellor, and if the office of the Vice Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice Chancellor or as the case may be, the officer appointed by him shall, at the earliest opportunity, report the action taken by him for his confirmation:
 - a. Provided that if the action taken is not approved by him, his decision thereon shall be final.

1.1.2 The Vice Chancellor

1. The Vice Chancellor shall be appointed by the Chancellor, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that after the expiry of the term of three years a person shall be eligible for reappointment for another term of three years:

Provided further that Vice Chancellor shall continue to hold office even after expiry of his term till new Vice Chancellor joins; however, in any case, this period shall not exceed one year.

Powers and Functions

1. The Vice Chancellor shall be a whole time salaried officer,
2. The Vice Chancellor shall be the principal executive and academic officer of the University and shall have the general superintendence and control over the affairs of the University and shall

Execute the decisions of various authorities of the University.

3. The Vice Chancellor shall preside at the convocation of the University in the absence of the Chancellor.
4. If in the opinion of the Vice Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall, at the earliest opportunity, thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

5. If, at any time upon representation made or otherwise and after having such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.

In addition to the powers conferred upon him under section 13, the Vice Chancellor shall exercise and perform the following powers and functions, namely:-

- He shall be entitled to be present at, and to address any meeting of any authority;
- He shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities in letter and spirit and shall ensure that they are not contradictory in nature and practice;
- He shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit;
- He shall appointment Deans, Principals, Professors, Associate Professors, Readers, Lecturers, Librarian other teachers and such academic staff of Academic Unit established by the University, as may give be necessary, on the recommendations of the selection committees constituted for the purpose by the Chancellor. He shall be the chairperson of such committee(s):

Provided that the he may short-term appointments, for a period not exceeding one year, to such officers as he may consider necessary for the functioning of the University;

- He shall grant leave of absence to any officer of the University and necessary arrangements for the discharge of the functions of such an officer during the period of his absence;
- He shall grant leave of absence to any employee and if he so decides may delegate such powers to any other officer or officers;
- He shall have the authority to take disciplinary action against any employee for any omissions and commissions, dereliction of duty etc. as may be specified in the subsequent statutes:

Provided that if the decision taken by any authority on his report affects any person in the service of the University, the said person may appeal to the Chancellor within thirty days from the date on which such a decision was communicated to him and the decision of the Chancellor on such appeal shall be final;

- He shall have the power to convene or cause to be convened meetings of the various authorities, except that of the Governing Body;
- If in his opinion it is necessary to take immediate action on any matter for which powers are conferred on any other authority under the Act, he may take such action as he deems necessary and shall, at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by him, then such case shall be referred to the Chancellor, whose decision thereon shall be final;

- He shall act as a vital link with the University Grants Commission or All India Council of Technical Education or National Council of Teacher Education or Council for Architecture or Universities or Pharmacy Council or NAAC or NBA, other National and International agencies and other regulatory authorities as the case may be;
- He shall take steps and bring about NAAC or NBA accreditation for Institutions or Departments, to provide guidance and logistic support for getting the highest possible grade to the institution and to help the Departments and Institution to get maximum amounts of financial grants from various funding agencies including UGC or State and Central Governments;
- He shall take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also the corpus of knowledge and trends in various disciplines and to apprise the Departments or Institution about the same and to guide them in their proper implementation;

- He shall, at the close of each academic year, in the manner specified in the subsequent statutes or ordinances, assess and evaluate the teaching and research works done by the members of the Faculty, and if he deems necessary, he may appoint a committee of experts for the purpose. On such assessment or evaluation, if he is of the opinion that the work and conduct of any member of the Faculty is not satisfactory, he may, in the manner as laid down in the subsequent statutes or ordinances, initiate or cause to be initiated action against such a member;
- He shall exercise such other powers as may be specified in the subsequent statutes; and
- He shall ensure that the provisions of the Act, statutes, ordinances and the regulations are duly observed and implemented and he shall take all necessary steps in this regard.

1.1.3 The Pro-Chancellor

1. The Pro-Chancellor shall be appointed by the Sponsoring body.
2. The Pro-Chancellor in the absence of the Chancellor shall perform all his duties through a written order of the Chancellor.
3. The terms and conditions of service of the Pro-Chancellor shall be such as may be specified in the subsequent statutes.

1.1.4 The Pro-Vice Chancellor

1. The Pro-Vice Chancellor shall be appointed by the Chancellor on the recommendation of the Governing Body.
2. The term of office of the Pro-Vice Chancellor shall be such as may be decided by the Governing Body but shall not exceed three year.
3. The Pro-Vice Chancellor whose term of office has expired shall be eligible for re-appointment.
4. The terms and conditions of service of a Pro-Vice Chancellor shall be such as may be specified in the subsequent statutes.

Powers and Functions

5. Subject to the control and supervision of the Vice Chancellor, the Pro-Vice Chancellor shall perform such duties and exercise such powers as may be conferred upon him under the Act or the Statutes or are delegated to him by the Vice Chancellor or the Executive Council.
6. The Pro-Vice Chancellor shall be the ex-officio Vice Chairman of the Executive Council, the Academic Council and the Finance Committee. He shall be entitled to be present at and to address any meeting of any authority or body of the University but shall not be entitled to vote

there at unless he is a member of such authority or body.

7. The Pro-Vice Chancellor shall exercise such powers and discharge such duties as may be assigned to him by the Chancellor from time to time through official orders in consultation with the Vice Chancellor.

1.1.5 The Registrar

1. The Registrar shall be appointed by the Chancellor on the recommendations of a Selection Committee constituted for the purpose headed by the Vice Chancellor on the terms and conditions of service as may be specified in the subsequent statutes or the ordinances.
2. When the office of the Registrar is vacant or when the Registrar by reason of illness or absence for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice Chancellor may appoint subject to the approval of the Chancellor.
3. The Registrar shall be a whole time salaried officer and work under the control of the Vice-Chancellor.

Powers and Functions

1. To formulate a time schedule for various academic and administrative activities for the annual or semester format including receiving of applications for admission to the University and to keep a permanent record of all syllabi, curricula and information connected therewith;
2. To assist the Controller of Examination for the conduct of examinations in the manner as may be specified in the subsequent statutes;
3. To maintain a register of all degrees, diplomas and academic distinctions conferred by the University;
4. To have the custody of the record, the common seal and other properties of the University as the Chancellor may commit to his charge;
5. To supply to the Chancellor copies of the agenda of meetings of the authorities as soon as they are issued and the minutes of such meetings ordinarily within a month of the holding of the meetings;
6. To represent the University in suits or proceedings by or against the University, sign power of attorney, verify pleadings and depute his representative for this purpose;
7. To enter into agreements, contracts, sign documents and authenticate records on behalf of the University; and
8. To perform such other functions as may from time to time be assigned to him by the Vice-Chancellor and the Chancellor as the case may be.

9. The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right by the statutes.

1.1.6 The Chief Finance and Accounts Officer

1. The Chief Finance and Accounts Officer shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted for the purpose headed by the Vice-Chancellor on such terms and conditions of services as may be specified in the subsequent statutes or the ordinances.
2. The Chief Finance and Accounts Officer shall be a whole time salaried officer and shall work under the control of the Vice Chancellor.
3. When the office of the Chief Finance and Accounts Officer falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice Chancellor may appoint for this purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointment by the Chancellor, whichever is earlier.

Powers and Functions

1. Exercise general supervision over the funds of the University and shall advise it as regard to its financial policy;
2. Be responsible for the proper maintenance of the accounts of the University; and
3. Perform such other financial functions as may be assigned to him by the Vice Chancellor as may be specified in the subsequent statutes or the ordinances.
4. Subject to the control of the Vice Chancellor, the Chief Finance and Accounts Officer shall,-
5. Hold and manage the property and investments including trust and endowed property for the furtherance of the objects of the University.
6. Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for the financial year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
7. Be responsible for the preparation of annual accounts and the budget of the University for the next financial year and presentation of the same to the Board of Management, through the Vice-Chancellor and also for ensuring that the financial sanctions are obtained in time;
8. Keep a constant vigil on the state of the cash and bank balances and investments;
9. Watch and progress the collection of revenue and advise on the methods of collection employed

in relation thereto;

10. Keep all money belonging to the University in Scheduled Banks approved by the Vice Chancellor;
11. Ensure that the registers of the properties, buildings, land, furniture and equipment's are maintained up-to-date and that the stock checking of equipment's and other consumable material in all offices and academic units is conducted at regular intervals, or as may be required from time to time;
12. Call from any Academic Unit, any information on returns that he may consider necessary to discharge his financial responsibilities; and
13. To prepare and issue agenda and maintain minutes of the meetings of the Finance Committee, and conduct the correspondence on behalf of the said Committee.
14. The receipt of the Chief Finance and Accounts Officer or of the officer duly authorized in this behalf by the Chancellor, for any money payable to the University shall be sufficient discharge for the same.

1.1.7 The Dean of Academic Affairs

1. The Dean of Academic Affairs shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendations of the Board of Management.
2. The terms and conditions of services of the Dean of Academic Affairs shall be such as may be specified in the subsequent Statutes.

Powers and Functions

1. To create awareness among students and staff about the Academic rules and regulations of by the university. He shall be responsible to implement these rules & regulations in the University;
2. He shall be responsible for the organization and conduct of undergraduate and postgraduate teaching in all the constituent faculties of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the faculties, Dean Research and Development as the case may be;
3. Organize, coordinate and conduct undergraduate and postgraduate teaching and research across Academic Units;
4. To implement syllabi of new academic programmes to be established by various Academic Units;

5. To update syllabi of existing academic programmes of the University in consultation with Dean Faculties;
6. To develop inter-disciplinary and joint degree academic programmes and their syllabus;
7. To recommend to the Vice Chancellor the establishment of new academic programmes and/ or for the elimination of certain existing programmes;
8. To develop academic collaboration for the University with national Institutions of repute.
9. To seek accreditation from the national and international appropriate accrediting / professional agencies.
10. To control and implement the various scholarship schemes of State/Central Government for campus students;
11. To coordinate wherever necessary, the work of the teaching staff of the University Academic Departments but not to directly control the work of the Deans of Faculty and Heads of Departments in their respective departments;
12. To act as an Academic guide, in developing and improving the teaching and research standards in the University.
13. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
14. He shall in collaboration with the Dean Research and Development be responsible for the co-ordination of research by the Post graduate students and its integration with the general research programme of the University;
15. He shall be responsible for appointment of external examiner for evaluation of projects/ thesis work of Post graduate students;
16. He shall provide, in consultation with the Head of Departments, guidance and leadership in the development and periodic evaluation of curricula and integrate the said curricula into appropriate instructional programmes designed to prepare students for effective careers in research, teaching and extension; and
17. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

1.1.8 The Dean of Research & Development (DRD)

1. The Dean Research and Development (DRD) shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of a Professor, on the recommendations of the Board of Management-

2. The terms and conditions of service of the Dean of Research and Development (DRD) shall be such as may be specified in the subsequent statutes.

Powers and Functions

- To act as an Academic guide, in developing and improving the research standards;
 - Act as a vital link with the UGC, AICTE, NCTE, Board of Management for Architecture / Universities / Pharmacy Board of Management of India, NAAC /NBA, other National and International agencies and other regulatory bodies ;
 - Hold workshops for sensitizing the faculty with regard to research and development;
 - Take steps and bring about NAAC/NBA accreditation for Institutions/Departments, to provide guidance and logistic support for getting the highest possible grade for the Institutions;
 - Help the Departments and Institutions of financial grants from various national and international funding agencies;
 - Arrange educational and study trips for the Dean Faculty and faculty members to various other Universities and Colleges across the country with a view to apprise these academic about the latest educational trends prevalent in various parts of the country as also the new education systems available in the diverse educational institutions;
 - Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
 - Take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also to apprise the Department/Institutions about the same, and guide them in their proper implementation ;
 - Discharge or perform any other duty or function allotted to him by the Vice-Chancellor or Board of Management or Governing body as the case may be, from time to time.
4. The Board of Management may authorize any other officer to exercise any or all of his powers in his absence.

1.1.9 The Controller of Examinations

1. The Controller of Examinations shall be a whole time salaried officer and be appointed by the Chancellor, on the recommendations of the selection committee headed by the Vice Chancellor.
2. The terms and conditions of service of the Controller of Examinations shall be the same as that of the Registrar and such other officers of the University.

Powers and Functions

- Arrange for and supervise the work of examinations of the University in accordance with the manner specified in regulations and rules of the University;
- Perform such other duties as may be specified in the subsequent statutes, or ordinances, the regulations and rules or as may be required from time to time by the Vice Chancellor or the Chancellor;
- Conduct all University examinations and make preparatory arrangements for examinations, setting up of the examination centers, appointment of supervisory, invigilation and other staff, the printing and supply of Answer Books ensuring smooth, efficient, fair and transparent conduct of examinations,
- Get the question papers set for all University examinations by the examiners or paper setters by ensuring that the Question Papers set are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course / paper. He shall maintain the confidentiality of the entire process of paper setting at all stages;
- Get the question papers printed from some reputed but confidential Presses. He shall keep the name and address and phone numbers of the Press. The printed Question Papers must be received back from Press well before the start of the examination so that these reach the examination centers well in time. The entire transportation process must also be kept confidential to prevent any kind of leakage of Question Papers;
- Fix the commencement dates of various examinations, to prepare the date sheet and schedule for all examinations to be held during the next one year and publish the same well in time for the information all concerned;
- Get the Answer books for all University examinations evaluated so as to ensure that all examination results are declared and published within the schedule fixed for the purpose and the public widely informed accordingly. Rectification of results and rechecking of Answer Books, wherever permissible;
- Get the Detailed Marks Cards (DMCs), Degrees and other relevant testimonials prepared for all those students passing out from the University and the same be supplied to Academic Units, within the period specified for this purpose;
- Make arrangements for verifications of credentials of the present and passed out students, and when such credentials need to be verified by the University;
- Prepare and maintain accounts for secrecy funds, get the same checked and counter signed from

the concerned authority and keep permanent records for all such confidential transactions or accounts;

- Take steps for continuous examinations reforms so as to keep updating the existing statutes, regulations and rules relating to examinations, to propose new rules and regulations in relation to examinations and get the same approved from the concerned bodies of the University;
- Draw out the lists of examiners, paper setters, evaluators, centre superintendents, centre Inspectors, members of flying squads, observers, Chief coordinators, Coordinators of various examinations, both traditional and Entrance tests Examinations and get the same approved with appropriate revisions, if any, by the competent authority of the University;
- Sign Detailed Marks Cards, Degrees and all other certificates and testimonials, wherever required to do so. The confidential seals, stamps including the ones carrying signatures be got prepared and kept in safe custody for use at the required time. It will be his responsibility to ensure that these confidential seals are not misused or tampered or lost by anyone for any ulterior purpose. The duplicate DMCs" and Degrees shall be issued by him on an application by the candidate on payment of requisite fee;
- Keep liaison with Dean of Academic Units, Heads of Departments with regard to student's enrolments, conduct of examinations and other issues relating to students and teachers;
- Work under the direct superintendence and direction of the Vice Chancellor;
- Receive the Examination forms and issuance of admit card for university examinations;
- Countersign and sanctioning of various TA/DA bills in respect of staff, examiners, supervisory, invigilation and other staff appointed for the conduct of examinations, Evaluation / Re-evaluation of Answer Books and tabulation / declaration / publication of Examination results; and
- Perform or discharge any other function or duty as assigned to him by the Vice-Chancellor or the Chancellor.
- The Vice-Chancellor may authorise any other officer to exercise any or all of the powers of Controller of Examinations in his absence-

1.1.10 The Dean of Faculty

1. There shall be appointed a Dean of faculty in each faculty by the Vice Chancellor from amongst the teachers of the University who shall not be below the rank of professor, on the recommendations of the Board of Management.
2. The terms and conditions of service of the Dean of Faculties shall be such as may be specified in the subsequent statutes.

Powers and Functions

1. He shall oversee the functioning and development of academic units and shall co-ordinates with the Dean of Academics in performing such duties
2. He shall advice the Vice Chancellor regarding all academic and administrative matters of Academic Units: and
3. The heads of various academic units, shall report to him on a regular basis.

1.1.11 The Dean of Student Welfares

1. The Dean of Student Welfare (DSW) shall be appointed by the Vice Chancellor, from amongst teachers of the University or who have been teachers of any other university or other suitable person(s) who shall not be below the rank of Professor, or equivalent in experience, on the recommendation of selection committee headed by the Vice Chancellor. He shall report to the Vice Chancellor.
2. The terms and conditions of service of the Dean of Student Welfare (DSW) shall be such as may be specified in the subsequent statutes or the ordinances.

Powers and Functions

1. Make arrangement for the student residences in various University Hostels and to supervise discipline of students, of the University;
2. Plan, organize and supervise the co-curricular and cultural activities of the students in the University campus;
3. Look after the physical welfare, NCC and NSS activities of the students in the University campus;
4. Deal with all matters pertaining to discipline among the University students in the campus, and outside, except those relating to their academic work, which will be dealt with by the Heads of Departments and/or the respective Dean and to recommend penalties as may be deemed necessary, after due enquiry;
5. Devise ways and means for promoting the well-being of the University students which includes inculcating of social, moral, emotional and intellectual values among them, regard for great ideas, like loyalty to country, harmonious co-existence, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports;
6. Have the overall charge and supervision of the Office of the Dean of Students Welfare; and
7. Perform any other duty or function, which may be allotted to him by the Vice-Chancellor from time to time.

8. To facilities travel for holidays and study tours of students:
9. The Pro-Vice Chancellor may authorize any other person to exercise any or all of the duties of the Dean of Student Welfare in his absence.

1.1.12 The Dean of Extension Educations

1. The Dean of Extension education shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendation of the Board of Management.
2. The Dean Extension Education shall report directly to the Vice Chancellor.

Powers and Functions

1. He shall plan and execute all training programme and activities in cooperation with Deans / Directors and Head of the Department.
2. He shall formulate and present training programmes to Academic Council for its consideration.
3. He shall guide and supervise the working of Communication Centre dealing with publications, audiovisuals aids, radio press and other training materials meant for training and university activities
4. He shall be responsible for initiation, organization and conduct of extension education and training programmes of the University particularly for bio-based and agro- based industries and rural development;
5. He shall be responsible for initiating the programmes for Corporate Social Responsibility, particularly in the field of education.
6. Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
7. To publish in-house magazines and other similar publications as their Chief Editor and Coordinator;
8. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
9. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

1.1.13 The Dean of Planning & Publications

1. The Dean of Planning and Placement shall be appointment by the Vice Chancellor, from amongst the teachers of the University or teachers of any other University, who shall not be below the rank

of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice Chancellor and he shall report to the Vice Chancellor.

2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

Powers and Functions

1. He shall be responsible for Planning the Publicity material and its publication in consultation with Vice Chancellor
2. Identify institutions of higher learning and training centers where the students could be placed under co-operative academic education and practical training arrangements with prospective employers; and under this arrangement a selected number of students shall study a part of an academic year at the University and spend a part of Academic Year at the training site. At the end of the Academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities.
3. He shall be responsible for initiation, organization and conduct of mock tests and entrance tests of various degree programmes for admission in the University;
4. He shall exercise administrative control over the admission and Publication cell of the University
5. He shall formulate and execute admission programme;
6. He shall assume leadership in the development and maintenance of effective and productive publicity programme;
7. He shall be responsible for preparation of University Annual Report and its publication, research journal, Bulletin and other Education Material approved by Academic Council and Board of Management
8. He shall perform such other duties and functions as may be assigned to him by the Vice Chancellor.

1.1.14 The Dean of Placement

1. The Dean Students Placement and Vice Chancellor, from amongst the teachers of the University or shall be appointment by the teachers of any other University, who shall not be below the rank of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice Chancellor.
2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

3. The incumbent shall be paid UGC scale of the cadre plus honorarium for the additional charge as decided by the Governing body of the University.

Powers and Functions

1. Identify institutions of higher learning and training and Industries where the students could be placed under co-operative academic and practical training arrangements with the prospective employers;
2. Under this arrangement a selected number of students shall study a part of an academic year at the University and spend a part of Academic Year at training site. At the end of the academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities;
3. He shall be responsible for arranging top Industrial Leaders to deliver lectures on corporate culture and how over graduates could adjust in the new environment
- 4 He shall be responsible for planning and execution of placement activities of different faculties
5. He shall be responsible for Industrial visits of the students as per the requirement of curricula
6. He shall perform such other duties and functions as may be assigned to him by the Vice Chancellor.

1.1.15 The Director of Estate & Operations

1. The Dean of Estate and Operations of the University shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted by the Vice Chancellor.

To be eligible for the selection to the post of Director of Operations a person must have the following minimum qualification:

Master's degree in any discipline with ten years' experience in managing various logistics operations in a University or reputed institution or industry.

OR

Degree in Civil Engineering or equivalent qualifications with not less than ten years' experience of work as Executive Engineer in a Govt. or Autonomous Organization, preferably in a University or in a reputed institution or industry.

2. The Dean of Estate and Operations shall be a whole time salaried officer of the university and shall be under the administrative control of the Vice Chancellor.
3. The Dean of Estate and Operations of the University will receive a pay as per the UGC norms and as approved by Governing body on the recommendation of Board of Management from time to time.

Powers and Functions

1. To maintain buildings, roads, fencing, playgrounds, parks and lands (other than the research and instructional farms) and other physical facilities of the University and to provide for protection against thefts, fire and other dangers;
2. To organize and supervise such services as water, electricity, communication and operation and maintenance of the University vehicles;
3. To provide for installation, use and maintenance of the University equipment's and co-operation with other officers of the University and to ensure the proper use of rooms, houses, buildings and grounds, etc.;
4. To maintain records of allotment of buildings of the University for various purposes;
5. To maintain up to date record of all the immovable properties of the University;
6. To procure/dispose of immovable property of the University as decided by the sponsoring body;
- 7 To perform such other duties and functions as may be assigned to him by the Vice-Chancellor.
8. When the office of the Dean of Estate and Operations falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice Chancellor may appoint for this purpose.

1.1.16 The Librarian

1. Subject to the approval of the Chancellor, the Librarian shall be appointed by the Vice Chancellor on the recommendation of the Selection Committee headed by the Vice Chancellor constituted by the Chancellor for the purpose and he shall be a whole time salaried officer.
2. The Librarian shall work under the control and supervision of the Vice Chancellor and shall be responsible for the maintenance of all libraries of the University.
3. The Librarian shall have the following functions and duties, namely:-

Power and Function

1. He shall have general supervision of the University Libraries;
he shall prepare the Library budget for the University Library including Department collections;
2. He shall have the responsibility of receiving and accessioning all library materials;
3. He shall have the responsibility of initiating the purchase requisition for all library materials;
4. He shall keep a copy of a research papers, thesis, dissertations and publications by faculty and scholars for use by posterity in its repository;
5. He shall have the responsibility of renewing in time subscription to Journals;

6. He shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
7. He shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by the students and faculty;
8. He shall arrange library hours with the approval of Vice Chancellor so as to permit maximum library use by both students and faculty members; and
9. He shall arrange for departments and Academic Units, small collections of volumes and journals that are in almost constant use by the faculty and students as references or material.

For Official Use

CODE OF CONDUCT FOR OFFICE STAFF



**Office of Registrar
SHOOLINI UNIVERSITY OF BIOTECHNOLOGY
& MANAGEMENT SCIENCES**

CODE OF CONDUCT FOR OFFICE STAFF

5. Conduct

Staff and Their Responsibilities

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

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

5.1 General Code of Behavior

Code of behavior shall refer to the employee's conduct, relationship with others and professional behavior during one's employment. An employee shall be guided (among others) by the following code of behavior breach of which shall constitute sufficient grounds for disciplinary action against such employee.

1. An employee shall act at all times in a reasonable and responsible manner.
2. An employee shall always comply with the laws of Himachal Pradesh as well as the University's prescribed policies, rules, standing instructions and procedures.
3. An employee shall at all times be rated and recognized primarily on the basis of integrity, punctuality, diligence, competency, efficiency, effectiveness and personal conduct.
4. An employee shall at all times exercise courtesy towards other persons, civility, self-control and confidentiality.
5. Being drunk at work, abuse of drugs, quarrelling and assault at work, constitute a breach of conduct, which shall call for disciplinary action against the employee.
6. Each employee shall be individually held responsible and accountable for observing and maintaining the University's safety and security regulations as may be prescribed from time to time.
7. An employee shall not be engaged in any activity involving conflict of interest between the employee and the University.
8. The University shall have zero tolerance towards corruption, fraud, discrimination, Sexual assault and abuse of office.
9. An employee shall not commit the University unless with express authority of the Vice Chancellor.
10. Neat and decent personal appearance shall be expected of each employee at all times.
11. Managers and supervisors shall exercise restraint and fairness in the treatment of employees under them at all times in all matters.
12. The University shall exercise zero tolerance to insubordination exhibited by any employee.

5.2 Representation of Shoolini University

1. Official representation of the University shall be vested in the Chancellor, Chairperson of Board of Management and the Vice Chancellor.
2. No employee shall officially represent the University without permission from the Vice Chancellor and breach of this rule shall attract disciplinary action against such employee.
3. An employee appointed to represent the University shall be required to submit a report to the Vice Chancellor on the subject matter of representation.

5.3 Spousal employment:

Eligible and well-qualified spouses of the faculty are encouraged to take up employment in the

university.

5.4 Time Management and Execution of Duties

Each employee shall observe time as a non-renewable resource in the execution of his/her duties. An employee's perpetual failure to manage time i.e. late arrival at work and for meetings, early departures, failure to observe deadlines shall constitute grounds for disciplinary action.

5.5 Management of University Property

An employee shall keep and maintain University property that comes into his/her possession in the course of his/her employment, in a clean and functional condition; and such property shall be exclusively used for the benefit of the University.

Proven misuse of or damage to University property shall constitute grounds for disciplinary action.

5.6 HR Rules Regarding The Conduct, Discipline Enquiry, Punishment and Appeal in Respect of Officers, Teachers and Other Employees of The University

Conduct Rules. The Conduct rules are as below:

1. Every employee shall at all times:
 - (a) Maintain absolute integrity :
 - (b) Show devotion to duty : and
 - (c) Do nothing which is un-becoming of an employee of the University.
2. Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.
4. No employee shall be a member of any political organisation or take part in any political activity nor shall be take part in any social or cultural activity or program me organised or conducted by or under the auspices of any political party.
5. No employee shall contest election to the Parliament or the State Legislature or any of the local bodies or authorities other than the Universities.
6. No employee shall participate in any demonstration. Dharna and Gherao or resort to any form of strike in connection with his official duties and conduct.
7. No employee shall continue to be a member of any association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

8. No employee shall except by general or special orders of the University or in the performance of good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorized to communicate such document or information.
9. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency and morality.
10. No employee shall except with the previous permission of the competent authority, own wholly or in part, or participate in the editing, managing and publishing of any newspaper or other periodical publication.
11. No employee shall except with the previous permission of the competent authority or in the benefited discharge of duty, participate in the radio and TV broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonymously.
12. No employee shall except with the previous permission of the competent authority, ask for accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in any other manner in pursuance of any purpose other than religious or charitable.
13. The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.
14. No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.
15. No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
16. No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
17. No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.
18. No employee shall, except with the previous permission of the Vice- Chancellor, give evidence

before any public committee.

Nothing in this rule shall apply evidence given before a committee/court which has power to compel the attendance of witness or the production of documents.

- 19.** No employee shall approach any member of the Board with a view:-
- (i) To having a question put or resolution of motion moved on the matter connection with his condition of service or any disciplinary action against him:
 - (ii) To furthering any object which is capable of embarrassing the University.

Personal interview with any higher authority or any member of Board without the permission of the Vice Chancellor shall be treated as contravention of the discipline of the University.

- 20.** No employee who has wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.

No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

- 21.** No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.
- 22.** No employee shall, disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

Provide that an employee may without permission, under take honorary work of a social or charitable nature or an occasional work of literary or artistic or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the Vice Chancellor.

- 23.** Canvassing by an employee in respect of business insurance agency, commercial agency owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rule.
- 24.** Every employee shall report to the Vice Chancellor if any member of his family is engaged in a trade or business, or owns or manages any insurance agency or commercial agency.
- 25.** It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him, to intimate the fact of his arrest and the circumstances connected

there with to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.

- 26.** No employee of the University shall without the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of share, security or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.
- 27.** If so required by the Board at any time by general or special order, the employee shall submit to the Vice Chancellor, within the period specified in the order, a complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall include the details of the means by which or the source from which such property was acquired.

5.6.1. The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action:

- 1.** The violation of provision of any of these Statutes.
- 2.** Participation in a strike, abetting, instigating or acting in furtherance of the same.
- 3.** Non-compliance of any order or habitual neglect of work.
- 4.** Theft, fraud dishonesty in connection with the University property.
- 5.** Willful damage to the University property.
- 6.** Willful absence from duty after the expiry of leave.
- 7.** Refusal to accept a charge-sheet, order or any other communication.
- 8.** Misbehavior, misconduct or insolence.
- 9.** Gross partiality in assessment of students, deliberate over-making, under marking or attempts at victimisation on any grounds.
- 10.** Inciting students, against other students, colleagues or administration provide that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
- 11.** Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.

5.6.2. Discipline, Inquiry, Punishment, Suspension and Appeal:

- (1)** The following penalties may, for a good and sufficient reasons and as hereinafter provide be imposed upon an employee:-

(a) Minor penalties:

(i) Censure:

(ii) Withholding of increment:

(iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of omission or commission.

(b) Major penalties:

(i) Reduction to a lower post or to a lower stage in a time scale or pay:

(ii) Removal from University service which does not ordinarily disqualify for any other employment in the University:

(iii) Compulsory retirement:

(iv) Dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued benefits.

(2) The following shall not amount to a penalty within the meaning of this statute, namely:

(a) Stoppage of any employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.

(b) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post or on any administrative ground not connected with his conduct

(c) Reversion of an employee officiating in a higher services, grade or post, on the ground that he is considered to be unsuitable for such higher services, grade or post on any administrative ground not connected with his conduct.

(d) Reversion of an employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and regulations governing such probation.

(e) Compulsory retirement of employee in accordance with the provisions relating to his superannuation or retirement.

(f) Termination of the service of:

(i) A person appointed on probation during or the end of period of probation, in accordance with terms of appointment under rules governing the probationary service or:

(j) A temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment: or

(k) A person, engaged under a contract in accordance with the terms of his contract.

- (3) The appointing authority shall be competent to impose any of the major penalties provided that no orders shall be imposing such penalty or University employee unless he has been given an adequate opportunity of making representation that he may desire to make, and such representation has been duly taken into consideration.
- (4) The competent authority may place an employee under suspension pending an enquiry if it is satisfied that there is a prime-facie case against him or in subordination, intemperance or other misconduct, or any breach or non-performance of his duties or non-compliance with any of the provisions of the conduct rules applicable to him.
- (5) In case a University employee has been convicted for an offence involving moral turpitude and the orders of conviction has become final, order for dismissal shall be issued forthwith.

5.6.3 The ground on which it is proposed to impose any of the major penalties on an employee, shall be communicated in writing to the concerned employee by the competent authority, together with a statement of allegation and of any other circumstances which it proposes to take into consideration, in passing of the case.

(2) The employee shall be, required within a reasonable time, ordinarily not exceeding two weeks, to state in writing:

(i) Whether he admits the truth of all or any of the charges:

5.6.4 If the competent authority is satisfied that a prima-facie case against the defaulting employee is established an inquiry shall be instituted by appointing an Inquiry Officer in respect of all categories of employees”.

5.7 Misconduct

Offences such as the following when committed shall constitute misconduct, which attracts disciplinary action.

1. Drunkenness on duty;
2. Consumption of illegal drugs;
3. Willful insubordination or disobedience and refusal to take lawful orders;
4. Refusal, negligence or omitting to perform one’s official duties and/or discharge official responsibilities duly assigned;
5. Incompetence or inefficiency in the performance of prescribed duties; Persistent late coming

and/ or absence from duty without permission;

6. Use of abusive or insulting language or behavior or assault;
7. Acts or omissions that are prejudicial to the proper performance of duties or the University's image or status, whether within or outside the University;
8. Misuse of or damage to University property;
9. Slander;
10. Tendencies of discrimination;
11. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
12. Abscond from duty;
13. Breaching or contravening the University's prescribed operating rules, regulations and procedures likely to cause financial loss or damage of University property;
14. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
15. Theft, fraud, or embezzlement of University's funds and property;
16. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;
17. Taking part in an illegal strike;
18. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
19. Soliciting or accepting bribes; and
20. Plagiarism and;
21. Non adherence to any other University policies

5.8 Gross Misconduct

Any of the above offences may be construed as gross misconduct by the appointing authority depending on the circumstances and gravity of the offence.

5.9 Disciplinary Measures

There shall be four principle forms of disciplinary measures namely: warning, suspension, termination and dismissal depending on the gravity of the offence. The appointing authority shall conduct its evaluation process and decide on the same.

5.10 Gender and Sexual Harassment (refer also to Sexual Harassment Policy)

In line with the Constitution of India that guarantees all citizens equality, dignity and non-discrimination, Shoolini University reaffirms its policy of **zero-tolerance to sexual harassment** and is committed to creating an environment that respects and protects the rights of all its members, male and female.

This policy applies to all students and employees of the University as well as to others who participate in Shoolini programmes, activities and employment in both on-and off-campus settings.

Sexual Harassment Policy

Shoolini University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, the University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, in case of a student, expulsion from the University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

1. An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
2. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment

Examples of Conduct Which May Constitute Sexual Harassment

1. It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise,

directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

2. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. Following are some examples of conduct which may constitute sexual harassment:

- Physical contact and advances;
- A demand or request for sexual favours ;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem, it is discriminatory for instance when the women the women has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

As a university, Shoolini University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Shoolini University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudices to the generality of this obligation they should take the following steps:

- Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- The Rules/ Regulation of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the harassment and provide for appropriate penalties in such rules against the offender.
- As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing order under the Industrial Employment (Standing Order) Act, 1946.
- Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amount to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, an appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaints Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in(6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a women and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Workers Initiative

Employees should be allowed to raise issues of sexual harassment at a workers meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regards should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Whereas any harassment occurs as a result of an act or omission by any third party or outsider, the rules and regulations of State/Central Government will be followed.

Nothing in this policy is intended to limit the authority of Shoolini University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes harassment under law or University policy.

5.11 Discrimination

Shoolini University does not condone any form of discrimination against any employee or applicant for employment on grounds such as race, colour, sex, religion, status, disability or ethnic origin.

Any form of discrimination shall constitute misconduct and sufficient grounds for disciplinary action against the offender.

STUDENTS CODE OF CONDUCT

All students shall abide by any special or general rule(s) made by the UGC or any other Regulatory Body and/or by University authorities in this regard to their conduct within the University including hostel(s) and outside the University. The students, in general, shall not indulge in any undesirable activity and act of indiscipline during his/her entire stay in the University.

1. a. The following shall constitute act of indiscipline

- a) Keeping or using any fire arms, lethal weapons, knives, with a blade or more than four inch length.
- b) Keeping or using intoxicants in any form.
- c) Gambling in any form.
- d) Ragging, bullying or harassing of other students.
- e) Strike or hunger strike.
- f) Boycotting of any University function, programme or activity.
- g) Using intemperate language.
- h) Recourse to violence, assault, intimidation, rioting.
- i) Showing or causing to show any disrespect to a teacher or staff member of the University inside or outside the Campus including hostel(s).
- j) Incitement to commit any act of indiscipline.
- k) Any breach of law of the country or the State or the Statutes, Regulations, Rules of the University or orders of a competent authority.
- l) Disturbing other students in their studies in the classrooms.
- m) Damaging any University property.
- n) Disorderly behavior in any form.
- o) Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
- p) Displaying notices, leaflets, or posters not signed or countersigned by the Dean, Students Welfare Officer or other University Officers authorized by the Vice-Chancellor on the University notice boards or other places or distributing such notices or leaflets.
- q) Any other act intended or calculated to cause inconvenience, annoyance, injury

or damage to any other inmate of the hostel, employee of the University or a resident of the Campus, or guest and visitors to the University or member of the faculty of the University.

- r) Adoption of unfair means in an examination.
 - s) Molestation/eve-teasing/abusing.
 - t) Physical injury to fellow students or employees or anyone in the Campus/University.
 - u) Hostility towards a member of the faculty or University employees.
 - v) Misconduct or misbehavior in the class room or anywhere in the University Campus.
 - w) Instigation or cause to be instigating, organizing participating in strikes, demonstration or disturbance of any kind including gheraos, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.
 - x) Disobedience or disregard of instructions or notifications issued by the Student's Welfare Officer, Dean and other officers, Head of School and members of faculty.
- b)** Any other act of misconduct, which in the opinion of the competent authority amounts to indiscipline.

2. Punishment

(a) Individual Punishment

The Dean of the college concerned shall have the power to withdraw any fee or any other concession and/or inflict a fine not exceeding Rs. 3000/- on a student.

(b) Group Punishment

A group fine, not exceeding twice the value of the damage caused to the University property by a group of students, as a result of any agitation or otherwise, may be imposed on the group, as a whole, when the Dean(s) is/are of the opinion that it is not possible to fix the responsibility on individual members of the group for the damage.

Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the inquiry committee/Dean(s) when members of the group are from different colleges of the University.

(c) Reprimand of record

This shall consist of an official warning to the student not to repeat any act of

indiscipline and shall be imposed by the Dean concerned. This will be noted on the students Permanent Record Card but not on any outgoing transcript. Third official warning to a student not to repeat any act of indiscipline shall automatically place the student on Conduct Probation.

(d) Conduct Probation

A student involved in the violation of the rules and regulations of the University or in any way involved any act of indiscipline may be placed on conduct probation by the concerned Dean for a specified period. During the period of this conduct probation the student shall stand debarred from representing the college or the University in any meet, tournament, youth festival, cultural competition etc; shall also remain suspended from any office that he/she may be holding in any student organization, and shall not be entitled to receive any stipend/scholarship/fellowship.

Another act of indiscipline by the student during the pendency of Conduct Probation may lead to the „Rustication“ of the student, to be effected by the Dean concerned. If a student has been on Conduct Probation on an earlier occasion and commits an act of indiscipline second time again, he/she shall remain on Conduct Probation for full term of stay and he/she may be rusticated from the University in case of any misconduct during this period.

Rustication will be effected in the manner prescribed. The action of placing a student on Conduct Probation shall be noted on the permanent Record card and shall be incorporated in the Semester Report so long as the student is on “Conduct Probation”.

(e) Suspension

A student shall be suspended immediately on account of his being involved in any act of serious indiscipline/causing grievous injury to fellow student or staff/molestation/any other matter deemed as serious act by the Dean etc. He will remain suspended both from University and Hostel till pending enquiry. If he/she is proven guilty and penalized, missed lectures and practicals will be completed by himself in consultation with the instructor/fellow students. In case he/she is acquitted of the charge his/her missed lectures/practicals can be arranged and his/her absence be condoned by the concerned Dean.

(f) Rustication

A student involved in any act of indiscipline or any other act likely to bring disrepute to the University may be rusticated for a specific semester(s) by the concerned Dean and will be required to leave the university and hostel immediately.

(g) Expulsion

(a) A student involved in act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Dean concerned and shall be debarred from readmission in the University. This punishment shall be entered in the Permanent Record Card and Transcript of the student and shall be notified by the Registrar to all within the University and also to other Universities in India.

(b) A copy of the order imposing any of the above punishment shall be sent to the parent/guardian of the student.

Preventing Ragging in the University

Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which involve physical assault or treat or use of physical force; expose students to ridicule and contempt and affect their self-esteem; and entail verbal abuse and aggression, indecent gestures and obscene behavior. Without prejudice to the generality of powers to enforce discipline under the Academic Regulations, the following will amount to acts of gross indiscipline:

- i) Ragging within or outside the University as defined above.
- ii) Possessing of, use of, or threat of use of any weapon.
- iii) Any violation of the provisions of the Civil Rights Protection Act 1976.
- iv) Willful destruction of public or Private property.
- v) Creating ill-will or intolerance on religious or communal grounds.
- vi) Causing disruption, in any manner, of the academic functioning of the University system.

Library Rules and Regulations

Procedure for Enrolment and Issuing of Books

1. A person eligible to be enrolled as member of the library will fill up and sign a membership registration form obtainable from the library and present the same duly signed and stamped by competent recommending authority to the Dean, library and information system/ Librarian for enrolment as member of the library.
2. Student members will come to the library personally to take books on loan.
3. Membership of a student will remain valid till he remains on rolls or get roll number for appearing in his final semester examination i.e. 2nd/ 4th/ 6th/ 8th semester, whichever is earlier and will be renewed at the beginning of each academic year.
4. Reference books are not issued, however, can be borrowed for consultation in the Library for Photostat etc.
5. The Dean / Librarian may recall any book from any member at any time.
6. The books are issued for ten days but in case a book is in great demand, the Dean/ Librarian may regulate the use of such a book in such a manner as he may consider proper.
7. A fine of Rs 5 per day per book will be charged for keeping the books beyond the prescribed time limit.
8. The loss of Library smart card should be reported immediately to DSW or IT Department. A duplicate card will be issued on payment of Rs 500/- for staff and Rs 200/- for students.
9. No book shall be issued on loan which, in the opinion of the Dean/ Librarian is not in a condition be safely handled by the borrower.
10. Any borrower who losses/defects in any way damage a Library book, shall be liable to replace the book or pay its cost as to be decided by the Librarian.

Re-issue of Books

1. The loan of books may be renewed at the discretion of the Librarian, provided the books in question are not in demand by other members. Similarly, the dean/ Librarian may allow the issue of additional number of books to meet his special requirement.
2. Before getting books issued, any mutilations or markings should be pointed out immediately by the number to the issue counter assistant and his initials

be obtained there, otherwise the member shall be responsible for mutilations and markings discovered afterwards.

General Rules

1. Readers shall maintain discipline and silence in the library. Uses of cell phones are prohibited.
2. Bringing cold drinks and any type of eatables are strictly prohibited.
3. Internet facilities provided in the library may be used for consultation of course of study only.
4. Activities such as playing games or use of social networking sites or chatting is strictly prohibited.
5. No person who is entitled or permitted to use the library shall mutilate, disfigure, deface by writing in the margins, by underlining sentences, by marking passages or damaging a book, a periodical or any property of the library, in any way.
6. A reader responsible for any damage caused to the reading materials or to any other property besides the penalty imposed upon him.
7. If books issued to a member are found mutilated at the time of return he/ she shall have to replace or pay the price thereof with a fine of Rs 100. Therefore, members are requested to check the books thoroughly before getting them issued.
8. No tracing or mechanical reproduction of any book, any map or manuscript shall be made without the expressed written permission of Dean/ Librarian.
9. The Dean/ librarian reserves the right to suspend/ cancel the membership privilege of any member found misbehaving with the library staff or for any other indecent behaviour. Such a member is also liable to be expelled from the library.
10. Any infringement to the library rules will render a member's privilege of admission to the library, fit for cancellation.
11. In all other matters, the Dean/ Librarian shall have to take such action as he may deem fit.
12. The security guard/ Library attendant at the entrance and exit gate of the library is authorized to search the person or a reader if he suspects that he/ she is carrying unauthorized books or other reading materials.

A. Conduct of Examination

i) Admission on Production of Roll Number Slip

1. Each registered student shall be issued roll number by the Controller of Examination through the office of concerned Dean at least 15 days before the commencement of examination who fulfill minimum requirements as prescribed in Academic rules.
2. Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
3. Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Center Superintendent may allow the student to appear in the examination.
4. If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examination, the Center Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

ii) Discrepancy in the Subject Offered

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

iii) Late Arrival

1. No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 30 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.
2. Each student will have to sign a declaration to the effect that his/her admission in the examination is provisional and he/she have no claim to have evaluated in case Dean Academic Affairs/Vice-Chancellor does not approve of his/her admission in examination.

iv) Identification Sheets

1. Examinees present shall be advised to sign the attendance sheet (identification sheet) against their roll number.
2. Center Superintendent shall compare it with the cut list supplied by Controller of Examination. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room

and the matter should be informed to the Comptroller of Examination for rectification.

v) Appointment of Amanuensis

1. An amanuensis shall only be appointed for the examinee under the following cases

- a) Blind candidate (permanently)
- b) Candidate completely disabled from writing with his own hand
- c) Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above mentioned conditions, medical certificate is required from the University Doctor/C.M.O of the district hospital.

2. Controller of Examinations will arrange for appointment of amanuensis and inform the Centre Superintendent

- a) The appointment of amanuensis should be the student of lower class and have not received more than 50 percent marks in the last examination.
- b) Controller of Examination can also authorize Center Superintendent for appointment of amanuensis.

B. Disciplinary Control of Examination Centre

During an examination, a candidate shall be under the disciplinary control of Center Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be excluded from the examination of that session.

i. Center Superintendent should immediately inform Controller of Examinations about the incident. The report of the Center Superintendent must clearly mention the details of the incident along with necessary evidence in the shape of statements from the supervisory staff engaged in examination duty.

i. Controller of Examinations shall take any step as mentioned below taking into consideration the nature of incident.

(a) Student may be suspended immediately from appearing in the examination on the day of incident.

(b) Parents of the student should be informed immediately.

(c) Enquiry Committee should be constituted to conduct an enquiry and submit

the report within 48 hours. The constitution of the committee shall consist of atleast 3 members but not more than 5 from the various faculties of the University holding at least rank of Associate Professor.

(d) The committee can recommend any one of the following punishment depending on the nature of indiscipline.

- (i) Student may be declared fail in that paper
- (ii) He/She may be put on conduct probation.
- (iii) Scholarship may be cancelled.
- (iv) Case may be reported to police.

C. Use of Unfair Means

a) The term 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council from time to time.

b) The following, inter-alia, shall be deemed to be unfair means:

- i) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without the permission of Invigilator or Superintendent Examination.
- ii) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering the question paper or part thereof.
- iii) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- iv) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-book or the continuation sheet.
- v) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
- vi) Smuggling an answer-book or continuation sheet into the Examination Hall,

or taking out or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with or without the help or connivance of any other person connected with the examination, or through any other agency, what-so-ever.

- vii) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or other staff or outside agency, a solution to a question or a part thereof.
- viii) Approaching or influencing directly or indirectly the Instructor, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- (ix) Exerting undue influence i.e. direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf in the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.
- (x) Copying, attempting to copy, taking assistance for help from any book, notes, papers or any other material or device, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things.
- (xi) Using abusive or obscene language in the examination hall or writing the same in the answer-book.
- (xii) Making an appeal to the Examiner through the answer-book.
- (xiii) Leaving the examination hall without returning the answer-book or continuation sheet, if any, to the Invigilator and taking away or tearing off or otherwise disposing of the same or any part thereof.
- (xiv) Presenting a practical/class work/note-book not prepared by the student himself.
- (xv) Arranging or permitting any person to impersonate for the student in the examination.

(xvi) Forging or using a forged document, knowing it to be forged in any matter related to the examination.

(xvii) Forging of signatures of the Supervisor in any document related to registration card, synopsis, certificates, semester progress report etc. will be treated as unfair means.

(xviii) The Academic Council may declare by resolution any other act or omission or commission to be unfair means'.

- c) Every student shall be required to bring his own examination materials, such as set squares, scales and the like, as he shall not be permitted to borrow any of these material from fellow students in the Examination Hall.
- d) If any student is found to have used or attempted to use `unfair means' in any examination his answer-book shall be seized by the Invigilator/ Instructor forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer-book.
- e) The Examination Superintendent shall forward the report of the invigilator incharge to the Dean concerned through Controller of Examination for forwarding the same to the Students Discipline Committee for detailed investigation and this Committee shall send its report to the Dean with specific recommendations within 10 days from the receipt of the report.

D. Constitution of Committee: The Examination Discipline Committee will consist of two senior most heads (other than the Deans), and one nominee of the Dean Academic Affairs. The tenure of this committee will be for two years.

ⓐ A written statement of the student found using `unfair means' shall be recorded by the Invigilator and Superintendent Examination Hall and forwarded with his report, alongwith other material(s) found in possession of the student which should be signed by the student concerned in token of the same having been recovered from his/ her possession.

ⓑ In case a student refuses to give a statement or sign the material(s) confiscated from him, he shall not be forced to do so but the fact of refusal be recorded by

the Invigilator and Superintendent Examination Hall in the report.

E. Punishment for Using Unfair Means

The Dean Academic Affairs, after satisfying himself that the student has used 'unfair means' shall impose penalty as indicated below:

- a. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during 1st Term Examination shall be awarded zero marks in that test / examination for that course.
- b. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination, during the IInd Term Examination shall be deemed to have failed in that course during the semester.
- c. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during End Term Examination shall be deemed to have failed in all the courses in that semester and may also be debarred from registration during the subsequent semester depending upon the severity of the case to be decided by the Dean Academic Affairs.

F. Instructions for Reporting Case

Center Superintendent while reporting a case of use of unfair means by an examinee during the course of End of Term Examination must comply with the following instructions:

- a. A candidate who has been caught by the supervisory staff for using or attempting to use unfair means, he/she should be asked to give a written statement/explanation. In case of refusal by the candidate to give any statement/explanation, Center Superintendent should report this to Controller of Examinations along with other documents duly signed by at least two witnesses
- b. Any discriminatory material such as written paper relevant to subject, book, other materials like foot rule, set square, cardboard etc. must be got signed by the candidate. Center Superintendent, supervisory staff and other witnesses should append their signatures with date on the received material.
- c. Total number of papers/books so seized/recovered be invariably

- mentioned in the form at the relevant place.
- d. The indiscriminating portion should invariably be marked/side lined by the invigilation staff in the said material as well as in answer sheet/books.
 - e. While forwarding the card board etc. it should be ensured that writing there so is legible.
 - f. Material found during search before the start of the examination does not constitute "unfair means".
 - g. A candidate found to be or suspected to be guilty of using unfair means should be permitted to answer the remaining part of the question paper on a separate answer book marked as "2nd Answer book". The front page of the first answer book be marked as „1st Answer Book-UMC". Both the answer books should be sent separately under sealed cover marked as case of „UMC" along with report.

Hostels

Admission to the hostels will be on annual basis, but the charges can be paid semester wise. Hostel accommodation will be allotted only on the production of ID card and hostel fee receipt. As far as possible, the wardens try to accommodate the candidates with the roommate of the same batch. However, it may not be possible to do so in all cases at time of admission. Also, certain hostel and room types are in greater demand and senior students have priority in the allotment of rooms. Provision of hostel accommodation to the admitted students is subject to availability of rooms and allotment will be made on first come first serve basis. In case of non-availability of rooms, candidates must make their own alternate arrangements. However, the university will assist the students in finding accommodation in decent paying guest houses with good antecedents.

Hostel residents are required to adhere to the following rules and regulations:

- The right of admission to the hostels is reserved.
- Admission to the hostels will be open at the beginning of the session.
- Admission shall have to be sought afresh in every academic session and will be confirmed subject to the following conditions:
 - a) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents/ guardian.
 - b) Satisfaction of the Dean Resident Students (DRS) regarding proper conduct and regular payment and dues of hostel, mess, and canteen in case of ex residents.
- Residents should not keep cash or jewelry or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents, who are advised to take out an insurance against theft and fire. The management will not be responsible for any loss.
- Consumption of alcohol/ intoxicants/ smoking is strictly prohibited. Anyone found indulging in the above will be liable to face disciplinary action including expulsion from the Hostel.

- Residents permitting or abetting unauthorized occupation of the rooms/ seats shall be liable to
 - a) Expulsion from the hostel.
 - b) Forfeiture of securities.
 - c) Imposition of a fine depending upon the extent of indiscipline
- In case of non-payment of dues or violation of any one of the hostel rules by a resident, the DRS may get his/ her room locked/ vacated.
- Every resident shall be responsible for the safety of the furniture/ fixtures in the room. Furniture is not to be removed from one room to another. Damage to hostel property is a serious offence; any resident found guilty of damaging hostel property will be liable to disciplinary action as per hostel rules including expulsion from the hostel/ university.
- Use of electrical appliances, other than permitted ones, is strictly prohibited in the hostel.
- Residents should observe strict economy in the use of electricity and water. They are required to switch off the lights, fans and other appliances as and when they leave their rooms, common room and dining hall. They should keep the geysers in the bathrooms off when not in use.
- Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.
- Students are not allowed to carry mess plates in their rooms. Food will be served in the room only if a student is sick, on depositing Identity card.
- Hostel allotment is for one year. A student cannot leave the hostel in mid semester.
- During summer break, all students have to vacate the rooms and put their belongings in cloak rooms.
- Hostel fee is subject to revision.
- Students have to keep their rooms neat and clean. Their rooms will be inspected by wardens periodically.
- Washing of clothes (except under clothes) in the hostel is prohibited. Laundry services are provided and are to be used by the students.
- Parents/ Visitors are not allowed entry beyond the designated area or visiting room as it shall disturb other students.
- Possession, distribution and consumption of alcohol, prohibited drugs, chew able tobacco, smoking in the hostel complex is not allowed.
- Students will follow proper channels for getting their problems addressed.
- Parents, friends and visitors are not permitted to stay in resident's room.
- No resident shall remain absent from the hostel during night without written permission of the warden.
- Application for leave for absence from the hostel shall be made in advance to the Warden. Residents will make sure that their leave applications are sanctioned before they leave the hostel.
- If a student residing in the hostel abstains from the classes without bona fide reasons, he/she shall be asked to quit the hostel.
- Hostel charges are to be deposited for the whole academic year at the time of admissions. Under special circumstances, it may be paid in maximum of two installments but with the prior permission of the Vice Chancellor. Hostel charges once paid are not refundable. In case a student leaves the hostel with prior permission of the University Authority, they shall have to pay the room rent for the entire academic year.

- Failure to comply with the hostel rules may result in a fine up to Rs 1,000 or expulsion from the hostel or institute or both depending upon the gravity of the violation. In case of expulsion, the student will forfeit all the deposits and shall not be eligible for any claim.
- Disrespect to DRS Superintendents, Chief Warden & hostel wardens will lead to expulsion from the hostel.

Shoolini University Research Policy

Purpose: This policy document establishes the research environment in the University within which academic staff and students carry out their research. It also provides a framework for the development and implementation of research management in Shoolini University of Biotechnology and Management Sciences.

Research Philosophy: Shoolini University, in pursuit of its vision ‘To be in the top 200 global universities by 2022’ and in the quest for creating knowledge, endeavors to move into the club of internationally reckoned centers of research and education. The University has, therefore, adopted a research-driven model which seeks to blend expertise in life sciences and engineering with the principles and practices of business management so that cutting edge technologies and exceptionally skilled human capital could be generated. The six faculties of the university, viz., Agriculture, Applied Sciences and Biotechnology, Sciences, Engineering and Technology, Management Sciences and Liberal Arts, and Pharmaceutical Sciences have been unified by a trans-disciplinary research model primarily focusing on United Nations Sustainable Development Goals (SDGs). Universities have a unique and vital role in supporting the global efforts to attain the Sustainable Development Goals (SDGs) through their research, teaching, operations, and community engagement. Shoolini University aims to contribute to the SDGs and highlight the importance of the sector in local, national, and international implementation. By framing research around the SDGs, we aim to create a global future that embraces inclusivity, equity, and justice, and which provides prosperity, all within environmental limits.

Since the University is in the lap of a benign Himalayan ecosystem, the research agenda is focused on the economic and sustainable development of the Himalayan region. Shoolini University’s research philosophy, therefore, essentially rests upon three verticals:

- 1) Harnessing Himalayan biodiversity, its conservation and sustainable management.
- 1) Development of cutting-edge technologies to meet current industrial and societal needs.
- 2) Establishment of Centres of Excellence in areas relevant to the university’s research goals and inter-institutional Collaborations for Research and Development.

The university is aligning its research goals with emerging challenges in health care, food, energy conservation, sustainable management of bio-resources and clean development along with stimulating jobs and economic development with its focus on specific needs of the Himalayan region. The research programmes are therefore designed to provide such interdisciplinary solutions as are replicable, techno-commercially feasible, and could be scaled up.

Based on the three verticals of the University's research philosophy, the thematic areas of the research programs have been prioritized as under:

1. Harnessing Himalayan Biodiversity, its Conservation and Sustainable Management

Himalayan ecosystem being a colossal reservoir of biological and geological wealth in the form of forest cover, plant diversity, macro and micro flora and fauna, water, snow, and glaciers, offers on one hand an opportunity to develop new bio-products as well as monitor climate change. On the other hand, it is a challenge to conserve and sustainably manage the Himalayan resource base. Shoolini University has undertaken this gigantic task of harnessing Himalayan bio-resources through convergence of emerging technologies emanating from various disciplines such as Biotechnology, Pharmaceutical Sciences, Bioinformatics, Proteomics, Food technology, Nanotechnology, Computer sciences, Electronics and almost the entire range of Basic and Social sciences. Himachal Pradesh contributes about 7.5% of the total biodiversity of India and needs to cash upon the biotechnology boom for its socioeconomic development.

The Himalayan flora and fauna has not been systematically recorded and there is a need to create a database covering the genetic and phytochemical diversity through clinal variation. The university is also focusing its research efforts on studying plants for their medicinal properties in priority health areas like cancer, infectious diseases, neglected diseases and diseases specific to the region. The Himalayas have emerged as a major production area for fruits, vegetables, and flowers. Shoolini University envisions to be a center of excellence in the study of plant diseases, devising technologies for processing food produced in the region, increasing its nutritional value and shelf life.

The engineering needs of the Himalayan region need to be addressed to match the unique character of the region. The University aims to focus its efforts to develop tools and technologies which would help in the sustainable development and conservation of the biodiversity while allowing the people of the region to compete with the economic and social development of other regions of the world.

The University also endeavors to study the socioeconomic aspects of the region and devise strategies and solutions to meet its special requirements.

2. Development of Cutting Edge Technologies to Meet Industrial and Societal Needs

Generation of cutting-edge technologies and development of end products assumes inter-disciplinary dimensions, integrating many disciplines, viz., biological, pharmaceutical, chemical, physical, engineering, social, and management sciences. The long-time research strategy of Shoolini University is to develop cutting edge technologies by the interface of two or more disciplines. Therefore, the University's research-driven model is founded on the integration of concepts, theories, techniques, and perspectives from across disciplines, seeking solutions which are beyond the scope of a single discipline.

Biotechnology itself being an interdisciplinary science integrates biological sciences with Biochemistry, Physics, and Mathematics. It finds application in sectors such as food and agriculture, health, and environment, as well as several industries. The University has already formulated innovative research projects by converging biotechnology, nanotechnology, and pharmaceutical sciences. An interface between Biotechnology, Nanotechnology, Bioinformatics and Pharmaceutical Sciences would open new vistas in drug development, health care and nutrition and other industries. Similarly engineering and technology interface with material and management sciences would lead to the development of renewable energy technology and incubation of the same, scaling it up for business ventures.

3. Establishment of Centers of Excellence for Research and Development

The university has developed detailed project proposals for setting up "Center of Research on Himalayan Sustainability and Development" (CRHSD). The purpose of setting up the research centers is to promote interdisciplinary collaborative research, within the University as well as with researchers from other institutions in India and abroad. The centers would not essentially exist as separate entities but will follow a flexible model with researchers working in the labs/field spread over the Schools of the University, contributing to the mission and vision of respective centers. Thus the centers will be modeled to facilitate collaboration and resource-sharing between different researchers and to promote projects which have clearly defined deliverables that impact society.

The following centers of excellence and research centers have already been established in the University.

Centers of excellence:

1. Centre for Excellence in Visionary Learning Community of India (VLCI)
2. Centre of Excellence in Informatics, Artificial Intelligence and Data Analytics
3. Centre of Excellence Himalayan Sustainability, Cancer Research, Yoga
4. Centre of Excellence in Energy Science and Technology

Research centers:

1. Research Centre on Nanotechnology
2. Research Centre in OMICS and Biodiversity Research
3. Research Centre in Automobile Engineering
4. Research Centre in Yoga
5. Research Centre in Disaster Management
6. Research Centre in Data Analytics
7. International Research Centre of Nanotechnology for Himalayan Sustainability (IRCNHS)
8. Centre of Post Graduate Legal Studies

University will adopt and implement following research policy in a phased manner to maintain the highest standards of research & ensure implementation of research ethics & integrity.

Policy Content and Guidelines

1. Requirements for Research

- a. All faculty members are expected to conduct research and publish their findings only in SCOPUS-indexed journals after ensuring intellectual property protection.
- b. All faculty members should, where appropriate, seek extramural research funds to support their research.
- c. The requirement to undertake research is a career expectation and will be balanced with the other obligations of faculty, including teaching and administrative responsibilities.
- d. Nothing in this policy is to be construed to prevent Heads of School from being allocated teaching and other responsibilities in the pursuit of research goals.

2. Statutory Obligations

- a. Faculty and students are required to carry out their research in compliance with all the University's obligations under legislation, following any ethical and contractual obligations.
- b. Research projects that involve human or animal subjects must be approved in advance (see the ICMR Ethical Guidelines for Biomedical Research on Human Participants (http://icmr.nic.in/human_ethics.htm), Indian National Science Academy Guidelines for Care and Use of Animals in Scientific Research (http://icmr.nic.in/animal_ethics.htm) and CPCSEA Guidelines for Laboratory Animal Facility (http://icmr.nic.in/bioethics/final_CPCSEA.pdf))
- c. The research conduct policy (Code of ethics on academic research: Shoolini University) of the University should be strictly adhered to in all the publications, dissertations, project proposals and other documents of the university.

In case of report of research misconduct by any of the university researchers, the university shall constitute a committee to investigate the misconduct. The committee would submit the recommendations to the Vice-Chancellor for necessary action so that the highest standards of research integrity are maintained. Confidentiality of the process and the whistle-blower would be ensured in the whole process. The process would be completed within four weeks.

- d. In case of conflict of interest, the university shall constitute a committee to review and resolve the conflict. The committee would submit the recommendations to the Vice-Chancellor for necessary action.
- e. All issues will be dealt with as per the guidelines of the University's Code of Ethics on academic research.

3. Definitions

For purposes of this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

VC	Vice-Chancellor
Academic Staff	Includes all staff that have a contractual obligation to teach or carry out research
PBRF	Performance-Based Research Fund
Research	Research is original investigation undertaken in order to contribute knowledge and understanding and, in the

	<p>case of some disciplines, cultural innovation or aesthetic refinement. It typically involves enquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment by experts in a given discipline. It is an independent*, creative, cumulative, and often long-term activity conducted by people with specialized knowledge about the theories, methods and information concerning their field of enquiry. Its findings must be open to scrutiny and formal evaluation by others in the field, and this may be achieved through publication or public presentation.</p> <p>In some disciplines, the investigation and its results may be embodied in the form of artistic works, designs or performances. Research includes contribution to the intellectual infrastructure of subjects and disciplines (e.g., dictionaries and scholarly editions). It also includes the experimental development of design or construction solutions, as well as investigation that leads to new or substantially improved materials, devices, products, or processes (PBRF definition). * The term ‘independent’ here will not exclude collaborative work.</p>
Research Grant	It is the funding received for carrying out research from the university, extramural funding from research agencies, industry, and other sources, to be used for the purpose for which it is granted.
JRDAC	Joint Research and Development Advisory Committee
RDC	Research and Development Committee
FLSBMS	Foundation for Life Sciences and Business Management Solani
SURF	The Shoolini University Research Fund is a part of the research investment made by the University.

4. Research Management

Policy and advice in research matters is coordinated through a number of bodies and committees:

- a. Joint Research and Development Advisory Committee (JRDAC), chaired by the Vice-Chancellor or an eminent scientist appointed by him. The Vice-Chancellor is Co-Chairman; in case the Chairman is appointed from outside the University.

Other members of the committee are as follows:

- i. President, Foundation of Life Sciences and Business Management.
- ii. Registrar, All Deans and Heads of School (if in the rank of Professor).
- iii. All Professors
- iv. Five external Eminent Scientists/Engineers as appointed by the Vice-Chancellor.
- v. Vice-Chancellor may also nominate up to three faculty members other than Professors for one year as per the need.
- vi. Dean, Research and Development is the Member Secretary.

It advises Academic Council on research strategies to be pursued, develops policy (including strategic and scholarships policy for research students) and reviews progress in these areas.

- b. Faculties and Schools are required to establish research and development committees (RDC) to support the research activities of their staff and postgraduate thesis students. Both committees are expected to comply with and oversee the implementation of university-wide research policies. Faculty research committees are chaired by the Dean Research and Development and has two external members (outside the university) from academia, one member from industry, all professors' /associate professors in the faculty, and two assistant professors (by rotation). A member secretary will be appointed from amongst the internal members. The RDC advises the JRDAC and their own faculties on research matters.
- c. The Research Office provides research services for staff and students. This support includes but is not limited to:
 - i. Assisting JRDAC with coordinating the activities of its subcommittees and monitoring external research policy developments
 - ii. Managing the Shoolini University Research Fund (SURF)

- iii. Managing the internal administration of the Performance-Based Research Fund
 - iv. Securing and supporting external research funding from the public and private sectors
 - v. Monitoring and reporting on externally funded research grants
 - vi. Providing professional development opportunities for staff to enhance their research performance.
 - vii. Keeping track of individual researchers and the research performance of the University in light of the vision of the University.
 - viii. Providing necessary common facilities to conduct research like access to research journals, Plagiarism-checking software, data analytics and statistical software, Scientific writing support, etc.
- d. Shoolini Life Sciences Ltd. is the University's commercial arm through which the management and commercialization of University Intellectual Property (see Intellectual Property Policy) is conducted.

5. Resources in Support of Research

- a. Shoolini University Research Fund (SURF)
 - i. The general principle governing the allocation of all research funding in the University is that it is an investment intended to maximize the range of outcomes that the University expects to result from staff and student research. The Allocations and Investment Subcommittee of the JRDAC allocates grants from this fund.
 - ii. A portion of the SURF supports early-career researchers and staff new to Shoolini University and is allocated by a subcommittee of the Allocations and Investment Subcommittee of the JRDAC.
- b. Faculty and School Research Grants

Faculties and Schools may allocate research funding according to their internal processes.
- c. External contracts/external research provisions and obligations
 - i. All applications for external research funding are to be submitted through the Research Office in the name of Shoolini University.
 - ii. The Research Office provides the contract, financial and non-financial management services for the University's grant management process.

- d. Academic staff is expected to comply with the Management of External Research, Consultancy and Related Contracts Policy in the costing and pricing of external research and consultancy. They may also do research or consultancy under the Entitlement to Undertake Private Work Policy and are required to report such activity to their Head of School. Staff doing private work under the entitlement of this policy may manage their funds through the FLSBMS using the Guidelines for Independent Work in the FLSBMS.
- e. Academic staff are eligible to apply for leave in support of their research including Research and Study Leave, Overseas Conference Leave, Indian Conference Leave and Exchange Leave. Faculty committees recommend the award of such academic leave to their Faculty's Deans for approval.

6. Research Planning

Each Faculty (and its constituent academic units) is required to develop and implement its own research plan.

7. Evaluation and Monitoring of Performance

- a. The relevant Dean will monitor the performance of schools and research centers on the basis of agreed criteria and will advise the Dean (Research and Development) on the outcome of this process.
- b. The research performance of individual staff will be monitored and evaluated by their Head of School, Dean or VC/PVC as part of the staff Performance Development and Career Planning (PDCP) process.
- c. Staff will be required to participate in the external assessment of performance such as the Performance-Based Research Fund as directed by their Dean.
- d. Staff are required to supply full and accurate details of their research outputs on an annual basis to their Head of School who will supply the information to the Research Office. The Research Office will publish an annual list of staff and student publications in the categories outlined.

8. Recruitment and Staff Development

- a. The appointment of new academic staff must give appropriate consideration to the quality of their research record or research potential commensurate with the requirements of the position. Responsibility for oversight of this rests with the relevant Dean.

There is also a provision of providing seed money up to Rs 5.0 Lacs (80% to be used for project specific consumables and analysis and 20% to be used for members of academic bodies, patent filing etc.) to the new faculty members to support their research work and lab.

- b. Academic staff is also encouraged to disseminate their research outcomes at National and International platforms by way of attending conferences, symposia and workshops. University has a provision to provide financial support to the teachers for attending such academic events on case to case basis.
- c. Academic staff is required, as part of the annual PDCP process, to prepare a research plan and to review that plan annually in consultation with their Head of School or Dean. Consultation should include a review of research objectives, anticipated applications for external research funds, opportunities for collaboration, timelines and expected outputs. It should also reflect any special agreements reached regarding teaching, administration, research duties and research training and/or development opportunities for research according to the career stage of the staff member.
- d. Academic staff are also motivated to apply for higher education opportunities across the globe and University has provision to grant extraordinary leave for the duration of a program like Ph.D. / Postdoc etc.
- e. All the faculty members actively engaged in research are motivated to initiate interdepartmental / Inter-institutional / International research collaborations for high-end research. Office of International Affairs, Shoolini University, will help the faculty members by introducing them to researchers in their field.
- f. In addition to extramural research funding, all faculty members are motivated to undertake consultancy activities by prior intimation to the registrar.
- g. Heads of School are required to consider workload issues in the distribution of supervisory responsibilities before approving enrolment proposals by postgraduate research students.
- h. Heads of School should ensure that newly appointed staff are familiar with research evaluations, research training and funding opportunities and the importance of publishing in suitable venues, both within the University and external to it.

9. Student Research

- a. Dean Academic Affairs, Deans and Heads of Schools are responsible for ensuring that the management of research degrees complies with the relevant University Statutes, policies and procedures.
- b. Deans are responsible for ensuring that faculties and schools make appropriate budgetary provision for the support of postgraduate student research.

10. Publication and Intellectual Property

- a. University expects that all research outputs will be publicly available.
- b. This expectation is subject to any considerations that justify either restricted publication or delayed publication, including the need to observe any contractual, confidentiality or privacy obligations entered into in respect of the research and resultant intellectual property, and the need to protect the value of potentially commercializable intellectual property as required by the University's Intellectual Property Policy.
- c. In an effort to achieve international standards, university mandates all publications from the research work conducted at Shoolini University should be published in SCOPUS listed journals only. This would ensure that the quality of the research is of high standard and the publications undergo a stringent peer review process before coming into the public domain. Research students from the university are also required to publish at least three research papers in order to be eligible to submit the research dissertation (Ph.D.). The plagiarism policy of the University should be strictly adhered to and researchers are expected to follow research ethics in spirit and word.
- d. Faculty is required to comply with the University's Intellectual Property Policy.
- e. **PhD Research Thesis Evaluation:** Ph.D. thesis is evaluated by two independent reviewers. The University mandates that one of the examiners for the PhD thesis evaluation should be from outside India from a reputed Institute/University, with significant expertise in the area of research presented in the thesis.
- f. **Patents:** The University endeavors to protect the intellectual property generated by the researchers from the University and makes efforts that such discoveries are translated into useable products and technologies. To ensure the success of this endeavor the University mandates recording and proper maintenance of all research done in the University in the University Lab Notebooks.

- g. The University also encourages the faculty members and students to file patents. All support with respect to patent-drafting and filing is provided to researchers by Shoolini University.

11. Research Awards:

University provides awards to the faculty members involved in quality research at various levels once every year.

- i. Award towards Field Weighted Citation Impact (FWCI): University provides cash awards and recognition to all those faculty members who maintain FWCI of more than 2.
- ii. Awards towards quality publications: University provides cash awards and recognition to all the faculty members who publish quality SCOPUS indexed research papers in the following categories.
 - 1. Publications in Journals with Impact Factor 5-10
 - 2. Publications in Journals with Impact Factor 10-20
 - 3. Publications in Journals with Impact Factor 20-30
 - 4. Publications in Nature / Science and any other journal of similar or higher Impact factor
- ii. Awards towards research projects: University provides cash awards and recognition to all the faculty members who have and will secure competitive research grants and consultancies from National / International funding agencies (Govt. or private both).
- iii. Recognition for patents: University provides recognition to all the faculty members who are prolific patent filers.

12. Research Centers and Institutes

- a. Characteristics of Research Centers and Institutes
 - i. The University establishes research centers to raise the research profile of the University, focusing on areas where there is (or the University wishes to develop) a concentration of research excellence, including areas of applied research, and to maximize external research funding. Research centers help to position and promote the University's areas of research excellence and build its research reputation. They also serve as vehicles for engaging with other research institutions and industries, and facilitate interdisciplinary and multidisciplinary relationships.

- b. Centers and Institutes are:
 - i. Consistent with the strategic interests of the University
 - ii. Central to the University's Research Strategy
 - iii. Aligned to the priorities of research funders and competitive with other bidders for that funding
 - iv. Of a high standard
 - v. Substantial (in both finance and research)
- c. Institutes and centers are approved by Council. The title "center" or "institute" is only to be used after approval. Research groupings not so approved should use other general identifiers such as "project" or "unit".

13. Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this policy.
