

# Sri Satya Sai University of Technology and Medical Sciences

## **PREAMBLE**

The Regulations of the Sri Satya Sai University of Technology and Medical Sciences have been framed for smooth routine working and orderly conduct of the various academic programs running in the university and activities.

Regulations were priorly placed before statutory bodies of the university such as Academic Council and Board of Management, after incorporation of their suggestions approval was granted.

The provisions formed in this regulation will be applicable with immediate effect to all the courses/programs offered by the university, so there is no disparity among all the colleges/faculties/departments running under the university.

All the stake holders of the university shall abide by these regulations.

However “Notwithstanding anything or matter stated in these regulations for any unforeseen issues arising and not covered by these regulations or in case of any differences of interpretation the Vice-chancellor is authorized to take a decision oneself / independently or if necessary after advice / opinion of specified committee of directors / deans / principals / senior faculty members constituted for the particular issue / purpose. The decision of the Vice-chancellor shall be final.



## INTRODUCTION

In order of the smooth functioning of the Sri Satya Sai University of Technology and Medical Sciences, the following rules and regulations are framed keeping in mind the provisions laid down in the University Act, Statutes and Ordinances of the university. Looking to the various types of functions to be performed by the University, the present document containing the Rules Regulations and procedure has been framed which includes:

- (i) **General Regulations:** deals with general rules and regulations to be known to the students, faculty members, HODs and the Deans of faculties to avoid disparity.
- (ii) **Academic Regulations:** are mainly concerned with the academic matters such as teaching and examination schemes, syllabi, courses offered by different departments at diploma, graduate, post-graduate and Ph.D programmes etc.
- (iii) **Service Regulations:** are mainly related to the service term and conditions for the teaching and non-teaching staff the university. It is expected that the employees must read these rules and understand them accordingly while joining the University.

These regulations shall come in force from the date of notification by the University and shall be applicable to all the students, faculties and employees of the University.

In case of any difference or doubt about the interpretation of the University Regulations or Ordinances the decision of the Vice-Chancellor shall be final.

Legal dispute, if any, shall be under the jurisdiction of Sehore court(s)/ the honorable High Court of Madhya Pradesh.

### Abbreviations / definitions

- “University” means Sri Satya Sai University of Technology and Medical Sciences, Sehore;
- “UGC” means University Grants Commission, New Delhi
- “State Government” means State Government of the Madhya Pradesh;
- “Board” means Board of Management of the University;
- “IQAC” means Internal Quality Assurance Cell of the University;
- “Academic Council” means Academic Council of the University;
- “BOS” means Board of Studies constitutes as per provisions;



# Sri Satya Sai University of Technology and Medical Sciences

- “API” means Academic Performance Indicator as specified by UGC Regulations 2010 and subsequent amendments time to time;
- “CGPA” means Cumulative Grade Point Average
- “CIE” means Continuous Internal Evaluation in a Semester / year for the subjects in which student has registered.
- “Dean” means Dean of the Faculty appointed as per provisions laid by the concerning councils.
- “DRC” means Department Research Committee for a Department/Centre in the University carrying researches, research projects and guiding the research leading to Ph.

## **D. degree in a Faculty;**

- “Faculty Member” means regular faculty or faculty imparting teaching at the University;
- “NAAC” means National Assessment and Accreditation Council of UGC;
- “AICTE” means All India Council for Technical Education;
- “NBA” means National Board of Accreditation of AICTE;
- “NCTE” means National Council for Teachers Education;
- “PBAS” means Performance Based Appraisal System as specified by UGC Regulations 2010 and subsequent amendments time to time;
- “Regulations” means Sri Satya Sai University of Technology and Medical Sciences this or other Regulations and Rules
- “SGPA” means Semester Grade Point Average

Other terms are in their usual meaning as stated in Statutes and Ordinances shall also apply to the Academic Regulations.



## **REGULATION-1**

### **Fulfillment of Program Vision, Mission, Objectives and Outcomes based Teaching Learning Process**

In order to fulfillment of the Vision and Mission and to achieve objectives set by the Universities on the line of accreditation guidelines of UGC Program Educational Objectives (PEO), Program Outcomes (PO's) and Course Outcomes (CO's), bloom taxonomy will be the main focus of the teaching and learning process of the University as below:

(a)

- (i) Vision means a mental picture of a possible situation and state of affairs in which University foresees to be different from situation and state of affairs at the beginning after pursuing its goals and objectives.
- (ii) Mission of the University means tasks and activities undertaken by the University to accomplish the goals and objectives specified in the University Statute with a zeal and total dedication.
- (iii) Mission of a Department means tasks and activities undertaken by the Faculty member and staff of the Department to fulfill / achieve the goals and objectives specified in the Statute of the University with a zeal and dedication.
- (iv) Program means a study leading to a diploma / certificate / degree such as, B.Tech., B.Sc., M.B.A. or Ph.D. etc. for specified number of academic years as per Faculty / Program Ordinances.
- (v) Program Educational Objectives (PEOs) means the objectives of imparting education which fulfill the aspirations of the students after studies and practices, such as Software Engineer, Research and Development Engineer, Academician, Scientist, Artists, Manager or Educationist etc.;
- (vi) Program Outcomes (POs) means the attributes imbibed after completing the studies of the prescribed course. The attributes may be Graduate Attributes as defined and enumerated by the guidelines of the NBA or Pleader attributes as defined and enumerated by the Bar Council of India or Teacher attributes as defined and enumerated by the N.C.T.E or attributes as defined and enumerated by respective



# Sri Satya Sai University of Technology and Medical Sciences

regulatory bodies.

- (vii) Course means a course undertaken by the Faculty during a Semester/year.
- (viii) Course Outcomes (COs) means the achievements in each component of the course which maps with an attribute among the subset of the attributes contributed from the study of that course.
- (b) Following actions shall be taken by the University and its Departments:
  - (i) University Vision and Mission are formally defined and well disseminated and published on University Website and in the prospectus, displayed within the University and Departments. A committee of stakeholders including Governing Body, Industry Experts shall formalize the University Vision and Mission in the first year of the University establishment. This will form part of University permanent archives.
  - (ii) Vision and Mission of each University Department / Constituent College (mapped with the University Vision and Mission) are formally defined, well disseminated and published on Website, prospectus and displayed within the Departments. A committee of Subject Experts, Industry Experts, Alumnus and other stakeholders shall formalize the Vision and Mission of department. The committee may also access and suggest steps for refinements at regular intervals of three to four years.
  - (iii) Each University Department / Constituent College shall have the PEOs, POs for each program and Cos for each Course. These shall be formally defined, well disseminated and published at University Website. A committee including Subject Experts, Industry Experts, Alumnus and other stakeholders shall formalize Departmental Program PEOs, POs and for each Course the Cos. The committee may also access and suggest steps for refinements at regular intervals of three to four years.
  - (iv) Departmental council shall develop metrics and assessment tools for regularly assessment and monitoring and will keep records of each academic activity for achieving COs, POs and PEOs.



## **REGULATION-2**

### **Admission: Rules, Procedure and counseling**

The counseling any aspirant is the key part of educational institution to judge the interest, ability, strength and weakness of a particular student.

Before commencement of the particular session the applications are invited from eligible candidates who are willing for admissions in the various courses offered in Constituent Institutions and Teaching Department of University as per the admission guidelines and procedure laid down by the University / council concern.

All the departments should make efforts towards each individual student, following the guidelines given below:

- a. A vial bunch of students shall be allotted to a Faculty Counselor. He / She should counsel the group and keep the Counseling record of the student. Each student will be required to meet at regular intervals with the allotted Counselor at least once in a fortnight in an academic session.
- b. Counselor Faculty will guide and discuss with the student regularly and will help in building academic and extra-curricular interests. The faculty will also record the student regularity, discipline, classroom studies, and usages of library and knowledge management center resources, his / her academic activities, extracurricular activities and mid-test and examination performances. The faculty will also gather information about the student's activities, class room attentiveness, his eagerness to learn and class / laboratory behavior and ethics.
- c. Counselor Faculty shall perform following functions:
  - (i) Attempt to render or arrange psychometric counseling;
  - (ii) Recommend lessons to him on weak spots, such as reading skills, writing skills, spoken manners and other skills for personality building.
  - (iii) Recommend student for the membership of technical, scientific and humanities bodies in subject of his studies.
  - (iv) Recommend the student for participation in indoor or outdoor games and outreach activities.



# Sri Satya Sai University of Technology and Medical Sciences

(d) University will arrange sessions on recommendation of the Faculty counselors on the following subjects:

- i. Values and ethics
- ii. Confidence building
- iii. Positive thinking
- iv. Learned optimism
- v. Behavioural skills
- vi. Readings, Writings, speaking skills
- vii. Personality building
- viii. Team work attitude
- ix. Awareness of national and international issues

The information about the various courses offered under various constituent institutions and teaching department of University along with the details of seat intake and minimum eligibility will be displayed on the university website and notice boards of the campus.

1. Candidate may registered online / offline for admission in programme run by the University.
2. Candidate must fill all the entries online / offline in the prescribed application form and along with counseling fee. Candidates may also visit University campus in-person and fill the online / offline admission form at the office on any working days.
3. The applicants must provide their valid Email ID & Mobile Number for further communication regarding admission and inquiry.
4. University has Zero tolerance policy for ragging. Every admitted student is required to fill anti ragging affidavit through link or offline.
5. Completely filled application form shall be considered for admission process the applicant is required to upload all requisite documents as desired:

- i. Marksheet of 10<sup>th</sup> or Secondary examination
- ii. Marksheet of 12<sup>th</sup> or Higher Secondary examination (as / if applicable)
- iii. Marksheet of Graduation or equivalent examination (If applicable)
- iv. Marksheet of Diploma Examination or equivalent (if applicable)
- v. Marksheet of ITI or equivalent examination (if applicable)
- vi. Marksheet of Post-Graduation or equivalent examination (If applicable)



# Sri Satya Sai University of Technology and Medical Sciences

- vii. Transfer or School / College leaving certificate (Optional but must be provided before the commencement of the first semester / year examination )
  - viii. Character Certificate (Optional but must be provided before the commencement of the first semester / year examination)
  - ix. Migration certificate (Optional but must be provided before the commencement of the first semester / year examination)
  - x. Relevant category certificate (If applicable)
  - xi. Domicile Certificate (Only for M.P. state candidates) xiii. Income Certificate (If applicable)
  - xii. Income Certificate (if Applicable)
  - xiii. Valid Score card of applicable Entrance Examination.
6. The eligible applicant who have appeared and qualified in Entrance examination for admission in Engineering (UG) / Architecture / Medical Sciences courses / Agriculture / MBA / Engineering (PG) / Pharmacy (PG) / etc will be given preference for admission over basic eligibility qualification for concerned course.
  7. The counseling and further admission process for the online/ offline applications received will be carried out as per schedule as notified by the University.
  8. If at the time of admission the student fails to submit the eligibility documents viz marksheets of qualifying examinations, Transfer Certificate, Migration and Character certificate etc. in support of admission in a course to the university or institute. In such a situation in the interest of the student, he/she may be allowed to continue his/her studies after admission, but in any case such students will not be provided with the necessary documents like Degree, Transfer Certificate, migration certificates etc. from the University.
  9. The lateral entry admissions shall be made wherever applicable on merit basis.
  10. If a student admitted to any preceding academic session but could not appear in the first semester / year examination of the course after admission, He / She may be allowed to rejoin the course of study and complete it as a regular student along with current regular batch of student of ongoing academic session / year. The schemes, syllabus and examination current rules will be applicable to candidate of ongoing batch.
    - (a) Student may continue his/her studies only through offline mode (except extra ordinary conditions) but he/she may be allowed to get registered offline /online at any time .



# Sri Satya Sai University of Technology and Medical Sciences

11. In case of transfer from any other University to Sri Satya Sai University student's choice shall be permitted in the beginning of Third or Fifth Semester under the following conditions:
12. The student is required to submit the NOC from the University / Institute where he / she is currently studying, Also the copy of the syllabus and mark sheets of all the Semesters which he / she has already studied.
13. The student has to study those subjects, which shall be recommended by the equivalence committee appointed by the respective HOD.
14. The University reserves the right to revoke the admission, if at any time it is found that he / she do not fulfill all the requirements stipulated in the offer of the admission.
15. The University also reserves the right to cancel the admission or rusticate the student at any stage of studentship on account of unsatisfactory academic performance and / or indiscipline in behavior, on the recommendations of the Proctorial Board.
16. The reservation policy for admission shall be as per norms of the central / state government of Madhya Pradesh.
17. The shortlisted applicant will have to pay full/partial course fees at the time of reporting for admission through bank (University branch) / online mode / others options.
18. Applicant must ensure to fill true and correct information in the online/offline application form and about fulfillment of minimum educational and age criteria (if applicable). The admission in cases of untrue applicants shall be deemed to be canceled at any time, if any discrepancy / untrue information is found in the submitted data/ documents at any stage.
19. University can change eligibility criteria, counseling schedule, seat intake from time to time as per directives of state govt. / concern regulatory body, which shall also be updated and displayed at the University website.
20. On successful completion of any course / programme the Certificate / Diploma / Degree will be issued only after clearance of dues (no dues) from the Central library, Departmental Library, Head of Department, store, and Account etc.
21. Hostel facility is available on first come first serve basis. Students shall be required to apply separately and after confirmation student is supposed to deposit Hostel fees in advance in the university account for allocation of room in university hostel.
22. Candidates or parents are advised to visit University website regularly for the latest updated



# Sri Satya Sai University of Technology and Medical Sciences

information.

23. In case of cancellation of admission, candidates need to apply for cancellation of admission to the office of Principal or Dean of respective Constituent Institute or Teaching Department before 10 days from the last date of admissions. Only tuition fees will be refunded after deduction of 10% and other fees will not be refunded.

24. The vacant seats of reserved category may be converted in the order ST SC OBC OPEN, in the fourth round of the admission counselling.

25. The admission in the CLC round shall be open to all students against vacant seats and seats shall be provided on first come first serve basis.

26. In case of any dispute, the decision of the Vice Chancellor of the University shall be final and binding on all concerned.



**Reservation Policy**

- 1 Reserved seats for SC/ ST/ OBC/Physically challenged person will be available as per ordinance of the University or guidelines of relevant regulatory bodies of courses Government of Madhya Pradesh from time to time
  - a. 5% reservation for wards of freedom fighters/wards of Martyrs of Indian Army/Permanently disabled defense personals/wards of Central Armed police force and for differently abled persons within categories.
  - b. 5% seats reserved for differently abled applicants within the concerned category.
  - c. 30% seats reserved for female students within categories.
  - d. 5% seats reserved for wards of officials under department of MP higher education, (Regular employee/Retired/deceased officers/Principals/Faculty members/Librarian/Sports Officer/Registrar/Class III and IV employees within categories.
- 2 Tuition fees Waiver seats as supernumerary will be available maximum up to 5% of “Approved Intake” per course shall be available as per provision of AICTE Approval Process in Diploma Engineering Programme(s), Undergraduate Programme(s), MCA and MBA courses.
- 3 Supernumerary seats for the Union Territories J& K and Ladakh under Prime Minister’s Special Scholarship Scheme (PMSS) will be available only to candidates allotted by AICTE or any Govt. authority.



**Roles and Responsibilities of the admission Counseling Committee**

- That the committee will be responsible for the complete conduction of admission counseling, and meeting all deadlines in time as per the schedule published/outlined in University admission notification. This includes all stages of document verification to seat allocation and final admission confirmation.
- That the committee should check/verify the documents thoroughly physical and online which were submitted along with admission applications by students for completeness and appropriateness and also check whether documents uploaded by students on portal are viewable or not.
- That the committee should check the eligibility of admission w.r.t. courses as per the latest norms of their respective regulatory/ statutory bodies or the university norms.
- That the committee should not hold file for long time to verify the eligibility and documents.
- That the committee should submit the final list of admitted students after the completion of all phases of admission counseling to Registrar Office.



### **REGULATION-3**

#### **Course and Lesson Plans**

- (a) Each faculty member shall propose a lesson plan of the course in concurrence with the Head of the Department or the Dean. Faculty can seek help of the senior experienced faculty and from the experts during the planning process.
- (b) Formats of the course and lesson plans may be as suggested in prescribed format.
- (c) Course and lesson plans will have information about the delivery modes of the lessons, duration of the course and suggested reading material, references, books, e-books, knowledge resources, videos or webinars during the delivery of lectures;
- (d) The plan will include information of assignments and mid-semester class tests, quizzes, project and extra curricular activities.



**REGULATION-4**  
**Conduct and Discipline**

- a) All the students shall be required to conduct themselves in a manner befitting to the students of the Institution of high reputation, within and outside the precincts of the University.
- b) Unsocial activities such as ragging in any form shall not be permitted within or outside the precincts of the University and the students found indulging in such activities shall be dealt with severely and may even be rusticated from the University.
- c) In addition to the above, following acts of omission and / or commission by the students within or outside the precincts of the University shall constitute gross violation of code of conduct and punishable an act of indiscipline:
  - (i) Lack of courtesy and decorum, as well as indecent behavior;
  - (ii) Possession / consumption / distribution of alcoholic drinks and banned drugs;
  - (iii) Mutilation or unauthorized possession of library material, such as books;
  - (iv) Noisy and unseemly behavior, disturbing peace in the University/ Hostel;
  - (v) Hacking in computer systems, either hardware or software or both;
  - (vi) Any other act considered by the University as of gross indiscipline.
- d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, or outright expulsion.
- e) The reprimanding authority for an offence committed by students in the Hostels, the Department and / or in the classroom shall respectively be the Chief Warden of the Hostels and the Head of the concerned Department.
- f) In all other cases of offence committed by students in jurisdictions outside the purview of Clause (e) above, the Dean of the Students shall be the Authority to reprimand them.
- g) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Proctorial Board constituted as per Statute.
- h) In all other cases of indiscipline of students, such as adoption of unfair means in the



# Sri Satya Sai University of Technology and Medical Sciences

examinations shall be reported to the Dean of the Faculty, for taking appropriate action and deciding on the punishment to be levied.

- i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Vice Chancellor through Chief Proctor, who shall constitute appropriate Committees to review the case.

- j) Code of conduct for examination

Misbehavior, obstructing the orderly conduct of the examination or indulgence in any malpractice or indiscipline by an examinee student will be punishable and shall invite disciplinary action against the student as per norms.



## **REGULATION-5**

### **IQAC: Internal Quality Assurance Cell**

As per the guideline of the UGC and NAAC the Internal Quality Assurance Cell (IQAC) shall be established in the University. The Vice-Chancellor shall be the Chairperson of the Cell.

The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the Application Program Interface (API) criteria based upon Proforma Based Assessment System (PBAS) proforma using the indicative template separately developed by the UGC. The IQAC may also introduce, wherever feasible, systems such as monitoring of Teaching Learning Process and student feedback system as per the NAAC guidelines on University parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

#### **(a) IQAC Vision**

To make quality, the defining ethics and element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

#### **(b) Mission**

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programs or projects.
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions.
- To encourage self-evaluation, accountability, autonomy and innovations in higher education.
- To undertake quality-related research studies, consultancy and training programs, and
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

#### **(c) Value Framework**

To promote the following core values of the University:



# Sri Satya Sai University of Technology and Medical Sciences

- (i) Contributing to National Development
- (ii) Fostering Global Competencies among Students
- (iii) Inculcating a Value System among Students
- (iv) Promoting the Use of Technology
- (v) Innovative activities.
- (vi) Feed back of each activities particularly teaching and learning quality to improve academic excellence.

- (d) The Objective and the primary aims

The IQAC objectives shall be as follows:

- (i) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University.
- (ii) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

- (e) **The Strategies**

The IQAC shall evolve mechanisms and procedures for:

- (i) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- (ii) The relevance and quality of academic and research programs.
- (iii) Equitable access to and affordability of academic programs for various sections of society.
- (iv) Optimization and integration of modern methods of teaching and learning.
- (v) The credibility of evaluation procedures.
- (vi) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- (vii) Sharing of research findings and networking with other Universities / Institutions in India and abroad.

- (f) **Functions**

Suggested and expected functions of the IQAC are:



# Sri Satya Sai University of Technology and Medical Sciences

- (i) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
- (ii) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- (iii) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- (iv) Dissemination of information on various quality parameters of higher education.
- (v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- (vi) Documentation of the various programs/activities leading to quality improvement.
- (vii) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- (viii) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
- (ix) Development of Quality Culture in the University.
- (x) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

(g) **Benefits**

IQAC will facilitate and contribute the following:

- (i) Ensure heightened level of clarity and focus in University functioning towards quality enhancement.
- (ii) Ensure internalization of the quality culture.
- (iii) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- (iv) Provide a sound basis for decision-making to improve institutional functioning.
- (v) Act as a dynamic system for quality changes in University.
- (vi) Build and organize methodology of documentation and internal communication.



(h) **Composition of the IQAC**

IQAC shall function under the Chairmanship of the Vice-Chancellor with Heads of the important Academic and Administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. One of the senior faculties acts as the coordinator of the IQAC and also act as the Member Secretary.

- (i) The duration of the membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members.
- (j) The Agenda of the meeting, minutes and report of action taken of are to be documented with official signatures and maintained electronically in a retrievable format, by the Member Secretary.
- (k) It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting the awareness in the University and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:
  - (i) It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the University environment. They should be known for their commitment to improving the quality of teaching and learning.
  - (ii) It would be appropriate to choose as senior administrators, person's incharge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
  - (iii) The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

(l) **Role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person



with expertise in quality aspects. She / he may be a full-time functionary or, to start with, she/he may be a senior academic / administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

(m) **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of a University needs to be maintained. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the Member Secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units in the departments and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

(n) **Monitoring Mechanism**

The University needs to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycles of accreditation.

(o) **Annual Quality Assurance Report**

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report of the University. The AQAR shall be approved by the Board of Management and will



# Sri Satya Sai University of Technology and Medical Sciences

undertake the follow up action for necessary quality enhancement measures.

The University shall submit the AQAR regularly to NAAC. The IQAC may create its exclusive window on the University website and regularly upload the report on its activities, as well as for hosting the AQAR.



## **REGULATION-6**

### **Library**

Library of any educational institution play an important role to cater information, knowledge and to aware with the present issue. University has departmental libraries in each department besides a huge central library. Features are:

(a) **Library Advisory Committee**

University shall form a Library Advisory Committee (LAC). LAC shall actively participate and hold periodic meetings, involve Librarian in academic activities of the University, shall have participation of the users (among the toppers in the courses). LAC shall ensure standard facilities with innovative library practices, regular flow of resource generation and skilled and qualified staff deployment with further training, capacity building in terms of information and communication technology. LAC will also prepare budget demand in every session to the appropriate platform. After budget allotment LAC is also insure purchase process as per norms of the university.

(b) **Library Staff**

- (i) The library staff members shall be regularly educated and refreshed by introducing and one day visit every year to study prevailing work practices in other Universities, IITs, College / institutional libraries. They will be made also aware about the best practices followed elsewhere.
- (ii) Staff members are given the opportunity to familiarize and expertise with library automation, e-library services by arranging in-house and external training programs. By rotation of staff at various sections, on-job training is also given. Staff shall also participate in counseling in order to overall improvement of the skills.
- (iii) The staff has to be enthusiastic and resourceful, has to be open-minded and eager to know and learn the best practices followed in other libraries. Financial support shall be given for organizing Seminars on the issues such as best library practices and use of new ICT tools.
- (iv) Chief Librarian shall be responsible for maintain cleanliness inside and outside the library and provides suitable atmosphere for reading and searching for which appropriate administrative and financial support will be rendered.



(c) **Membership Eligibility**

- (i) Students in regular courses only on the Sri Satya Sai University Campus, Research Scholars, Faculty Members having current affiliation to anyone of the Departments / Constituent Colleges / Cells / Centers and such Administrative Staff Members and Supportive staff members in permanent tenure of the Sri Satya Sai University of Technology and Medical Sciences are eligible to become a member in the Library.
- (ii) Any one belonging to the above approved category will have to fill up the Library membership card and obtain the signature of the Head of the Department / Constituent College, where they may be working or from the Registrar as the case may be. The incumbent on being accepted after satisfying the procedures will have to get the Library Card / Smart Card in person after signing in the register and in no case the card shall be sent through a nominee or an authorized person.
- (iii) Vice Chancellor may grant permission temporarily for study at the library or borrow specific number of the books for limited period to any one not belonging to the above approved category.
- (iv) Any deputed staff under contract/temporary tenure or borrowed service from other departments or universities shall have to obtain special permission from the Registrar for a limited period not exceeding one year or till the end of the tenure period and such members shall come under the membership fee category.

(d) **Entry into the Library**

Any person intending to use the University Library and its resources in person should present his/her personal Identity Card and necessarily furnish correct particulars at the Gate Register for entry into the library. It is recommended that the persons visiting the library should be decently dressed in such a manner others at the library may not object.

(e) **Reference and Periodical Sections**

Reference and Periodical Sections are open to the Students, Scholars, Faculty Members, Administrative staff, visitors from the other University or Colleges and other institutions with which an MOU as reciprocal arrangement is signed or has been permitted by Vice-Chancellor as the case may be, besides General Public which has been permitted by Dean / Registrar / Head of the Department for reference only during



the normal working hours of the University Library.

(f) Functioning of Competitive Examinations Reference Library(CERL)

The function shall be to provide Exclusive Books and periodicals for students preparing to competitive examinations, such as, NET/Ph.D. Admission Tests/UPSC/Civil Services/ IES/ GATE/ CAT/GRE/ TOEFL, GMAT etc.

(g) Membership Fee and Borrowing Facility

Any person coming under the category specified under section (a) above is eligible to become a registered borrower in this library on a payment of Library fees and Library Caution money (refundable) at the time of admission in each academic year. The Faculty members and any other category of personnel permitted by Vice Chancellor or Registrar alone are exempted from the membership fee only when all the other clauses as applicable to other members are also applicable to them also.

(h) A student on becoming a registered member of this library is issued with an Identity cum borrower card / smart card. Registered members are eligible to borrow such number of books as specified further. Books alone are for lending and in no case other category of materials like reference books, textbooks, periodical issues, newspapers and such materials as may be decided by the University Librarian may not be lent.

(i) The member must ensure the good condition of the book at the time of borrowing.

(j) Books borrowed by the registered member should be returned on or before the due date which is normally planned for 14 days beyond which the delayed return is liable for overdue charges.

(k) Loss of Borrowed Library Books

(i) In case of the report of any loss of library books by a member, the member/borrower shall have to replace the title with a current edition or the actual cost of the book in current exchange rates along with a payment of amount specified and the overdue charges till such date on which the book or its cost reaches the University Librarian.

(ii) Such payment equal to the price of the lost book shall be paid in to the account of the Sri Satya Sai University of Technology and Medical Sciences specifying 'for the loss of books and the accession number of the lost book' and the counterfoil should be submitted to the University Librarian. Payment through any other source other than the specified bank and account number shall not be accepted. The overdue charges



related to the lost book(s) shall be paid at the Issue counter of the library as per rules governing Overdue Charges.

(l) Permissible Number of Books for Borrowing: Category-wise

The number of books lent to registered members against the borrower's card differs according to the status and designation of the categories and the details are given below:

- FacultyMembers -10
- Ph.D. Scholars -06
- Students -03
- Non-TeachingStaff -03

Students included Ph.D. scholars will have to obtain a “No Due” Certificate at the end of the session from the library after surrendering the Library Membership Card. Retaining the card by members after the completion of the course shall be treated unlawful and liable for Overdue charges. Members intending to apply for a No Due Certificate are required to surrender the Library membership ID card and borrowed books together at the Library Issue counter and fill up a printed application form obtained from the library. A member is required to pay with a payment of amount specified in respective Regulation(s) and get an official receipt to avail the NO DUES certificate from the University Librarian. In case a member approaches the University Librarian for a duplicate of the NoDue Certificate already issued, he/she will have to pay with a payment of amount specified in concerned Regulation.

(m) General Rules Governing Other Aspects

- (i) Readers are required to deposit their personal belongings at the entrance counter at the entrance of the library and obtain a token for such deposits.
- (ii) Visitor/Members are instructed strictly not to keep valuable things such as Laptops/Mobile phones/important documents including cash/purse at the entrance counter. In no case, the Library can be held responsible for any loss of articles kept inside the bags. The library is unable to entertain any report of loss of materials like purse / valet or handbags left somewhere inside the library stack or any other section.
- (iii) Underlining, scribbling and tearing of pages or any other type of damaging of Books/Periodicals are strictly prohibited.
- (iv) Photocopying services are available within the library premises on payment of amount per



page decided by the University and the terms of payment is cash.

- (v) Readers are requested not to place the Books/Periodicals on the shelf after reference. They can leave them on the table.
- (vi) Use of mobile phone inside the Library is strictly prohibited.
- (vii) Personal books are not allowed inside the Library, whatever may be the purpose.
- (viii) The University Librarian has all rights to recall the issued books back at anytime if required.
- (ix) Edibles are not allowed inside the library and it is highly recommended that cleanliness should be maintained inside the Library.
- (x) Strict silence, decorum should be maintained inside the library.
- (xi) The University Librarian and/or the Library Committee, depending upon the extent and nature of a problem, shall consider and decide on such matters that might have been covered under the specifications in the present Library Rules.
- (xii) Departmental Library

A departmental library will also be maintained in each department. The library shall be for uses of Faculty members, research scholars and project students of the department only. The library shall house day to day required course and reference books and student project reports. A faculty member will be in-charge of the Departmental library.



**REGULATION- 07**

**Purchase of Articles**

- (a) The purchase committee shall consist of the following members:
  - (i) The Vice- Chancellor (**Chairperson**)
  - (ii) One member to be co-opted by the Vice-Chancellor depending on the purchase (**Member**)
  - (iii) One member to be nominated by the Chancellor (**Member**)
  - (iv) Registrar (**Member**)
  - (v) CFAO(**Member Secretary**)
- (b) The Committee shall meet as often as required but it shall meet at least 4 times in a year to review the purchase procedure followed.
- (c) The committee will process purchases above the amount of Rs. 50,000/- within the budgetary provisions of the University. All the purchases below Rs.50,000/- shall be carried out by local purchase committees duly approved by the Vice- Chancellor.
- (d) Three members shall form the quorum of the meeting.
- (e) Depending on the nature of purchase, Dean / HOD / Subject Expert may also be called to attend the meeting.
- (f) Purchase of the value more than 1.0 Lac must be pre approved by the higher authorities.



**REGULATION-08**

**Write off the Stocks, Books and Others**

- (a) The committee consisting of following shall be responsible to discuss and make suitable recommendations to the Vice-Chancellor with regard to the writing off of old, useless and surplus dead stock of articles, books, computer systems, software, equipment and apparatus etc. or writing off or waiving off the recovery of the value of property, money lost, over payments made, the recovery of outstanding dues and all other related matters having money value.
- |       |  |            |
|-------|--|------------|
| (i)   | The Head of the concerned Department / Section | – Chairman |
| (ii)  | The Registrar or his nominee                   | – Member   |
| (iii) | The Chief Accounts Officer                     | – Member   |
| (iv)  | The Store incharge                             | – Member   |
| (v)   | Incharge Construction                          | – Member   |
| (vi)  | The Auditor                                    | – Member   |
- (b) All the members of Technical Committee appointed by the Vice Chancellor in case of Computers, related hardware and / or machinery / apparatus of Engineering Departments. The technical members will be as per the nomination by the Vice – Chancellor.
- (c) The Vice Chancellor as an authority can sanction such writing offs as recommended by the committee up to the value of Rs.1.0 lac (limit subject to change). The registrar shall then take necessary steps through stores officer / concerned section officer to dispose of the articles written off.
- (d) The Registrar shall justify the viable reasons for the writing-off which may be one or more of the: Wear, tear or obsolescence, Breakages during the operation and losses in operations, Unaccounted losses, Natural calamity, theft, Reasons deemed sufficient / satisfactory by the Committee.
- (e) As far as Central Library is concerned, the rules framed by UGC / various councils guidelines are applicable, which fixes the upper limit for the loss of books. In addition, the library committee may frame the rules in the light of guidelines framed by the National or other bodies.



## **REGULATION- 09**

### **Women Grievances and Equal Opportunity Cells**

The safety and equity of women within and outside University is the utmost priority and important. Campus environment and arrangements will address and redress issues related to the safety of women students and faculties.

#### **(a) The Committee for Prevention of Sexual Harassment (CPHS)**

The Committee will be constituted as per UGC and University guidelines, takes precautionary measures to prevent sexual harassment and violence against women in the campus.

CPHS will promote the wellbeing of all female students and women employees of the University for which certain code of conduct has been prescribed. University will arrange to provide safe working and study environment for staff and students free from all sorts of sexual aggression. The University shall be strict with zero tolerance for sexual harassment of all forms and will take strict disciplinary action against those found guilty of the crime by the CPHS.

The harassment includes any unwelcome sexually determined behaviour, whether directly or by implication which includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography and other unwelcome physical, verbal or nonverbal conduct, even through the electronic media.

#### **(b) Grievance Redressal Cell (GRC)**

University will aspire for redressal of the grievances at the departmental level and departments shall address the grievances that the students may face in the University. However, a student may also seek help of University GRC. In case of unresolved grievances. GRC will address all sorts of grievances that the students may face in the University.

#### **(c) CPS Hand GRC Services**

- (i) A complainant can be a student, member of the teaching or non-teaching staff, a temporary resident of any of the campus buildings or a visitor of the campus. Complaint from a witness or third party will also be entertained by the Committee.
- (ii) The complaint should be written / typed with dated signature.



- (iii) The Enquiry will be conducted by a team of not less than three members of the committee. The Enquiry Committee shall look into the complaint of sexual harassment using procedures in conformity with the existing rules and regulations.
- (iv) The Committee shall receive and record complaints of sexual harassment. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry is to be conducted.
- (v) The Committee shall start functioning immediately after receiving and recording the complaint, which it found worthy of its enquiry. Normally the report is to be communicated in one week, with its recommendations, along with the reasons and documentary evidences, if any, in writing to the Principal. The Committee can take more time if necessary, but in any case this should not be more than one month.
- (vi) The Committee shall be arranging counseling services available, to a person requesting for it. The Committee shall stop further action if the complainant withdraws her/his complaint in writing at any time during the enquiry procedure.
- (vii) The identities of complainant, defendant and all witnesses shall be protected by the Enquiry Committee, if it has reasons to do so.
- (viii) All proceedings of the Enquiry Committee shall be recorded in writing and the same together with the statement of witnesses are to be filed. The Committee shall initiate appropriate action to ensure the complainant's safety on the campus.
- (ix) After concluding its investigation, the Enquiry Committee shall submit a detailed report of its findings to the Principal. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint. If the complainant or defendant is dissatisfied with the disciplinary action taken by the authorities, she shall have the right to appeal. Appeals may be lodged with the Principal to be sent to the university.

**(d) Equal Opportunity Centre (EOC)**

The centre works with the financial support of the UGC for the EOC. The centre will work concentrating on the marginalized sections of the society. The centre will conduct short-term courses, guidance for competitive examinations and seminars as per UGC support.



**REGULATION- 10**

**Training and Placement Cell, University - Industry Interactions and  
Collaborations & MOUs Development Cell**

**TRAINING AND PLACEMENT CELL**

Sri Satya Sai University of Technology and Medical Sciences Training and Placement Cell (TPC) shall be committed cell which shall provide all possible assistance to its motivated ranked students and also to meet the needs of organisation.

**(a) Functioning**

- (i) The Centre shall be headed by a Director, Training and Placement Officer and assisted by an advisory body.
- (ii) University shall form a TPC Advisory Committee (TPC-AC). The Committee shall actively participate and hold periodic meetings, involve Director TPC, Student Placement Coordinators, Senior Professors and Alumnus Students.
- (iii) The Cell Head and Advisory Committee will report its activities directly to Vice Chancellor from time to time, send regular intimation of outcome of its efforts.

**(b) Services**

- (i) TPC with the assistance of Student Placement Coordinators will ensure that the students secure esteemed positions and also provide the best arrangements for the visiting national and multinational companies' officials.
- (ii) TPC will coordinate various activities, provide career guidance, and arrange lectures and programs for improving necessary skills to the students along with their academic curriculum.
- (iii) TPC will coordinate and seek help from the various alumnus of the University activities to provide career guidance, arrange lectures and programs for improving necessary skills to the students along with the academic curriculum.
- (iv) TPC will arrange to clarify all student's queries of all kinds by qualified faculty and staff.
- (v) TPC will arrange to make students technically sound, outstanding performers and excellent leaders with excellence in work cultures, professional and social ethics.
- (vi) Shall arrange to expose students to the actual work environment of various Industries



through Internships.

TPC in coordination with the Faculty counselors / advisors in the Departments and Head of Communication Skills Department will arrange each year for necessary sessions covering; Positive Thinking, Learned Optimism, Behavioural skills, Reading – Writing - speaking skills, Personality building, Team Building, Building Relationships, Building and Winning Friends, Building Leadership Qualities, Keeping good physical and mental (stress free) health, Story of World Class Companies and Institutions of India, such as, India, TCS, Infosys, Amul.

(d) Advisor / Counsellor

TPC shall arrange regular lectures, sessions and visit of the career advisors / counsellors for the students of the University.

## **UNIVERSITY INDUSTRY INTERACTIONS**

Sri Satya Sai University Industry Interactions Cell (IIC) shall be committed for the interactions with the industries.

(a) Functioning:

- (i) The Centre shall be headed by a Faculty member designated as Director / Head
- (ii) Industry Interactions Cell and assisted by an advisory body.
- (iii) University shall form an IIC Advisory Committee. The Committee shall actively participate and hold periodic meetings, and involve the Director TPC.
- (iv) The cell will report its activities directly to Vice Chancellor from time to time, send regular intimation of results of its efforts for hosting on the University website

## **COLLABORATIONS & MOUS DEVELOPMENT CELL**

University will have a 'Collaborations & MOUs Development' (CMD) Cell.

(a) Functioning

- (i) The Centre shall be headed by a Faculty In-charge and assisted by an advisory body.
- (ii) University shall form a CMD Advisory Committee (CMD-AC). The Committee shall actively participate and hold periodic meetings.
- (iii) The Cell will adhere to the guidelines of UGC, AICTE and other regulatory bodies to develop partnerships with Indian and Foreign University / Institutions in the field of Science, Technical, Social Sciences and Humanities Education, Research and Training.
- (iv) The Cell In-charge will report its activities directly to the Vice-Chancellor from time to time. All MOUs/Collaborations shall be signed after the approval of Vice-Chancellor /



# Sri Satya Sai University of Technology and Medical Sciences

Board of Management/Chancellor.

(b) Services

- (i) The Cell will facilitate the collaboration and partnerships between Indian and Foreign University / Institutions in the field of Science, Technical, Social Sciences and Humanities Education, Research and Training.

The Cell will systematize the operation, collaborations and MOUs of Indian Universities / Foreign Universities / Institutions for research, training and other services, under any mode of delivery system such as conventional / formal, non-formal and distance mode.



## **REGULATION-11**

### **Health Center**

University considers physical health plays an important role in human life for keeping sound mental health, academic advancement, assimilation of knowledge and service to the society at large.

(a) **Functioning**

- (i) A Health Centre shall be maintained for use of students, staff and Faculty member only.
- (ii) The Centre shall have an In-charge-Physician who shall visit the University as per the approved duration during each working day.
- (iii) The Center shall have an Health Centre Advisory Committee (HC-AC), consisting of In-Charge, Hostel Chief Warden, Dean of Students, and one or two Senior Faculty members. The HC-AC shall advise the OPD visiting doctor for undertaking various health related activities, health check-ups, such as eye checkups etc.

(b) **Services**

The services of Health Center shall be open to Students, Staff and Faculty members. The Health Centre will operate after satisfying requisite criteria, standards and guidelines of the Government.



**REGULATION-12**

**REGULATIONS FOR THE CONDUCT OF MEETINGS OF THE BOARD  
OF GOVERNING BODY/ BOARD OF MANAGEMENT**

1. Meetings of the Board of Management/Board of Governing Body shall be convened by the normally. At such meeting only such subjects as the signatories to the requisition have set forth in requisition shall first be brought forward and disposed of.
2. Five members including the Chairman shall form the quorum. Provided that no quorum shall be necessary for adjourned meeting.
3. The Registrar shall ordinarily, at least seven days before each meeting of the Board of Management/Board of Governing Body, issue to each member thereof, a notice convening the meeting and a copy of the agenda there.  
Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.
4. The Vice Chancellor shall be the Chairman of the Board of Management and The chancellor or shall be The Chairman of Board of Governors. In his absence, the member shall elect its own Chairman, for the meeting from amongst the members present.
5. No resolution, proposal or other matter foreign to, or wholly inconsistent with, the matter appearing in the agenda paper shall be decided by the Board of Management/Board of Governing Body, except to the extent permitted by the Chairman whose decision on the subject shall be final. However, if any member points out any special matter or makes a suggestion, not purporting to be a motion, the same may be allowed for discussion by the Chairman.
6. When a motion has been duly proposed, the Member Secretary shall read it out in the meeting. It shall then be open to discussion and if there be no discussion, the motion shall at once be put to the vote.
7. In the case of equality of votes, the Chairman shall have the casting vote.
8. No member shall ordinarily speak more than once in the course of the discussion of a motion or of an amendment, except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.



9. It shall be in power of the Chairman to regulate the order of the speeches.
10. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion, or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.
11. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to the vote subject to the right of the proposer to reply.
12. A member may withdraw his motion or amendment and any motion or amendment may be withdrawn by its proposer with the permission of the Chairman.
13. A member suspended for the rest of the meeting shall not take part in any discussion but may remain present at the meeting.
14. Proposals relating to formal votes of thanks, messages of congratulations, or condolences, and other matters of like nature may be moved from the Chair without notice.
15. With the permission of The Chairman any external member may attend the meeting as a subject matter expert or invited member.



### **REGULATION-13**

#### **Procedure for the conduct of the meetings of the Academic Council**

1. Meetings of the Academic Council may be convened by the Vice-Chancellor at any time. But on a requisition signed by any twenty members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor shall convene a special meeting on a date fixed by him. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.
2. Eight members including the Chairman shall form the quorum. Provided that no quorum shall be necessary for adjourned meeting.
3. The Registrar, Member Secretary shall, ordinarily, at least seven days before each meeting of the Academic Council, issue to each member thereof, a notice convening the meeting and a copy of the Agenda thereof.  
Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.
4. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the other person nominated by the Chancellor shall preside over the meeting.
5. The Registrar shall be the member Secretary. In the absence of the Registrar, the person authorized by Vice-Chancellor shall act as Member Secretary.
6. No resolution, proposal or other matter foreign to, or wholly inconsistent with, the matter appearing in the agenda paper shall be decided by the Academic Council, except to the extent permitted by the Chairman whose decision on the subject shall be final. However, if any member points out any special matter or makes a suggestion, not purporting to be a motion, the same may be allowed for discussion by the Chairman.
7. When a motion has been duly proposed, the Member Secretary shall read it out in the meeting. It shall then be open to discussion and if there be no discussion, the motion shall at once be put to the vote.
8. In the case of equality of votes, the Chairman shall have the casting vote.
9. No member shall ordinarily speak more than once in the course of the discussion of a motion or of an amendment, except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.



10. It shall be in power of the Chairman to regulate the order of the speeches.
11. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion, or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.
12. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to the vote subject to the right of the proposer to reply.
13. A member may withdraw his motion or amendment and any motion or amendment may be withdrawn by its proposer with the permission of the Chairman.
14. A member suspended for the rest of the meeting shall not take part in any discussion but may remain present at the meeting.
15. Proposals relating to formal votes of thanks, messages of congratulations, or condolences, and other matters of like nature may be moved from the Chair without notice.
16. With the permission of The Chairman any external member may attend the meeting as a subject matter expert or invited member.



**REGULATION-14**

**PROCEDURE FOR THE CONDUCT OF THE MEETING OF FACULTIES**

1. Every meeting of the Faculty shall be convened by the Registrar/Dean of the Faculty, or on the requisition of at least one half of its members. The Vice-Chancellor under special circumstances may call the meeting of any Faculty, whenever necessary.
2. The meeting called on requisition by the members shall state the purpose/purposes for which the meeting has been called and no matters other than those for which the requisitioned meetings have been called shall be discussed.
3. The Dean shall preside at the meeting of the Faculty. In the absence of the Dean, the members present shall elect their own Chairman.
4. Meeting of Faculties shall be held ordinarily once a year. This meeting shall be called the Annual meeting.
5. The Chairman shall have a vote and in the case of an equality of votes, a casting vote also; but in case of equality of votes in elections, the tie will be decided by drawing of lots.
6. The Registrar/Dean shall, not less than 05 days previous to each meeting of the Faculty, issue to each member a notice stating the date, time and place of the meeting.
7. Notice of resolution to be moved at an ordinary meeting of the Faculty must be in the hands of the Registrar not less than three clear days before the date of the meeting. Such a resolution must be duly proposed.
8. Amendments to motion already on the Agenda can be moved at an ordinary meeting by new proposals can be moved only with the permission of the chairman.
9. The voting if necessary will ordinarily be by show of hand.
10. With the permission of The Chairman any external member may attend the meeting as a subject matter expert or invited member.
11. Proposals relating to formal votes of thanks, messages of congratulations, or condolences, and other matters of like nature may be moved from the Chair without notice.



**REGULATION-15**  
**PROCEDURE FOR THE CONDUCT OF THE MEETING OF THE**  
**BOARDS OF STUDIES**

1. The meeting of a board shall be held at least once in a year in or about the months of May-June. It may also be held whenever desired by the Chairman of the Board of Studies for special reasons.
2. The Chairman shall preside at the meeting of the Board, and in his absence the members present shall elect their own Chairman.
3. Not less than one half of the members of the Board including Chairman shall form the quorum.
4. The HOD shall, not less than 05 days previous to ordinary meeting of the Board of Studies, issue to each member a notice stating the date, time and the place of the meeting and copy of the agenda.  
Provided that in the case of emergent meetings, the Chairman of the Board of Studies/Registrar may suspend or modify the operation of this rule.
5. Amendments to motion on agenda can be moved at an ordinary meeting but new proposals can be moved only with the permission of the Chairman.
6. At the meeting of the Board, the Chairman shall have a vote and in the case of an equality of a votes a casting vote.



**REGULATION-16**

**RULES FOR THE AWARD OF MEDALS AND PRIZES**

1. All awards shall be made on the aggregate result of the main diploma/degree examination of all years in respect of which division is awarded.
2. Only such candidates shall be entitled to these awards who take and pass all diploma/degree examinations of the University (including Semester) in the first attempt and at once and the same sitting within the prescribed minimum period of the course of study once secure the highest marks. Provided that candidates securing highest marks in a subjects (s) but failing to secure first division or equivalent percentage of marks/grades in 10 point CBGS scale, as per concern course ordinance, shall not be entitled to any medal/prize.
3. Candidates declared eligible for Supplementary Examinations or who appear in the examination after a gap of a year or two shall not be entitled to any award of medals/Prizes.
4. For determining merit, marks in an additional subject will not be counted unless the regulations for the examination concerned have provided for the inclusion of such marks in the division.
5. A student found guilty of breach of Ordinance No. 02 “Admission of students” Para-13, found guilty of using unfair means in any examination shall not be entitled for the award of the Medals.
6. When two or more candidates have obtained an equal number of marks in the aggregate, the Medal/Prize shall be awarded to the candidate who is younger/youngest in age.



**REGULATION-17**  
**UNIVERSITY TEACHING DEPARTMENT**

**SPORTS ASSOCIATION**

1. There shall be constituted a Sports Association of the University Teaching Departments (herein after called an Association).
  2. The Association shall consist of :
    - (i) **The Vice-Chancellor** - **Patron.**
    - (ii) **Chairman** - **Nominated by the Vice-Chancellor from amongst the principle/Deans /HODs of the university.**
- Members** - **(a) Two teachers, not more than one from a Department, to be nominated by the Vice-Chancellor from amongst the teachers of the University.**
- (b) Two students, not more than one from a Department, to be nominated by the Vice-Chancellor out of these one shall be a Woman student.**

The following shall be the conditions for nominations in Clause (iii) (b) above.

- a) He/she should have represented the University/UTD/College in the Inter-University/ Inter-Collegiate Tournaments/Events in the preceding year of nomination.
- b) His/her conduct should be uniformly good on and off the field of play during his/her stay in the Institution.
- c) He/she should have passed the university annual examination of the preceding year of nomination in one attempt.



# Sri Satya Sai University of Technology and Medical Sciences

Note :

If he/she ceases to be a student of University Teaching Departments or fails in the ensuing examination, he/she shall post-facto cease to be a member.

(iii) Secretary - Director/Dean of Physical Education.

(iv) Joint Secretary - One P.T.I. to be nominated by the Vice-Chancellor by Rotation out of the P.T. Is. of the University.

## SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES SEHORE

The terms of office of the Chairman, members and Joint Secretary at serial numbers (ii), (iii) (a) and (v) shall be two years.

3. The objects of the Association shall be :--

- a) To organize, control and manage the Intermural Competitions of the University. in the games as decided by the Association from time to time.
- b) To participate in Inter-Collegiate and other tournaments/competitions in the games as decided by the Association from time to time.
- c) To foster and encourage sportsman spirit and sense of responsibility in the students through participation and organization of games and sports activities.

4. The Association shall exercise the following powers and functions:--

- a) To frame and adopt rules to be followed by the University Teaching Departments.
- b) To control the games and sports funds of the University and prepare the budget for the approval of the Vice-Chancellor.
- c) Form Selection Committees to choose University Teaching Departments teams.
- d) Nominate Managers, Coaches and Captains of University teams.
- e) Issue Certificates of proficiency in games to the players.
- f) Take disciplinary action against player (s) and team (s) of the University for violation of the Sport rules, regulations and for misconduct either on the playground or out-side.
- g) Generally to take such steps as may be necessary in the due discharge of the responsibilities.



5.
  - (a) The meeting of the Association shall be held at such time as the Chairman may direct.
  - (b) In the absence of the Chairman the members present may elect a Chairman for the meeting.
  - (c) Not less than one third members of the Association shall form the quorum. If a meeting is adjourned for want of quorum, such a meeting may be reconvened at the time and date as may be fixed by the Chairman and no quorum shall be necessary.
6. "Funds of the University The Sports and Games activities fee shall be charged from the students of the University annually as may be decided by the Executive Council from time to time."

Any point not directly covered by these rules, shall be decided by the Sports Association in the light of the rules most nearly applicable and in accordance with the general tenor and spirit of the said rules.



**Regulation No. - 18**

**Code of conduct for Teachers of Colleges**

The following lapses would constitute misconduct on the part of a teacher of the institute/University teaching department College, including the Principal :--

- (i) Failure to perform his academic duties such as lectures, demonstrations assessment, guidance, invigilation, etc.
- (ii) Gross partiality in assessment of students, deliberately over- marking/under-marking or attempts at victimization on any grounds.
- (iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars/symposia etc.
- (iv) Raising questions of caste, creed, religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
- (v) Refusal to carry out the decision by the appropriate officers/bodies of the University. This will not inhibit his right to express his differences with their policies or decision.
- (vi) Active participation in political activities.



**Regulation No. :- 19**

**Appointments of Examiners Regulations**

(Approved by Academic Council in its meeting dated 17/10/2015)

1. Short title and commencement;
  - (1) This regulation may be called the Sri Satya Sai University of Technology & Medical Sciences, Sehore - Appointments of Examiners Regulations.
  - (2) This shall come into force with effect from the date of Approval of Academic Council.
2. Definitions; In this Regulation unless the context otherwise requires;
  - (a) "Adhiniyam" means Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan)Adhiniyam, 2007 (No 17 of 2007);
  - (b) "Co-examiner" means an examiner in a written paper other than the paper setter;
  - (c) "Internal Examiner" means;
    - (i) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department, School of Studies or College maintained. by the University.
    - (ii) In case of practical and viva -voce examination, an examiner who is a teacher in the Institution whose candidates are being examined at the examination center.
  - (d) "External examiner" means an examiner other than an internal examiner;
  - (e) "Statute" means the Statute made under the provisions of Section 28 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan)Adhiniyam, 2007 (No 17 of 2007);
  - (f) "Section" means Section of the Adhiniyam;
  - (g) "University" means Sri Satya Sai University Of Technology & Medical Sciences,Sehore
  - (h) Words and expression used but not defined in this Regulation shall have the meaning as assigned to them in the Adhiniyam.
3. The Registrar/ Office of the Controller (Exam) shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, Schools of Studies or Colleges maintaining by the University and the second part containing names of persons other than teachers of the



# Sri Satya Sai University of Technology and Medical Sciences

University qualified for appointment as examiners.

4. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:
  - a) The academic Qualifications and teaching experience at diploma, degree and post-graduate levels,
  - b) The field of specialization.
  - c) The examinations of the University and years in which they have acted as examiners in the past.
5. The list so prepared shall be made available to the Examination and result Committee (E.R.C.) concerned together with the names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the name and experience Persons qualified for appointment as examiners but not included therein.
6. The Registrar/Controller (Exam) office shall also give the Examination & Result Committee the approximate number of candidates expected to appear at each examination and the list of Deptt. of each Practical/Viva Voce examination together with the estimated number of candidates thereat.
7. The Examination and Result Committee (E.R.C.) shall, in the light of the provisions of the Statute No. 33, recommend -
  - (i) A panel of three names for appointment of the paper setter of each written paper.
  - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
  - (iii) A list of names of persons for appointment as examiners in each practical/viva- Voce examination, the number of names included in the list shall be sufficient for the conduct of practical/viva-Voce examination at different centers.
8. The Vice-Chancellor shall appoint paper-setter, co-examiners, practical/Viva-Voce examiners ordinarily from amongst persons recommended by the Examination Committee/ Controller (Exam)/Coordinator . He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee/ Controller (Exam)/Examination Coordinator if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary



to the provision of the Statute No. 33

9. The qualification of the Paper-setters and co-examiners shall as follows, namely: -

**(A) Paper-setter & Examiner:**

**Qualification & Experience:**

Examination –

- |  |  |
|--|--|
| (i) Post-graduate examination in all Faculties | (i) The Subject taught at the post graduate level for at least three years,<br><br><b>or</b><br><br>Experience of teaching the subject at the Post Graduate level for at least one year together with research experience/total teaching experience at the degree and/or post Graduate level for at least three years.;<br><br><b>or</b><br><br>three years professional experience. |
| (ii) Degree examination in all Faculties       | (ii) Teaching the subject at Degree level for at least three year/ post graduate level for at least one years.<br><br><b>or</b><br><br>three years professional experience.  |
| (iii) Diploma examination                      | (iii) Teaching experience at least two years of Degree and/or five years of Diploma classes.<br><br><b>or</b><br><br>three years professional experience.  |



**(B) Co-examiners:**

The Qualifications shall be the same as for Paper-setter but the minimum teaching/professional experience required shall be less by one years than that prescribed in case of the Paper-setter

Provided that in case of degree examination where sufficient number of co-examiners in a subjects with aforesaid qualifications is not available, teachers in the University Teaching Department/School of Studies of the University with at least two years experience at the degree/post graduate level in the subject shall be eligible for appointment as Co-examiners.

10. (1) (a) In case of practical and viva-Voce examinations at postgraduate level, the external examiner shall be a person not below the rank of a Associate Professor.  
(b) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the E.R.C.
- (2) All external examiners in case of Practical examination at the first degree level shall as far as possible be appointed from amongst the teachers in any University Teaching Department, School of Studies or College of the University.
11. (1) Ordinarily not more than 50 percent of the paper-setters at the post-graduate examination shall be external.
- (2) All the paper setters at degree examination in any subjects shall be from University Teaching Departments/ School of Studies or College of the University as well as from other University/Institution
- (3) Where in any paper more than one examiner is appointed, the paper-setters shall be the Head examiner. Examiners other than the paper-setters shall be the Co-examiners.
- (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, Schools of Studies and College maintained by the University shall be ordinarily considered on the basis of seniority, subject to fulfillment of other conditions for such appointment.



12. (1) In case of under-graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates at a time.
- (2) In case of written examination, an examiner shall not ordinarily value more than 80 scripts in a day of a question paper and Co-examiner(s) shall be appointed if the number of candidates appearing in the paper is more than 200.
13. (1) Examiners shall be appointed for the examinations of one academic year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time even before the expiry of academic year if his work is found unsatisfactory.  
An examiner's work shall be deemed to be, unsatisfactory if:-
  - (i) Mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result. or
  - (ii) He is found by the Examination & Result Committee to have delayed the work without good cause. or
  - (iii) (There is an adverse report from the Head Examiner; or
  - (iv) In the opinion of the Examination & Result Committee there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and
  - (v) If there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.
14. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him. Another valuer shall be appointed only on his refusal who will receive the remuneration for preparing solution if necessary.
- (2) In a paper for which more than one examiner has been appointed, the paper setter shall: -
  - (i) Set the paper:
  - (ii) Forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-book by his co-examiners;



- (3) (i) The Paper Setter Professor/Associate Professor/Reader of that subject shall, as soon as possible shall forward to the University a memorandum of instructions along with the question paper, after examination in a separate envelop.
  - (ii) A co-examiner shall on receipt of the memorandum of instructions start valuation of the answer-books allotted to him.
  - (iii) The co-examiners shall comply with all instructions given to them by the Paper Setter Professor/ Associate Professor/Reader of the subject concerned .
  - (4) The Head Examiner,/ the Deputy Head Examiner, if any and every co-examiner shall carry out all the instruction received by them from the University in the matters incorporated in the instructions.
  - (5) Notwithstanding any thing contained in the provisions of sub Statute (2) to (6) above where the Academic Council so decides in case of a paper where more than one examiner is required, the paper- setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions along with the question paper set by him. All examiners shall value the answer-books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and installments of marked answer-books between the paper-setter and other examiners.
- 15. Provided that if the paper-setter dies before he completes the valuation of answer- books full remuneration prescribed for paper setting shall be paid to the heirs of such paper setter.
  - 16. Even though paper set for any examinations is not utilized in that year, the paper setter shall be entitled to receive the full remuneration for setting the paper.
  - 17. In case of examinations, where the ordinances provided for second examinations the paper setter may be required to set two papers anyone of which may be used for the main examinations. The paper setter shall be an examiner at both the Main and the Second Examinations. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ships at the Main Examination.
  - 18. In any subject if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.



19. In the case of a subject for postgraduate examinations where thesis is permissible, an examiner will be appointed for evaluation of the thesis.
20. (1) No person shall act as paper setter or examiner either in theory, Viva-Voce or practical examination if any of his relations appearing in examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than that Centre at which his relation is appearing,  
(2) No person shall act as a tabulator for any examination if any of his relations is appearing/has appeared at that examination.

Note : This regulation is subject to the provision of Statute no. 33 “Appointment of Examiners)